

Workforce Innovation and Opportunity Act Definitions

These definitions define the terms used throughout current and future policy published by the Workforce Services Division of Iowa Workforce Development. Various sources were used in compiling this list depending on the scope of the definition or applicable program. For clarification or questions, please email IWD.WIOA@iwd.iowa.gov.

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A

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 and Local Workforce Development 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 subrecipients, 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 individuals and employers). Such costs include both personnel and non-personnel costs and both direct and indirect costs.

Administrative Records

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

Adult Education

Academic instruction and education services that increase an individual's ability to read, write, and speak English or 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 Priority of Service

When using WIOA Adult funds to provide individualized career services, training services, or both, priority must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Under WIOA, priority must be implemented regardless of the amount of funds available to provide services in the Local Workforce Development Area.

Advanced Training

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.

Adverse Effect Wage Rate (AEWR)

The annual weighted average, combined hourly wage for field and livestock workers in the states or regions as published annually by the U.S. Department of Agriculture based on its quarterly wage survey.

Affirmative Action

Positive, result-oriented action imposed on or assumed by an employer pursuant to legislation, court order, consent decree, directive of a fair employment practice authority, government contract, grant or loan, or voluntary affirmative action plan adopted pursuant to the affirmative action guidelines of the Equal Employment Opportunity Commission to provide equal employment opportunities for members of a specified group which for reasons of past custom, historical practice, or other non-occupationally valid purposes has been discouraged from entering certain occupational fields.

Agricultural Recruitment System

The recruitment system used to accept intrastate and interstate job clearance orders which seek U.S. Workers to perform farm work on a temporary, less than year-round basis.

Alternative School

A structured curriculum established apart from a regular educational program designed to accommodate student needs and provide 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 may 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 (HiSED) preparation or high school diploma.

American Job Center

American Job Centers, also known as One-Stop Centers, are designed to provide a full range of assistance to job seekers under one roof. Established under the Workforce Investment Act, and reauthorized in the Workforce Innovation and Opportunity Act of 2014, the centers offer training referrals, career counseling, job listings, and similar employment-related services.

Apparent Violation

Occurs when staff observes, has reason to believe, or is in receipt of information regarding a suspected violation of employment-related law or employment service regulations by an employer.

Appeal

A request from an entity for a review of an agency decision at a higher level within the agency or a higher authority.

Area Career and Technical Schools

- A specialized public secondary school used exclusively or principally for the provision of career and technical education to individuals 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 five or more different occupational fields to individuals 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 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 provides career and technical education in five or more 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.

Area of Intended Employment

The geographic area within normal commuting distance of the address of intended employment. Iowa's normal commuting distance is 50 miles.

Armed Forces Service Medal Veteran

Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded.

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.

At-Risk Student

A student who is not meeting or not expected to meet the established academic, personal and social, or career and vocational goals of the educational program who needs additional support. 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 homeschooled, attending classes, or is registered to begin classes at:

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

Audit

A formal oversight method conducted as required, or when deemed useful, for thorough inspection purposes. Various types of audits may be used; however, fiscal audits are the most

common type of audits, and as required must be consistent with OMB Circular A-133, 2 CFR Part 200, and any other applicable Federal and State statutes, regulations, policies and the terms and conditions of any applicable awards or sub-award.

B

Basic Career Service

Services that are universally accessible to all individuals seeking employment and training services at American Job Centers. Such services may be provided by staff funded by WIOA Title I programs and Title III Wagner-Peyser Employment Services.

Basic Skills Deficient

An individual who:

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

Benchmark Goal

Typically a short-term goal which helps support an individual in obtaining their career pathway goal. Benchmark goals may be related to employment, training, etc., and correlates to a service on the individual's Individual Employment Plan or Individualized Service Strategy.

Bona fide Occupational Qualification (BFOQ)

An employment decision or request based on age, sex, national origin or religion is based on a finding that such characteristic is necessary to the individual's ability to perform the job in question. Since a BFOQ is an exception to the general prohibition against discrimination based on of age, sex, national origin, or religion, it must be interpreted narrowly in accordance with the Equal Employment Opportunity Commission regulations.

C

Career and Technical Education

Organized educational activities offering a sequence of courses that:

- Provide 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;
- Provide technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree;
- 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.
- May include prerequisite courses, other than a remedial course, that meet the above requirements.

Career Pathway

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

- Align with the skill needs of industries in the economy of the State or regional economy involved.
- Prepare 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 long-term occupational goal which leads to the attainment of job specific skills related to a position, job title, or occupational cluster and includes the skill needs of industries in the economy and in-demand occupations.

Career Planning

A client-centered approach in the delivery of services, designed to prepare and coordinate comprehensive employment plans, such as service strategies, for individuals 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.

Case Notes

The narrative documentation of an individual's WIOA activities and interactions with career planners and partner agencies used to summarize and track the individual's progress toward their stated goals.

Chief Elected Official (CEO)

The chief elected executive officer of a unit of general local government within a Local Workforce Development Area, which is the county board of supervisors chair, or a designated member of the board of supervisors.

Chief Lead Elected Official (CLEO)

An individual selected by the participating chief elected officials who may act on behalf of the other chief elected officials in a given Local Workforce Development Area. The CLEO shall be the State Workforce Development Board's primary point of contact for disseminating information among Chief Elected Officials within a Local Workforce Development Area. The CLEO shall

also have such additional administrative responsibilities as designated by the Local Workforce Development Board and State Workforce Development Board.

Child In Need of Assistance (CINA)

A child, under the age of 18 and unmarried:

- Whose parent, guardian, or other custodian has abandoned or deserted the child.
- Whose parent, guardian, 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.
- Who has suffered or is imminently likely to suffer harmful effects as a result of any 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.
 - The child's parent, guardian, or custodian, or person responsible for the care of the child has knowingly disseminated or exhibited obscene material to the child.
- Who 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.
- Who 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.
- Who 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.
- Whose 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.
- Who 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.
- Who 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.
- Who is without a parent, guardian, or other custodian.
- Whose parent, guardian, or other custodian for good cause desires to be relieved of the child's care and custody.
- Who for good cause desires to have the child's parents relieved of the child's care and custody.
- Who 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.
- Whose parent's or guardian's mental capacity or condition, imprisonment, or drug or alcohol abuse results in the child not receiving adequate care.
- In whose body there is an illegal drug present, as determined in accordance with a medically relevant test, as a direct and foreseeable consequence of the acts or omissions of the child's parent, guardian, or custodian.

- Whose parent, guardian, custodian, or other adult member of the household in which a child resides does any of the following in the presence of the child: unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance; or knowingly allows such use, possession, manufacture, cultivation, or distribution by another person; possesses a product with the intent to use the product as a precursor or an intermediary to a dangerous substance; or unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance in a child's home, on the premises, or in a motor vehicle located on the premises.

Citizenship Training

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

Clearance Order

A job order that is processed through the clearance system under the Agricultural Recruitment System (ARS).

Clearance System

The orderly movement of U.S. job seekers as they are referred through the employment placement process by an American Job Center. This includes joint action of local offices in different labor market areas and/or states.

Co-Enrolled Individual

An individual who participates in more than one program, including non-WIOA funded programs or partner programs.

Common Exit

Occurs when an individual, enrolled in multiple partner programs, has not received services from any DOL-administered program in which the individual 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, that is representative of a community or a significant segment of a community and 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 Federal, State, or local rate; 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.

Complainant

The individual, employer, organization, association, or other entity filing a complaint.

Complaint

A representation made or referred to a state or an American Job Center of an alleged violation of the:

- Employment Services regulations and/or other Federal laws enforced by the U.S. Department of Labor’s Wage and Hour Division (WHD) or Occupational Safety and Health Administration (OSHA), as well as other Federal, State, or local agencies enforcing employment-related law, or
- Nondiscrimination and equal opportunity provisions of WIOA.

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

A term used to describe the situation in which a public official or fiduciary who, contrary to the obligation and absolute duty to act for the benefit of the public or a designated individual, exploits the relationship for personal benefit, typically pecuniary.

Consultation

The process by which State and/or local stakeholders convene to discuss changes to the public workforce system and constitutes a robust conversation in which all parties are given an opportunity to share their thoughts and opinions.

Contract

A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.

Contractor

An entity that receives a legal instrument (i.e., a contract) by which a non-federal entity purchases property or services needed to carry out a project or program under a federal award.

Contract Service Provider

An entity other than a vendor engaged to provide goods, services or both under a contract with a subrecipient, or other provider of services pursuant to an executed contract.

Core Program

Programs authorized by WIOA to provide services at American Job Centers, which include:

- Title I: Adult, Dislocated Worker, and Youth
- Title II: Adult Education and Literacy
- Title III: Wagner-Peyser
- Title IV: Vocational Rehabilitation

Corrective Action Plan

A plan developed by an entity who has been monitored, which includes applicable supporting documentation, regarding any unresolved findings. A corrective action plan identifies the action steps that the entity has or will initiate to correct the problem, estimated date the problem will be resolved, and how the Local Workforce Development Board will be involved in addressing the issues.

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, including foster children.

Covered Persons

A veteran or eligible spouse.

Credential - Non-Qualifying

A non-qualifying credential is any diploma or certificate that does not meet the letter or the intent of the federal definition of qualifying credential.

Credential - Qualifying

A qualifying credential is one that provides an individual with the documentation of education and/or technical or occupational skills necessary to gain employment or advance within an occupation.

Cultural Barrier

When an individual perceives him or herself as possessing attitudes, beliefs, customs or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.

D**Date of Actual Qualifying Dislocation**

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

Date of Need

The first date the employer requires the services of H-2A or H-2B workers as indicated in the Application for Temporary Employment Certification.

Date of WIOA Exit

The last date on which an individual received a staff-assisted service funded by WIOA Title I, Title II, 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.

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.

Disabled Veteran

- A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
- A person who was discharged or released from active duty because of a service-connected disability.

Disallowed Costs

Charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

Direct Contact

Direct contact is defined as an exchange of information. Direct contact may be either in person, by telephone, by e-mail or postal mail or other electronic means, provided there is a meaningful conversation or interaction between the individual and the career planner. Direct contact must be documented in the data management system.

Disconnected Youth

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

Dislocated Worker

An individual who is unemployed through no fault of his or her own or who has received an official layoff notice, and falls into one of the following categories:

- An individual who has been terminated or laid off, or who has received a notice of termination or layoff-from employment, including separation from active military service (other than dishonorable discharge) and;
 - is eligible for or has exhausted entitlement to unemployment compensation and is unlikely to return to a previous industry or occupation; or
 - has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law and is unlikely to return to a previous industry or occupation.
- An individual who
 - has been terminated or laid off, or has received a notice of termination; or
 - is employed at a facility at which the employer has made a general announcement that such facility or military installation will close within 180 days; or
 - for purposes of eligibility to receive services other than training services, individualized career services or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
- An individual who was self-employed (including employment as a farmer, rancher, or fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters, as defined by Local Workforce Development Boards (WDBs). This includes family members and farm workers or ranch hands.
- Is a displaced homemaker
- Is the spouse of:
 - a member of the Armed Forces on active duty who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
 - a member of the Armed Forces on active duty and who meets the criteria for displaced homemaker.

Displaced Homemaker

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

- Has been depending on the income of another family member but is no longer supported by that income; 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, a call or order to active duty, a permanent change of station or the service-connected death or disability of the member; and

- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

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.

E

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 Status at Time of Participation

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

Educational Functioning Level Gain

One of the five types of measurable skills gains allowable under WIOA. An educational functioning level gain is the advancement of an educational level by making measurable improvement in educational attainment.

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

A spouse to any of the following:

- Veteran who died of a service-connected disability.
- 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 the line of duty by a hostile force

- Forcibly detained or interned in the line of duty by a foreign government or power
- Veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs.
- Veteran who died while a disability was in existence.

Eligible Training Provider

Entities that provide a program of training services and must be one of the following types:

- Institutions of higher education that provide a program which leads to a recognized post-secondary credential.
- Registered Apprenticeship programs will be included and maintained on the ETPL for as long as the program remains registered under the National Apprenticeship Act.
- Other public or private providers of training, which may include:
 - Community Based Organizations (CBOs) or private organizations of demonstrated effectiveness that provide training under contract with the Local Board.
 - Joint labor-management organizations.
 - Eligible providers of adult education and literacy activities under Title II of WIOA, if such activities are provided in combination with occupational skills training.

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.

Employee

A person who is engaged to perform work for an employer. Some of the factors relevant to the determination of employee status include:

- The hiring party's right to control the manner and means by which the work is accomplished;
- The skill required to perform the work;
- The source of the instrumentalities and tools for accomplishing the work;
- The location of the work;
- The hiring party's discretion over when and how long to work; and
- Whether the work is part of the regular business of the hiring party.

Other applicable factors may be considered and no one factor is dispositive.

Employer

A person, firm, corporation, or other association or organization which currently has a location within the United States to which U.S. workers may be referred for employment, and which proposes to employ a worker at a place within the United States and which has an employer relationship with respect to employees as indicated by the fact that it hires, pays, fires, supervises, and otherwise controls the work of such employees. An association of employers is considered an employer if it has all of the indicia of an employer set forth in this definition. Such an association, however, is considered as a joint employer with the employer member if either shares in exercising one or more of the definitional indicia.

Employment

An individual in a paid, unsubsidized job, or for an individual in WIOA Title 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 the individual. An individual enrolled in the WIOA Title IV VR program must be employed in a job that meets the definition of competitive integrated employment, or supported employment, 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.

Employment-Related Laws

Those laws that relate to the employment relationship, such as those enforced by the U.S. Department of Labor's Wage and Hour Division, Occupational Safety and Health Administration, or by other Federal, State, or local agencies.

Employment Service Delivery System (ESDS)

A service delivery system at which or through which labor exchange services, including employment, training, and placement services, are offered in accordance with the Wagner-Peyser Act.

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.

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

An individual who has officially registered with in an educational or training institution and is taking part or planning to take part in an educational or training program.

Enrollment

An 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.

Evaluation

A method used to assess effectiveness and to promote, establish, implement and use strategies for continuous improvement of the workforce delivery system in a Local Workforce Development Area.

Evergreen Jobs

Job orders constantly open because the positions are hard to fill, are in high demand, require very specific skills, have high levels of turnover, and/or represent multiple job openings.

Exclusions from Performance Measures

An individual in any one 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

For the purpose of performance calculations for WIOA Title I Adult, Dislocated Worker, and Youth programs and WIOA Title III Wagner-Peyser Employment Services, exit occurs when an individual has not received a participant level service for 90 days and has no additional participant level services scheduled.

Exit Quarter

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

F

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.

Categories of family include:

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.

Living in a Single Residence: Residing in the same household, including any family members 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

- On vacation

This does not include family members who are:

- Incarcerated
- Placed in another residence or institution as a result of a court action
- Permanently separated spouses

Dependent Child: Any unmarried child, step-child, or adopted child who is:

- Less than 18 years of age
- 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
- 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
- An individual with a disability constituting a substantial barrier to employment and who is claimed as a dependent on his or her parent's, step parents or legal guardian's state or federal tax return

Family-of-one:

Any individual who meets the criteria of any one of the following categories:

- An individual who has a verified, documented disability
- 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
- A foster child on behalf of whom state or local government payments are made
- A runaway youth who is separated from the family
- An emancipated youth who is separated from the family
- A court-adjudicated youth who is separated from the family

Family Status

Descriptive categories for federal reporting purposes used to describe the family situation 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.

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, see Chapter 8 Workforce Innovation and Opportunity Act Title IB Programs, Appendix E: Family Income Inclusions and Exclusions.

Farm or Ranch

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

Farm Work

The cultivation and tillage of the soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities. This includes the raising of livestock, bees, fur-bearing animals, or poultry, the farming of fish, and any practices (including any forestry or lumbering operations) performed by a farmer or on a farm as an incident to or in conjunction with such farming operations, including preparation for market, delivery to storage or to market or to carriers for transportation to market. It also includes the handling, planting, drying, packing, packaging, processing, freezing, or grading prior to delivery for storage of any agricultural or horticultural commodity in its unmanufactured state. For the purposes of this definition, agricultural commodities means all commodities produced on a farm including crude gum (oleoresin) from a living tree products processed by the original producer of the crude gum (oleoresin) from which they are derived, including gum spirits of turpentine and gum rosin.

Farm Labor Contractor

A farm labor contractor is responsible for assuring that every employee who is performing farm labor contracting activities on behalf of such contractor has obtained either a Farm Labor Contractor Employee Certificate of Registration or a Certificate of Registration as an independent farm labor contractor prior to such employee engagement in any activity. A farm labor contractor who utilizes the services of another farm labor contractor who is not his employee must also comply with the provisions of 29 CFR § 500.71. The farm labor contractor is responsible for any violations committed by his employee, whether or not the employee has registered as required.

Farm Labor Contractor Employee Certificate

This certificate of registration is valid only during the period in which the holder is an employee of the registered farm labor contractor named on the Farm Labor Contractor Employee Certificate.

Financial Needs Determination (FND)

The process of determining eligibility to access WIOA funding for training or support services to include all training and related expenses and all available resources, excluding loans. The financial needs determination should focus on the needs of the individual 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.

Fiscal Agent

An organization which acts on behalf of another entity performing various financial duties.

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.

Foster Care

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.
- Child care furnished by a child care center, a child development home, or a child care home.
- Care furnished in a hospital or care furnished in a nursing facility.

G

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.

Governor's Designee

The Governor has granted Iowa Workforce Development (IWD) the authority to act as the lead state agency to assist in the administration of WIOA.

H

High School Equivalency Program

Provides individuals with education and literacy activities in preparation for the high school equivalency test (HiSET) to earn their high school equivalency diploma (HSED), however does not include alternative schools.

Homeless

To lack a fixed, regular, and adequate nighttime residence.

Homeless Individual or Homeless Children and Youths

An individual who meets any of the following criteria:

- Lacks a fixed, regular, and adequate nighttime residence; this includes a participant who:
 - Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations.

- Is living in an emergency or transitional shelter; d. Is abandoned in a hospital.
- Is awaiting foster care placement.
- Has 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, such as a car, park, abandoned building, bus or train station, airport, or camping ground.
- 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.

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.

Indexed Job Order

Those job orders that are provided by the National Labor Exchange in a daily feed to the state job bank.

Individualized Career Service

Services provided to individuals after American Job Center (AJC) staff determine that such services are required to retain or obtain employment. These services involve significant staff time and customization to each individual's needs, and generally will be provided by staff funded by WIOA Title I programs. However, it may also be appropriate for staff funded by WIOA Title III Wagner-Peyser Employment Service to provide some of these services.

Individual Employment Plan (IEP)

An ongoing strategy jointly developed by the individual and the career planner that identifies the individual's employment goals, appropriate achievement objectives, and the appropriate combination of services for the individual to achieve the employment goals.

Individual Service Strategy (ISS)

A service strategy which is jointly developed by the youth and the career planner based on the individual needs of the youth. The ISS must be linked to one or more indicator of performance, identify career pathways that include education and employment goals, consider career planning and the results of the objective assessment, and prescribe achievement objectives and services for the youth.

Individual with a Disability (Americans with Disabilities Act Definition)

- A person who has a physical or mental impairment that substantially limits one or more major life activities;
- A person who has a history or record of such an impairment; or
- A person who is perceived by others as having such an impairment.

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 Workforce Development Board or Local Workforce Development 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.

Internal Controls

A process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of reporting for internal and external use
- Compliance with applicable laws and regulations

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.

Institutionalized

When 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.

I

J

Job Order

The document containing the material terms and conditions of employment relating to wage, hours, working conditions, worksite and other benefits, submitted by an employer.

Job Development

The process of securing a job interview with a public or private employer for a specific individual for whom the local office has no suitable opening on file.

Job Opening

A single job opportunity for which the local office has on file a request to select and refer individuals.

Job Placement

The hiring by a public or private employer of an individual referred by the local office for a job or an interview, provided the local office completed all of the following:

- Prepared a job order form prior to referral, except in the case of a job development contact on behalf of a specific individual;
- Made prior arrangements with the employer for the referral of an individual or individuals;
- Referred an individual who had not been specifically designated by the employer, except for referrals on agricultural job orders for a specific crew leader or worker;
- Verified from a reliable source, preferably the employer, that the individual had entered on a job; and
- Appropriately recorded the placement.

Job Referral

The act of bringing to the attention of an employer an individual or group of individuals who are available for specific job openings or for a potential job; and the record of such referral in the state job bank/data management system.

K

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 Workforce Development Area

The purpose of a Local Workforce Development Area, each with its own Local Workforce Development Board, is to serve as a jurisdiction for the administration of workforce development activities and execution of WIOA Title I program funds allocated by the Governor through the State workforce agency.

Local Workforce Development Board

The primary role of the Local Workforce Development Board is to serve as a strategic convener to promote and broker effective relationships between the Chief Lead Elected Official and economic, education, and workforce partners throughout the Local Workforce Development Area. The Local Workforce Development Board must develop strategies to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth.

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

A comprehensive four year plan developed by the Local Workforce Development Board in partnership with the Chief Lead Elected Official. Communicates the Local Workforce Development Board's vision for the local workforce system and aligning and integrating local service delivery across Federal programs in a Local Workforce Development Area 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.
- 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 the second bullet above, but who is a member of a family whose income does not meet this requirement.

M**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.

Metropolitan Statistical Area (MSA)

A Core Based Statistical Area associated with at least one urbanized area that has a population of at least 50,000. The MSA comprises the central county or counties containing the core, plus adjacent outlying counties having a high degree of social and economic integration with the central county or counties as measured through commuting.

Memorandum of Understanding (MOU)

An agreement developed and executed between the Local Workforce Development Board, with the agreement of the Chief Elected Officials and the one-stop partners, relating to the operation of the workforce delivery system in the Local Workforce Development Area.

Migrant Farmworker

A seasonal farmworker (as defined in this document) who travels to the job site so that the farmworker is not reasonably able to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded.

Monitoring

A method of a grant recipient's oversight responsibilities that includes the collection and analysis of data for the purposes of reviewing programmatic and fiscal activities, administrative systems and performance management. Monitoring includes a systematic review of internal and external programs and operations.

N**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.

National Program Standards (NPS)

These are uniform and high-quality occupational standards that have been approved by the US Department of Labor (DOL) National Office of Apprenticeship. NPS are frequently utilized by large- and mid-sized companies with multiple establishments or by intermediary organizations acting on behalf of multiple employers.

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.

O

Occupational Cluster

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

Occupational Information Network (O*NET)

An online reference database which contains standardized detailed descriptions of U.S. occupations, distinguishing characteristics, classification codes, and information on tasks, knowledge, skills, abilities, and work activities as well as information on interests, work styles, and work values.

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.

Offender

Any adult or juvenile who is or has been subject to any stage of the criminal justice process for whom services under a WIOA program 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.

One-Stop Operator

The One-Stop Operator must be a public, private, nonprofit entity or a consortium of entities a Local Workforce Development Area. A consortium must include at least three or more of the required one-stop partners. Entities selected and serving as one-stop operators are sub-recipients of a Federal award; therefore, they must follow the Uniform Guidance. The types of entities that may serve as one-stop operators include but are not limited to:

- A public, private, for-profit or nonprofit organization
- An institution of higher education
- Non-traditional public secondary schools, night schools, adult education schools, career and technical education schools
- An employment service state agency established under the Wagner-Peyser Act

- A government agency
- A Local Workforce Development Board, with approval from the Chief Lead Elected Official (CLEO) and the Governor
- Local chambers of commerce, business organizations, or labor organizations
- Indian Tribes

One-Stop Partner

An entity described in section 121(b)(1) or (b)(2) of WIOA that participates in the operation of the local workforce delivery system. One-stop partners administer separately funded programs as a set of integrated streamlined services to customers.

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.

Oversight

A requirement of any recipient of federal and state funds to ensure that such funds comply with all applicable federal, state and local statutes, regulations, policies and terms and conditions of any applicable awards or sub-awards.

P

Participant

A reportable individual who has received staff-assisted services after satisfying all applicable programmatic requirements for the provision of services.

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

Following the completion of eligibility determination, the date an individual begins a WIOA-funded activity or service. For youth, the participation date is established after the completion of all of the following components: youth program eligibility determination, an objective assessment, development of an individual service strategy and receipt of at least one of the fourteen (14) WIOA Youth program elements.

Participation Quarter

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

Pass-Through Entity

A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Pay-for-Performance Contract

A type of performance-based contract.

Pay-for-Performance Contract Strategy

A specific type of performance-based contract strategy that has four distinct characteristics:

- It is a strategy to use WIOA Pay-for-Performance contracts
- It must include the identification of the workforce development problem and target populations for which a local area will pursue a WIOA Pay-for-Performance contract strategy; the outcomes the local area would hope to achieve through a Pay-for-Performance contract relative to baseline performance; and the acceptable cost to government associated with achieving these outcomes
- It must include a strategy for independently validating the performance outcomes achieved under each contract within the strategy prior to payment occurring
- It must include a description of how the State or local area will reallocate funds to other activities under the contract strategy in the event a service provider does not achieve performance benchmarks under a WIOA Pay-for-Performance contract

Pell Grant Recipient

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

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.

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.

Personally Identifiable Information (PII)

Personally identifiable information means any information collected online that could serve to identify an individual, such as:

- First and last name
- Physical address
- Email address
- Telephone number
- Social Security number
- Driver's license or state ID number
- Passport number
- Alien Registration number
- Financial account number

- Credit card information
- Any combination of personal information that could be used to determine identity

Placement

Synonymous with entered unsubsidized employment.

Planned Gap in Services

No participant activity of greater than 90 days caused by either a delay before the beginning of training; a health/medical condition(s), providing care for a family member with a health or medical condition; and/or a temporary move from the area that prevents the individual from participating in services, including National Guard or military service or institutionalization.

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).

Post-Test

A test administered to an individual 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 an individual in quarters prior to enrollment. Typically, first, second and third quarters prior to the enrollment quarter are used in reporting.

Pre-Test

A test administered to an individual up to six months prior to the date of participation or within 30 days after enrollment. The results are used to assess an individual's basic literacy and numeracy skills.

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.

Prevailing Practice

A practice engaged in by employer, that:

- Fifty percent or more of employers in an area and for an occupation engage in the practice or offer the benefit; and

- This 50 percent or more of employers also employs 50 percent or more of U.S. workers in the occupation and area (including H-2A and non-H-2A employers) for purposes of determinations concerning the provision of family housing, and frequency of wage payments, but non-H-2A employers only for determinations concerning the provision of advance transportation and the utilization of labor contractors.

Prevailing Wage

Wage established pursuant to 20 C.F.R. 653.501.

Primary Activity

An activity in which an individual 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.

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.

Protected Veteran

A veteran who is protected under the non-discrimination and affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act; specifically, a veteran who may be classified as a "disabled veteran," "recently separated veteran," "active duty wartime or campaign badge veteran," or an "Armed Forces service medal veteran," as defined by this section.

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)

Q

Questioned Cost

A cost that is questioned by an auditor, Federal Project Officer, Grant Officer, or other authorized awarding agency representative because of an audit or monitoring finding:

- Which resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds;
- Where the costs, at the time of the audit, are not supported by adequate documentation; or
- Where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

R

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.

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

An activity provided by a State, or by an entity designated by a State, with funds provided by the State, 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. Services include:

- 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. 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.
- 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.

Recently Separated Veteran

Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

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 credential.

Reemployment Services and Eligibility Assessments (RESEA)

A grant program for states to assist individuals receiving unemployment insurance (UI) benefits. Connects participants with in-person assessments and reemployment services through local American Job Centers. Activities include developing an individual reemployment plan, providing labor market information, identifying job skills and prospects, and reviewing claimant's continued UI benefit eligibility.

Reemployment Trade Adjustment Assistance (RTAA)

A wage subsidy benefit for *Trade Adjustment Assistance Program (TAA)* eligible workers who are age 50 or older and earn less than \$50,000 annually in new employment. The wage subsidy covers a portion of the difference between a worker's new wage and their old wage up to specified maximum.

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.

Registered Apprenticeship (RA)

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. The National Apprenticeship Act of 1937, also known as the Fitzgerald Act authorized the Federal government, in cooperation with the states, to oversee the nation's apprenticeship system.

Registered Apprenticeship Sponsor

Any person, association, committee, or organization operating a Registered Apprenticeship program and in whose name the program is (or is to be) registered or approved. Examples of RA Sponsors include: employers, joint apprenticeship training programs, industry intermediaries, and community-based organizations.

Registration

The entering of elements/data necessary to establish a record and basic demographic data for an individual in the data management system in order to create an account.

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.

Reportable Individual

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

NOTE: Not all reportable individuals are participants. Only participants are included in performance calculations.

Reportable Service

Any service a job seeker receives that initiates or extends participation.

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.

S

Sanctions

Technical assistance, which may include assistance in the development of a performance improvement plan or the development of a modified local plan, provided to a Local Workforce Development Area for failure to meet local performance accountability measures for a program year. In the event failure continues for a third consecutive year, corrective actions will be implemented, including the development of a reorganization plan.

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.

Seasonal Farmworker

An individual who is employed, or was employed in the past 12 months, in farm work (as defined in this document) of a seasonal or other temporary nature and is not required to be absent overnight from his/her permanent place of residence. Non-migrant individuals who are full-time students are excluded. Labor is performed on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year. A worker who moves from one seasonal activity to another, while employed in farm work, is employed on a seasonal basis even though he/she may continue to be employed during a major portion of the year. A worker is employed on other temporary basis where he/she is employed for a limited time only or his/her performance is contemplated for a particular piece of work, usually of short duration. Generally, employment which is contemplated to continue indefinitely is not temporary.

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.

Section 3 Residents

Public housing residents who are considered low- or very low- income residing in the metropolitan area or non-metropolitan county where the Section 3 covered assistance is expended. To meet Section 3 requirements, HUD grantees and their contractors can partner with and recruit workers from Quality Pre-Apprenticeship Programs and participate in RA programs. By employing HUD public housing residents or YouthBuild graduates as apprentices, contractors can receive a preference for further HUD projects.

Selective Service Registrant

Those individuals required by Section 3(a) of the Military Selective Service Act to present themselves for registration. Virtually all male U.S. citizens, regardless of where they live, and male immigrants, whether documented or undocumented, residing in the United States, who are 18 through 25, are required to register with Selective Service. The law says men must register with Selective Service within 30 days of their 18th birthday.

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;
- Discharges and Separates from active service (veterans);
- Dual nationals;
- Enlistees, Delayed Entry Program;
- Men disabled or handicapped;
- Men rejected for enlistment;
- National Guardsmen 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 Midshipmen 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-Certification

Self-certification occurs when an individual states his or her status for a particular data element and signs and dates a form acknowledging this status. The key elements for self-certification are the individual identifying his or her status for permitted criteria, and signing and dating a form attesting to this self-identification.

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.

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

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 individuals 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 the data management system in 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.

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)

An entitlement program based on insured status and is authorized under Title II of the Social Security Act. An individual is entitled to SSDI if the person has a severe disability that renders the person unable to perform substantial work.

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.

Special Disabled Veteran

A disabled veteran with a disability rating at 30 percent or more.

Staff-Assisted Services

Program services provided that require significant staff involvement.

State Workforce Development Board

A convener of State, regional, and local workforce system partners to enhance the capacity and performance of the workforce development system; align and improve employment, training, and education programs, and through these efforts, promote economic growth.

State Plan or Unified State Plan

Under 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.

Student

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.

Subcontract

Any agreement or arrangement between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

- For the purchase, sale or use of personal property or non-personal services (including construction) which, in whole or in part, is necessary to the performance of any one or more contracts; or
- Under which any portion of the contractor's obligation under any one or more contracts is performed, undertaken, or assumed.

Subrecipient

A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

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.

Supplemental Security Income (SSI)

A needs-based program for the aged, blind or disabled based upon financial eligibility and is authorized under Title XVI of the Social Security Act.

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.

T**The State**

The State, or Governor's designee, is responsible for the planning and implementation of WIOA.

See Also: Governor's Designee

Third-Party Agent

A person, firm, corporation, other association or entity which posts job orders on behalf of another person, firm, corporation, other association or entity.

Trade Act of 1974 (summary), as amended

The act establishes the Trade Adjustment Assistance for Workers (TAA), Alternative Trade Adjustment Assistance (ATAA), and Reemployment Trade Adjustment Assistance (RTAA) programs. These programs, collectively referred to as the Trade Adjustment Assistance Program (TAA Program), provide assistance to workers who have been adversely affected by foreign trade.

Trade Adjustment Assistance (TAA) Program

The TAA Program as established by the Trade Act of 1974 seeks to provide workers adversely affected by foreign trade with opportunities to obtain the skills, credentials, resources, and support necessary to (re)build skills for future jobs. Any member of a worker group certified by the Department may be eligible to receive TAA benefits and services at a local American Job Center. Services may include training, employment and case management services, job search allowances, relocation allowances, and income support in the form of Trade Readjustment Allowances (TRA). Reemployment TAA (RTAA) and Alternative TAA (ATAA), which provide wage supplements for reemployed older workers whose reemployment resulted in lower wages than those earned in their trade-affected employment, may also be available.

Trade Readjustment Allowance (TRA)

Income support available in the form of weekly cash payments to trade certified workers who are enrolled in a Trade Adjustment Assistance approved full-time training program and have exhausted their unemployment insurance benefits.

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.

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

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.

U

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

V

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 or expeditionary medal 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.
 - See also "Special Disabled Veteran" as defined above.
- 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.

Veterans Priority of Service

With respect to any qualified job training program, veterans and eligible spouses shall be given priority over non-covered persons for the receipt of employment, training, and placement services provided under a federally funded employment program.

Vocational Rehabilitation Program

Under the State Vocational Rehabilitation Services Program, the Secretary provides grants to assist States in operating statewide comprehensive, coordinated, effective, efficient, and accountable vocational rehabilitation programs, each of which is an integral part of a statewide workforce development system. They are designed to assess, plan, develop, and provide vocational rehabilitation services for individuals with disabilities, consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, so that they may prepare for and engage in competitive integrated employment and achieve economic self-sufficiency.

W

Wage at Dislocation

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

Wagner-Peyser Act

Provides for the establishment of a nationwide system of public employment offices known as the Employment Service. The system provides universal access to an integrated array of labor exchange services so that workers, job seekers and businesses can find the services they need in one stop and frequently under one roof in easy-to-find locations. The Employment Service focuses on providing a variety of employment related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, re-

employment services to unemployment insurance claimants, and recruitment services to employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services and staff assisted service delivery approaches. Depending on the needs of the labor market other services such as job seeker assessment of skill levels, abilities and aptitudes, career guidance when appropriate, job search workshops and referral to training may be available. Job seekers who are Veterans receive priority referral to jobs and training as well as special employment services and assistance. In addition, the system provides specialized attention and service to individuals with disabilities, migrant and seasonal farm-workers, ex-offenders, youth, minorities and older workers.

Work Application

The documentation indicating a job seeker's/applicant's interest in a particular place of employment or job order/position.

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
- Other employability skills that increase an individual's preparation for the workforce

X

Y

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.

Z

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