

## WIOA GLOSSARY OF TERMS AND DEFINITIONS

### **ACHIEVEMENT OBJECTIVE**

Achievement Objective – Describes measurable planned action (services and training) necessary to accomplish or assist in accomplishing a goal(s). (WIOA §129(c) (1) (B))

### **ACTIVE DUTY**

**Active Duty** (38 USC 101(21))- means full-time duty in the active military service of the United States. Such term 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. Such term does not include full-time National Guard duty.

**ADULT** (WIOA sec. 3(2)) – means an individual who is age 18 or older.

**ADULT EDUCATION AND LITERACY ACTIVITIES** (§ 463.30) – means 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
- Includes upgrading basic skills and is directed towards adults who are generally classified as functionally illiterate, undereducated, or whose inability to speak, read, or write the English language constitutes a substantial impairment of the ability to get or retain employment commensurate with their real ability. ABE, WIOA Title II, is a Core (required) Partner in the Workforce System.

**ADULT EDUCATION AND LITERACY ACTIVITIES** (§ 463.30) – means programs, activities, and services that include:

- (A) Adult education,
- (B) Literacy,
- (C) Workplace adult education and literacy activities,
- (D) Family literacy activities,
- (E) English language acquisition activities,
- (F) Integrated English literacy and civics education,
- (G) Workforce preparation activities, or
- (H) Integrated education and training

**ADULT BASIC EDUCATION IN CONJUNCTION WITH TRAINING** - Defined in Youth Program Elements

**ADULT BASIC EDUCATION SERVICES/LITERACY AND TUTORING** - Defined in Youth Program Elements

**ADULT MENTORING** provides a client with the opportunity to develop a positive relationship with an adult. The adult mentor should provide a positive role model for educational, work skills, or personal or social development. **Defined further in Youth Program Elements**

**ALTERNATIVE SCHOOL SERVICES OR DROPOUT RECOVERY - Defined in Youth Program Elements**

**APPLICANT STATEMENT**

Applicant Statement (self-certification/attestation) - An applicant statement is an attestation signed by a client that the information he/she submits to demonstrate eligibility for a program under title I of WIOA is true and accurate. This would be used in circumstances where items required cannot readily be verified and it would cause an undue hardship for the individual. Applicant statements should only be used in circumstances when all practical attempts to secure verification have failed.

**APPRENTICESHIP TRAINING**

**Apprenticeship Training** is a program combining on-the-job training with related instruction that enables workers to master the practical and technical skills required for a skilled occupation. The worker or apprentice learns a trade. The training lasts a specific length of time.

**ASSESSMENT PURPOSE** – The purpose of the assessment is to help individuals and program staff make decisions about appropriate goals and develop effective services strategies for reaching those goals.

**ASSISTIVE TECHNOLOGY** – Assistive technology is defined in law as “product, device, or equipment, whether acquired commercially, modified or customized, that is used to maintain, increase, or improve the functional capabilities of individuals with disabilities”. Assistive technology may be very simple, or it may be very complex in nature. Assistive technology may help an individual with a disability to perform activities related to life, work, or education independently.

Assistive technology can be anything from an assistive listening device to a hand-held magnifier, to speech recognition software that allows an individual to use a computer with his or her voice. Assistive technology is often used to help to ensure effective communication with individuals with disabilities. Assistive technology is also used to help individuals with disabilities perform activities related to training, school, or work independently.

**AWARD: Federal Award** means:

1. The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in 2 CFR 200.101 (Applicability);
2. (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in 2 CFR 200.101 (Applicability); and
3. (3) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 CFR 200.40 (Federal financial assistance), or the cost-reimbursement contract awarded under the Federal

**BARRIERS TO EMPLOYMENT** – Conditions that may make employment difficult for certain individuals. An individual with a barrier to employment” means a member of 1 or more of the following populations:

1. Displaced homemakers;
2. Low-income individuals;
3. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166;
4. Individuals with disabilities, including youth who are individuals with disabilities;
5. Older individuals;
6. Ex-offenders;
7. Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434 a (2)));
8. Youth who are in or have aged out of the foster care system;
9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
10. Eligible migrant and seasonal farm workers, as defined in section 167(i);
11. Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.);
12. Single parents (including single pregnant women);
13. Long-term unemployed individuals;
14. Such other groups as the Governor, state or local boards involved determines to have barriers to employment.

**BASIC EDUCATION** for individuals (16 years or older), even if they have already earned a high school diploma or general equivalency diploma. Adult Basic Education services help them attain proficiencies equivalent to ninth grade level, or to improve basic skills to a level greater than that which the individual is required to have to gain knowledge of various career pathways that lead to attending a training institute or to get and keep employment.

Instruction is usually conducted in an institutional setting that is directed towards imparting the basic skills of communication, computation, problem solving, health, consumer development, and citizenship. Instruction for youth could include, but not be limited to, enrollment in a secondary school.

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

**BASIC SKILLS DEFICIENT** (WIOA sec. 3(5))

1. **Adult Program:** an individual that is unable to compute problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.
2. **Youth Program:**  
**ISY:** an individual who is a youth, that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test.  
**OSY:** an out-of-school youth who 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.

**SWIB and Montana State Plan Definition for WIOA Youth Program.**

**NOTE:** Assessment instruments must be valid and reliable and provide reasonable accommodations to youth disabilities in the assessment process in making this determination. (*ISY Youth Barrier*)

**CAREER PATHWAY** (WIOA sec. 3(7)) – means a combination of rigorous and high-quality education, training, and other services that—

- (A) aligns with the skill needs of industries in the economy of the State or regional economy involved;
- (B) prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171);
- (C) includes counseling to support an individual in achieving the individual’s education and career goals;
- (D) 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;
- (E) 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;
- (F) enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
- (G) helps an individual enter or advance within a specific occupation or occupational cluster.

**CAREER PLANNING** (WIOA sec. 3(8)) – means the provision of a client-centered approach in the delivery of services, designed:

1. To prepare and coordinate comprehensive employment plans, such as service strategies, for clients to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
2. To provide job, education, and career counseling, as appropriate during program participation and after job placement.

**CAREER DEVELOPMENT ASSISTANCE - Defined in Youth Program Elements**

**CAREER GOAL (Age Appropriate)** - The age appropriate goal determination shall include the selection of a career goal or the identification of an initial career pathway of occupations to consider. Either will be considered as an appropriate age goal. The career goal(s) is the basis for the ISS development.

**CAREER PATHWAYS DEVELOPMENT** – means a combination of rigorous and high-quality education, training, and other services that—

1. aligns with the skill needs of industries in the economy of the State or regional economy involved;
2. prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in this Act as an “apprenticeship”, except in section 171);
3. includes counseling to support an individual in achieving the individual’s education and career goals;
4. 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;
5. organizes education, training, and other services to meet the needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
6. enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
7. helps an individual enter or advance within a specific occupation or occupational cluster.

(WIOA Law Sec. 3 (7))

**CAREER PLANNING** – means the provision of a client-centered approach in the delivery of services, designed:

1. to prepare and coordinate comprehensive employment plans, such as service strategies, for clients to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
2. to provide job, education, and career counseling, as appropriate during program participation and after job placement.

WIOA Law Sec. 3(8)

**CASELOAD** – A group of enrolled clients who receive primary assistance from a specific case manager in order to client in program activity.

**CASE MANAGEMENT** - “The term ‘case management’ means the provision of a client centered approach in the delivery of services designed:

1. To prepare and coordinate comprehensive employment plans, such as service strategies, for clients to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
2. Provide job and career counseling during program participation and after job placement.

**CHILD CARE / DEPENDENT CARE ASSISTANCE** is a supportive service that provides assistance with child/dependent care costs that is necessary to enable a youth to participate in activities authorized by WIOA.

WIOA Regs. Section 681.570 (c)

**CITIZENSHIP / ELIGIBLE TO WORK** – Participation in programs and activities financially assisted in part under WIOA shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the United States.

WIOA Law, Section 188(a)(5)

**COMMUNITY AND SERVICE LEARNING PROJECTS** is a structured workplace or community-based learning experience, through which clients learn and develop by participating in organized community service work activities designed to meet identified community needs. Community and Service Learning Projects are designed collaboratively by the program and client(s) to further understanding of course content, acquire a broader appreciation of the discipline, enrich the learning experience, and promote a lifelong civic engagement and enhanced sense of civic responsibility.

**CONSULTATION** means 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.

**EDUCATION OFFERED CONCURRENTLY WITH WORKFORCE PREPARATION ACTIVITIES AND TRAINING FOR A SPECIFIC OCCUPATION - Defined in Youth Program Elements**

**CONTRACT** means 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 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 as defined in this section.

**CONTRACTOR** means an entity that receives a contract as defined in this section.

**COOPERATIVE AGREEMENT** means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:

(1) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal government or pass-through entity's direct benefit or use;

(2) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

(3) The term does not include:

(i) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or

(ii) An agreement that provides only:

(A) Direct United States Government cash assistance to an individual;

(B) A subsidy;

- (C) A loan;
- (D) A loan guarantee; or
- (E) Insurance.

**CORROBORATIVE WITNESS** is an individual who personally knows or can identify the WIOA applicant and who is reasonably likely to be able verify the applicant's statement. Such verification may be accomplished by the witness signing the applicant statement form or by completion of a telephone/document inspection form.

#### **COVERED PERSON**

**Eligible Spouse** – means an individual whose military active duty or veteran spouse was—

- A. Any veteran who died of a service-connected disability;
- B. 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 listed for a total of more than 90 days:
  - C. Missing in action;
  - D. Captured in the line of duty by a hostile force; **or** Forcibly detained or interned in the line of duty by a foreign government or power;
  - E. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
  - F. 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.

**DEPARTMENT** means the U.S. Department of Labor, including its agencies and organizational units.

**DEPLOYMENT (10 USC 991(b))** – means

- A. 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.
- B. 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 paragraph (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.
- C. A member is not deployed or in a deployment when the member is—
  - (i) Performing service as a student or trainee at a school (including any Government school);
  - (ii) Performing administrative, guard, or detail duties in garrison at the member's

permanent duty station; or

(iii) Unavailable solely because of—

- (1) 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
- (2) a disciplinary action taken against the member.

**DISCONNECTED YOUTH** means a young person between the ages of 16 and 24 that lacks a high school diploma and is not enrolled in school and is detached from work. Disconnected youth are often without hope, dreams and trust and face a likelihood of increased interactions with the juvenile and criminal justice systems.

**DISLOCATED WORKER** (WIOA sec. 3(15)) – means an individual who—

- A. (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);
  - (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and is unlikely to return to a previous industry or occupation;
- B. (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation, or enterprise;
  - (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
  - (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close;
- C. was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- D. is a displaced homemaker; or
- E. (i) is the spouse of a member of the Armed Forces on active duty (as defined in section

101(d)(1) of title 10, United States Code), and 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

(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

**DISPLACED HOMEMAKER** (WIOA sec. 3(16)) – means an individual who has been providing unpaid services to family members in the home and who –

(A)(i) has been depending on the income of another family member but is no longer supported by that income; or

(ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and

(B) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

**ELIGIBLE SPOUSE** – means an individual whose military active duty or veteran spouse was—

A. Any veteran who died of a service-connected disability;

B. 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 listed for a total of more than 90 days:

i. Missing in action;

ii. Captured in the line of duty by a hostile force; or

iii. Forcibly detained or interned in the line of duty by a foreign government or power;

C. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or

D. 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.

**EMPLOYMENT AND TRAINING ACTIVITY** means a workforce investment activity that is carried out for an adult or dislocated worker under part 678 of this chapter.

**EQUAL OPPORTUNITY DATA** or EO data means data on race and ethnicity, age, sex, and disability required by 29 CFR part 38 of the Department of Labor regulations implementing sec. 188 of WIOA, governing nondiscrimination.

**EMPLOYMENT AND TRAINING ADMINISTRATION OR ETA** means the Employment and Training Administration of the U.S. Department of Labor.

**ENGLISH LANGUAGE ACQUISITION PROGRAM** (34 CFR 463.31) – is a program of

Instruction:

- A. That is designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and;
- B. That leads to—
  - (1) (a) Attainment of a secondary school diploma or its recognized equivalent; and
  - (b) Transition to postsecondary education and training; or
  - (2) Employment

**ENGLISH LANGUAGE LEARNER** (*Youth Barrier*) with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and

- A. whose native language is a language other than English; or
- B. who lives in a family or community environment where a language other than English is the dominant language.

**EXCLUSIONS FROM PERFORMANCE MEASURES AND FOLLOW-UP SERVICES:**

- 1. Health/Medical or Family Care – Used when the client is receiving medical treatment or providing care for a family member that precludes entry into unsubsidized employment or continued participation in the program and is expected to last for more than 90 days.
- 2. Institutionalized - The client is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.
- 3. Relocated to a Mandated Residential Program - For youth clients only, the client is in the foster care system or any other mandated residential program and has moved from the area as part of such a program.

**EXIT** (see 20 CFR 677.150 for full definition) – as defined for the purpose of performance calculations for the WIOA Adult, Dislocated Worker, and Employment Service programs, exit is the point after which a client who has received services through any program meets the following criteria:

- (1) For the adult, dislocated worker, and youth programs authorized under WIOA title I, the AEFLA program authorized under WIOA title II, and the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III, exit date is the last date of service.
  - a. The last day of service cannot be determined until at least 90 days have elapsed since the client last received services; services do not include self-service, information-only services

or activities, or follow-up services. This also requires that there are no plans to provide the client with future services.

**FAMILY** means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. A husband, wife, and dependent children;
2. A parent or guardian and dependent children;
3. A husband and wife.

20 CFR 675.300

**FEDERAL AWARD MEANS:**

- (1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in 2 CFR 200.101 (Applicability);
- (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in 2 CFR 200.101 (Applicability); and
- (3) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 CFR 200.40 (Federal financial assistance), or the cost-reimbursement contract awarded under the Federal
- (4) **Acquisition Regulations:** Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned, contractor operated facilities (GOCOs).

**FEDERAL FINANCIAL ASSISTANCE MEANS:**

- (1) For grants and cooperative agreements, assistance in the form of:
  - (i) Grants;
  - (ii) Cooperative agreements;
  - (iii) Non-cash contributions or donations of property (including donated surplus property);
  - (iv) Direct appropriations;
  - (v) Food commodities; and
  - (vi) Other financial assistance, except assistance listed in paragraph (2) of this definition.
- (2) For purposes of the audit requirements at 2 CFR part 200, subpart F, Federal financial assistance includes assistance that non-Federal entities receive or administer in the form of:
  - (i) Loans;
  - (ii) Loan Guarantees;
  - (iii) Interest subsidies; and
  - (iv) Insurance.
- (3) Federal financial assistance does not include amounts received as reimbursement for services rendered to individuals as described in 2 CFR 200.502, which outlines the basis for determining Federal awards expended.

**FOLLOW-UP SERVICES**, including counseling regarding the workplace, for clients in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

**FOLLOW-UP SERVICES FOR YOUTH - Defined in Youth Program Elements**

**FREE OR REDUCED SCHOOL LUNCH PROGRAM** - Low-income eligibility for In School Youth who receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.).

**GENERAL EQUIVALENCY DIPLOMA** is a certification obtained by passing a diploma equivalency test. This test measures the skills and knowledge generally associated with four years of traditional high school instruction. In Montana, the HiSET has been adopted by OPI's Adult Education Program as the general equivalency diploma.

**GRANT OR GRANT AGREEMENT** means a legal instrument of financial assistance between a Federal awarding agency and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:

(1) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency's direct benefit or use;

(2) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

(3) Grant agreement does not include an agreement that provides only:  
(i) Direct United States Government cash assistance to an individual;  
(ii) A subsidy;  
(iii) A loan;  
(iv) A loan guarantee; or  
(v) Insurance.

**GRANTEE** means the direct recipient of grant funds from the Department of Labor under a grant or grant agreement. A grantee also may be referred to as a recipient.

**HOMELESS** - The term "homeless" or "homeless individual or homeless person" means an individual or family that meets the definition of the **Stewart B. McKinney Homeless Assistance Act 42 U.S.C. §11302** as follows:

1. An individual or family who lacks a fixed, regular, or adequate nighttime residence;
2. An individual or family with 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, including a car, park, abandoned building, bus or train station, airport, or camping ground;
3. An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable

- organizations, congregate shelters, and transitional housing);
4. An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
  5. An individual or family who will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations;
  6. 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 (i.e. runaway youth); or
  7. 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

**INDIVIDUAL EMPLOYMENT PLAN (20 CFR 680.170)** – is an individualized career service, under WIOA sec. 134(c)(2)(a)(xii)(II), that is developed jointly by the client and career planner when determined appropriate by the one-stop operator or one-stop partner. This plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the client to achieve the employment goals.

**INDIVIDUAL WITH A DISABILITY** means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990. For purposes of WIOA sec. 188, this term is defined at 29 CFR 38.4.

**INDUSTRY OR SECTOR PARTNERSHIP (WIOA sec. 3(26))** – means a workforce collaborative, convened by or acting in partnership with a State board or local board, that—

- A. 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—
  - (i) representatives of multiple businesses or other employers in the industry cluster, including small and medium-sized employers when practicable;
  - (ii) One or more representatives of a recognized State labor organization or central labor council, or another labor representative, as appropriate; and
  - (iii) 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
- B. may include representatives of—
  - (i) State or local government;
  - (ii) State or local economic development agencies;
  - (iii) State boards or local boards, as appropriate;
  - (iv) a State workforce agency or other entity providing employment services;
  - (v) other State or local agencies;
  - (vi) business or trade associations;
  - (vii) economic development organizations;
  - (viii) nonprofit organizations, community-based organizations, or intermediaries;

- (ix) philanthropic organizations;
- (x) industry associations; and
- (xi) other organizations, as determined to be necessary by the members comprising the industry or sector partnership.

**IN SCHOOL YOUTH (ISY)** is an individual who is no younger than 14 and no older than 21 at enrollment and:

1. is basic skills deficient;
2. is an English Language;
3. is an offender;
4. is homeless or runaway youth;
5. is in any stage of foster care;
6. is pregnant or parenting;
7. has a disability;
8. is low-income and requires additional assistance to complete an education program or to secure and hold employment.

**INTEGRATED EDUCATION AND TRAINING** (34 CFR 463.35) – refers to 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.

**LABOR FEDERATION** means an alliance of two or more organized labor unions for the purpose of mutual support and action.

**LEP INDIVIDUAL** means an individual whose primary language for communication is not English and who has a limited ability to read, speak, write, and/or understand English. An LEP individual may be competent in English for certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing).

**LEP PLAN** – A written language access plan which assists in ensuring that LEP individuals have meaningful access to WIOA Title I-financially assisted programs and activities.

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

**LOCAL WDB** means a Local Workforce Development Board (WDB) established under WIOA sec. 107, to set policy for the local workforce development system. In Montana, the SWIB acts as the local WDB.

**LONG TERM UNEMPLOYED INDIVIDUAL** (see Bureau of Labor Statistics definition) – is a person who has been unemployed for 27 or more consecutive weeks.

**LOW-INCOME INDIVIDUAL** means an individual who:

1. Receives, or in the last 6 months has received, or is a member of a family this is receiving or in the past 6 months as received, assistance through the supplemental nutrition assistance

program (SNAP), the program of block grants to States for temporary assistance for needy families program (TANF), or the supplemental security income program established under title XVI of the Social Security Act, or State or local income-based public assistance;

2. Is in a family with a total family income that does not exceed the higher of:
  - a. The poverty line; or
  - b. 70 % of the lower living standard income level
3. Is a homeless individual (as defined in section 41403 (6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), runaway youth, or a homeless child or youth as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2));
4. Receives or is eligible to receive a free or reduced-price lunch;
5. Is a foster child on behalf of whom State or local government payments are made;
6. Is an individual with a disability whose own income meets the low-income requirement but who is a member of a family whose incomes does not meet the low-income requirement.

PL 113-128 (Sec. 3 (36))

**LOWER LIVING STANDARD INCOME LEVEL (LLSIL)** – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of the U.S. Department of Labor (USDOL) based on the most recent lower living family budget issued by the Secretary.

**NON-FEDERAL ENTITY**, as defined in 2 CFR 2900.2, means a State, local government, Indian tribe, institution of higher education (IHE), for-profit entity, foreign public entity, foreign organization, or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**NONTRADITIONAL EMPLOYMENT** (WIOA sec. 3(37)) – refers to 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.

**OBJECTIVE ASSESSMENT** is a process that identifies service needs, academic levels, goals, interests, skill levels, abilities, aptitudes, and supportive service needs, and measures barriers and strengths. It includes a review of basic and occupational skills, prior work experience, employability potential and developmental needs. The result of an objective assessment is an individual service strategy. Object assessment is one of the four services that start participation for the WIOA youth program.

**OCCUPATIONAL SKILLS TRAINING** is 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. Occupational skills training includes training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. This may include programs that help with skill upgrading or retraining. Occupational Skills training must be outcome-oriented and focused on an occupational goal specified in the individual employment plan, be of sufficient duration to impart the skill needed to meet the occupational goal and result in attainment of a recognized postsecondary credential.

**OFFENDER** (*Youth Barrier*) means an individual:

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

### **ON-THE-JOB-TRAINING (WEX Category) - Defined in Youth Program Elements**

**ON-THE-JOB TRAINING** – The term “on-the-job training” means training by an employer that is provided to a paid client while engaged in productive work in a job that:

1. provides knowledge or skills essential to the full and adequate performance of the job;
2. is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the client, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
3. is limited in duration as appropriate to the occupation for which the client is being trained, taking into account the content of the training, the prior work experience of the client, and the service strategy of the client, as appropriate.

**O\*NET:** The Occupational Information Network is a free online database that contains hundreds of occupational definitions to help students, job seekers, businesses, and workforce development professional to understand today’s workforce.

**OPERATIONAL PROCEDURES** – A written document that provides direction for step-by-step execution of actions necessary to perform identified processes. Procedures must be developed with sufficient detail to be used for the following:

1. Executing functions;
2. Training personnel;
3. Conducting oversight.

**ORIENTATION TO WIOA SERVICES** – Any activity providing information or orientation to services available through the one-stop delivery system.

**OUTCOME** – Documented effect or impact of a service or intervention on an individual. Outcomes are what the program efforts are designed to achieve. Proposed outcomes must be stated in terms of measurable indicators.

**OUT-OF-SCHOOL YOUTH** (*Barrier eligibility*) is an individual who is no younger than 16 nor older than 24 at enrollment and:

1. has dropped out of school and for the WIOA program;
2. is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
3. is a recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
4. is an offender;
5. is homeless or runaway youth;

6. is in any stage of foster care;
7. is pregnant or parenting;
8. has a disability;
9. is low-income and requires additional assistance to enter and complete an education program or to secure and hold employment.

**NOTE for WIOA eligibility purposes:**

- A. A youth who previously dropped out of school but has returned to school prior to WIOA enrollment is not considered a dropout.
- B. A youth who has dropped out of post-secondary education is not a “school dropout” for purposes of youth program eligibility.

**OUTREACH / RECRUITMENT** – Activities and strategies for identifying and contacting potential clients. Strategies will include procedures that assure access throughout the service area and address appropriate access for clients with barriers.

**PARTICIPANT** (20 CFR 677.150) – is a reportable individual who has received services other than the services described in paragraph (a)(3) of this section, after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination.

1. For the Vocational Rehabilitation (VR) program, a participant is a reportable individual who has an approved and signed Individualized Plan for Employment (IPE) and has begun to receive services.
2. For the WIOA title I youth program, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received one of the 14 WIOA youth program elements in sec. 129(c)(2) of WIOA; and who has been determined to be eligible to participate in and is receiving services except (follow-up services) authorized under this title in either a physical location or remotely through electronic technologies.
3. The following individuals are not participants:
  - a. Individuals in an Adult Education and Family Literacy Act (AEFLA) program who have not completed at least 12 contact hours;
  - b. Individuals who only use the self-service system;
    - i. Subject to paragraph (a)(3)(ii)(B) of this section, 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.
    - ii. Self-service does not uniformly apply to all virtually accessed services. For example, 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.
  - c. Individuals who receive information-only services or activities, which provide readily

available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.

4. Programs must include participants in their performance calculations.

**PIRL** – Participant Individual Record Layout used to report individual participant characteristics to the USDOL.

**PERMANENT CLOSURE:** The term plant closing means the permanent shutdown of a *single site of employment* or one or more *facilities* or *operating units* within a single site of employment. An employment action that results in the effective cessation of production or the work performed by a unit, even if a few employees remain, is a closure.

**PLACED IN FEDERAL TRAINING** – Client entered a training program supported by the Federal Government, such as WIOA-funded projects, TAA, Adult Education, Vocational Rehabilitation and Job Corps.

**POST-EXIT EDUCATION/TRAINING LEADING TO CREDENTIAL** – A service that can be entered during follow-up if a client completed a secondary education program and obtained a secondary school diploma or its equivalency during program participation, exited the program, and has enrolled in an education or training program that leads to a recognized postsecondary credential after program exit.

**POST SECONDARY EDUCATIONAL INSTITUTION** – The term “postsecondary educational institution” means an institution of higher education in any State that –

1. admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
2. is legally authorized within such State to provide a program of education beyond secondary education;
3. provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree;
4. is a public or other nonprofit institution; and
5. is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary for the granting of pre-accreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

**Pregnant Youth** - An individual who is 24 years or age or **under** (female) and pregnant. A pregnant individual can only be the expectant mother.

**Parenting Youth** - A youth (male or female) who is:

1. a biological or adoptive parent; or
2. a parent in behavioral terms.

The phrase “**parent in behavioral terms**” means providing **custodial** care for one or more dependents who are under 18 years of age. Youth do not qualify as a parenting youth until the child is born.

The term “**custodial care**” is defined as residing with and participating in the day-to-day care of a child; **or** if not in the same household being responsible for a child, custodial care includes but is not limited to providing food, shelter, clothing, medical care, daycare expense, and/or other means of financial support.

**REFERRAL TO EDUCATIONAL SERVICES** – The referral of Job Seekers to a program or course designed to develop competency in basic educational skills such as reading comprehension, mathematics, writing, speaking, and reasoning, and/or programs leading to educational credentials such as a HiSET, high school diploma or college degree.

**REFERRAL TO EMPLOYMENT** – A referral to employment is the act of bringing to the attention of an employer a job seeker or group of registered job seekers who are available for a job and the record of such referral.

**REFERRAL TO FEDERAL/STATE ASSISTANCE AGENCIES** – Referral to other Federal/State assistance programs such as;

1. Supplemental Nutrition Assistance Program (SNAP),
2. Temporary Assistance for Needy Families (TANF),
3. Health insurance assistance,
4. Child Support Assistance,
5. Tax Preparation Support, or
6. Other Federal or State Assistance programs.

**REFERRAL TO WIOA SERVICE** – Provision of referrals within the one-stop delivery system, other workforce development programs, and the Veterans Affairs for Title I services.

**REGISTERED APPRENTICESHIP** – Registered Apprenticeship is a combination of on-the-job training and job-related technical instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Benefits of a registered apprenticeship program to an employer include skilled workers trained to industry/employer specifications, reduced turnover, an emphasis on safety training and a pipeline of new skilled workers. Benefits for the apprentice include earning wages while in training, portable credentials, and opportunities for jobs that usually pay higher wages.

**REGISTER/REGISTRATION** – means the process of collecting information, beginning with the initial demographic entry into the State’s MIS. Registration includes entering identifying information, to support a determination of eligibility to determine an individual’s eligibility for services under WIOA Title I. States have the discretion of determining the appropriate intake methods, which may include electronic and virtual means.

**REGULATIONS** –An authoritative rule dealing with details or procedures issued by an executive authority or regulatory agency of a government and having the force of law.

**RELEASE OF INFORMATION** - State and federal privacy laws were enacted to safeguard an individual's privacy from the misuse of federal and state records and to provide individuals access to their records. Access to files should be granted on a "need to know" basis. If other agencies, prospective employers, or other individuals request access to information in a file, authorization of release for the information should be obtained from the client. Access to the records from other agencies may also require authorization for release of information.

**REMEDIAL EDUCATION** – Educational instruction, particularly in basic skills, intended to raise an individual's general competency level in order to succeed in vocational education, or skills training programs, or employment.

**REPORTABLE INDIVIDUAL** (20 CFR 677.150) – is an individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including:

1. Individuals who provide identifying information;
2. Individuals who only use the self-service system; or
3. Individuals who only receive information-only services or activities.

**REQUIRES ADDITIONAL ASSISTANCE TO ENTER OR COMPLETE AN EDUCATIONAL PROGRAM OR TO SECURE AND HOLD EMPLOYMENT** – An in-school or out-of-school youth, 14-24 years of age, who requires additional assistance to complete an educational program, or to secure and hold employment and meets the **SWIB definition** of youth who requires additional assistance.

**IN-SCHOOL YOUTH (ISY) that requires additional assistance to complete an educational program** is a youth who:

1. is at risk of dropping out of high school as documented by his/her school; or
2. had previously dropped out of an educational program but has returned to school (including an alternative school);
3. has below average grades; or a youth with poor attendance patterns in an educational program during the last 12 calendar months; or
4. has been suspended or expelled from school within the last 12 calendar months; or has previously been placed in out-of-home care (foster care, group home, or kinship care) for more than 6 months.

**ISY that requires additional assistance to secure or hold employment** is a youth who:

1. has not held a job for more than three consecutive months; or
2. has a poor work history to include no work history; or
3. has been fired from a job in the last 6 calendar months; or lacks work readiness skill necessary to obtain and/or retain employment.

**OUT-OF-SCHOOL YOUTH (OSY) that requires additional assistance to enter or complete an educational Program** is a youth who:

1. is in need of a high school diploma; or
2. has dropped out of a post-secondary educational program during the last 12 calendar months; or
3. has a diploma but requires additional education in order to obtain or retain employment.

**OSY that requires additional assistance to secure and hold employment** is a youth (including a youth with a diploma or equivalent) who:

1. is not currently attending any school; and
2. has not held a full-time job for more than three consecutive months; or
3. has a poor work history, to include no work history; or
4. has been fired from a job in the last six calendar months; or
5. lacks work readiness skills necessary to obtain and/or retain employment.

**RUNAWAY YOUTH (*Eligibility Barrier*)** - A youth under 18 years of age that has left a domestic situation be it home or foster care, without permission of parents or legal guardian; to avoid real or perceived danger, duty, restraint, or disadvantage. Status must be documented by a written statement, or a written statement from an individual who is providing temporary residence, or a written statement from a shelter or a social service agency.

**SCHOOL DROPOUT** – The term “school dropout” applies to an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Youth enrolled in alternative schools are **not** school dropouts.

**SECONDARY SCHOOL** – The term “secondary school” has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801). This is generally referred to as high school.

**SECRETARY** means the Secretary of the U.S Department of Labor or their designee.

**SECRETARIES** mean the Secretaries of the USDOL and the U.S. Department of Education, or their designees.

**SELECTIVE SERVICE REGISTRATION** – Presidential Proclamation 4771 of July 2, 1980, requires that male persons born after December 31, 1959, who have attained their 18th birthday, register with Selective Service. Registration must be completed within 30 days of a male’s 18th birthday. Failure to register in timely manner does not relieve the duty to register. Refer to the Selective Service Policy.

**SELF-EMPLOYED:** An individual who works for oneself as opposed to a salaried or commissioned worker who is the employee of another.

*Note:* Family members and farm/ranch hands must provide documentation to substantiate that the self-employed farmer, rancher, professional, independent trade person, or other businessperson by whom (or with) they are employed meets the criteria under Category 3 of the WIOA dislocated worker eligibility criteria.

**SERVICE CONNECTED** (38 USC 101(16)) – means, 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 PROVIDER** –Any public agency, private nonprofit organization, or private-for-profit entity that delivers services to clients. Awards to service providers may be made by contract, sub-

contract, or other legal agreement.

**SHORT TERM PRE-VOCATIONAL SERVICES** – Skills development and/or instructions intended to fill skills gaps. Short term pre-vocational services are not tied to a specific occupation and do not result in a certification or license. These services may include course-like services such as literacy and adult basic education, computer software or introduction to computer classes, GED preparation, as well as development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.

**SKILLS ASSESSMENT** – Includes instruments or interviews with criteria that measure acquired skills.

**SKILLS UPGRADING AND RETRAINING** – Courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. The training should result in the acquisition of transferable skills or an industry recognized certification or credential.

**SNAP** – The Supplemental Nutrition Assistance Program serves as the first line of defense against hunger. It enables low-income families to buy nutritious food with Electronic Benefits Transfer (EBT) cards. SNAP recipients spend their benefits to buy eligible food in authorized retail food stores.

**SOCIAL SECURITY DISABILITY INSURANCE (SSDI)** – A program that enables workers who are employed in covered employment and have a medical condition that meets Social Security’s definition of disability to collect benefits while they are unable to work.

**SOCIAL SECURITY NUMBER (SSN)** – The SSN is a nine-digit identification number assigned to the applicant by the Social Security Administration under the Social Security Act.

**SOFT SKILLS** – Assistance with the development of interpersonal people skills, social skills, communication skills, character traits, attitudes, career attributes, social intelligence, and emotional intelligence to improve the ability of clients to effectively navigate their environment, work well with others, perform well, and achieve their goals when matched with occupational skills to increase the desirable qualities for a specific employment.

**STATE** means each of the several States of the United States, the District of Columbia, and the Commonwealth of Puerto Rico. The term “State” does not include outlying areas.

**STEM**- Science, Technology, Engineering and Math.

**STIPEND** – A stipend is a fixed regular monetary payment made to a WIOA Youth client during his/her enrollment to encourage the WIOA youth to participate in certain activities (seat time payments).

**SUBGRANT OR SUBAWARD** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal

program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

**SUBGRANTEE OR SUBRECIPIENT**-The legal entity to which an award is made, and which is accountable to the grant recipient for the use of the funds provided. For WIOA purposes, distinguishing characteristics of a sub-recipient include items such as determining eligibility of applicants, enrollment of clients, performance measured against meeting the objectives of the program, responsibility for programmatic decision-making, responsibility for compliance with program requirements, and use of the funds awarded to carry out a WIOA program or project.

**SUBSTANTIAL/MASS LAYOFF:** Any reduction in force, including those who have received a notice of layoff, that is not the result of a plant closing and that result in an employment loss at a *single site* of employment during any 30-day period for:

At least 33 percent of the employees (excluding employees regularly working less than 20 hours per week); and

At least 50 employees (excluding employees regularly working less than 20 hours per week); or

At least 500 employees (excluding employees regularly working less than 20 hours per week).

**SUPPLEMENTAL SECURITY INCOME (SSI)** – A type of public assistance authorized pursuant to a state plan approved under the Social Security Act, Title XVI. Supplemental Security Income pays benefits to disabled adults and children who have limited income and resources. It is also paid to people 65 and older without disabilities who meet the financial limits. SSI is considered cash assistance and individuals receiving SSI are automatically income eligible the same as individuals receiving TANF or SNAP. A WIOA applicant on SSI is a family of one. SSI payments of this type are excluded from income

**SUPPORTIVE SERVICES** – Services that are necessary to enable an individual to participate in activities authorized by WIOA.

**SUPPORTIVE SERVICE COSTS** – Costs for services that are necessary to enable an individual to participate in activities authorized under the WIOA. Examples: transportation, childcare, dependent care, housing, and needs related payments.

**SUPPORTIVE SERVICE ASSESSMENT** means the financial assessment of all available resources to the client.

**TAA JOB SEARCH ALLOWANCE** – Financial assistance granted to an adversely affected worker to assist the individual in securing a job within the United States. This assistance may include cost of travel and cost of lodging and meals.

**TAA RELOCATION ALLOWANCE** – Financial assistance granted to an adversely affected worker to assist the individual and the individual's family, if any, to relocate to accept suitable employment within the area of intended relocation.

**TRADE ADJUSTMENT ASSISTANCE (TAA)** – TAA is a federal program that provides a path for employment growth and opportunity through aid to U.S. workers who have lost their jobs as a result of foreign trade whose companies have been certified as Trade Impacted. The TAA program seeks

to provide trade-affected workers with opportunities to obtain the skills, resources and support they need to become reemployed. The program benefits and services for workers are administered by USDOL.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)** – A federally funded program for children deprived of support because of a parent’s death, incapacity, absence, or unemployment. Cash assistance is available to the family on a time limited basis to meet basic needs. Activities that lead to employment are required of most parents or needy caretakers who receive a TANF payment. Qualified families may be eligible for support services such as childcare assistance, vocational training, and employment placement assistance. Applicants for TANF benefits based on the absence of a parent are automatically referred to their State IV-D agency in order to establish paternity and/or to obtain child support from the noncustodial parent

**TITLE 1B PROGRAMS** – Adult, Dislocated Worker and Youth programs are a Core (required) program in the Workforce System.

**TUTORING** – Instruction designed to increase basic skills level. Tutoring can be provided as a group activity, one-on-one service or via computer-based programs through partnering agencies or workforce centers.

**UNDEREMPLOYED INDIVIDUAL** – means:

1. person who is are working part time but seeking full time work; or
2. persons who are working full time but whose current annualized wage rate is not in excess of "for a family of one" the higher of either:
  - (i) the poverty level, or
  - (ii) 70% of the lower living standard income level.

Underemployment may also occur when an individual is working part time but desires full-time employment or who is working in employment is not commensurate with the individual’s demonstrated level of educational attainment. For example, a college grade in microbiology can find no work in his/her field and ends up as a clerk in a department store.

**UNEMPLOYED** – An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of USDOL in defining individuals as unemployed.

**UNEMPLOYMENT CLAIMS ASSISTANCE** – Staff-assisted provision of information on-site, by phone, or via other technology by staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim.

**UNEMPLOYMENT INSURANCE (UI)** – A program providing cash benefits to eligible workers who are unemployed through no fault of their own (as determined under State law), and who meet other eligibility requirements of State law.

**UNSUBSIDIZED EMPLOYMENT** – Employment not financed from funds provided under WIOA or the Trade Act (which includes for reporting purposes entry into the United States Armed Forces); entry into employment in a registered apprenticeship program, and terminus who became self-employed.

**VETERAN** – The term “eligible veteran” means a person who (a) served on active duty in the military, naval or air service (of the United States) for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge; or (b) Was discharged or released from active duty because of a service-connected disability; or (c) Was discharged as a member of a reserve component under an order to active duty pursuant to section 672(a), (d), or (g), 673, or 673b of Title 10, who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged from such duty with other than a dishonorable discharge. [38 USC 2011(4)]

1. Campaign Veteran

Served on active duty during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). An updated listing of those campaigns may be obtained on the OPM website: <http://www.opm.gov/veterans/html/vgmedal2.htm>.

2. Vietnam-era Campaign Veteran

Served in the active U.S. military and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era (the period beginning February 28, 1961, and ending May 7, 1975, if the veteran served in the Republic of Vietnam during that period; and the period beginning August 5, 1964, and ending May 7, 1975, in all other cases).

3. Disabled Veteran

Entitled to compensation regardless of rate (include those rated at zero percent) for a disability under laws administered by the Department of Veterans’ Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability.

a) Special Disabled Veteran

Individual’s disability is rated at thirty percent or more by the DVA, or at 10 or 20 percent for a serious employment disability.

4. Recently Separated Veteran

A veteran who applied for participation under WIOA Title I within 12 months after discharge or release from active military duty.

*Note: The term “active” means full-time duty in the Armed Forces, other than duty for training in the reserves or National Guard. Any period of duty for training in reserves or National Guard, including authorized travel, during which an individual was disabled from a disease or injury incurred or aggravated in the line of duty is considered “active” duty. 38 USC, Section 101 (27) defines “reserve component” to include the Army National Guard and the Air National Guard. The revised definition of “eligible veteran” includes members of reserve components activated during any “period of war” including the Persian Gulf conflict, August 5, 1990, with an ending date not yet announced by the President. It matters not where such an “eligible veteran” served, only that they served during a period of war. For example, many reserve components activated during the Persian Gulf period of war did not serve in the Persian Gulf Theater of operation. However, if those reserve components were activated by subsection of Title 10, the member(s) of those units will now be considered an “eligible veteran”.*

**VETERANS PRIORITY OF SERVICE** – The Jobs for Veterans Act of 2002 established priority of service to veterans and eligible spouses. This was done as an important acknowledgement of the sacrifices of the men and women who have served in the U.S. Armed Forces. Priority requires that USDOL funded programs give qualified veterans and their spouses first consideration for

participation in a program if they meet the eligibility criteria for that program.

**VOCATIONAL EDUCATION** – The term “vocational education” means organized educational programs offering sequences of courses directly related to preparing individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Programs include competency-based applied learning, which contributes to an individual’s academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society.

**VOCATIONAL REHABILITATION** – Vocational rehabilitation, as provided by state vocational rehabilitation agencies authorized under the Federal Rehabilitation Act, refers to a combination of services that are individually planned to enable an individual with a disability to prepare for, secure, retain, advance in, or regain employment that is consistent with the individual’s strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

**WAGNER-PEYSER ACT** – The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices commonly known as the Employment Service. The Act was amended in 1998 to make the Employment Service part of the One-Stop service delivery system. Wagner-Peyser is a Core (required) program in the Workforce System. WIOA Title III.

**WIOA REGULATIONS** mean the regulations in parts 675 through 687 of this chapter, the Wagner-Peyser Act regulations in part 652, subpart C, of this chapter, and the regulations implementing WIA sec. 188 in 29 CFR part 38. WIOA replaces the Workforce Investment Act (WIA) of 1998 and retains and amends the Adult Education and Family Literacy Act, the Wegner Peyser Act, and the Rehabilitation Act of 1973.

**WORK ATTIRE AND WORK-RELATED TOOLS** – A supportive service that provides assistance with uniforms or other appropriate work attire and work-related tool cost, including such items as eyeglasses and protective eye gear that is necessary to enable an individual to participate in activities authorized by WIOA.

**WORK EXPERIENCE (Or INTERNSHIPS) (20 CFR 680.180)** – is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experiences may be paid or unpaid, as appropriate, and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Transitional Jobs are a type of work experience. Work experiences are designed to gain exposure to the working world and its requirements, and to help acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. The purpose is to provide the client with the opportunities for career exploration and skill development, not to benefit the employer, although the employer may, in fact, benefit from the activities performed.

**WORK EXPERIENCES for YOUTH – Definitions in Youth Program Elements**

**WORKFORCE PREPARATION ACTIVITIES** (34 CFR 463.34) – include 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:

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

**WORKFORCE INVESTMENT ACTIVITIES** mean the array of activities permitted under title I of WIOA, which include employment and training activities for adults and dislocated workers, as described in WIOA sec. 134, and youth activities, as described in WIOA sec. 129.

**WORKFORCE SYSTEM** – A network of federal, state, and local offices that function to support economic expansion and develop the talent of our nation’s workforce. The workforce system works in partnership with employers, educators, and community leaders to foster economic development and high-growth opportunities in regional economies. The system exists to help businesses find qualified workers to meet their present and future business needs.

**WORK OPPORTUNITY TAX CREDIT (WOTC)** – The Work Opportunity Tax Credit was enacted as a federal tax credit program available to employers who hire new employees from “targeted” groups which have historically had difficulty in finding employment. The credit is used to reduce the federal tax liability.

**YOUTH WITH A DISABILITY** means an individual with a disability who:

1. is not younger than 14 years of age; and
2. is not older than 24 years of age.