Administrative Costs  
All direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of recipients and sub-recipients of the grant funds.

Adult  
For WIA purposes, an individual 18 years of age or older.

Adult Basic Education  
For people whose skills are less than ninth-grade-level or who have limited English proficiency. These programs offer help with reading, writing, math, ESL, and other skills that can be used in the workforce.

Adult Education  
Services or instruction below post-secondary level for students who (a) have attained 16 years of age; (b) are not enrolled or required to be enrolled in secondary school under State law; and (c) (1) lack sufficient mastery of basic educational skills to enable the learners to function effectively in society; (2) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (3) are unable to speak, read, or write the English language.

Adult Education and Literacy Services  
Workplace literacy services, family literacy services, and English literacy programs.

Advanced Training  
This is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. It includes only training outside of the One-Stop, WIA, and partner system (i.e., training following exit). (Please note: this term applies to the current WIA younger youth measures only, it does not apply to the common measures).

Advanced Training/Occupational Skills Training  
To count as a placement for the Youth Common Measures, advanced training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy,
be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate (as defined below under this attachment).

**Alien**
A foreign-born person who has not qualified as a citizen of the country. Aliens may be residents or non-residents of the United States.

**AJB - America's Job Bank**
A website [http://www.ajb.org](http://www.ajb.org) where job seekers can post their resumes and search for job openings. Employers can post job listings in the nation's largest online labor exchange, create customized job orders, and search resumes.

**Applicant**
Applicants are those persons seeking services, who have filed a completed application and for whom a formal eligibility determination was made, where applicable.

**Apprenticeship Training**
A formal process by which individuals learn their jobs through a combination of classroom instruction and on-the-job training from a skilled expert in their specific job.

**Assessment**
Collecting and analyzing information to make judgments about the learning progress of individuals or groups; also, techniques, devices, or instruments used to collect evidence, ranging from formal and standardized (such as TABE) to criterion referenced (CRTs) to alternative (portfolios) to informal (observation checklists).

**At-Risk**
A potential drop out is an individual aged 14 through 21 who is enrolled in a secondary school or other educational program and who, for one or more of the reasons listed below, is at risk:
- S/he has poor attendance record (frequent absence, tardiness, and/or truancy); and/or
- S/he is at least one grade level below the performance level for students of the same age as measured in a locally-determined achievement test; and/or
- S/he is recognized by school personnel to be experiencing academic or personal difficulties; and/or
- S/he is a pregnant or parenting teen; and/or
- S/he has formerly dropped out and returned to high school; and/or
- S/he is enrolled in a public alternative school or program; and/or
- S/he has been assessed as chemically dependent; and/or
- S/he is a juvenile offender/diversion program youth; and/or
- S/he has experienced homelessness (as defined by the McKinney-Vento Homeless Assistance Act); and/or
- S/he is a youth with a disability; and/or
- S/he is Limited English Proficient.

**Attest**

To affirm to be true or genuine, to bear witness, to authenticate officially.

-B-

**Barriers to Employment**

Characteristics that may hinder an individual's hiring, promotion or participation in the labor force. Some examples of individuals who may face barriers to employment include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, child care arrangements, transportation or alternative working patterns.

**Basic Skills**

Essential academic and personal abilities that enable a person to succeed in school and the workplace. Traditional referred to as basic education skills - reading, writing, and arithmetic. In recent years, educators and employers have expanded the definition to include a number of cognitive and interpersonal abilities, including the capability to think and solve problems, communicate information in oral, written, and electronic forms, work effectively alone and in teams, and take personal responsibility for self-development.

**Basic Skills Deficient**

The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, states and grantees have the option of establishing their own definition, which must include the above language.
In cases where states or grantees establish such a definition, that definition will be used for basic skills determination.

**Basic Skills Goal**

A measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

**Best Practice**

Programs, services, or processes that research or expert opinion has shown to be effective through measurable, demonstrated results.

**Caretaker**

A parent or eligible adult, including a pregnant woman, who is part of the assistant unit that has applied for or is receiving public assistance.

**Case Management**

A client-centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities, and supportive services, using, where feasible, computer-based technologies; and to provide job and career counseling during program participation and after job placement.

**Certificate**

A certificate is awarded in recognition of an individual’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual’s attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial
assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
• A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
• A registered apprenticeship program.
• A public regulatory agency, upon an individual’s fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
• A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
• Job Corps centers that issue certificates.
• Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Certification
The formal assertion in writing of some fact.

Child Support
The legal obligation of parents to contribute to the economic maintenance, including education, of their children, enforceable in both civil and criminal contexts.

Citizen, U.S.
All persons born in the United States, or whose parents are U.S. Citizens, or who have been naturalized by the U.S. Government.

Co-Enrollment
The state of being a participant in two or more programs at the same time period of time.

Community-Based
**Organization (CBO)**
A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

**Continuous Improvement**
Commitment to improving performance using a team approach to decision-making using systematic collection and analysis of performance data.

**Core Services**
Core services are services that One-Stop Career Centers are responsible for providing for all youths, adults and dislocated workers under WIA. Core services include initial assessment of skill levels, job search and placement assistance, provision of labor market information, provision of information about the performance and cost of education and training providers in the area, career counseling, information about filing unemployment compensation claims, assistance in establishing eligibility for welfare-to-work programs, information relating to the availability of supportive services such as child care and transportation, and follow-up counseling services after someone becomes employed. The WIA mandates that there be universal access to core services.

**Credential**
A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (Please note: this term applies to the current WIA statutory adult, dislocated worker, and older youth measures only, it does not apply to the common measures).

**Custodial Parent**
A parent who is the natural or adoptive parent of a child living with them.

**Customized Training**
A training program designed to meet the special requirements of an employer(s) who has entered into an
agreement with a Local Area to hire individuals on successful completion of the training to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. The employer pays up to 50 percent of the cost of the training.

-D-

Date of Exit
Represents the last day on which the individual received a service funded by the program or a partner program (see definition of “exit”).

Date of Participation
Represents the first day, following a determination of eligibility (if required), that the individual begins receiving a service funded by the program (see definition of participant).

Dependent
One who relies upon another for support.

Diploma
The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS).

Disability
A physical, mental, learning, or emotional/behavioral disability, (including substance abuse). An individual who is disabled and for whom this disability constitutes a substantial barrier to applying for or holding a job.

Disabled Veteran
A veteran who is entitled to compensation under laws administered by the Veterans Administration; or an individual who was discharged or released from active duty because of service-connected disability.

Dislocated Worker
An individual who:
(A) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; is eligible for or has exhausted entitlement to unemployment compensation; or has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation
law; and is unlikely to return to a previous industry or occupation;

(B) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or for purposes of eligibility to receive services other than training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or

(D) is a displaced homemaker.

Displaced Homemaker

A displaced homemaker is an individual who:

- worked in the home for a minimum of two years caring for home and family without pay; and
- has lost the main source of their financial support due to separation, divorce, desertion, death, or disability of spouse or partner and/or loss of public has assistance eligibility; and;
- must now support themselves and their family; and
- is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment
- There is an alternative definition of displaced homemaker for the purposes of carrying out innovative statewide activities noted in Section 134(a)(3)(A)(vi)(1) of WIA
- For this purpose, a displaced homemaker includes an individual who is receiving public assistance and is within 2 years of exhausting lifetime eligibility under Part A of Title of the Social Security Act (42 U. S. C. 601 et seq.)

Documentation

The act or an instance of furnishing or authenticating with documents.
Economically Disadvantaged An individual who received an income, or is a member of family that received a total of family income, that, in relation to family size, does not exceed the higher of the poverty line; or 70 percent of the lower living standard income level.

Educational Gain At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

Eligible Intensive Services Provider A provider who is identified or awarded a contract provided through the one-stop delivery system directly through one-stop operators; or through contracts with service providers, which may include contracts with public, private for-profit, and private nonprofit service providers, approved by the local board.

Eligible Training Provider List (ETPL) A statewide compilation of providers that are approved to provide training services under WIA. These lists contain consumer information, including cost and performance information for each of the providers, so that participants can make informed choices on where to use their ITAs.

Eligible Youth An individual who is not less than age 14 and not more than age 21; is a low-income individual; and is an individual who is one or more of the following: (i) Deficient in basic literacy skills. (ii) A school dropout. (iii) Homeless, a runaway, or a foster child. (iv) Pregnant or a parent. (v) An offender. (vi) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.

Emancipated Minor A youth, aged 16-17, whose parents have entirely surrendered the right to care, custody and earnings of such minor, no longer are under any duty to support or maintain such minor, and/or have made no provision for the support of such minor.

Employed at the Date An individual employed at the date of
of Participation

participation is one who:

• Did any work at all as a paid employee on the date participation occurs (except the individual is not considered employed if: a) he/she has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or b) he/she is a transitioning service member;
• Did any work at all in his/her own business, profession, or farm;
• Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or
• Was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job.

Employed in the Quarter After the Exit Quarter

The individual is considered employed in a quarter after the exit quarter if wage records for that quarter show earnings greater than zero. When supplemental data sources are used, individuals should be counted as employed if, in the calendar quarter of measurement after the exit quarter, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm.

Employed in the Second or Third Quarter After the Exit Quarter

The individual is considered employed if wage records for the second or third quarter after exit show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit.

When supplemental data sources are used, individuals should be counted as employed if, in the second or third calendar quarter after exit, they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.

English as a Second Language (ESL)

Adult education for adults whose inability to understand, speak, read, or write the English language constitutes a substantial impairment of their ability to get or retain
employment commensurate with their real ability or to function in society or successfully complete the citizenship application process. ESL-Citizenship classes must use ESL as a method and citizenship as content.

Enrollment Date

The date on which an individual began to receive program services after initial screening for eligibility and suitability. Synonymous with “enrollment” is “participation” and “registration”.

Exit

The term “program exit” means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. (See Section 6. B. 2. of the TEGL for exceptions to the program exit definition).

Exit Quarter

Represents the calendar quarter in which the date of exit is recorded for the individual.

-F-

Family

The term “family” means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A husband, wife and dependent children;
- A parent or guardian and dependent children;
- A husband and wife.

For purposes of this definition:

- A step-child or a step-parent is considered to be related by marriage;

- One or more persons not living in the single residence but who are claimed as a dependent on the family’s most recent federal income tax return will be presumed to be, unless otherwise demonstrated, a member of the family.

Family of One

The following may be considered a family of one for the purpose of determining eligibility:

- An adult or youth with a physical, mental, learning, or emotional/behavioral disability. (This includes
- An individual 14 years of age or older not living with his/her family and receiving less than 50 percent of his/her maintenance from the family.
- An individual 18 years of age or older living with his/her family who received less than 50 percent of his/her maintenance from the family and is not the principal earner nor the spouse of the principal.

**Family Income**
The income received from included sources of all members of the family. Self-employment is to be determined on the basis of the most recently submitted federal income tax return or on the basis of annualized proceeds posted in more up-to-date acceptable accounting records. All other income is to be annualized based on receipts during the past six months.

**Family Size**
The maximum number of family members during the income determination period. For a separated or divorced applicant, income shall be pro-rated depending on the length of time during the last six months the applicant lived with the other wage earner. The “actual” family size is the actual number of members in the family without regard to an eligibility test.

The “eligible” family size refers to the number in the family for income eligibility purposes.

For instance, a disabled child living with his or her parents can be considered a “family of one” under current guidelines.

**Farm Worker**
A person who is self-employed or employed by another, on a farm or ranch which produces agricultural products with annual sales of $1,000 or more, and who received at 50% of their family or individual income from agricultural production. A farm resident may reside in a town near the farm or ranch, if they work on that farm or ranch.

**Foster Child**
A youth 14-21 years of age on whose behalf state or local government payments (excluding OASID) are made.
This may include youth who have been made a ward of the state by a court, including those in the following categories:

- Youth in State Institutions;
- Youth in Community Group Homes;
- Youth in Foster Homes
- Parolees

**GED**
The General Education Development awarded by the state to persons who have passed a specific examination.

**General Assistance**
A benefit program paid on the State or local determination of need. Applicant is automatically categorized as "Economically Disadvantaged".

**Graduate**
A person who has successfully completed a course or level of study and been awarded a certificate, diploma or degree.

**Gross Wages**
Earnings before deductions of taxes, insurance, union dues, etc.

**Guardian**
An adult with court-ordered responsibility for another person.

**High School**
An academic program, operated by a state-approved entity, covering relevant course work for grades 9-12 or 10-12, as decided by the state or local school district.

**High School Graduate**
An adult or youth who has received a high school diploma, but who has not attended any post-secondary vocational, technical, or academic school.

**Home**
One's residence, the house or apartment in which one resides.

**Homeless Person**
An individual who does not have a permanent residence, and whose primary nightly sleeping place is:
- A supervised publicly or privately-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); or

- An institution that provides a temporary residence for individuals intended to be institutionalized; or

- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

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**Individual Employment Plan (IEP)**

The individual employment plan is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

**Individual Training Account (ITA)**

An ITA is an expenditure account established on behalf of a participant to focus spending for training from grants to an individual voucher system.

**Individual with a Disability**

An individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

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**Job Development**

The process of marketing a program participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer.

**Job Shadowing**

A participant follows an employee for one or more days to learn about a particular occupation or industry. Participants can explore a range of career objectives.

**Job Training Partnership Act (JTPA)**

The federal JTPA, which was replaced in 1998 by the Workforce Investment Act (WIA) authorized and funded
employment and training programs, primarily economically disadvantaged adults and youth, dislocated workers and others facing significant employment barriers. (See Workforce Investment Act.)

**Job-seeker**

Anyone who needs/seeks employment, training and/or information services related to employment. These individuals can be seeking first, new, or better jobs.

**Labor Exchange**

Services provided to job seekers and employers by the State Employment Administration and funded through the Wagner-Peyser Act. Services to job seekers may include assessment, testing, counseling, provision of labor market information and referral to prospective employers. Employer service may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up.

**Labor Force Status**

The response choices (5) of the applicant’s labor status at intake are: employed, full-time; employed, part-time; not employed; previously self-employed (non-farm); or previously self-employed (farm).

The response choices (4) of the participant’s labor status at termination: employed, full-time; employed, part-time; unemployed; and not in the labor force.

At intake an “employed individual” is one who, during the 7 consecutive days prior to application, did any work at all as paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not seeking another job.

A “not employed” individual is one who does not meet the above definition of employed.

The labor status of previously self-employed is applicable only at eligibility determination and not at the time of termination from the program.
Labor Market Area
A labor market area is defined by the U.S. Bureau of Labor Statistics as an economically integrated geographic area within which individuals can reside and find employment, or can readily change employment without changing their place of residence.

Labor Market Information
The body of information that deals with the functioning of labor markets and the determination of the demand for and supply of labor. It includes, but is limited to such key factors as changes in the level and/or composition of economic activity, the population, employment and unemployment, income, earnings, wage rates and fringe benefits.

Lacks Significant Work History
An adult or youth who had not worked for the same employer for longer than three consecutive months in the two years prior to eligibility determination. A suggested approach for obtaining information on whether a participant lacks a significant work history: To the participant, “Think back over the past two years about full-time and part-time jobs you’ve had. Which employers did you work for during this period? How long did you work for Employer A, for Employer B, for Employer C, etc.?”

Last Expected Service
Occurs when the participant completes the activities outlined in his or her service strategy or service plan and there are no additional services expected other than supportive or follow-up services. Last expected service may also occur in situations where the participant voluntarily or involuntarily discontinues his or her participation in services outlined in the service plan.

Last Expected Service Date
This date is used to determine when a customer becomes a part of the sampling frame for the customer satisfaction survey. In many instances, this date will be the same as the exit date. In situations where a case was ended, reopened within 90 days of the original closure date, and then ended again, the date used to determine inclusion in the sampling frame is the initial last expected service date. This date is also the date that triggers follow-up services as long as no additional services are
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lawfully Admitted</td>
<td>A person who has been given permission to enter the U.S. by the government because of their refugee or parolee status.</td>
</tr>
<tr>
<td>Legal Alien</td>
<td>A person who is a citizen of another country but who has permission from the government to live in the United States. Not all legal aliens are authorized to work in the U.S.</td>
</tr>
<tr>
<td>Literacy</td>
<td>An individual’s ability to (1) read, write, and speak in English, and (2) compute and solve problems, at levels of proficiency necessary to function on the job, in the family, and in society.</td>
</tr>
<tr>
<td>Living Wage</td>
<td>An earning level that supports self-sufficiency without reliance on public and private subsidies.</td>
</tr>
<tr>
<td>Local Area</td>
<td>A local workforce investment area designated under section 116 of WIA.</td>
</tr>
<tr>
<td>Local Board</td>
<td>A local workforce investment board established under section 117 of WIA.</td>
</tr>
<tr>
<td>Local Performance Measure</td>
<td>Local indicators of performance that include the 15 core indicators of performance and the two customer satisfaction measures as required under WIA.</td>
</tr>
<tr>
<td>LVER</td>
<td>Local Veterans' Employment Representative</td>
</tr>
<tr>
<td>Local Workforce Investment Area (LWIA)</td>
<td>Local Workforce Investment Area means the designated geographic area in which collaborative members will provide workforce services.</td>
</tr>
<tr>
<td>Lower Living Standard Income Level (LLSIL)</td>
<td>The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.</td>
</tr>
<tr>
<td>Lower Living Standard</td>
<td>The income standards established by the Director of the Office of Management and Budget to determine</td>
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</tbody>
</table>
economically disadvantaged status. The standards are updated annually. (See Section IV for current LLSIL information).

**Low-income Individual**

(A) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;

(B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:

(i) the poverty line, for an equivalent period; or

(ii) 70 percent of the lower living standard income level, for an equivalent period;

(C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

(D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);

(E) is a foster child on behalf of whom State or local government payments are made; or

(F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.

**Limited English Proficiency**

Inability of an applicant, whose native language is not English, to effectively communicate in English, resulting in a barrier to employment.
Memorandum of Understanding (MOU)  
An agreement developed and executed between the local workforce investment board and all WIA-mandated One-Stop partners relating to the operation of the One-Stop system in the local area; may be developed as a single umbrella MOU or individual agreements with partners.

Mentoring  
Serving as a model for others who are inexperienced; includes both the physical modeling of a task or behavior as well as the mental (thinking) steps required to effectively perform the task or behavior.

Military Selective Service Act (MSSA)  
A federal law which required that all males born on or after January 1, 1960 register with the Selective Service System on their 18th birthday.

Minimum Wage  
The lowest wage set by Congress or a state, whichever is higher, which an employer may pay employees. Certain occupations are except from the minimum wage laws including farm workers, restaurant wait staff, and babysitters.

Most-In-Need  
Those people in a given area who, because of ethnic, educational, socio-economic, or other factors, are least able to support themselves and their families.

National Association of Workforce Development Professionals (NAWDP)  
Professional association for individuals working in employment and training programs.

Nontraditional Employment  
Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

National  
An individual who, although authorized by the United States government to work in the United States, has allegiance to another country.

Net Wages  
Earnings received by an individual after taxes, social security and other deductions are taken out of their
paychecks.

**Non Cash Income**  
Food support benefits or compensation received in the form of food or housing.

**Not Employed at the Date of Participation**  
An individual is also considered not employed at the date of participation when he/she (a) did no work at all as a paid employee on the date participation occurs, (b) has received a notice of termination of employment or the employer has issued a WARN or other notice that the facility or enterprise will close, or (c) is a transitioning service member.

**Not In Labor Force**  
A civilian who did not work during the 7 consecutive days prior to application and is not classified as employed or unemployed.

**Occupational Skills**  
Those skills involving the technical abilities to perform required workplace tasks, including problem solving and critical thinking.

**Occupational Skills Goal**  
A measurable increase in primary occupational skills encompassing the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

**Occupational Skills Training (OST)**  
Training that provides vocational skills in classroom setting.

**Offender**  
An individual who is or has been subject to any stage of the criminal justice process for whom services may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
Old Age and Survivors  Payments made by the Social Security Administration Insurance to retirees, totally disabled adults and minor children whose retired, disabled, or deceased parents paid into Social Security. Authorized by the Social Security Act, Title II, Section 402.

Older Workers  Persons 55 or older.

On-the-Job Training (OJT)  Training by an employer that is provided to a paid participant while engaged in productive work in a job that - (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. Usually in the OJT agreement, this is a promise on the part of the employer to hire the trainee upon successful completion of the training.

One-Stop Career Centers  One-Stop Career Centers offer customer-focused services to employers and job seekers and include easy access to integrated and comprehensive employment, training, and education services. Arizona’s One-Stop Career Center System is designed to ensure that local partnerships are developed, and that services are customer focused, easily usable and accessible, and tailored to meet the specific needs of local labor markets. You may find additional information on Arizona’s One-Stop system at: http://www.de.state.az.us/oscc/

One-Stop Operator  One or more entities designated or certified under section 121(d) of WIA.

One-Stop Partner  An entity described in section 121(b)(1) if WIA; and an entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.
Out-of-School Youth: An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but, is basic skills deficient, unemployed, or underemployed (WIA section 101(33)). For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.

Participant File: A file containing the application, enrollment, status change and termination forms, documentation of eligibility, employability development plan and progress notes on a participant.

Participant: A participant is an individual who is determined eligible to participate in the program and receives a service funded by the program in either a physical location (One-Stop Career Center or affiliate site) or remotely through electronic technologies.

Participation Quarter: Represents the calendar quarter in which the date of participation is recorded for the individual.

Physical Location: A physical location means a designated One-Stop Career Center, an affiliated One-Stop partner site, including a technologically linked access point, where services and activities funded by the program are available, or other specialized centers and sites designed to address special customer needs, such as company work sites for dislocated workers.

Post-Secondary Education: A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in “advanced training/occupational skills training.”

Post-test: A test administered to a participant at regular intervals during the program.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Pre-test</td>
<td>A test used to assess a participant’s basic literacy skills, which is administered to a participant up to six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.</td>
</tr>
<tr>
<td>Post Secondary</td>
<td>Education subsequent to receiving a high school diploma or general equivalency degree.</td>
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<tr>
<td>Poverty Level</td>
<td>The level of income established by the Department of Health and Human Services at which a person or family is living in poverty.</td>
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<tr>
<td>Pregnant Teen</td>
<td>A female youth age 14-20 who is carrying an unborn fetus.</td>
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<tr>
<td>Public Assistance</td>
<td>Financial cash payments made by federal, state or local program to individuals who meet specific income criteria.</td>
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<tr>
<td>PY</td>
<td>Program Year. The 12-month period beginning July 1, and ending, on June 30, in the fiscal year for which the appropriation is made.</td>
</tr>
<tr>
<td>Qualified Apprenticeship</td>
<td>A program approved and recorded by the ETA Bureau of Apprenticeship and Training or by a recognized state apprenticeship agency or council. Approval is by certified registration or other appropriate written credential.</td>
</tr>
<tr>
<td>Rapid Response Activity</td>
<td>An activity provided by a State, or by an entity designated by a State, with funds provided by the State under section 134(a)(1)(A), in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including--</td>
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<td></td>
<td>(A) the establishment of onsite contact with employers and employee representatives--</td>
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<td></td>
<td>(i) immediately after the State is notified of a current or projected permanent closure or mass layoff; or</td>
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(ii) in the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster;

(B) the provision of information and access to available employment and training activities;

(C) assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs;

(D) the provision of emergency assistance adapted to the particular closure, layoff, or disaster; and

(E) the provision of assistance to the local community in developing a coordinated response and in obtaining access to State economic development assistance.

Recently Separated Veteran
An individual who is a veteran and was discharged or released from active duty in the Armed Forces within 48 months of date of application.

Refugee Assistance
Financial assistance provided by a federal or state program to refugees. Applicant is automatically economically disadvantaged.

Residence
A person’s primary or permanent dwelling or home. If a person is institutionalized or incarcerated, their place of institutionalization or incarceration is their primary residence.

Retired
No longer working because of age.

Runaway Youth
A runaway youth is an individual 21 years of age or less who has absented himself or herself from home or place of legal residence without the permission of parent(s) or legal guardian.

School Dropout
The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.
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<tbody>
<tr>
<td><strong>Selective Service Registrant</strong></td>
<td>A person who has complied with the Military Selective Service Act and submitted a registration form to the Selective Service System.</td>
</tr>
<tr>
<td><strong>Self-Employed</strong></td>
<td>Any professional, independent trades person, or other business person who works for him/herself. Such a person may or may not be incorporated or in a limited partnership. A family member who provides professional services in the affected business of at least 15 hours per week and receives a salary or wage from the self-employed individual may also be considered to be a self-employed individual.</td>
</tr>
<tr>
<td><strong>Service-Connected Disabled Veteran</strong></td>
<td>A veteran who is entitled to compensation under laws Veteran administered by the Veterans Administration; or an individual who was discharged or released from active duty because of a service-connected disability.</td>
</tr>
<tr>
<td><strong>Soft Skills</strong></td>
<td>Workplace standards of behavior needed to interact and cooperate effectively with co-workers and the general public.</td>
</tr>
<tr>
<td><strong>Source Documentation</strong></td>
<td>Hard copy documentation which proves a person’s eligibility.</td>
</tr>
<tr>
<td><strong>Spouse</strong></td>
<td>One’s wife or husband.</td>
</tr>
<tr>
<td><strong>State Board</strong></td>
<td>A State workforce investment board established under section 111.</td>
</tr>
<tr>
<td><strong>Strategic Planning</strong></td>
<td>The continuous and systematic process whereby guiding members of an organization make decisions about its future, develop the necessary procedures and operations to achieve that future state, and determine how success is to be measured.</td>
</tr>
<tr>
<td><strong>Substance Abuse</strong></td>
<td>The use of drugs or alcohol to the extent that the substance creates a physiological disorder or condition which is the result of or contributes to emotional illness.</td>
</tr>
<tr>
<td><strong>Supplemental Security Income</strong></td>
<td>An applicant is receiving benefits from a State plan approved under the Social Security Act, Title XVI.</td>
</tr>
</tbody>
</table>
indicates applicant is automatically economically disadvantaged.

**Supportive Services**
Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIA, consistent with the provisions of this title.

- **Teen Parent**
A male or female, age 14-20, who is legal parent of a child or an unborn fetus.

- **Training Services**
These services include WIA-funded and non-WIA funded partner training services. These services include: occupational skills training, including training for nontraditional employment; on-the-job training; programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities in combination with other training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

- **Transitioning Service Member**
A service member in active duty status (including separation leave) who participates in employment services and is within 24 months of retirement or 12 months of separation.

- **Under-Employed**
An individual who is working part-time but desires fulltime employment, or who is working in employment not commensurate with the individual’s demonstrated level of educational attainment.

- **Unemployed**
An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics (BLS) of the Department of Labor in defining individuals as unemployed.
NOTE: Unemployed should not be confused with the term “not employed”. The term unemployed” is a very precise term used by BLS (see above) while the term “not employed” is more analogous to “street talk” about one’s not having a job regardless of whether the individual is “ready, willing and able to work”.

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Veteran
An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable.

Wages
Earnings paid to an individual by an employer for services performed.

Welfare Recipient
An adult or youth listed on welfare grant who (or whose family) receives cash payments under MFIP, General Assistance, or the Refugee Assistance Act of 1980 at the time of eligibility determination.

-W-

Workforce Investment Act (WIA) of 1998
Federal legislation designed to coordinate and streamline all components of the nation’s workforce development system, including employment, job training, education, and vocational rehabilitation services for youth (ages 14-21), adults, and dislocated workers.

The purpose of this Act is to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals, including veterans, who face serious barriers to employment and who are in need of such training to obtain prospective employment. The Act requires the ASVET to consult with the Secretary of the DVA to ensure that programs funded under VWIP of this Act meet the employment and training needs of service-connected disabled, Campaign and recently separated veterans and are coordinated, to the maximum extent feasible, with-related programs and activities.
Work Readiness Skills

Goal

A measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

- Y -

Youth

For WIA purposes a youth is an individual between 14 and 21 years of age, inclusive. Younger youth are between 14 and 18 years of age and Older Youth are between 19 and 21 years of age.

Youth Council

A council established under section 117(h) of WIA.