

90. Definitions

Workforce Innovation and Opportunity Act (WIOA)

Iowa Workforce Development
July 2017

90.1. Purpose

This guidance is being issued pursuant to the federal Workforce Innovation and Opportunity Act of 2014 (WIOA) and its implementing regulations. The U.S. Department of Labor (DOL), in coordination with the U.S. Department of Education (ED) and the U.S. Department of Health and Human Services (HHS), developed a WIOA Resource Page and other information and resources for States, local areas, non-profits and other grantees, and other stakeholders to assist with implementation of the Act. This page can be found on the U. S. Department of Labor Employment and Training Administration's website at the following address:
https://www.doleta.gov/wioa/Final_Rules_Resources.cfm.

This guide is not intended to serve as an official statement or interpretation of WIOA. Instead, this guidance should assist local areas in developing robust local policies to support excellent service to all eligible program participants.

These definitions are subject to revision as additional guidance is issued by the U. S. Department of Labor (DOL) or other applicable entity, or if a change in workforce trends or other factors necessitates.

90.2. Definitions

Active Duty

Full-time duty in the active military service of the United States. Includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Does not include full-time National Guard duty.

Administrative Cost Pool

An administrative cost center, created by combining administrative funds from different programs or titles, to which administrative costs are charged.

Administrative Costs

Expenditures incurred by State boards and local boards, direct recipients (including State grant recipients under subtitle B of title I and recipients of awards under subtitles C and D of Title I), local grant recipients, local fiscal agents or local grant sub-recipients, and one-stop operators in the performance of administrative functions and in carrying out activities under Title I that are not related to the direct provision of workforce investment services (including services to participants and employers). Such costs include both personnel and non-personnel costs and both direct and indirect costs.

See also: Fiscal Guidance policy for further clarification of what is included in administrative costs.

Administrative Records

A category of supplemental follow-up that includes information obtained from an individual during case management or follow-up services.

Adult

An individual who is age 18 or older. An individual age 18-24 may also be enrolled in the Title I Youth program or co-enrolled in the Title I Youth and Title I Adult programs.

Adult Education

Academic instruction and education services below the postsecondary level that increase an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent, transition to postsecondary education and training, or obtain employment.

Adult Education and Literacy Activities

Programs, activities, and services that include adult education, literacy, workplace adult education and literacy activities, family literacy activities, English language acquisition activities, integrated English literacy and civics education, workforce preparation activities, or integrated education and training.

Adult Mentoring (MEN)

Adult mentoring for youth must:

- Last at least 12 months and may take place both during the program and following exit from the program;
- Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee;
- It is encouraged that mentoring be provided by someone other than the career planner;
- While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis; and
- Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

See also: Iowa Title I Youth Services policy for additional information.

Advanced Training

An occupational skills employment/training program, not funded under Title I of WIOA or one-stop partners, that does not duplicate training received under WIOA.

NOTE: This training does not include training programs that lead to an academic degree (e.g., AA, AS, AAS, BA, BS, etc.).

Alternative School

A structured curriculum established apart from a regular educational program which can be located inside or outside of the public or non-public school system. Designed to accommodate student needs and provides a comprehensive education consistent with the student learning goals and content standards established by the school district or by the school districts participating in a consortium. Instruction can include, but is not limited to: work-related training; reading, mathematics or science skills; communication skills; social skills; physical skills; employability skills; study skills; life skills; High School Equivalency Diploma (HSED) preparation or high school diploma.

American Job Center

These centers provide an integrated array of high-quality services so that workers, job seekers, and businesses can conveniently find the help they need under one roof in easy to reach locations. American Job Centers are designed to help businesses find qualified workers and help job seekers obtain employment and training services to enhance their careers. These services include assessment of skills, abilities, aptitudes and needs; assistance with unemployment insurance; access to employment services such as the states' job board and labor market information; career counseling; job search and job placement assistance; and information on training, education and related supportive services such as day care and transportation.

Area Career and Technical Schools

- A specialized public secondary school used exclusively or principally for the provision of career and technical education to individuals who are available for study in preparation for entering the labor market.
- The department of a public secondary school exclusively or principally used for providing career and technical education in not fewer than 5 different occupational fields to individuals who are available for study in preparation for entering the labor market.
- A public or nonprofit technical institution or career and technical education school used exclusively or principally for the provision of career and technical education to individuals who have completed or left secondary school and who are available for study in preparation for entering the labor market, if the institution or school admits, as regular students, individuals who have completed secondary school and individuals who have left secondary school.
- The department or division of an institution of higher education, that operates under the policies of the eligible agency and that provides career and technical education in not fewer than 5 different occupational fields leading to immediate employment but not necessarily leading to a baccalaureate degree, if the department or division admits, as regular students,

both individuals who have completed secondary school and individuals who have left secondary school.

Assessment

A formal or informal process utilizing interviewing, counseling or testing to determine an individual's employability, aptitudes, skills, abilities, interests and general health to develop a plan to achieve the individual's employment and related goals.

See also: Initial Assessment, Comprehensive Assessment.

At-Risk Student

Any identified student who needs additional support and who is not meeting or not expected to meet the established goals of the educational program (academic, personal/social, career/vocational). At-risk students include but are not limited to students in the following groups: homeless children and youth, dropouts, returning dropouts, and potential dropouts.

Attachment to the Workforce

A term used for determining the eligibility of dislocated workers who are not eligible for unemployment compensation. Attachment to the workforce is demonstrated if an individual has been employed at least 26 of the last 52 weeks.

Attending School

When an individual is attending classes or is registered to begin classes at:

- a public or nonpublic educational institution offering any grade kindergarten through twelve;
- homeschooled students;
- alternative school program; or
- within an institution providing post-secondary instruction which uses in its name the term "college", "academy", "institute", "university" or a similar term to imply that the person is primarily engaged in education.

Basic Career Service

A career service that universally accessible or is made available to all job seekers seeking employment and training services, and includes services such as labor exchange services, eligibility determinations, initial skill assessments, labor market information, job listings, and information on partner programs and program referrals. These are services provided by Adult and Dislocated Worker programs as well as the Employment Service.

Basic Skills Deficient

An individual who meets the following criteria:

- English reading, writing, or computing skills at or below the 8th grade level (below 9.0 grade level) on a generally accepted standardized test;

- Youth or adult that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society;
- Youth lacking a high school diploma or equivalency and is not enrolled in secondary education; or
- Enrolled in Title II Adult Education (including enrolled for ESL).

Career and Technical Education

Organized educational activities that:

- Offer a sequence of courses that:
 - Provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
 - Provides technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree;
 - May include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; or
- Include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual.

Career Pathway

A combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries in the economy of the State or regional economy involved.
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including Registered Apprenticeships.
- Includes counseling to support an individual in achieving the individual’s education and career goals.
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable.
- Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential.
- Helps an individual enter or advance within a specific occupation or occupational cluster.

Career Pathway Goal

A job in an occupation or occupational cluster/career pathway, or the attainment of job specific skills related to a specific position, job title or occupational cluster and includes the participant's intended career pathway in obtaining their career pathway goal with consideration to the skill needs of industries in the economy and in-demand occupations. Such goals tend to be long-term in nature, and are a requirement of the ISS.

See also: Iowa Title I Youth Services policy for additional information regarding career pathway goals.

Career Planning

The provision of 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, education, and career counseling, as appropriate during program participation and after job placement.

Career Services

WIOA merges the categories of core services and intensive services under WIA into the category of career services. Within career services, services are further categorized as "basic career services" and "individualized career services" under WIOA. Career Services includes: determination of eligibility for WIOA Title I Programs and other partner programs; outreach, intake and orientation to the information and services available through the One-Stop; initial assessment (basic assessment) of skill levels, aptitudes, abilities, and support service needs, not to be confused with objective assessment, which is more intense; job search and placement assistance, and where appropriate, career counseling; provision of labor market information (LMI), including job vacancy listings, the skills necessary to obtain those jobs and information relating to local occupations in demand and the earnings and skill requirements for those occupations; appropriate recruitment and other business services on behalf of employers; performance information and program cost information on eligible providers of training services; information on how the region is performing on the WIOA performance measures and the overall One-Stop system measures; accurate information relating to the availability of support services, including child care and transportation in the region and referral to such services and medical or child health assistance, as appropriate; information regarding filing claims for unemployment compensation; assistance in establishing eligibility for financial aid assistance for training and education programs; internships and work experiences that are linked to careers; skills lab usage; and follow-up services, including counseling regarding the workplace for participants who are placed in unsubsidized employment.

See also: Basic Career Service, Individualized Career Service.

Case Notes

This is the narrative documentation of a participant's WIOA activities and interactions with the career planners and partner agencies. Case notes will allow career planners to summarize and track the participant's progress to the stated goal. The notes should be comprehensive enough that anyone will be able to understand the goals and objectives and the progress that has been made toward the goals.

Chief Elected Official (CEO)

The chief elected executive officer of a unit of general local government in a local area. In a case in which a local area includes more than 1 unit of general local government, the individuals designated under the agreement described in section 107(c)(1)(B) and joined through a 28E agreement for the purpose of sharing liability and responsibility for WIOA Title I-funded programs.

Child In Need of Assistance

An unmarried child who meets one of the following criteria:

- Parent, guardian, or other custodian has abandoned or deserted the child.
- Parent, guardian, other custodian, or other member of the household in which the child resides has physically abused or neglected the child, or is imminently likely to abuse or neglect the child.
- Has personally suffered or is imminently likely to suffer harmful effects as a result of either of the following:
 - Mental injury caused by the acts of the child's parent, guardian, or custodian.
 - The failure of the child's parent, guardian, custodian, or other member of the household in which the child resides to exercise a reasonable degree of care in supervising the child.
- Has been, or is imminently likely to be, sexually abused by the child's parent, guardian, custodian, or other member of the household in which the child resides.
- Is in need of medical treatment to cure, alleviate, or prevent serious physical injury or illness and whose parent, guardian, or custodian is unwilling or unable to provide such treatment.
- Is in need of treatment to cure or alleviate serious mental illness or disorder, or emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others and whose parent, guardian, or custodian is unwilling to provide such treatment.
- Parent, guardian, or custodian fails to exercise a minimal degree of care in supplying the child with adequate food, clothing, or shelter and refuses other means made available to provide such essentials.
- Has committed a delinquent act as a result of pressure, guidance, or approval from a parent, guardian, custodian, or other member of the household in which the child resides.

- Has been the subject of or a party to sexual activities for hire or who poses for live display or for photographic or other means of pictorial reproduction or display which is designed to appeal to the prurient interest and is patently offensive; and taken as a whole, lacks serious literary, scientific, political, or artistic value.
- Is without a parent, guardian, or other custodian.
- Parent, guardian, or other custodian for good cause desires to be relieved of the child's care and custody.
- For good cause desires to have the child's parents relieved of the child's care and custody.
- Is in need of treatment to cure or alleviate chemical dependency and whose parent, guardian, or custodian is unwilling or unable to provide such treatment.
- Parent's or guardian's mental capacity or condition, imprisonment, or drug or alcohol abuse results in the child not receiving adequate care.
- Has an illegal drug present in their body as a direct and foreseeable consequence of the acts or omissions of the child's parent, guardian, or custodian. The presence of the drug shall be determined in accordance with a medically relevant test.
- Parent, guardian, or custodian does any of the following: unlawfully manufactures a dangerous substance in the presence of a child, knowingly allows such manufacture by another person in the presence of a child, or in the presence of a child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, with the intent to use the product as a precursor or an intermediary to a dangerous substance.

Citizenship Status

Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Citizenship Training

Acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship.

Co-Enrolled Participant

An individual who participates in more than one program, including non-WIOA funded programs or partner programs to achieve a career goal or overcome barriers to achieve a career goal.

Individuals who meet the respective program eligibility requirements may participate in adult and youth programs concurrently. Such individuals must be eligible under the youth or adult eligibility criteria applicable to the services received. Program operators must identify and track the funding streams which pay the costs of services provided to ensure there is no duplication of services.

Common Exit

Occurs when a participant, enrolled in multiple partner programs, has not received services from any DOL-administered program in which the participant is enrolled, to which the common exit policy applies, for at least 90 days, and no future services are planned.

Community-Based Organization

A private, nonprofit organization, which may include a faith-based organization, which is representative of a community, or a significant segment of a community, that has demonstrated expertise and effectiveness in the field of workforce investment.

Competitive Integrated Employment

Work that is performed on a full-time or part-time basis, including self-employment:

- For which an individual is compensated at a rate that complies with the following:
 - Shall be not less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the rate specified in the applicable State or local minimum wage law; and
 - Is not less than the customary rate paid by the employer for the same or similar work performed by other employees who are not individuals with disabilities, and who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; or
 - In the case of an individual who is self-employed, yields an income that is comparable to the income received by other individuals who are not individuals with disabilities, and who are self-employed in similar occupations or on similar tasks and who have similar training, experience, and skills; and
 - Is eligible for the level of benefits provided to other employees.
- That is performed at a location where the employee interacts with other persons who are not individuals with disabilities (not including supervisory personnel or individuals who are providing services to such employee) to the same extent that individuals who are not individuals with disabilities and who are in comparable positions interact with other persons.
- That, as appropriate, presents opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions.

For reporting purposes, in general, for individuals with disabilities, work performed by an individual on a part-time or full-time basis, including self-employment within an integrated setting within the community. The individual must be compensated at minimum wage or higher using the higher of the Federal, State, or local rate, and at a rate comparable to the wage paid to non-disabled workers performing the same tasks, including receiving the same benefits and opportunities for advancement.

Comprehensive Assessment

Assessments of the skill levels and service needs of adults and dislocated workers, which may include diagnostic testing and the use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

Conflict of Interest

Any private interest of a board member that directly or indirectly, through business, investment, or family, affects the judgment of the board member in a manner that is adverse to the interests of the board or might have the appearance of doing so, including:

- An ownership, investment, or compensation interest in an entity with which the board has transaction or arrangement;
- A potential ownership, investment, or compensation interest in an entity with which the board is negotiating a transaction or arrangement;
- Receipt of a gift from any entity or individual with which the board has a transaction or arrangement;
- Receipt of a gift from any entity or individual with which the board is negotiating a transaction or arrangement;
- Performing a decision-making or oversight role for an entity or individual with which the board has a transaction or arrangement; or
- Performing a decision-making or oversight role for an entity or individual with which the board is negotiating a transaction or arrangement.

Contractor

Entity responsible for providing generally required goods or services to be used in the WIOA program. These goods or services may be for the recipient's or sub-recipient's own use or for the use of customers in the program.

Core Program/Core Provision

A core program is authorized under a core program provision.

Core program provision includes:

- Chapters 2 and 3 of subtitle B of title I (relating to youth workforce investment activities and adult and dislocated worker employment and training activities)
- Title II (relating to adult education and literacy activities)
- Sections 1 through 13 of the Wagner-Peyser Act (29 U.S.C. 49 et seq.) (relating to employment services); and
- Title IV of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741) (relating to vocational rehabilitation services and the department for the blind).

Court-Adjudicated Youth

An unmarried individual under the age of 18 years of age who has been declared by a court to be a child in need of assistance. Foster children are included in this definition.

Credential - Non-Qualifying

Any diploma or certificate that does not meet the letter of the intent of the definition of qualifying credential. Non-qualifying credentials will not be included in the Attainment of Degree/Certificate performance measure calculations.

The following certificates are not recognized in the attainment measure:

- Certificates issued by the Regional Workforce Development Board.
- Single skill certificates such as: CPR, First Aid, OSHA Training and ServSafe® certifications.
- Work readiness certificates such as the National Career Readiness Certificates (NCRC) and Work Keys certificates.
- Non-industry/occupation specific certificate or degree such customer service training, retail training, etc.
- Certificates of completion or certificates of attendance are non-qualifying in credential attainment performance measure as these types of certificates are not competency-based.

Credential - Qualifying

Provides an individual with the documentation of education and/or technical or occupational skills necessary to gain employment or advance within an occupation. These skills are measurable, based upon industry standards and developed or endorsed by employers. Only qualifying credentials will be included in credential attainment performance calculations. These standards also apply to renewals and re-certifications. Qualifying Credentials must be awarded by one of the following:

- A state educational agency or state agency responsible for administering vocational and technical education within a state.
- An institution of higher education, including community colleges, proprietary schools and all other institutions of higher education which are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer education using a valid and reliable assessment of an individual's knowledge, skills and abilities.
- The Employment and Training (ETA) Office of Apprenticeship or a State Apprenticeship Agency.
- 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.

- 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.
- An institution of higher education, which is formally controlled, or has been formally sanctioned or chartered by the governing body of an Indian tribe or tribes.

Customized Training (CUS)

Training that is designed to meet the specific requirements of an employer (including a group of employers) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays:

- A significant portion of the cost of training, not less than 50 percent, and as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and
- In the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

Date of Actual Qualifying Dislocation

The last day of employment at the job of dislocation for Dislocated Workers.

NOTE: If a Dislocated Worker is still employed at the time of enrollment, this item must be updated once the qualifying dislocation takes place.

Date of Enrollment/Participation

Following the completion of the eligibility determination, the date an individual begins a WIOA-funded activity or service.

Date of WIOA Exit

The last date on which an individual received a staff-assisted service funded by WIOA Title I, Title II or Title III or partner program. The date of exit establishes the exit quarter from which most program outcomes or performance standards are keyed (also referred to as “Soft Exit.”) This includes but is not limited to WIOA Title I-Adult, Dislocated Worker and Youth, Title II-Adult Education & Literacy, Title III-Wagner Peyser, Trade Adjustment Assistance, National Farmworker, etc.

Deployment

- A member of the Armed Forces is considered to be deployed or in a deployment on any day on which, pursuant to orders, the member is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time in the housing in which the member resides when on garrison duty at the member's permanent duty station or homeport, as the case may be.
- In the case of a member of a reserve component who is performing active service pursuant to orders that do not establish a permanent change of station, the housing referred to in bullet 1, is any housing (which may include the member's residence) that the member usually occupies for use during off-duty time when on garrison duty at the member's permanent duty station or homeport, as the case may be.
- A member is not deployed or in a deployment when the member is—
 - Performing service as a student or trainee at a school (including any Government school);
 - Performing administrative, guard, or detail duties in garrison at the member's permanent duty station; or
 - Unavailable solely because of—
 - a hospitalization of the member at the member's permanent duty station or homeport or in the immediate vicinity of the member's permanent residence; or
 - a disciplinary action taken against the member.

Direct Contact

Direct contact is defined as an exchange of information. Direct contact may be either in person, by telephone, by e-mail or regular mail or electronic means provided there is a meaningful conversation or interaction between staff and the participant documented in the case file.

Disability

A physical or mental impairment which substantially limits one or more of a person's major life activities. Such impairments may include, but are not limited to: any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness; specific learning disabilities; contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

Disconnected Youth

Young adults between the ages of 14-24 who are not enrolled in school and are not working; or are detached from the workforce.

Dislocated Worker

An individual meeting all of the following eligibility criteria:

- Registered for the selective service, if applicable; and
- A citizen or national of the United States, or, a lawfully admitted permanent resident alien, or, a lawfully admitted refugee or parolee, or an individual authorized by the Attorney General to work in the United States; and
- Self-declare eligibility as a dislocated worker per additional guidelines such as but not limited to experiencing termination or a lay off, has received a notice of termination or layoff, from employment including separation from active military service (other than dishonorable discharge) or has exhausted entitlement to, unemployment compensation.

See also: Iowa Title I Adult & Dislocated Worker Services policy for complete eligibility criteria for Dislocated Workers.

Displaced Homemaker

An individual who has been providing unpaid services to family members in the home and who:

- Has been dependent on the income of another family member but is no longer supported by that income; and
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment, or
- Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment or relocation to accommodate a permanent change of duty station.

See also: Eligibility for WIOA programs section of this Policy for complete eligibility criteria for displaced homemaker.

Dropout

See: School Dropout.

Dropout Re-Engagement Program

A site or entity that conducts active outreach to encourage school dropouts to return to school and assists such youth in resuming their education. Such entities offer a range of services, including referrals to school completion options and support to re-enroll.

Economic Development Agency

Includes a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.

Education/Training Expenses

The costs of tuition, books and fees to participate in an education program.

Education Status at time of participation

A WIOA reporting item that is used for determining whether a youth is "in-school" or "out-of-school."

See: In-school Youth, Out-of-School Youth in this section for additional information.

Educational Gain

At post-test, the youth completes or advances one or more educational functioning levels measured on entry into the program in the pre-test based upon the National Reporting System (NRS) guidelines.

Eligible Migrant Worker (MFW)

A low-income individual or a dependent of the individual who meets the definition of a migrant farmworker who has been primarily employed in agricultural or fish farming labor that is characterized by chronic unemployment or underemployment; and faces multiple barriers to economic self-sufficiency.

Eligible Seasonal Farm Worker (SFW)

A seasonal farm worker is an individual who is employed or was employed in the past 12 months in farm work of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. An eligible seasonal farm worker is a low-income individual who meets the definition of a seasonal farmworker or a dependent of the individual who is a seasonal farmworker and faces multiple barriers to economic self-sufficiency.

Eligible Spouse

An eligible spouse is the spouse of:

- Any veteran who died of a service-connected disability;
- Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - Missing in action;
 - Captured in line of duty by a hostile force; or
 - Forcibly detained or interned in line of duty by a foreign government or power;
- Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- Any veteran who died while a disability was in existence. A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived

from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

Eligible Training Provider

A qualified training provider offering a wide variety of job driven training programs that has been certified by a RWDB that has met eligibility procedures ensuring accountability, quality and labor market relevance of a program of training services that receives WIOA funds to provide training to eligible adult and dislocated workers.

Eligible Youth

Except as provided in subtitles C (Job Corps) and D (National Programs) of title I, the term “eligible youth” means an in-school youth or out-of-school youth. Youth age 14-24 may be considered for WIOA Title I youth program eligibility.

See also: Iowa Title I Youth Services policy for additional information.

Emancipated Youth

An individual 16 years of age or older who has been found through the juvenile court system to be legally responsible for their own care. Emancipated youth are no longer considered to be under the care and control of a parent or guardian.

Employment

Describes when an individual is working in a paid, unsubsidized job or, for participants in titles I, II, or III, working 15 hours or more a week in an unpaid job on a farm or business operated by a family member or participant. A participant enrolled in the title IV VR program must be employed in a job that meets the definition of competitive integrated employment, as defined in 34 CFR § 361.5(c)(9) (including customized employment, self-employment, telecommuting, or business ownership), or supported employment, as defined in 34 CFR 361.5(c)(53), in competitive integrated employment that is individualized and customized, consistent with the unique strengths, abilities, interests, and informed choice of the individual, and includes ongoing support services for individuals with the most significant disabilities.

Employed at the date of participation

An individual employed at the date of participation is one who: Did any work at all as a paid employee on the date participation occurs. The individual is not considered employed if:

- Participant 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
- Participant is a transitioning service member; Did any work at all in the individual’s 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 or she was temporarily absent because of illness, bad weather,

vacation, a labor-management dispute or personal reasons, regardless of whether paid by the employer for time off and regardless of whether seeking another job.

Employment and Training Activity

An activity that is carried out for an adult or dislocated worker such as, but not limited to; implementing innovative programs and strategies designed to meet the needs of all employers in the state. Programs and strategies may include: career services, incumbent worker training programs, customized training, sectoral and industry cluster strategies and implementation of industry sector partnerships, career pathway programs, microenterprise and entrepreneurial training and support programs, utilization of effective business intermediaries, layoff aversion strategies, activities to improve linkages between the one-stop delivery system and in the state and all employers, other business services and strategies that better engage employers in workforce investment activities and make the workforce development system more relevant to the needs of the state and local businesses.

English as a Second Language

See: English Language Learner (ELL).

English Language Acquisition Program

A program of instruction designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and that leads to:

- attainment of a secondary school diploma or its recognized equivalent; and
- transition to postsecondary education and training; or
- employment.

NOTE: This is a career service that is not restricted to the 26 week limitation for the SUG activity.

English Language Learner (ELL)

An eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English or who lives in a family or community environment where a language other than English is the dominant language.

Enrolled Student

A person that has officially registered with the school or school district and is taking part or planning to take part in an educational program.

Entrepreneurial Skills Training (ENT)

Training that provides the basics of starting and operating a small business.

Exclusions from Performance Measures

A participant in any of the following categories may be excluded from performance measures: Institutionalized; Health/Medical or Family Care; Deceased; Reserve Forces Called to Active

Duty; Determination of ineligibility, Relocated to a Mandated program; or Invalid or Missing Social Security Number.

Exit

A program exit occurs when 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. Activities/services such as self-service, information-only services, activities or follow-up services are excluded from determining an exit.

See also: Performance Outcomes and Reporting policy for a more detailed definition.

Exit Date

The last date on which an individual received planned WIOA Title I funded or partner services, excluding follow-up services.

See also: Date of WIOA Exit.

Exit Quarter

The calendar quarter in which a WIOA participant's date of exit falls.

NOTE: Program outcomes or performance standards are keyed to the exit quarter.

Exit Reasons/Exit Codes

When a participant, in certain circumstances, is excluded from performance measures, exit reasons may be entered into the data management system. Exit codes to be entered are listed in the Performance Outcomes policy.

Family

- Two or more persons related by blood, marriage, or decree of court, who are living in a single residence and are included in one of the following categories/definitions to determine the size of the family unit for eligibility determination purposes.
- A married couple and dependent children;
- A parent or guardian and dependent children; or
- A married couple.

Immediate Family

As used in the determination of conflict of interest and nepotism, the following members of an individual's family: wife, husband, son, daughter, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, step-child, grandparent or grandchild.

Family Income (annualized)

All cash receipts (before taxes) actually received from all sources by all members of the family during the six months immediately prior to application, multiplied by two.

For purposes of determining family income, inclusions are:

- Gross wages, salaries, and vacation pay actually received, including OJT wages;
- Self-Employment Income (*See also: The definition of "Self-Employment Income" in this definitions section*);
- Profit sharing payments made by an employer at the time they are paid to the employee;
- Social Security Title II - Disability Insurance Payments;
- Payments from Railroad Retirement;
- Payments from strike benefits from union funds;
- Payments from Worker's Compensation;
- Training stipends, college or university scholarships, grants, fellowships and assistantships other than those covered by Title IV of the Higher Education Act;
- Payments received from participation in a work study program other than those covered by Title IV of the Higher Education Act;
- Pay or allowances previously received while serving on active duty in the U.S. Armed Forces;
- Payments received for participation in the National Guard or Reserve activities;
- Armed Forces retirement payments (other than compensation for disability or death per Title 30, USC, Chapter 11);
- Military family allotments;
- Regular cash payments from an individual not included in family size;
- Alimony;
- Private pensions;
- Governmental retirement payments;
- Income from insurance policy annuities;
- Severance Pay;
- Interest and dividends at the time earned and accessible;
- Rent income minus operating expenses for the rental property;
- Net royalties;
- Periodic receipts from estates or trusts;
- Regular disability payments;
- Net gambling or lottery winnings;
- Other periodic income.

Exclusions are:

- Federal, State, local or private unemployment benefits including Unemployment Compensation;
- Child support payments (court ordered);

- Public assistance payments (i.e. Temporary Assistance to Needy Families (TANF), FIP, General Assistance, Refugee Assistance, Supplemental Security Income, Supplemental Nutrition Assistance Program (SNAP), or free and reduced lunch);
- Old-Age and Survivors Insurance payments received under section 202 of the Social Security Act (Previously referred to as Retirement and Survivors Benefits under Title II, Social Security Act);
- Capital gains and losses;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- Tax refunds;
- Gifts and awards;
- Loans;
- Lump-sum inheritances;
- One-time disability and death insurance payments or compensation for injury;
- Accident, health, and casualty insurance proceeds;
- Employer-paid or union-paid portion of health insurance or other employee fringe benefits;
- Food or housing received in lieu of wages;
- Value of food and fuel produced and consumed on farms;
- Imputed value of rent from owner-occupied non-farm or farm housing;
- Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches and housing assistance;
- One-time and limited unearned income;
- Payments received under the Trade Act of 1974;
- Subsidized adoption payments;
- Payments received on behalf of foster children;
- Other than OJT wages, payments made to participants while enrolled in employment and training programs, including Experience Works wages;
- Travel expense reimbursement;
- Financial assistance for education covered by Title IV of the Higher Education Act from such sources as Pell Grants, Iowa Technical Grants (ITG), and Supplemental Education Opportunity Grant (SEOG), as well as other state and local grants and scholarships;
- Educational assistance and compensation to veterans and other eligible persons under the following chapters of Title 30 of the U.S. Code:
 - Chapter 11: Compensation for Service Connected Disability or Death
 - Chapter 13: Dependency and Indemnity Compensation for Service Connected Deaths
 - Chapter 30: Montgomery GI Bill
 - Chapter 31: Training and Rehabilitation for Veterans with Service Connected Disabilities
 - Chapter 32: Post-Vietnam Era Veterans' Educational Assistance

- Chapter 34: Veterans Educational Assistance
- Chapter 35: Survivors' and Dependents' Educational Assistance
- Chapter 36: Administration of Educational Benefits
- Veteran's Assistance (VA) Disability.

Family Size Determination

- **Living in a Single Residence:** Residing in the same household, including any family member residing elsewhere because he or she is:
 - Attending school or college;
 - Visiting relatives or friends;
 - A spouse or parent working in another location;
 - Temporarily hospitalized or institutionalized due to injury or illness; or
 - On vacation.

NOTE: "Living in a single residence" does not include family members who are incarcerated; placed in another residence or institution as a result of a court action; or permanently separated spouses.

- **Dependent Child:** Any unmarried child, step-child, or adopted child who is:
 - Less than 18 years of age; or
 - A student less than 24 years of age, and claimed as a dependent on his or her parent's, step-parent's, or legal guardian's state or federal tax return; or
 - An individual less than 24 years of age, who has submitted an application to go to school, and is claimed as a dependent on his or her parent's, step parent's or legal guardian's state or federal tax return; or
 - An "individual with a disability constituting a substantial barrier to employment" and who is claimed as a dependent on his or her parent's, stepparent's or legal guardian's state or federal tax return. An "individual with a disability constituting a substantial barrier to employment" may be a "family-of-one" under certain circumstances.
See also: The definition of "family-of-one" for a description of those circumstances.

NOTE: For purposes of determining if an individual is a dependent child, a student is an individual who is attending, or is enrolled in, or has made application to and plans to attend any secondary or post-secondary level vocational, technical, or academic school, including alternative schools.

- **Family-of-one:**
Any individual who meets the criteria of any one of the following categories:
 - A single, widowed, permanently separated, or divorced person, without one or more dependent children living in a single residence with that individual, and who is not a dependent child; or

- A foster child on behalf of whom state or local government payments are made; or
- A runaway youth who is separated from the family; or
- An emancipated youth who is separated from the family; or
- A court-adjudicated youth who is separated from the family.

An "individual with a disability constituting a substantial barrier to employment" may be considered as a "family-of-one" if that individual's family income does not meet the following requirements of the "low income" definition, but his or her own income does meet the following requirements:

- Receives, or is a member of a family which receives, cash welfare payments under a federal, State, or local welfare program; or
- Has received a total income for the six month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which was not in excess of the higher of the official poverty line; or seventy percent (70%) of the lower living standard income level.

Family Status

The family situation of the individual at the time of application:

- **Parent in One-Parent Family:** An individual who has sole custodial support for one or more dependent children.
- **Parent in Two-Parent Family:** An individual who, with another family member, shares custodial support for one or more dependent children.
- **Other Family Member:** An individual who is living with his or her family of two or more persons and not indicated above
- **Not a Family Member:** An individual who is not living with his/her family.

NOTE: The categories of family status are meant to be descriptive and do not necessarily have a direct bearing on eligibility determination. Family size is used to determine income eligibility, while family status is a federally defined characteristic for federal reporting purposes.

Farm or Ranch

Any place which produced agricultural products with a gross annual sales of \$1,000 or more.

Financial Needs Determination (FND)

The process of determining eligibility to access WIOA funding for training or support services for the Occupational Skills Training (IST) activity. The process includes the review of all training and related expenses and all available resources, excluding loans. The financial needs determination should focus on the needs of the participant with the goal of ensuring that the costs of the training program are met and the necessary support services are available so the training can be completed successfully.

Food Stamp Recipient

An individual who is receiving food stamps; also known as the Supplemental Nutrition Assistance Program (SNAP).

Foster Child

A person meeting the age criteria below who is in receipt of substitute care furnished on a 24 hour a day basis, in a licensed foster care facility or approved shelter care facility, by a person or agency other than the child's parent, step-parent or legal guardian, but does not include care provided in a family home through an informal arrangement for a period of less than thirty days. A foster child must be:

- Less than 18 years of age; or
- 18, 19 or 20 years of age and meet any of the following conditions:
 - Is in full-time attendance at an approved school pursuing a course of study leading to a high school diploma;
 - Is attending an instructional program leading to a high school equivalency diploma; and
 - Has been identified by the director of special education of the area education agency as a child requiring special education.

Child foster care must include parental nurturing, including but not limited to the furnishing of food, lodging, training, education, supervision, treatment or other care, to a child on a full-time basis by a person other than a relative or guardian of the child, but does not include:

- Care furnished by an individual person who receives the child of a personal friend as an occasional and personal guest in the individual person's home, free of charge and not as a business.
- Care furnished by an individual person with whom a child has been placed for lawful adoption, unless that adoption is not completed within two years after placement.
- Care furnished by a private boarding school subject to approval by the state board of education pursuant to section 256.11.
- Child care furnished by a child care center, a child development home, or a child care home as defined in section 237A.1.
- Care furnished in a hospital licensed under chapter 135B or care furnished in a nursing facility licensed under chapter 135C.

Full-Time Employment

Employment of at least 30 hours per week.

General Assistance Recipient

An individual who is receiving local government cash assistance based upon need or an individual who is listed on the documentation to receive benefits.

Grant Recipient

The entity that receives funds directly from the Department of Labor. In Iowa, it is Iowa Workforce Development.

Guidance and Counseling (G&C)

The process of assisting a participant through a mutual exchange of ideas and opinions, discussion and deliberation. This activity can be done in a group or individualized setting which assists a participant in obtaining a focus to develop their talents and competencies for the world of work. This may include referrals for crisis intervention, domestic abuse counseling, drug and alcohol abuse counseling and mental health counseling offered by qualified professionals. Career planners must coordinate with the organization it refers the participant to in order to ensure continuity of services. G&C may also be academic or career-related guidance (this is excluded for Youth). Career guidance may include the provision of information, materials, and referrals to partner programs as needed. Guidance and counseling may include information or referrals related to parenting skills, academic progress, offender transition, pregnancy, conflict management, or other appropriate community-based organization, etc.

High School Equivalency Program

Provides individuals with education and literacy activities in order to obtain a High School Equivalency Diploma. This includes HiSET, however does not include alternative schools.

Highest School Grade Completed (at the time of enrollment)

A reporting item related to the highest school grade an applicant/participant has completed:

- 00=No school grades completed
- 01-12=Number of secondary school grades completed

NOTE: Individuals who completed the 12th grade but did not receive a diploma should be coded "11."

Highest Educational Level Attained (at the time of enrollment)

A reporting item related to Highest School Grade Completed however for reporting purposes new under WIOA reporting requirements can be further categorized as:

- 1 = Attained secondary school diploma
- 2 = Attained a secondary school equivalency
- 3 = The participant with a disability receives a certificate of attendance/completion as a result of successfully completing an Individualized Education Program (IEP)
- 4 = Completed one of more years of postsecondary education
- 5 = Attained a postsecondary technical or vocational certificate (non-degree)
- 6 = Attained an Associate's degree
- 7 = Attained a Bachelor's degree
- 8 = Attained a degree beyond a Bachelor's degree
- 0 = No Educational Level Completed

Homeless

An individual who lacks a fixed, regular, and adequate nighttime residence.

Homeless Individual

An individual who, at the time of WIOA participation:

- Is sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
- Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
- Is living in an emergency or transitional shelter;
- Is abandoned in a hospital; or is awaiting foster care placement;
- An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or campground;
- Migratory children who qualify as homeless under this section because the children are living in circumstances described in this definition;
- Is experiencing domestic violence and other dangerous or life-threatening conditions;
- Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

Homeless Child or Youth

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, airport, campgrounds, or similar settings;
- Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work;
- Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family; or

- Domestic violence and other dangerous or life-threatening conditions any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

NOTE: A participant imprisoned or detained under an Act of Congress or State law does not meet the definition. Additionally, a participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

In-Demand Industry Sector or Occupation

An industry sector that:

- Has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors
- An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate
- The determination of whether an industry sector or occupation is in-demand shall be made by the State board or local board, as appropriate, using State and regional business and labor market projections, including the use of labor market information.

Incentive Payments (INB)

Incentive payments to youth participants for recognition and achievement directly tied to training activities and work experiences. The local program must have written policies and procedures in place governing the awarding of incentives and must ensure that such incentive payments are:

- Tied to the goals of the specific program;
- Outlined in writing before the commencement of the program that may provide incentive payments;
- Align with the local program's organizational policies; and
- In accordance with the requirements contained under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the Electronic Code of Federal Regulations which includes funds cannot be spent on entertainment costs. Therefore, incentives may not include entertainment, such as movie or

sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment.

Incumbent Worker

To qualify as an incumbent worker, the individual worker needs to be employed in a situation that meets the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for 6 months or more, with the following exception: in the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement. An incumbent worker does not have to meet the eligibility requirements for career and training services for Adults and Dislocated Workers under WIOA, unless they also are enrolled as a participant in the WIOA Adult or Dislocated Worker program.

Individualized Career Service

Provided as appropriate to help individuals to obtain or retain employment. Individualized career services include: comprehensive skills assessments, career planning, and development of an individual employment plan, experiential learning opportunities, etc.

Individual Employment Plan (IEP)

An individualized career service that is jointly developed by the participant and career planner. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives. The IEP is the basic instrument for the region to document the appropriateness of the decisions made about the combination of services for the participant, including referrals to other programs for specified activities.

Individual Service Strategy (ISS)

An individual plan for a youth developed, and updated as needed, that is directly linked to education, training, or unsubsidized employment. It identifies appropriate career pathways that include education and employment goals, and considers career planning and the results of the objective assessment and that prescribes achievement objectives and services for the participant. The ISS is the basic instrument for the region to document the appropriateness of the decisions made about the combination of services for the participant, including referrals to other programs for specified activities.

Individual with a Barrier to Employment

A member of one or more of the following populations:

- Displaced homemakers
- Low-income individuals

- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities, including youth who are individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals, homeless children and youths
- youth who are in or have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Individuals within two years of exhausting TANF benefits
- Single parents (including single pregnant women)
- Long-term unemployed individuals
- Such other groups as the Governor involved determines to have barriers to employment

See also: Iowa Title I Youth Services policy for youth specific barriers to employment or youth in need of additional assistance criteria.

Individual with a Disability

Any individual who has a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of the individual's major life activities and has a record of such an impairment, or is regarded as having such an impairment. An individual is regarded as having such impairment if they establish an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. A major life activity, includes, but is not limited to:

- Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working; and
- The operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
- An individual is not considered an individual with a disability if the impairment has an actual or expected duration of six months or less.

Industry or Sector Partnership

A workforce collaborative, convened by or acting in partnership with a State board or local board, that:

- organizes key stakeholders in an industry cluster into a working group that focuses on the shared goals and human resources needs of the industry cluster and that includes, at the appropriate stage of development of the partnership-

- representatives of multiple businesses or other employers in the industry cluster, including small and medium-sized employers when practicable;
- one or more representatives of a recognized State labor organization or central labor council, or another labor representative, as appropriate; and
- one or more representatives of an institution of higher education with, or another provider of, education or training programs that support the industry cluster; and

May include representatives of:

- State or local government;
- State or local economic development agencies;
- State boards or local boards, as appropriate;
- a State workforce agency or other entity providing employment services;
- other State or local agencies;
- business or trade associations;
- economic development organizations;
- nonprofit organizations, community-based organizations, or intermediaries;
- philanthropic organizations;
- industry associations; and
- other organizations, as determined to be necessary by the members comprising the industry or sector partnership.

Initial Assessment

An informal process utilized to begin providing career planning services to an individual. This may include interviewing, self-assessment tools, review of labor market information (LMI) and other agency involvement.

See also: Comprehensive Assessment.

In-School Youth

A youth who, at the time of participation:

- Is attending school, including secondary and post-secondary school; and
- Is not younger than age 14 or older than 21; and
- Is low-income; and
- Meets one or more of the following criteria:
 - Basic skills deficient.
 - An English language learner.
 - An offender.
 - A homeless individual, a homeless child or youth aged 14-21, or a runaway.

- An individual in foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child who is likely to remain in foster care until 18 years of age, or in an out-of-home placement.
- Pregnant or parenting.
- A youth who is an individual with a disability.
- An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Institutional Skill Training (IST)

See: Occupational Skills Training.

Institutionalized

An individual is residing in an institution or facility providing 24-hour support, such as a prison, detention center, hospital or treatment center, and the individual is expected to remain in that institution for at least 90 days.

Integrated Education and Training Program (IET)

A service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Internship (INT)

Internships or work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector.

Job Shadow (SHW)

An activity which is conducted at an actual work site or work sites for the purpose of exposing the participant to one or more jobs through observation of such jobs, instruction and, if appropriate, limited practical experience. Job shadows may take place at public, private nonprofit or private-for-profit work sites.

Labor Market Area

An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

Literacy

An individual's ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

Local Area

The Governor of the State shall designate local workforce development areas within the State through consultation with the State board and after consultation with chief elected officials and local boards. The Governor shall designate local areas based on considerations consisting of the extent to which the areas:

- are consistent with labor market areas in the State
- are consistent with regional economic development areas in the State; and
- have available the Federal and non-Federal resources necessary to effectively administer activities and other applicable provisions of this Act, including whether the areas have the appropriate education and training providers, such as institutions of higher education and area career and technical education schools.

Local Board

A local workforce development board in each local area which carries out the functions specified for the local board.

Local Education Agency

A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.

Local Plan/Local Service Plan

A comprehensive 4 year plan developed by the local board in partnership with the Chief Elected Official. Communicates the Local Board's vision for the local workforce system and aligning and integrating local service delivery across Federal programs in a region to foster better alignment of Federal investments in job training, integrate service delivery across programs, and ensure that the workforce system is job-driven and matches employers with skilled individuals.

Long Term Unemployed Individual

A person who has been unemployed for 27 or more consecutive weeks.

Lower Living Standard Income Level (LLSIL)

A matrix of income levels (adjusted for regional, metropolitan, urban, and rural differences and family size) determined by the Secretary of Labor, based upon the most recent lower living family budget issued by the Secretary.

Low-Income Individual

An individual who:

- Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, benefits from the following programs: SNAP, TANF, SSI or State or local income-based public assistance
- Is in a family with total family income that does not exceed the higher of:
 - the poverty line; or
 - 70 percent of the lower living standard income level (*See: Lower Living Standard*)
- Is a homeless individual, a homeless child or youth, receives or is eligible to receive free or reduced price lunch
- Is a foster child on behalf of whom State or local government payments are made
- Is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

Mass Layoff - Federal

Any reduction-in-force which is not the result of a business closing and results in an employment loss at a single site of employment during any 30 day period, excluding employees regularly working less than 20 hours per week or workers who have worked less than six months in the last 12 months for:

- 500 or more workers, or
- 50 to 499 workers if those workers make up at least 33 percent of the employer's active workforce at that site.

Mass Layoff - State

A reduction in force that is not the result of a business closing and results in an employment loss at a single site of employment during, a 30-day period, where 25 or more employees will lose their job. (See Iowa WARN Law Policy for exclusions)

Measurable Skills Gain

A performance indicator of participants who, during a program year, are in education or training programs that lead to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

See also: Performance Outcomes and Reporting policy for a more detailed definition.

Memorandum of Understanding (MOU)

An agreement between the local board, the CEO board, and the Workforce Development Center System Partners relating to the operation of the One-Stop in the region. The MOU must identify:

- services to be provided

- the funding of the services and system operation
- methods of referral among partners
- the duration and amendment process for the agreement
- methods to ensure the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials are made available through the one-stop delivery system.

Mentoring

See: Adult Mentoring.

Migrant Farm Worker (MFW)

A seasonal farmworker who travels to the job site so that the farmworker is unable to return to his/her permanent residence within the same day.

Monitoring

The review of each local area’s financial and program records and activities to provide technical assistance and ensure compliance with the local customer service plans, State policies and procedures, and Federal law and regulations.

National Dislocated Worker Grants (NDWG)

National Dislocated Worker Grants (NDWGs) are discretionary grants awarded by the Secretary of Labor pursuant to Section 170 of WIOA, as amended. NDWGs provide resources to states and other eligible applicants to respond to large, unexpected layoff events causing significant job losses. This funding is intended to temporarily expand capacity to serve dislocated workers, including military service members, and meet the increased demand for WIOA employment and training services, with a purpose to reemploy laid off workers and enhance their employability and earnings. Disaster NDWGs provide funding to create temporary employment opportunities to assist with clean-up and recovery efforts, when an area impacted by disaster is declared eligible for public assistance by the Federal Emergency Management Agency (FEMA) or otherwise recognized by a Federal agency with authority or jurisdiction over Federal response to the emergency or disaster.

Needs Additional Assistance

Individuals who require additional assistance to complete an educational program or to secure and hold employment.

Needs-Based Payments

Additional payments to participants beyond stipends which are necessary for an eligible youth to participate in the program.

Needs-Related Payments (NRP)

Funds allocated to a local area for adults and dislocated workers. May be used to provide needs-related payments to adults and dislocated workers, respectively, who are unemployed and do not qualify for (or have ceased to qualify for) unemployment compensation for the purpose of enabling such individuals to participate in programs of training services. A local area may allow for Adult/DW funds for needs-related payments.

Non-Qualifying Credential

See: Credential.

Nontraditional Employment

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

Not Attending School

When an individual is:

- No longer attending, or registered to attend, any school and has not received a secondary school diploma or its recognized equivalent;
- Not attending, or registered to attend, any school and has either graduated from high school or has an equivalent diploma; or
- Attending a program through: Adult Education and Literacy, YouthBuild, Job Corps, a high school equivalency program or a dropout re-engagement program.

Objective Assessment (OBA)

Objective Assessment is mutual exchange of ideas and opinions, discussion and deliberation which includes an examination of the capabilities, needs and vocational goals of a participant. Such assessment is to be participant-centered and a diagnostic evaluation of a participant's employment barriers taking into account the participant's family situation, general health, work history, education, occupational skills, interests, aptitudes (including interests and aptitudes for nontraditional occupations), attitude towards work, motivation, behavior patterns affecting employment potential, support service needs and personal employment information as it relates to the local labor market.

Occupational Cluster

A group of jobs/occupations that are related in subject matter, content or technical concepts involved.

Occupational Skills

The actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels, as well as the 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.

Occupational Skills Training (IST)

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.

Offender

Any adult or juvenile who is or has been subject to any stage of the criminal justice process for whom services under this Act may be beneficial, or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Older Individual

A person who is 55 years of age, or older.

On-the-job Training (OJT)

Training by an employer that is provided to a paid participant while engaged in productive work that: provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant and in some cases 75 percent, for the extraordinary costs of providing the training and additional supervision related to the training; and 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.

One-Stop Center

Provides a full range of assistance to job seekers under one roof. One-Stop centers offer, career counseling, job listings, access to training services, referrals to other services and similar employment-related services. Customers can visit a center in person or connect to the center's information through electronic means.

See also: American Job Center.

One-Stop Operator

An entity or consortium of entities that, at a minimum, includes three or more One-Stop partners which are selected through a competitive process. One-Stop Operators can include:

- an institution of higher education;
- an employment service State agency established under the Wagner-Peyser Act;
- a community-based organization, nonprofit organization, or workforce intermediary;
- a private for-profit entity;
- a government agency;
- a Local Board, with the approval of the local CEO and the Governor; or
- another interested organization or entity that can carry out the duties of the one-stop operator.

One-Stop Partner

An entity that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

One-Stop Partner Program

One-stop partners administer separately funded programs as a set of integrated streamlined services to customers.

Out-of School Youth

A youth who, at the time of participation:

- Is not attending, or registered to attend, any school;
- Is not younger than age 16 or older than 24; and
- Meets one or more of the following criteria:
 - A school dropout.
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - Basic skills deficient.
 - An English language learner.
 - An offender.
 - A homeless individual, a homeless child or youth aged 16 to 24, or a runaway.
 - An individual in foster care or has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child who is likely to remain in foster care until 18 years of age, or in an out-of-home placement.
 - Pregnant or parenting.
 - A youth who is an individual with a disability.
 - An individual who requires additional assistance to complete an educational program or to secure or hold employment.

Outreach

An active effort to make individuals and businesses aware of WIOA, training opportunities and one-stop center services by contacts with instructors, students and employers. Such contacts could include:

- Contacts with potential employers for the purpose of placement of WIOA participants;
- Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers;

- WIOA staff participation on economic development boards and commissions, and work with economic development agencies;
- Active participation in local business resource centers (incubators) to provide technical assistance to small businesses and new businesses to reduce the rate of business failure;
- Subscriptions to relevant publications;
- General dissemination of information on WIOA programs and activities;
- The conduct of labor market surveys;
- The development of on-the-job training opportunities; or
- Other allowable WIOA activities in the private sector.

Oversight

A structured process of reviewing, monitoring and evaluating WIOA activities and services to ensure compliance with laws, regulations and policies on an on-going basis.

Participant

A reportable individual who has received staff-assisted services and has satisfied all applicable programmatic requirements including eligibility determination. For youth, this includes youth program eligibility determination, an objective assessment, development of an individual service strategy and has received at least one of the fourteen (14) WIOA Youth program elements.

See also: Performance Outcomes and Reporting policy for a more detailed definition.

Participant Carried Over

A participant for whom there was an active participant record on file at the end of the previous program year.

Participant Individual Record Layout (PIRL)

The data layout that provides a standardized set of data elements, definitions, and reporting instructions that will be used to describe the characteristics, activities, and outcomes of WIOA participants.

Participant Property

Tools, equipment or related items necessary for a participant's personal use in training or employment.

Participation Date

See: Date of Enrollment/Participation.

Participation Quarter

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

Pay-for-Performance Contract Strategy

A procurement strategy that uses pay-for-performance contracts in the provision of training services or activities, and includes:

- Contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on the primary indicators of performance for target populations as identified by the local board (including individuals with barriers to employment), within a defined timetable, and which may provide for bonus payments to such service provider to expand capacity to provide effective training;
- Strategies for independently validating the achievement of the performance; and
- Description of how the State or local area will reallocate funds not paid to a provider because the achievement of the performance did not occur.

Pell Grant Recipient

An individual who is or has been notified that he/she will be receiving a Pell Grant.

NOTE: This item must be updated if the individual receives a Pell Grant at any time during WIOA participation.

Performance Measures

A category by which program performance is evaluated. Performance standards are established for the performance measures in order to determine whether the basic objectives of WIOA are being met.

See also: Performance Outcomes and Reporting policy for additional information.

Period of Participation

For all indicators, except Measurable Skill Gains, a period of participation refers to the period of time beginning when an individual becomes a participant and ending on the participant's date of exit from the program.

See also: Performance Outcomes and Reporting policy for a more detailed definition.

Permanent Job

Employment that does not have an estimated end date. Permanent jobs include seasonal employment, such as construction jobs, to which an individual normally returns whenever they are available, as well as jobs in building trades where an individual is temporarily laid off.

Placement

Synonymous with entered unsubsidized employment.

Planned Gap in Services

No participant activity of greater than 90 days due to a:

- Delay before the beginning of training;
- Health/medical condition that prevents an individual from participating in services or providing care for a family member with a health/medical condition; or

- Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service.

Poor Work History

An individual who has not worked for the same employer for longer than 13 consecutive weeks in the last 12 calendar months.

Post-Program Earnings

The total earnings for the quarters following the exit quarter.

Post-Secondary Education

A program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AAS, AS, BA, BS).

NOTE: 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 program participation.

Poverty Level

The annual income level at or below which families are considered to live in poverty, as determined by the Office of Management and Budget (OMB).

Pre-Program Earnings

Earnings of a participant in quarters prior to enrollment. Typically, first, second and third quarters prior to the enrollment quarter are used in reporting.

Pre-Test

A test, approved from the Department of Labor for use based upon the National Reporting System (NRS), which is administered to a participant up to six months prior to the date of participation or within 30 days after enrollment. The test results are used to assess a participant’s basic literacy and numeracy skills.

Pre-Employment Training (PET)

An activity designed to help participants identify occupational goals and acquire skills necessary to obtain and keep jobs. This may include job seeking and job-keeping skills, work habits training, career decision-making, career assessment and job placement.

Pregnant or Parenting Youth

An individual who is 24 years of age or younger, and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.

Primary Activity

An activity in which a participant is enrolled for more than 50 percent of the scheduled time.

Procurement

Open, free, competitive process used to obtain or purchase services, supplies, property, support services or training.

PROMISE JOBS Participant

FIP approved individual who is participating in program required activities.

Program Oversight

The process of reviewing, monitoring and evaluating local workforce investment activities, local employment and training activities and the one-stop delivery system to ensure compliance with the Uniform Guidance on an annual basis and certify compliance to the Secretary every 2 years.

Property

Tangible items having a useful life of more than one year and:

- The acquisition value per unit is \$5,000 or more; or
- It involves the purchase of like items, which individually cost less than \$5,000, but the cumulative cost will exceed that amount during the fiscal year; or
- It involves the purchase of a personal computer (PC), logic units (hard driver, routers, servers, hubs, etc.), or monitor; or
- Items of any cost to form a unit, with a combined cost of \$5,000 or more.

Public Assistance

Federal, State, or local government cash payments for which eligibility is determined by a needs or income test. Such assistance may include:

- Temporary Assistance to Needy Families (TANF)
- General Assistance (GA)
- Refugee Cash Assistance (RCA)
- Supplemental Security Income (SSI)
- Supplemental Nutrition Assistance Program (SNAP)

Public Assistance Recipient

For reporting purposes, an individual listed on the documentation to receive benefits and/or is receiving assistance under any of the following programs:

- Temporary Assistance to Needy Families (TANF)
- General Assistance (GA)
- Refugee Cash Assistance (RCA)
- Supplemental Security Income (SSI)
- Supplemental Nutrition Assistance Program (SNAP)

Qualifying Credential

See: Credential.

Quality Pre-Apprenticeship Program

Quality Pre-Apprenticeship Programs contribute to the development of a diverse and skilled workforce by preparing participants to meet the basic qualifications for entry into one or more Registered Apprenticeship Programs. Through a variety of unique designs and approaches, Quality Pre-Apprenticeship Programs can be adapted to meet the needs of differing populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market. Quality Pre-Apprenticeship Programs must work with a Registered Apprenticeship Sponsor in order to be recognized by DOL- Office of Apprenticeship. Quality Pre-Apprenticeship Program can be funded through the WIOA Title I Youth Program.

Race/Ethnic Group

The basic racial and ethnic categories for use in all federally funded programs defined by the Office of Management and Budget as follows:

- **Race:**
 - American Indian or Alaskan Native -- A person having origins in any of the original peoples of North America and South America (including Central America) who maintains cultural identification through tribal affiliation or community recognition.
 - Asian -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (e.g. India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, Bhutan). This area includes for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand and Vietnam.
 - Black or African American -- A person having origins in any of the black racial groups of Africa.
 - Hawaiian Native or other Pacific Islander -- A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
 - White -- A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

NOTE: An individual may be included in one or more of the racial designations.

- **Ethnicity, collected separately from racial information:**
 - Hispanic/Latino: Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin, regardless of race.

Rapid Response Activity

An activity provided by a State, or by an entity designated by a State, with funds provided by the State under, 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—

- Establishment of onsite contact with employers and employee representatives—
 - Immediately after the State is notified of a current or projected permanent closure or mass layoff; or
 - In the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster;
- Provision of information on and access to available employment and training activities;
- 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;
- Provision of emergency assistance adapted to the particular closure, layoff, or disaster; and
- Provision of assistance to the local community in developing a coordinated response and in obtaining access to State economic development assistance.

Real Property

Land, including land improvements, structures and appurtenances thereto, excluding movable machinery and equipment.

Reallocation

The redistribution of unobligated or unspent funds among eligible local areas within the state based on the relative amount of the local allocation for the program year for which the determination is made, as compared to the total amount of the local allocations for all eligible local areas in the State for such program year.

Recognized Postsecondary Credential

A credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree. For reporting purposes, credentials may be considered a qualifying credential or non-qualifying.

See also: Qualifying Credential, Non-Qualifying Credential.

Referred by Worker Profiling and Reemployment Services (RES)

An unemployment insurance claimant who has been referred to WIOA reemployment services (RES) by the Worker Profiling and Reemployment Services (WPRS) system.

Refugee Cash Assistance Recipient

An individual who is receiving cash assistance, or an individual who is listed on the documentation to receive benefits, under the Refugee Assistance Act of 1980 (Public Law 96-212).

Registered Apprenticeship (APP)

Registered Apprenticeship provides a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. Registered Apprenticeship Programs can be funded through WIOA Title I programs.

Relocating Establishment

A business entity, including a successor in interest, which is moving any operations from a facility in one labor market area within the United States and its territories to a new or expanding facility in another labor market area, which results in the loss of employment for any employee of the establishment at the original location.

Remedial and Basic Skill Training (RBS)

An activity designed to enhance the employability of individuals by upgrading basic literacy and academic skills.

Reportable individual

An individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the core program, including:

- Individuals who provide identifying information;
- Individuals who only use the self-service system; or
- Individuals who only receive information only services or activities.
- For the purpose of the title IV VR program only, a student with a disability who solely receives pre-employment transition services, and who has not applied or been determined eligible for VR services and who does not have an approved and signed Individual Plan for Employment (IPE).

NOTE: Not all “reportable individuals” are participants and only “participants” are included in performance calculations. See also: Performance Outcomes and Reporting policy for a more detailed definition.

Request for Proposal (RFP)

A process used to solicit offers to provide training or services.

Resident of the Region

A person who has declared that his or her home is within the region and he or she intends to remain there permanently or for a definite, indefinite or undetermined length of time.

Runaway Youth

An individual under the age of 18 who absents himself or herself from the home or place of legal residence with the intention of not returning and without the permission of his or her parents or legal guardian and who has been absent for at least 48 hours.

School

A public or nonpublic educational institution offering any of grades kindergarten through twelve; or an agency of the state or political subdivision of the state, individual, partnership, company, firm, society, trust, association, corporation, or any combination which meets any of the following criteria:

- Is, owns, or operates a nonprofit postsecondary educational institution.
- Provides a postsecondary instructional program or course leading to a degree.
- Uses in its name the term "college", "academy", "institute", or "university" or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which makes a charge for its services.

School Dropout

An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

- “Dropout” means a school-age student who is served by a public school district and enrolled in any of grades seven through twelve and who does not attend school or withdraws from school for a reason other than death or transfer to another approved school or school district or has been expelled with no option to return.
- “Potential dropouts” means resident pupils who are enrolled in a public or nonpublic school who demonstrate poor school adjustment as indicated by two or more of the following:
 - High rate of absenteeism, truancy, or frequent tardiness.
 - Limited or no extracurricular participation or lack of identification with school including, but not limited to, expressed feelings of not belonging.
 - Poor grades including, but not limited to, failing in one or more school subjects or grade levels.
 - Low achievement scores in reading or mathematics which reflect achievement at two years or more below grade level.

Secondary Education Certification (SEC)

Training to enhance the employability of participants by upgrading their level of education. Participation in this component must be expected to culminate in a high school diploma, high school equivalency certificate or an Individualized Education Program (IEP) diploma.

Secondary School

A nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education through grade 12.

Secondary School Diploma

A high school diploma recognized by a State and that is included for accountability purposes under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA). A secondary school equivalency certification signifies that a student has completed the requirements for a high school education.

See also: Performance Outcomes and Reporting policy for a more detailed definition.

Selective Service Registrant

Those individuals required by Section 3(a) of the Military Selective Service Act to present themselves for registration. Individuals may be registered at the time of WIOA application and registration may be verified at <http://www.sss.gov> or call 1-847-688-6888.

The following individuals must register:

- All male citizens of the United States and other male persons residing in the country born on or after January 1, 1960, who have attained their 18th birthday; Aliens who are permanent residents;
- Aliens who are refugees and parolees;
- Aliens who are undocumented (illegal);
- Civil Air Patrol Members;
- Dischargees and Separates from active service (veterans);
- Dual nationals;
- Enlistees, Delayed Entry Program;
- Men disabled or handicapped;
- Men rejected for enlistment;
- National Guardsman and Reservists not on active duty;
- ROTC Students; and
- Men who are hospitalized, incarcerated, or institutionalized, within thirty- (30) days of their release.

The following groups are exempt from registration:

- Males born prior to January 1, 1960;
- Legal, non-immigrant aliens;
- Cadets and Midshipman at the Service Academies;
- Men on active duty with Armed Forces;

- Military Officer Procurement Program students at the Citadel, North Georgia College, Norwich University, and the Virginia Military Institute; and
- Females.

Self-Attestation

See: Self-Certification.

Self-Certification

An individual’s signed attestation that the information he or she submits to demonstrates eligibility for a program under Title I of WIOA is true and accurate.

Self-Employed Individual

An individual who carries on a trade or business, as a proprietor or partner, or who renders services as an independent contractor. Any individual who has incorporated is no longer considered to be self-employed.

Self-Employment Income

The result of the comparison of gross receipts with expenses for the 12 month period immediately prior to application divided by two. Expenses must be directly related to producing or selling services, merchandise or products and without which those items could not be produced or sold. If the self-employed individual suffered a loss, then that individual's income is zero for computation purposes unless there are two or more self-employed individuals in the family. In this case the loss of one can be used to reduce the profits from another.

See: Self-Employed Individual.

For purposes of determining self-employed income:

Gross Receipts include:

- Payment received for services, merchandise or products; and
- Cash received for participating in a government subsidy program.
- Expenses include:
 - The cost of inventories and supplies purchased that are required for the business, such as items for sale or consumption and raw materials (e.g., seed, fertilizer, stock, etc.);
 - Wages, commissions and fringe benefits for employees;
 - The cost of facilities and land excluding household, in the form of rent or interest on mortgage or contract payments;
 - The cost of machinery and equipment;
 - The cost of insurance on facilities, machinery and equipment used to generate income;
 - The cost of repairs to facilities, machinery and equipment used to generate income;
 - That portion of utilities and property tax costs attributable to property and facilities used to generate income;

- Other costs directly related to the production of income; and
- Repayment of Crop Commodity Loans received under a government subsidy program.

Unallowable Expenses include:

- Personal expenses such as income tax payments which are not related to business - this will need referring to financial services, health and life insurance payments, contributions to retirement funds, personal business and entertainment expenses, and personal transportation expenses;
- Depreciation;
- Payments on the principal of all loans, except Crop Commodity loans;
- Household expenses such as utilities, food, household insurance, charitable contributions; and
- Other costs not directly related to the production of income.

Self-Service

Individuals who only use the self-service system. Self-service occurs when individuals independently access any workforce development system program's information and activities in either a physical location, such as a one-stop center resource room or partner agency, or remotely via the use of electronic technologies. Self-service does not uniformly apply to all virtually-accessed services. Virtually accessed services that provide a level of support beyond independent job or information seeking on the part of an individual would not qualify as self-service.

Service Connected

With respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in line of duty in the active military, naval, or air service.

Service Management (Case Management)

A participant-centered approach to the delivery of services designed to:

- Provide a thorough Objective Assessment;
- Prepare and coordinate comprehensive employment plans, such as service strategies, with participants to ensure access to necessary workforce investment activities and support services, using where feasible, computer-based technologies;
- Provide job and career counseling during program participation and after job placement;
- Include the process of career planning that begins with the initial meeting and is ongoing throughout an individual's participation in WIOA Title I programs and must be clearly documented in participant case notes.

Similarly Employed

The status of a person who is working for the same employer as the participant, is doing the same type of work and is similarly classified with respect to employment status (e.g., full-time, permanent, or temporary).

Single Head of Household

A single, abandoned, separated, divorced or widowed individual who has the responsibility for one or more dependents.

Single Parent

A single, separated, divorced or widowed individual who has responsibility for one or more dependent children under age 18.

Skill Upgrading (SUG)

Training designed to assist persons who are currently working by providing them with positions of greater skill, responsibility, or career advancement in the company by which they are presently employed.

Social Security

The Social Security and Supplemental Security Income disability programs are the largest of several Federal programs that provide assistance to people with disabilities. While these two programs are different in many ways, both are administered by the Social Security Administration and only individuals who have a disability and meet medical criteria may qualify for benefits under either program. Social Security can provide an individual and/or eligible members of the individual's family with financial benefits when an individual: retires, becomes disabled or dies.

See also: Social Security Disability Insurance (SSDI), Supplemental Security Income (SSI).

Security Disability Insurance (SSDI)

Pays benefits to an individual who has become disabled and has met certain criteria and also to certain members of the individual's family if the individual worked and paid Social Security taxes for a specific period of time. For more information, visit <http://www.ssa.gov/disability/>.

Supplemental Security Income (SSI)

A federal income supplement program for the aged, blind or disabled and is based on need. An individual who is receiving public assistance or an individual who is listed on the grant authorized pursuant to a state plan approved under the Social Security Act, Title XVI.

Soft Skills

Skills and/or abilities that enable someone to relate to others and adapt to a workplace environment and are necessary to being successful in the workplace. Soft skills are non-technical, intangible and personality-specific skills that coupled with concrete skills or "hard skills" offered through education or vocational training produce an employable person. Soft skills may include work habits (such as punctuality, appropriate attitude and behavior, cooperation, the ability to take

constructive criticism), integrity, interpersonal skills, problem-solving, multitasking, making good and informed decisions, communicating with others, positive job attitude or managing oneself in the workplace, showing initiative and reliability, etc.

Standard Metropolitan Statistical Area (SMSA)

A metropolitan area designated by the Bureau of Census which contains at least one city of 50,000 inhabitants or more or Twin cities with a combined population of at least 50,000.

State Board

Provides a governing structure and requires state Core Partners to adopt or participate, to the extent appropriate for each program, the following strategies that frame, align, and guide program coordination at the state, local, and regional levels in order to achieve the state's three goals.

State Plan or Unified State Plan

Under the Workforce Innovation and Opportunity Act (WIOA), the Governor of each State must submit a Unified or Combined State Plan to the U.S. Secretary of Labor that outlines a four-year workforce development strategy for the State's workforce development system. Iowa's Unified State Plan can be accessed at

Sub-recipient

An entity selected by the CEO board to receive the WIOA funds in the region from Iowa Workforce Development and disburse those funds to the entity(ies) designated by the Regional Workforce Development Board.

Subsidized Employment

Employment created in the public sector, as well as employment in private-for-profit organizations, which is financed by WIOA program funds. Subsidized employment includes work experience/Experiential Learning activities.

Substance Abuser

An individual who requires substance abuse treatment to gain or retain employment.

Substantial Layoff - see Mass Layoff Definition

Supplemental Nutrition Assistance Program (SNAP) Recipient

An individual who is receiving government food assistance based upon need or an individual who is listed on the documentation to receive benefits.

Supportive Services/Support Services

Services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in WIOA activities.

Trade Act of 1974 (summary), as amended

Assists individuals who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. The goal of the Trade Act program is to help trade-affected workers return to suitable employment as quickly as possible. To facilitate this goal, TAA-certified workers may access a menu of services that include income support, relocation allowances, job search allowances and health coverage tax credit. TAA participants that require retraining in order to obtain suitable employment may receive occupational training.

Trade Adjustment Assistance (TAA) Program

A federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade (e.g. production has been/is being shifted to a foreign country, services are being outsourced to a foreign country, increased imports of articles or services, loss of business with a TAA-certified firm). This program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

Reemployment Trade Adjustment Assistance (RTAA)

A program for older workers provides an alternative to the benefits offered under the regular TAA program. Participation in ATAA/RTAA allows older workers, for whom retraining may not be suitable, to accept reemployment at a lower wage and receive a wage subsidy.

Trade Readjustment Allowance (TRA)

An unemployment insurance benefit available to workers participating in full-time classroom training that is approved through the Trade Adjustment Assistance (TAA) program.

Training Services

Services which include the following:

- Occupational skills training, including training for nontraditional employment;
- On-the-Job Training;
- Incumbent Worker Training;
- Programs that combine workplace training with related instructions, which may include cooperative education programs;
- Training programs operated by the private, public and non-profit sectors;
- Skill upgrading and retraining;
- Entrepreneurial Training;
- Transitional jobs;
- Job readiness training;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described above; and
- Customized training.

Transitional Jobs (TJB)

A time-limited work experience combined with comprehensive employment and supportive services to be subsidized for individuals with barriers to employment, are chronically unemployed, or have an inconsistent work history. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment. Such work experience is wage-paid and subsidized in the public, private or nonprofit sectors. There is no expectation of continued employment with the participating business once the work experience is completed.

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.

Twenty-Eight E Agreement

See: 28E.

Underemployed

An individual who is working part-time but desires full-time employment, or who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement.

Unemployed Individual

An individual who is without a job and who wants and is available for work.

Unemployment Insurance (UI) Claimant

Any individual who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and who has not exhausted benefit rights or whose benefit year has not ended.

Unemployment Insurance (UI) Exhaustee

Any individual who has exhausted all unemployment compensation benefit rights including extended supplemental benefit rights for which he has been determined monetarily eligible.

Unsubsidized Employment

Employment in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all or a part of the wages and costs of employing an individual.

Vendor

See: Contractor.

Veteran Status

For reporting purposes, individuals who served on active duty less than or equal to 180 days are reported separately from those who served more than 180 days.

Veteran status is recorded at the time of application:

- Veteran is an individual who served at least one day in the active U.S. military, naval, or air service and who was discharged or released from such service under conditions other than dishonorable, which may include National Guard or Reserve personnel.
- Campaign-Related Veteran is a veteran as identified above, who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
- Disabled Veteran is a veteran, as defined above, who is:
 - Entitled to compensation, regardless of rate (including those rated 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA); or
 - Discharged or released from active duty because of a service-connected disability.
- Special Disabled Veteran is a disabled veteran with a disability rating at 30 percent or more.
- Recently Separated Veteran is a veteran, as defined above, who applies for participation under Title I of WIOA within 36 months of discharge or release from active military, naval, or air service.

NOTE: The term "active" means full-time duty in the Armed Forces, including the Coast Guard, but excluding duty for training in the reserves or National Guard.

- Eligible Spouse is the spouse of one of the following:
 - Any veteran who died of a service-connected disability;
 - Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - Missing in action;
 - Captured in line of duty by a hostile force; or
 - Forcibly detained or interned in line of duty by a foreign government or power;
 - Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
 - Any veteran who died while a disability was in existence. A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

Vocational Rehabilitation Program

Program that works with individuals who have disabilities to improve their employment, independence, and economic goals.

Wage at Dislocation

The hourly wage paid to the participant in the job from which the person was dislocated.

Wagner-Peyser Act

An Act, as amended, which provides for the maintenance of workforce development offices. It is administered in Iowa by Iowa Workforce Development. Wagner-Peyser delivers a wide array of labor exchange services to jobseekers. Strengthens the connectivity between employment services and the unemployment insurance systems, and broadens opportunities for these systems to help UI claimants return to employment as quickly as possible. Coordination of labor exchange services and UI claimant services is essential to ensure an integrated approach to reemployment strategies. Wagner-Peyser funds may also be utilized to coordinate with the State unemployment system for UI eligibility. Additionally, employment services may provide UI claimants with referrals to, and application assistance for, education and training resources and programs as appropriate. Such resources include those provided through the Higher Education Act and State-specific educational assistance programs, veterans' educational assistance programs, WIOA education and training programs, and VR services.

WIOA Service Provider

Agencies and organizations that provide direct or indirect services to customers and receive funding from either the Local Grant Recipient or sub-recipient.

Work Experience (WEP)

A planned, structured learning experience that takes place in a workplace for a limited period of time used to enhance participant's employability through the development of good work habits and basic work skills. Work experiences may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. Work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector.

Work Opportunity Tax Credit (WOTC)

A program that gives employers a federal income tax credit for hiring individuals from targeted groups of job seekers.

Work Readiness Skills

Skills and/or abilities that are necessary for an individual to be successful as an entry-level worker. Such skills may include 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 or 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. Work readiness also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills and acquiring an improved self-image.

Worker Adjustment and Retraining Notification Act (WARN)

Public Law 100-349, provides for early notice to employees on plant closings and substantial layoffs.

Workforce Preparation Activities

Activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in:

- Utilizing resources;
- Using information;
- Working with others;
- Understanding systems;
- Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and
- Other employability skills that increase an individual's preparation for the workforce.

Youth/Young Adult

An individual who is age 14 through 24. An individual age 18-24 may also be enrolled in the Adult program or co-enrolled in the Youth and Adult.

28E

A contract formed in accordance with Chapter 28E, Code of Iowa (1983), allowing units of local government to join together with other units of government or public or private agencies for the purpose of jointly exercising a power held individually by the units of government and to cooperate in other ways of mutual advantage.