



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

Family Investment Administration  
**ACTION TRANSMITTAL**

Control Number: 12-19

Effective Date: Upon Receipt

Issuance Date: 3-28-12

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF

FROM: ROSEMARY MALONE, EXECUTIVE DIRECTOR

RE: SKILLS2COMPETE UPDATES FOR WORKS

PROGRAM AFFECTED: TEMPORARY CASH ASSISTANCE (TCA)

ORIGINATING OFFICE: OFFICE OF PROGRAMS

**SUMMARY:**

MD RISE provides customers with skills training and other opportunities to attain employment and self-sufficiency. We have aligned MD RISE with Skills2Compete Maryland (Skills2Compete), which is the broader, statewide effort to increase the skills of the State's workforce.

We updated WORKS to support the new alignment through measuring and monitoring customers' participation in education and training programs. Skills2Compete is focused on occupational skills training, which includes the categories of BEV (vocational education) and IST (job skills training). We created two new reports and modified existing reports. This action transmittal provides information to local department staff about these changes.

**New Terms**

**Bureau of Labor Statistics (BLS)** – The principal fact-finding agency for the Federal government in the broad field of labor economics and statistics.

**Maryland Higher Education Commission (MHEC)** – The State agency responsible for establishing policies and requirements for Maryland public and private colleges and universities and for-profit career schools.

**North American Industry Classification System (NAICS)** – These codes represent the standard created and used by BLS to classify business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. FIA will make annual updates to WORKS to reflect changes to NAICS codes. Use the NAICS codes when classifying a job title or profession for the customer’s current employment or work history.

**Classification of Instructional Programs (CIP)** – These codes represent the classification system developed by the US Department of Education to track and assess fields of study and program completion activity. We will update the CIP codes in WORKS quarterly. Use the CIP codes when classifying training or education (BEV/IST) program activities for customers.

**ACTION REQUIRED:**

**To Record Work History in WORKS:**

Search for the customer in the WORKS database by Social Security Number (SSN) or Client Identification (CI ID).

Select the TCA recipient program on the Search Results page.

Click on the Work History link to record the customer’s work history.

Click the Add New Work History button to record work history data.

Complete the following fields:

1. **Employer Name:** Enter the name of the customer’s past or current employer.
2. **Job Title:** Enter the past or current occupation of the customer.
3. **NAICS (new field):** Select the industry classification under which the customer’s job title is classified. To do this type in either the name of the customer’s profession or the first 3 digits of the classification code of the job title.
4. **Link to BEV/IST Activity (new field):** Select the BEV or IST activity as either currently enrolled in or was previously enrolled in, if this activity led to the customer’s employment history being recorded.
5. **Certificate awarded? (new field):** Select the appropriate response.
6. **Start Date:** Enter the date the customer began the employment.
7. **End Date:** Enter the date the customer’s employment ended if the customer is no longer working. If the customer is still employed, leave this field blank.
8. **Hourly rate:** Enter the customer’s hourly rate of pay.
9. **Hrs/wk:** Enter the number of hours per week the customer is scheduled to work.
10. **Reason for leaving:** Select the reason from the drop down list for why the customer left the job if the customer is no longer working with this particular employer. If the customer is still employed, select “**Still Employed**”.

Work History CARES Work History Paid Work Activities Narration

**Add Mode - Please complete the following information:**

Work History

**\* Required Field**

Employer: ABC Elementary School \*

Job Title: teacher \*

NAICS Code: Elementary and Secondary Schools [611110] \*

Activity Code	Activity Start Date	Activity Estimated End Date	Activity Actual End Date	Total Hours Completed	Completion Status	Certificate Awarded	Training Site
<input type="radio"/> IST	02/04/2011	12/01/2011		40			
<input checked="" type="radio"/> BEV	07/12/2010	07/12/2011		518			
<input type="radio"/> IST	06/22/2010	06/22/2010	10/03/2010	24	Completed Activity		
<input type="radio"/> Not On List							

Certificate Awarded?  Yes  No \*

Start Date: 08/12/2011 \*

End Date: \*

Hourly Rate: 19.50 \*

Hrs/Week: 40 \*

Reason for Leaving: 0 - Still Employed \* If End Dated

Submit Cancel

Click the **Submit** command to enter the data into the database.

## REMINDER

If the customer is currently working, remember to add the customer's employment information to the **Activities** screen as well.

### Recording BEV and IST activities:

Search for the customer in the WORKS database by **SSN** or **CI ID**. Select the TCA recipient program on the **Search Results** page.

Click on the **Activities** link to record the customer's work activity.

Click either **Add New Activity** or the **Edit** command next to the BEV or IST activity code already displayed in the customer's activity list.

Enter BEV in the **Activity Code** field to allow the screen to extend.

Complete all of the highlighted fields:

1. **The Start Date:** Enter the date the customer began the activity.
2. **The Estimated End Date:** Enter the date the customer is likely to complete the activity.
3. **The Length of Training (new field):** Enter the number of months or weeks the customer is scheduled to be in the activity. If the program is expected to last for 24 months enter 24 months and 0 weeks. Example: If the program is expected to last for 3 weeks, enter 0 months and 3 weeks.

4. **The Provider Sub code:** Select the appropriate provider sub code. Each local jurisdiction has sub codes specifically loaded in WORKS for their jurisdiction.
5. **Scheduled Hrs per week:** Enter the number of hours the customer is scheduled to attend this activity.

### Training Site Information

6. **Job title:** Enter the job title, if appropriate. The field can be left blank, since it is not highlighted with a red asterisk.
7. **CIP category (new field):** Click the drop down arrow and select the appropriate CIP category.
8. **CIP Intermediate (new field):** Click the drop down arrow and select the appropriate CIP intermediate category.
9. **CIP program (new field):** Click the drop down arrow and select the appropriate CIP program.
10. **Training site list (new field):** When the 3 previous fields are completed, a list of training sites will appear. Select the appropriate training site for your customer. Once you have selected the training site, the rest of the training site information should automatically populate such as the training site name, address, contact person and phone number.

Activity Information		User Defined Fields				
Required Field		User 1	User 2	User 3	User 4	User 5
Start Date:	05/03/2011 *					
Estimated End Date:	04/30/2012 *					
Length of Training:	12 Months(0-99) * 0 Weeks(0-99) *					
Provider Subcode:	S2C21 - Skills to Compete *					
Scheduled Hours Per Week:	22 *					
Activity Code:	BEV - VOCATIONAL TRAINING *					
Actual End Date:						
Counselor ID:						

Training Site Information	
Job Title:	elementary school teacher ←
CIP Category:	EDUCATION [13] ← *
CIP Intermediate:	Teacher Education and Professional Development, Specific Levels and Methods [13.12] ← *
CIP Program:	Teacher Education, Multiple Levels [13.1206] ← *
Training Site List:	Institute for Advanced Montessori Studies Not on list ← *
Training Site Name:	University of Maryland *
Training Site Sector:	PUB - Public
Training Site Contact person:	
Training Site Email:	
Training Site Street:	2323 College Park Lane
Training Site City:	Silver Spring
Training Site State:	Maryland
Training Site Zip:	21222
Training Site Phone:	443-333-2222
Training Site County Code:	MO - Montgomery

If your customer receives their training or education program at a site that does not appear in the drop down box, select, "Not on the List" and manually enter the training site address and contact information.

Click the **Submit or Update** command and enter the data into the database.

### **Adding Employment Activities:**

Click on the **Activities** link to record the customer's employment activity.

Click the Add New Activity button.

Enter the appropriate employment code (WEJ, WSP, WSU) in the **Activity Code** field to allow the screen to extend. Complete all of the highlighted fields:

1. **Start Date:** Enter the date the customer began the job.
2. **Estimated End Date:** If known, enter the scheduled date the customer will complete the job. Project an end date if the employment appears to be permanent, such as the end of the calendar year.
3. **Provider Sub code:** Select the appropriate provider sub code. Each local jurisdiction has sub codes specifically loaded in WORKS for their jurisdiction.
4. **Scheduled Hours Per Week:** Enter the customer's scheduled number of work hours.

### **Employment Information Section**

5. **Job Title:** Enter the name of the customer's occupation/job title.
6. **NAICS code (new field):** Select the appropriate NAICS code for the customer's occupation.
7. **Employer Name:** Enter the employer's name.
8. **Hourly Wages:** Enter the customer's hourly earnings.
9. **Work Sector:** Select the appropriate employment sector from the drop down list.
10. **Employer's Street Name:** Enter the employer's address.
11. **City:** Enter the city.
12. **State:** Select the appropriate state code from the drop down selection.
13. **Zip:** Enter the zip code.
14. **Medical Benefits:** Select the appropriate medical benefits information that applies.
15. **Leave Benefits:** Select any leave benefits the customer may be getting from the employer.
16. **State Contractors:** Select the appropriate state contractor. If the employer is not a state contractor, select "Not a State Contractor".
17. **Hiring Agreements:** Select the hiring agreement used to employ the customer, if appropriate.

Activities Narration

**Add Mode - Please complete the following information:**

**Activity Information**

**\* Required Field**

<b>Start Date:</b>	07/11/2011 *	<b>Activity Code:</b>	WEJ - UNSUBSIDIZED EMPLOYMENT
<b>Estimated End Date:</b>	07/31/2013 *	<b>Actual End Date:</b>	
<b>Provider Subcode:</b>	BCWEJ - BELCREST UNSUBSIDIZED EMP *	<b>Counselor ID:</b>	
<b>Scheduled Hours Per Week:</b>	40 *	<b>User Defined Fields</b>	
		<b>User 1</b>	<b>User 2</b>
		<b>User 3</b>	<b>User 4</b>
		<b>User 5</b>	

**Employment Information**

<b>Job Title:</b>	Certified Nursing Assistan *		
<b>NAICS Code:</b>	Nursing Care Facilities [623110] * ←		
<b>Employer Name:</b>	Meridian Nursing Care Facility *	<b>Hourly Wages:</b>	\$ 18.50 *
<b>Work Sector:</b>	PNP - Private Non Profit *		
<b>Employer Contact Person:</b>	I.M. Supervisor	<b>Employer Email:</b>	
<b>Employer Street:</b>	234 Nursing Care Lane *	<b>City:</b>	Baltimore *
<b>State:</b>	Maryland *	<b>Zip:</b>	21222 *
<b>Phone:</b>		<b>County Code:</b>	(Select One)
<b>Census Tract:</b>		<b>Covered By UI?</b>	(Select One)
<b>Medical Benefits:</b>	1 - Within 1-30 Days *	<b>Leave Benefits:</b>	S - Sick V - Vacation H - Holiday N - None Provided By Employer *
<b>Job Duration:</b>	3 - Over 150 Days	<b>Related to Training:</b>	Yes
<b>State Contractors:</b>	Not a State Contractor *	<b>Hiring Agreements:</b>	NA - Not Applicable *

Submit Cancel

## Changes to Reports:

We added CIP or NAICS code fields to 6 existing reports. They are:

1. Client Activity Record Report
2. Client Activity Status Report
3. District Office Status Change Report
4. Work Sector Activity Report
5. Employment Discrepancy Work Programs Data Report
6. Work Opportunity Statistical Report

WORKS has two new Skills2Compete reports to track the number of customers enrolled in BEV/IST activities at the local level and statewide.

## Accessing Skills2Compete Local Reports

Go to the **Reports** section of the Navigation area and click on the **Local** link. Click on the **Skills2Compete** report link on the **Local** Reports menu.

**State Reports Menu**

- [Food Stamps ABAWDS Summary](#)
- [TLE History Report \(Statewide\)](#)
- [TANF Countable Participant Report \(30 Hour State\)](#)
- [Universal Engagement Report \(Statewide\)](#)
- [NonCustodial Parents Report \(Statewide\)](#)
- [Work Programs Statistical Summary \(Statewide\)](#)
- [Work Sector Activity \(Statewide\)](#)
- [Food Stamps Monthly Report \(Statewide\)](#)
- [WP To CARES Federal Reporting Process](#)
- [Skills2Compete Report](#) ←

Complete the following:

1. LDSS Code: Select either All or a specific LDSS.
2. District Office: Click on either All District Offices or Select District Office(s).
3. Start Date: Click on the date calendar to enter the appropriate start date.
4. End Date: Click on the date calendar to enter the appropriate end date.
5. Provider Sub-code: Select a specific Provider Sub-code or bypass the field.
6. Activity Code: Select the desired activity code.
7. CIP code: Click on **Launch CIP Wizard**.

**Skills2Compete Statewide Report**

LDSS Code:	(Select One) *	←
District Office:	<input type="radio"/> All District Offices <input type="radio"/> Select District Office(s) <input checked="" type="checkbox"/> Select a LDSS first. *	←
Start Date:	<input type="text"/> *	←
End Date:	<input type="text"/> *	←
Provider Subcode:	<input type="text"/>	
Activity Code:	(Select One) *	←
CIP Code:	Numbers of Cip Code(s) Selected : <input type="text"/> *	<input type="button" value="Launch CIP Wizard"/>
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

8. Launch the CIP Wizard by doing the following:
  - a. Click on **Expand All** to get all of the CIP code categories.
  - b. Click on **Check All** if you want to launch all of the CIP codes or for specific codes simply click the CIP code(s) you want.
  - c. Click on **Save Selection**. You will go back to the report input screen.

**Skills2Compete Report**

Expand All | 
  Collapse All | 
  Check All (2321) | 
  Clear All | 
  |

- CIP Code Wizard
  - AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES [01]
  - NATURAL RESOURCES AND CONSERVATION [03]
  - ARCHITECTURE AND RELATED SERVICES [04]
  - AREA, ETHNIC, CULTURAL, GENDER, AND GROUP STUDIES [05]
  - COMMUNICATION, JOURNALISM, AND RELATED PROGRAMS [09]
  - COMMUNICATIONS TECHNOLOGIES/TECHNICIANS AND SUPPORT SERVICES [10]
  - COMPUTER AND INFORMATION SCIENCES AND SUPPORT SERVICES [11]
  - PERSONAL AND CULINARY SERVICES [12]
  - EDUCATION [13]
    - Education, General [13.01]
      - Education, General [13.0101]
    - Bilingual, Multilingual, and Multicultural Education [13.02]
    - Curriculum and Instruction [13.03]
    - Educational Administration and Supervision [13.04]

9. Click **Submit** to enter the report data.

WORKS will generate a report, which you can export to Excel or PDF. The report tallies the totals and percentages for Customers in Training, BEV/IST Activities Total, BEV/IST Overall Count, BEV/IST Completed, BEV/IST Certificate Awarded Count and BEV/IST Industry Recognized Training.

**Skills2Compete Statewide Report**

1 of 1 | 100% | Find | Next

Activity Subcode: BEV & IST | CIPCodes:

BEV Activities

LDSS	WORKS Customers	Customers In Training (CIT)	BEV Activities	BEV Overall		BEV Completed		BEV Certificate Awarded		BEV Industry Recognized Training
			Total	Count	%	Count	%	Count	%	Count

IST Activities

LDSS	WORKS Customers	Customers In Training (CIT)	IST Activities	IST Overall		IST Completed		IST Certificate Awarded		IST Industry Recognized Training
			Total	Count	%	Count	%	Count	%	Count

|

### Accessing Skills2Compete Local Reports:

Go to the **Reports** section of the Navigation area and click on the **Local** link. On the **Local Reports** menu, click on the **Skills2Compete** report link.

**Maryland's Human Services Agency**  
**Work Programs**

Maryland Department of Human Resources

**Local Reports Menu**

Main Page

Reports

Local ←

State

Federal

Case Management

Search

Maintenance

Security

Manage Roles

Manage Users

Provider Sub-Codes

Case Assignment

Logout

Activity Estimated End Date

Caseload Report - Current Status

Client Activity Record

Client Activity Status

Client Activity Status (Sanction and Compliance)

District Office Referral

District Office Status Change

Employment Discrepancy CARES Data

Employment Discrepancy WP Data

Food Stamp Activity

Food Stamp Mandatory/ ABAWDS Registrants

Food Stamps Monthly Report

CARES Download Interface Processing

TANF Countable Participant Report (40 Hour Local)

Fair Labor Standards Act (FLSA) Deemed Hours Report

J-Code Flipped Activities Report

Skills2Compete Report ←

Missing Attendance

Non-Custodial Parents

TANF Countable Participant Report (30 Hour Local)

TCA Recipients Receiving Child Care Vouchers

TLE Current Status

TLE History

Vendor Status Change

Vendor Referral

Vendor Attendance

Work Programs Deregistration Status

Work Sector Activity

Work Opportunities Statistical Summary

Universal Engagement Report (local)

Excused Absence (EA) Merged Hours Report

Vocational Education (BEV) Flipped Activities Report

Complete the following fields:

1. LDSS Code: Select the appropriate local department.
2. Start Date: Select the desired start date by clicking on the calendar next to the field.
3. End Date: Select the desired end date by clicking on the calendar next to the field.
4. Activity Code: Select the desired activity code.
5. CIP Code: Click on **Launch CIP Wizard** (see illustration on page 8)
6. Launch the CIP Wizard by doing the following:
  - a. Click on **Expand All** to get all of the CIP code categories.
  - b. Click on **Check All and CIP Code Wizard** if you want to launch all of the CIP codes. For specific codes, simply click the CIP code(s) you want.
  - c. Click on **Save Selection**. You will go back to the report input screen.
7. All Opened Activities or New Only: Select either all opened activities or new only.
8. Output Options: Select the desired output options.
9. Click **Submit** to enter the report data.

## Skills2Compete Report

<b>LDSS Code:</b>	BALTIMORE CITY *																																			
<b>District Office:</b>	<input checked="" type="radio"/> All District Offices <input type="radio"/> Select District Office(s)																																			
	<table border="0"> <tr> <td><input type="checkbox"/> 300 - CENTRAL ADMIN</td> <td><input type="checkbox"/> 331 - EESU/HESU</td> </tr> <tr> <td><input type="checkbox"/> 332 - HARBOR VIEW OFFICE</td> <td><input type="checkbox"/> 333 - CLIFTON JOHNSTON SQ.</td> </tr> <tr> <td><input type="checkbox"/> 334 - FAM. INVEST PROG SER</td> <td><input type="checkbox"/> 335 - DUNBAR OFFICE</td> </tr> <tr> <td><input type="checkbox"/> 336 - SPECIAL PROJECTS</td> <td><input type="checkbox"/> 337 - HARFORD-NORTH FIC</td> </tr> <tr> <td><input type="checkbox"/> 338 - JOHNSTON SQUARE</td> <td><input type="checkbox"/> 340 - NORTHWEST FI CENTER</td> </tr> <tr> <td><input type="checkbox"/> 341 - Dunbar-Orangeville</td> <td><input type="checkbox"/> 342 - PARK CIRCLE</td> </tr> <tr> <td><input type="checkbox"/> 343 - MOUNT CLARE</td> <td><input type="checkbox"/> 344 - Hilton Heights</td> </tr> <tr> <td><input type="checkbox"/> 345 - SOUTHWEST FIC</td> <td><input type="checkbox"/> 346 - PENN-NORTH F.I.C</td> </tr> <tr> <td><input type="checkbox"/> 347 - WESTWOOD</td> <td><input type="checkbox"/> 348 - INTAKE &amp; ASMT/R&amp;S PL</td> </tr> <tr> <td><input type="checkbox"/> 349 - FAMILY SERVICES</td> <td><input type="checkbox"/> 350 - R&amp;S-APPL./DAY CARE</td> </tr> <tr> <td><input type="checkbox"/> 351 - ADULT SERVICES</td> <td><input type="checkbox"/> 352 - IN-HOME AIDE SERVICE</td> </tr> <tr> <td><input type="checkbox"/> 353 - CENTRAL MEDICAL ASST</td> <td><input type="checkbox"/> 354 - LONG TERM CARE (LTC)</td> </tr> <tr> <td><input type="checkbox"/> 355 - SSI UNIT</td> <td><input type="checkbox"/> 356 - FOSTER CARE MA</td> </tr> <tr> <td><input type="checkbox"/> 357 - RESOURCES/SUPPORT-QA</td> <td><input type="checkbox"/> 358 - BALTIMORE CITY DJJ-MA</td> </tr> <tr> <td><input type="checkbox"/> 359 - MANAGED CARE PROJECT</td> <td><input type="checkbox"/> 360 - NORTHWOOD DSS</td> </tr> <tr> <td><input type="checkbox"/> 361 - PAA &amp; OUTREACH</td> <td><input type="checkbox"/> 370 - BALT RESTTLMNT CNTR</td> </tr> <tr> <td><input type="checkbox"/> 399 - BALTIMORE CITY HCA</td> <td><input type="checkbox"/> 404 - WALTER P. CARTER</td> </tr> <tr> <td><input type="checkbox"/> 572 - BALTIMORE CITY</td> <td></td> </tr> </table>	<input type="checkbox"/> 300 - CENTRAL ADMIN	<input type="checkbox"/> 331 - EESU/HESU	<input type="checkbox"/> 332 - HARBOR VIEW OFFICE	<input type="checkbox"/> 333 - CLIFTON JOHNSTON SQ.	<input type="checkbox"/> 334 - FAM. INVEST PROG SER	<input type="checkbox"/> 335 - DUNBAR OFFICE	<input type="checkbox"/> 336 - SPECIAL PROJECTS	<input type="checkbox"/> 337 - HARFORD-NORTH FIC	<input type="checkbox"/> 338 - JOHNSTON SQUARE	<input type="checkbox"/> 340 - NORTHWEST FI CENTER	<input type="checkbox"/> 341 - Dunbar-Orangeville	<input type="checkbox"/> 342 - PARK CIRCLE	<input type="checkbox"/> 343 - MOUNT CLARE	<input type="checkbox"/> 344 - Hilton Heights	<input type="checkbox"/> 345 - SOUTHWEST FIC	<input type="checkbox"/> 346 - PENN-NORTH F.I.C	<input type="checkbox"/> 347 - WESTWOOD	<input type="checkbox"/> 348 - INTAKE & ASMT/R&S PL	<input type="checkbox"/> 349 - FAMILY SERVICES	<input type="checkbox"/> 350 - R&S-APPL./DAY CARE	<input type="checkbox"/> 351 - ADULT SERVICES	<input type="checkbox"/> 352 - IN-HOME AIDE SERVICE	<input type="checkbox"/> 353 - CENTRAL MEDICAL ASST	<input type="checkbox"/> 354 - LONG TERM CARE (LTC)	<input type="checkbox"/> 355 - SSI UNIT	<input type="checkbox"/> 356 - FOSTER CARE MA	<input type="checkbox"/> 357 - RESOURCES/SUPPORT-QA	<input type="checkbox"/> 358 - BALTIMORE CITY DJJ-MA	<input type="checkbox"/> 359 - MANAGED CARE PROJECT	<input type="checkbox"/> 360 - NORTHWOOD DSS	<input type="checkbox"/> 361 - PAA & OUTREACH	<input type="checkbox"/> 370 - BALT RESTTLMNT CNTR	<input type="checkbox"/> 399 - BALTIMORE CITY HCA	<input type="checkbox"/> 404 - WALTER P. CARTER	<input type="checkbox"/> 572 - BALTIMORE CITY
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<b>Start Date:</b>	<input type="text"/> *																																			
<b>End Date:</b>	<input type="text"/> *																																			
<b>Provider Subcode:</b>	AMW05 - AMERICA WORKS BMHS1 - Baltimore Mental Health Systems, Inc BSAS3 - BALTIMORE SUBSTANCE ABUSE BT130 - Biotechnology Inst. of MD																																			
<b>Activity Code:</b>	(Select One) *																																			
<b>CIP Code</b>	Numbers of CIP Code(s) Selected : <input type="text"/> * <input type="button" value="Launch CIP Wizard"/>																																			
<b>All Opened Activities or New only:</b>	<input checked="" type="radio"/> New <input type="radio"/> All																																			
<b>Output Options:</b>	(Select One)																																			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>																																				

A report will generate, which you can export to Excel or PDF formats, tracking local department activity for BEV/IST placements as well as other related activities.

### Attachments:

We are providing the following attachments to assist local department staff in entering the NAICS codes into WORKS.

[Attachment 1](#) contains the NAICS code sector and the description of each sector. [Attachment 2](#) contains the NAICS code sector with some of the general categories of codes under each sector. This document does not contain all of the NAICS codes developed by BLS. If you need additional NAICS codes, go to [www.bls.gov](http://www.bls.gov).

### INQUIRIES:

For TCA policy questions, please contact Gretchen Simpson at 410-767-7937 or [gsimpson@dhr.state.md.us](mailto:gsimpson@dhr.state.md.us). For questions concerning WORKS or the TCA Work Participation Rate (WPR), contact Faith Freeman at 410-767-7696 or [ffreeman@dhr.state.md.us](mailto:ffreeman@dhr.state.md.us).

## NAICS CODES SECTORS AND DESCRIPTIONS

SECTOR	DESCRIPTION
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment and Recreation
72	Accommodation and Food Services
81	Other Services ( except Public Administration)
92	Public Administration

## NAICS CODE LOOKUP GUIDE

- 11 Agriculture, Forestry, Fishing and Hunting**
  - 111110 – Soybean Farming
  - 11119 – Other Grain Farming
  - 112310 – Chicken Egg Production
  - 11411 – Fishing
  - 115115 – Farm Labor Contractors
- 21 Mining, Quarry and Oil and Gas Extraction**
  - 21111 – Oil and Gas Extraction
  - 21211 – Coal Mining
  - 21311 – Support Activities for Mining
- 22 Utilities**
  - 22111 – Electric Power Generation
  - 221210 – Natural Gas Distribution
  - 221310 – Water Supply Systems
- 23 Construction**
  - 236115 – New Single Family Home Construction
  - 236118 – Home Renovation
  - 236118 – Remodeling and Renovation (General Contractor)
- 31 Manufacturing**
  - 31111 – Animal Food Manufacturing
  - 31121 – Flour Milling and Malt Manufacturing
  - 311615 – Poultry Processing
  - 31181 – Bread and Bakery Product Manufacturing
- 32 Manufacturing**
  - 32111 – Sawmills and Wood Preservation
  - 32199 – All Other Wood Product Manufacturing
- 33 Manufacturing**
  - 33131 – Aluminum Production and Processing
  - 331511 – Iron Foundries
  - 331513 – Steel Foundries
  - 336111 – Automobile Manufacturing
- 42 Wholesale Trade**
  - 423110 – Automobile and Other Mobile Vehicle Merchant Wholesalers
  - 423210 – Furniture Merchant Wholesalers (Other)
  - 423220 – Home Furnishing Merchant Wholesalers
  - 423410 – Photographic Equipment and Supplies Merchant Wholesalers
  - 423440 – Other Commercial Equipment Merchant Wholesalers
  - 423850 – Hair Preparations, Professional, Merchant Wholesalers
- 44 Retail Trade**
  - 443112 – Cellular Telephone Stores
  - 443120 – Computer Stores
  - 44619 – Other Health and Personal Care Stores
  - 448190 – Bridal Gown Shops

- 448310 – Jewelry Stores
- 45 Retail Trade**
  - 451110 – Sporting Goods Stores
  - 451211 – Book Stores
  - 45291 – Warehouse Clubs and Supercenters
  - 453220 – Gift Shops
  - 453910 – Pet and Pet Supplies Stores
  - 45399 – All Other Miscellaneous Store Retailers
- 48 Transportation Services**
  - 485310 – Taxi Service
  - 485320 – Limousine Service
  - 485991 – Senior Citizens Transportation Services
  - 488111 – Air Traffic Control
  - 488510 – Freight Forwarding
- 49 Warehousing**
  - 491110 – Postal Service
  - 492110 – Couriers
  - 493110 – Warehousing and Storage
- 51 Information**
  - 511110 – Newspaper Publishers
  - 512110 – Video Production
  - 517210 – Wireless Telecommunications Carriers
  - 518210 – Web Hosting/Data Entry Service
  - 519120 – Libraries and Archives
- 52 Finance**
  - 522110 – Commercial Banking
  - 522130 – Credit Unions
  - 522291 – Consumer Lending
  - 52399 – All Other Financial Investment Activities
  - 52411 – Direct Life, Health and Medical Insurance Carriers
- 53 Real Estate and Rental and Leasing**
  - 531110 – Building, Apartment, Rental and Leasing
  - 531210 – Real Estate Agencies
  - 531311 – Property Managers
  - 53229 – Other Consumer Goods Rental
  - 53241 – Equipment Leasing
- 54 Professional, Scientific and Technical Services**
  - 541110 – Law Practices
  - 54119 – Other Legal Services
  - 541213 – Tax Preparation Services
  - 541219 – Bookkeeping
  - 541511 – Computer Software Services
  - 541519 – Computer Related Services
- 55 Management of Companies and Enterprises**
  - 55111 – Management of Companies and Enterprises
- 56 Administrative and Support and Waste Management and Remediation**
  - 561110 – Business/Office Management

- 561210 – Facilities Support Services
  - 561310 – Employment Placement Services
  - 561320 – Temporary Help Services
  - 561422 – Telemarketing Bureaus
  - 561440 – Debt Collections Services
  - 561612 – Security Guards and Patrol Services
  - 561720 – Janitorial Services
  - 561730 – Landscape Contractors
  - 561740 – Carpet Cleaning Services
  - 56211 – Waste Collection
  - 56291 – Hazardous Material Removal Contractors
- 61 Educational Services**
- 611110 – Elementary and Secondary Schools
  - 611210 – Junior Colleges
  - 611310 – Colleges, Universities, and Professional Schools
  - 61151 – Technical and Trade Schools
  - 611710 – Educational Support Services
- 62 Health Care and Social Assistance**
- 62111 – Offices of Physicians
  - 621210 – Family Dentists' Offices
  - 621310 – Chiropractor's Offices
  - 621320 – Optometrist's Offices
  - 621330 – Social Worker's Offices
  - 621390 – Other Health Practitioner's Offices
  - 621399 – Registered Nurse's Offices
  - 62151 – Medical and Diagnostic Labs
  - 623110 – Nursing Care Facilities
  - 62331 – Community Care Facilities
  - 624120 – Day Care Centers, Adult
  - 62422 – Community Housing Services
  - 624410 – Child Day Care Services
- 71 Arts, Entertainment and Recreation**
- 711110 – Theater Companies and Dinner Theaters
  - 711120 – Dance Companies
  - 711410 – Modeling Agencies
  - 712110 – Museums
  - 713210 – Gambling Industry
  - 713940 – Fitness Centers
- 72 Accommodation and Food Services**
- 721110 – Hotels and Motels
  - 722110 – Restaurants, Full Service
  - 722211 – Restaurants, Fast Food
  - 722212 – Cafeterias
  - 722320 – Caterers
- 81 Other Services**
- 81111 – Automotive Mechanical and Electrical Repair and Maintenance
  - 81112 – Automotive Body, Paint

- 811192 – Car Washes
- 81211 – Hair, Nail and Skin Care Services
- 81219 – Other Personal Care Services
- 812310 – Laundromats
- 81331 – Social Advocacy Organizations

**92 Public Administration**

- 921110 – Executive Offices
- 921120 – Legislative Offices
- 921130 – Public Finance Activities
- 922110 – Courts
- 922140 – Correctional Institutions
- 923110 – Administration of Education Programs