

## **Terms and Definitions**

**ADMINISTRATIVE COSTS.** (Act Section 3[1]) —The term “administrative costs” means expenditures incurred by State boards and local boards, direct recipients (including State grant recipients under subtitle B of title I and recipients of awards under subtitles C and D of title I), local grant recipients, local fiscal agents or local grant 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 participants and employers). Such costs include both personnel and nonpersonnel costs and both direct and indirect costs.

**ADULT.** (Act Section 3[2]) —Except as otherwise specified in section 132, the term “adult” means an individual who is age 18 or older.

**ADULT EDUCATION.** (Act Section 203[1]) —The terms “adult education” means academic instruction and education services below the postsecondary level that increase an individual’s ability to—

- (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- (B) transition to postsecondary education and training; and
- (C) obtain employment.

**ADULT EDUCATION AND LITERACY ACTIVITIES.** (Act Section 203[2]) —The term “adult education and literacy activities” 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.

**AMERICAN JOB CENTERS (AJCs).**

*See One-Stop Center.*

**AREA CAREER AND TECHNICAL EDUCATION SCHOOL.** (Act Section 3[4]) —The term “area career and technical education school” has the meaning given the term in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302). H. R. 803—6

**BASIC SKILLS DEFICIENT.** (Act Section 3[5]).—The term “basic skills deficient” means, with respect to an individual—

- (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or
- (B) who is a youth or adult, that the individual 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.

**BASIC SKILLS GOAL.** (TEGL 17-05, Attachment B)

A measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

*(Note: This term applies to statutory youth measures only; it does not apply to the common measures).*

**CAREER AND TECHNICAL EDUCATION.** (Act Section 3[6]) —The term “career and technical education” has the meaning given the term in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302).

**CAREER PATHWAY.** (Act Section 3[7]; TEGL 23-14) —The term “career pathway” 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 one recognized postsecondary credential; and

(G) helps an individual enter or advance within a specific occupation or occupational cluster.

**CAREER PLANNING.** (Act Section 3[8]) —The term “career planning” means the provision of a client-centered approach in the delivery of services, designed—  
(A) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and  
(B) to provide job, education, and career counseling, as appropriate during program participation and after job placement.

**CASE NOTE.** (TEGL 6-14)

Case notes refer to either paper or electronic statements by the case manager that identifies, at a minimum, the following: a participant's status for a specific data element, the date on which the information was obtained, and the case manager who obtained the information.

**CERTIFICATE.** (WIASRD Item #668, TEGL 17-05, Attachment B)

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

A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

1. A state educational agency or a state agency responsible for administering vocational and technical education within a state.
2. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
3. A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database

Administrator, Certified Novell Engineer, and Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.

4. A registered apprenticeship program.
5. A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., Federal Aviation Administration's aviation mechanic certification, state certified asbestos inspector).
6. A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
7. Job Corps centers that issue certificates.
8. An institution of higher education, which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

**CHIEF ELECTED OFFICIAL.** (Act Section 3[9]) —The term “chief elected official” means—

(A) the chief elected executive officer of a unit of general local government in a local area; and

(B) in a case in which a local area includes more than one unit of general local government, the individuals H. R. 803—7 designated under the agreement described in section 107(c)(1)(B).

**CHIEF LOCAL ELECTED OFFICIAL.** (TEGL 27-14)

*See Chief Elected Official.*

**CLASSROOM TRAINING.** (Non-Regulatory Definition)

Academic and/or occupational training conducted in an institutional setting or through distance learning using technology. Effective classroom training will provide linkages between academic and occupational learning.

**COMMUNITY-BASED ORGANIZATION.** (Act Section 3[10]) —The term “community-based organization” means 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 that has demonstrated expertise and effectiveness in the field of workforce development.

**COMPETITIVE INTEGRATED EMPLOYMENT.** (Act Section 3[11]) —The term “competitive integrated employment” has the meaning given the term in



section 7 of the Rehabilitation Act of 1973 (29 U.S.C. 705), for individuals with disabilities.

**COMPREHENSIVE ASSESSMENT.** (Non-Regulatory Definition)

A specialized evaluation, including diagnostic testing, the use of other assessment tools, and in-depth interviewing and evaluation to identify the interests, skill levels, abilities, barriers, and service needs of individuals. The comprehensive assessment of each applicant's basic skills, occupational skills, educational background, prior work experience, employability, career aptitude and interests, and the need for supportive services.

**CONTRACTOR.** (2 CFR 200.23)

*Contractor* means an entity that receives a contract as defined in \*200.22 Contract (see below).

\**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 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 sub award.

*(Note: Contractor has replaced the term vendor)*

**COOPERATIVE EDUCATION PROGRAM.** (Non-Regulatory Definition)

Cooperative education is a method of combining classroom-based education with practical work experience. A cooperative education experience, commonly known as a "co-op", may provide academic credit for structured job experience in the individual's major field of study or career focus.

**CORE PROGRAM.** (Act Section 3[12]) —The term “core programs” means a program authorized under a core program provision.

**CORE PROGRAM PROVISION.** (Act Section 3[13]) —The term “core program provision” means—

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

**CREDENTIAL.** (TEGLs 15-10 and 17-05)

A credential is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation.

*(Note: Work readiness credentials and those awarded by workforce investment boards are not included in this definition.)*

Within the context of workforce development generally, the term “credential” refers to an attestation of qualification or competence issued to an individual by a third party, (such as an educational institution or industry, or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. “Credential” is the umbrella term encompassing post-secondary degrees, diplomas, licenses, certificates, and certifications.

A credential is a nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, General Equivalency Diploma, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry recognized credentials. States should use all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services that are designed to equip individuals to enter or reenter employment, retain employment, or advance into better employment.

**CROSS-MATCH.** (TEGL 6-14)

A cross-match requires validators to find detailed supporting evidence for the data element in a database. An indicator or presence of an Social Security Number (SSN) in a non-WIA database is not sufficient evidence. For example, Temporary Assistance to Needy Families (TANF) participation can be determined by a cross-match with the State's public assistance database. It is not sufficient to find that the sampled SSN is present in the public assistance database; validators must also find supporting information such as dates of participation and services rendered.

**CUSTOMIZED TRAINING.** (Act Section 3[14]) —The term “customized training” means training—

- (A) that is designed to meet the specific requirements of an employer (including a group of employers);
- (B) that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
- (C) for which the employer pays—

(i) a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and

(ii) in the case of customized training (as defined in subparagraphs (A) and (B)) involving an employer located in multiple local areas in the state, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate.

**DATE OF EXIT.** (TEGL 17-05, Attachment B)

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

**DATE OF PARTICIPATION.** (TEGL 17-05, Attachment B)

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

**DIPLOMA.** (TEGL 17-05, Attachment B)

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

**DISABILITY.**

*See Individual with a Disability.*

**DISLOCATED WORKER.** (Act Section 3[15]) —The term “dislocated worker” means an individual who—

(A)(i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; H. R. 803—8

(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

- (iii) 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, 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 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.** (Act Section 3[16]) —The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- (A)(i) has been dependent 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. H. R. 803—9

**DISTANCE LEARNING.** (TEGL 17-07)

Distance learning is education in which students take academic courses by accessing information and communicating with the instructor asynchronously over a computer network.

Distance learning is also referred to as technology-based learning. Technology-based learning is an umbrella term, which encompasses related terms such as on-line learning, Web-based learning (which only includes learning that occurs via the Internet), CD's and DVD's, and computer based learning (by which learning through the use of dedicated personal computers is meant). Learning is via electronic technology, including the internet, intranet sites, satellite broadcasts, audio and video conferencing, Internet bulletin boards, chat rooms, Webcasts, simulations, gaming, and a variety of mobile operations such as podcasting.

**DROPOUT.**

*See School Dropout.*

**ECONOMIC DEVELOPMENT AGENCY.** (Act Section 3[17]) —The term “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.

**EDUCATIONAL GAIN.** (TEGL 17-05, Attachment B)

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

**EDUCATION STATUS.**

*See School Status at Participation*

**ELIGIBLE PROVIDER.** (Draft reg. 680.410)

Eligible providers of training services are entities that are eligible to receive the WIOA title I–B funds, according to criteria and procedures established by the Governor in accordance with the WIOA sec. 122(b) for adult and dislocated worker participants who enroll in training services. Potential providers may include:

- (1) Institutions of higher education that provide a program which leads to a recognized post-secondary credential;
  - (2) Entities that carry out programs registered under the National Apprenticeship Act (29 U.S.C. 50 *et seq.*);
  - (3) Other public or private providers of a program of training services, which may include joint labor-management organizations and eligible providers of adult education and literacy activities under title II if such activities are provided in combination with occupational skills training; and
  - (4) Local Boards, if they meet the conditions of the WIOA sec. 107(g)(1).
- (b) In order to provide training services, a provider must meet the requirements of this part and the WIOA sec. 122.



(1) The requirements of this part apply to the use of the WIOA title I–B adult and dislocated worker funds to provide training:

(i) To individuals using individual training accounts to access training through the eligible training provider list; and

(ii) To individuals for training provided through the exceptions to individual training accounts described at §§ 680.320 and 680.530. Training services under the WIOA title I–B may be provided through a contract for services rather than Individual Training Accounts under conditions identified in the WIOA sec. 134(c)(3)(G).

These exceptions include: on-the-job training, customized training, incumbent worker training or transitional employment; instances where the Local Board determines there are insufficient number of eligible providers of training services in the local area; where the Local Board determines an exception is necessary to meet the needs of individuals with barriers to employment (including assisting individuals with disabilities or adults in need of adult education and literacy services); where the Local Board determines that it would be most appropriate to award a contract to an institution of higher education or other eligible provider to facilitate the training of multiple individuals in in-demand industry sectors or occupations (where the contract does not limit customer choice); and, for pay-for-performance contracts.

(2) The requirements of this part apply to all entities providing training to adult and dislocated workers, with specific exceptions for entities that carry out registered apprenticeship programs, as described in § 680.470.

**ELIGIBLE YOUTH.** (Act Section 3[18]) —Except as provided in subtitles C and D of title I, the term “eligible youth” means an in-school youth or out-of-school youth.

**EMPLOYMENT AND TRAINING ACTIVITY.** (Act Section 3[19]) —The term “employment and training activity” means an activity described in section 134 that is carried out for an adult or dislocated worker.

**EMPLOYMENT STATUS AT THE DATE OF PARTICIPATION.** (TEGL 6-14)

Employed:

The participant is a person who either:

1. Did any work as a paid employee;
2. Did any work at all in his or her own business, profession, or farm;
3. Worked as an unpaid worker in an enterprise operated by a member of the family; or
4. Is one who was not working, but has a job or business from which he or she



was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

Employed but Received a Notice of Termination or Military Separation

The participant has received:

1. A WARN, or other notice that the facility or enterprise will close; or
2. Is a transitioning service member.

Not employed:

1. If the participant does not meet one of the condition described above.

*(Note: Employment Status at Participation is also referred to as Employed at the Date of Participation.)*

**ENGLISH LANGUAGE ACQUISITION PROGRAM.** (Act Section 3[20]) — The term “English language acquisition program” has the meaning given the term in section 203.

**ENGLISH LANGUAGE LEARNER.** (Act Section 3[21]) —The term “English language learner” has the meaning given the term in section 203.

**ENTERED ADVANCED TRAINING/PLACEMENT - POST-SECONDARY EDUCATION (Youth).** (TEGLs 15-10 and 17-05, Attachment B)

Advanced Training is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. It includes only training outside of the One-Stop, WIA, and partner system (i.e., training following exit). It includes training in the Post-Secondary Education Category.

*(Note: This term applies to the current WIA younger youth measures only; it does not apply to the common measures.)*

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

**ENTERED TRAINING-RELATED EMPLOYMENT.** (WIASRD Item # 604)

Training-related employment is employment in which the individual uses a substantial portion of the skills taught in the training received by the participant. This information can be based on any job and only applies to adults, dislocated workers, and older youth who entered employment in the quarter after the exit quarter.

Training-related employment may be determined by any appropriate method or methods including:

1. Comparing the occupational code with the training activity/job;
2. Comparing the industry of employment with the training occupation;
3. Other appropriate methods.

**ENTREPRENEURIAL TRAINING.** (Non-Regulatory Definition)

Entrepreneurial training programs assist qualified unemployed individuals who are seriously interested in starting a business in Michigan and becoming self-employed.

*(Note: For additional information, refer to TEGL 17-05.)*

**ETHNICITY.** (WIASRD Items # 104 through 110)

Hispanic or Latino – The participant is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin (including Spain), regardless of race.

American Indian or Alaskan Native – The participant indicates that he/she is a person having origins in any of the original peoples of North America and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.

Asian – The participant indicates that he/she is 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, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – The participant indicates that he/she is a person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander – The participant indicates he/she is a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or Other Pacific Islands.

White – The participant indicates that he/she is a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**EXIT.** (TEGL 17-05, Attachment B)

The term “program exit” means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. The exit date is the last date of services.

**EXIT DATE.** (TEGL 17-05)

The last date WIA Title I or partner services, excluding follow-up services, were received by the participant.

Once a participant has not received services funded by the program or a partner program for 90 consecutive calendar days, has no gap in service, and is not scheduled for future services. The date of exit is applied retroactively to the last day on which the individual received a service funded by the program or partner program. If the participant receives services from multiple programs, the states and grantees may use the last or most recent date of service as the “date of exit” for use in reporting on the measures in each program.

*(Note: For exceptions to the program exit definition, refer to the definition for Gap in Service.)*

**EXIT QUARTER.** (TEGL 17-05)

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

**FAMILY.** (TEGL 26-13)

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

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

Although the WIA’s definition of “family” uses the terms “husband” and “wife,” the Employment and Training Administration interprets these terms as gender neutral, based on the U.S. Supreme Court’s recent decision in *United States v. Windsor*. Consistent with ETA’s policy to recognize same-sex marriage, same-sex spouses are included within the WIA’s definition of “family.”

A person not meeting the definition of family is considered to be an individual

(often known as a family of one). A person with a disability shall be considered a family of one.

**FAMILY INCOME.** (Non-Regulatory Definition)

Includes all income actually received by the members of the registrant's family during the income determination period within six months prior to application. Only the income for individuals included in the registrant's family size is considered when determining family income. In addition, the income of these family members is only to be counted during the periods persons are actually members of the registrant's family unit.

*(Note: Interpretation of "husband" and "wife" as gender neutral in the WIA's definition of "family" could impact an individual's family income calculation.)*

**FOOD ASSISTANCE (Stamp) RECIPIENT.** (WIASRD Item # 121 – Other Public Assistance Recipient)

An individual who is a member of a household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977.

For purposes of determining eligibility, a food stamp recipient is considered low income.

**FOSTER CARE.** (45 CFR 1355.20)

Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child in foster care is in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching payments that are being made.

**FOSTER CHILD.** (WIASRD Element # 131)

The participant is a person who is currently in foster care or has been in the foster care system at any time during his or her lifetime.

**GAP IN SERVICE.** (TEGL 17-05)

A participant should not be considered as exited if there is a gap in service of greater than 90 days in one of the following circumstances:

1. Delay before the beginning of training;
2. Health/medical condition or providing care for a family member with a health/medical condition; and
3. Temporary move from the area that prevents the individual from participating in services, including National Guard or other related military service.

**GOVERNOR.** (Act Section 3[22]) —The term “Governor” means the chief executive of a state or an outlying area.

**GRANT/GRANT AGREEMENT.** (Draft reg. 200.51)

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, 6304:

- (a) 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 awarding agency or pass-through entity’s direct benefit or use;
- (b) 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.
- (c) Does not include an agreement that provides only:
  - (1) Direct United States Government cash assistance to an individual;
  - (2) A subsidy;
  - (3) A loan;
  - (4) A loan guarantee; or
  - (5) Insurance.

**GRANTEE.** (2 CFR 200.51)

The definition of “grantee” refers to a recipient of funds under a grant or grant agreement. Grantees are also referred to as recipients in these regulations.

**GROUP COUNSELING.** (Non-Regulatory Definition)

Where staff and employers identify specific behaviors associated with obtaining and retaining employment. Group Counseling can also be conducted for supportive

service needs, particularly in layoff situations where large numbers of people need to receive information.

**HOMELESS INDIVIDUAL and/or RUNAWAY YOUTH.** (Act Section 171(b)[4]) —The term “homeless individual” means a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6))) or a homeless child or youth (as defined in \*Section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).

**\*Section 725(2):** The term homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

**INCUMBENT WORKER TRAINING.** (Draft Reg. 682.3209(b)[4]), TEGL 30-09) Incumbent worker training is designed to meet the special requirements of an employer (including a group of employers in partnership with other entities) to retain a skilled workforce or to avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment.

**IN-DEMAND INDUSTRY SECTOR OR OCCUPATION.** (Act Section 3[23]) — (A) IN GENERAL.—The term “in-demand industry sector or occupation” means—



(i) 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; or

(ii) 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.

(B) DETERMINATION.—The determination of whether an industry sector or occupation is in-demand under this paragraph 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.

**INDIVIDUAL EMPLOYMENT PLAN (IEP).** (Draft reg. 680.180)

An individual employment plan is an individualized career service, as described in 678.430(b), jointly developed by the participant and career planner, that may be appropriate for an individual. The plan includes an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to obtain these goals and objectives. Individual employment plans are one of the most effective ways to serve individuals with barriers to employment, and to coordinate the various services including training services they may need to overcome these barriers.

*(Note: the terms Individual Employment Plan (IEP) and Individual Service Strategy (ISS) are used interchangeably.)*

**INDIVIDUAL OF LIMITED ENGLISH PROFICIENCY.** (WIASRD Item #116) The term “individual of limited English proficiency” means an adult or out-of-school youth who has limited ability in speaking, reading, writing or understanding the English language and:

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

**INDIVIDUAL SERVICE STRATEGY (ISS).** (Non-Regulatory Definition)

The WDA policy requires the preparation of an Individual Service Strategy (ISS) for WIOA participants. The electronic ISS sets forth a mutually developed plan between a participant and the MWA worker. The purpose of the ISS is to address barriers and assist the participant in achieving employment/training goals. This verifies the participant is aware of and understands the details of the mutually developed ISS. Final approval rests with the MWA worker. It is recommended

the consultations be held in-person, with the participant; however, they may take place over the telephone or through the use of other alternative communication methods. An acknowledgement copy of the ISS should be provided to the participant.

The ISS should complement a comprehensive assessment completed for each participant, which assesses each participant's basic skills, occupational skills, educational background, prior work experience, employability, career aptitude and interests, and the need for supportive services. (The comprehensive assessment may include diagnostic testing.)

There is no requirement to maintain a hard copy formatted ISS in the participant's file. However, if a hardcopy is maintained, it is recommended the ISS contain signatures of both an MWA worker and the participant. The ISS must be continuously updated via case notes reflecting all changes in services received, and records/documents kept. Additionally, the OSMIS must accurately reflect when participants meet goals and objectives of the plan(s), or as changes occur to stated goals and objectives.

*(Note: the terms Individual Employment Plan (IEP) and Individual Service Strategy (ISS) are used interchangeably.)*

#### **INDIVIDUAL TRAINING ACCOUNT (ITA).** (Draft reg. 680.600)

Training service for eligible individuals are typically provided by training providers who receive payment for their services through an Individual Training Account (ITA). The ITA is a payment agreement established on behalf of a participant with a training provider. WIOA title I adult and dislocated workers purchase training services from eligible providers they select in consultation with the case manager, which includes discussion of quality and performance information on the available training providers. Payments from ITAs may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate methods. Payments may also be made incrementally, *e.g.*, through payment of a portion of the costs at different points in the training course.

#### **INDIVIDUAL WITH A BARRIER TO EMPLOYMENT.** (Act Section 3[24]) —

The term “individual with a barrier to employment” means a member of one or more of the following populations:

- (A) Displaced homemakers.
- (B) Low-income individuals.
- (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.

- (D) Individuals with disabilities, including youth who are individuals with disabilities.
- (E) Older individuals.
- (F) Ex-offenders.
- (G) 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 H. R. 803—10 defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
- (H) Youth who are in or have aged out of the foster care system.
- (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- (K) 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.).
- (L) Single parents (including single pregnant women).
- (M) Long-term unemployed individuals.
- (N) Such other groups as the Governor involved determines to have barriers to employment.

**INDIVIDUAL WITH A DISABILITY.** (Act Section 3[25]) —

(A) IN GENERAL.—The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

(B) INDIVIDUALS WITH DISABILITIES.—The term “individuals with disabilities” means more than 1 individual with a disability.

**INDUSTRY OR SECTOR PARTNERSHIP.** (Act Section 3[26]) —The term “industry or sector partnership” 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 H. R. 803—11
- (xi) other organizations, as determined to be necessary by the members comprising the industry or sector partnership.

**INDUSTRY-RECOGNIZED CREDENTIAL.** (TEGL 15-10)

An industry-recognized credential is one that either is developed and offered by, or endorsed by a nationally-recognized industry association or organization representing a sizeable portion of the industry sector, or a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment which may include credentials from vendors of certain products. Consumer should be aware that in some industry sectors there may be more than one major industry association and that they may endorse or promote different credentials, and that the credentials that are sought by individual companies in an industry can vary by geographic region, by company size, or based on what product or equipment the company uses and needs workers to be able to operate. This is merely to point out that there may not be a single readily identifiable national credential for all industry sectors or occupations. There are multiple industry associations, and there are multiple product vendors that offer personnel certifications. The workforce investment system operating in a local area needs to interface with employers to determine what credentials are in demand by local employers that are hiring.

**IN-SCHOOL YOUTH.** (Act Section 3[27]) —The term “in-school youth” means a youth described in section 129(a)(1)(C). The term “in-school youth” means an individual who is—

- (i) attending school (as defined by State law);
- (ii) not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21;
- (iii) a low-income individual; and
- (iv) one or more of the following:
  - (I) Basic skills deficient.
  - (II) An English language learner.
  - (III) An offender.

(IV) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.

(V) Pregnant or parenting.

(VI) A youth who is an individual with a disability.

(VII) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

**INSTITUTION OF HIGHER EDUCATION.** (Act Section 3[28]) —The term “institution of higher education” has the meaning given the term in section 101, and subparagraphs (A) and (B) of section 102(a)(1), of the Higher Education Act of 1965 (20 U.S.C. 1001, 1002(a)(1)).

**INTEGRATED EDUCATION AND TRAINING.** (Act Section 203[11]) —The term “integrated education and training” means 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.

**INTERIM EMPLOYMENT.**

*See the term “Stop-Gap Employment.”*

**JOB READINESS TRAINING.** (Non-Regulatory Definition)

Job readiness training provides, through classroom lecture and role play, the development of the same set of skills and understanding to be acquired through work experience. It is generally offered as pre-vocational world-of-work skills that may include showing up on time, and work place attitudes and behaviors. Job readiness training usually does not include an associated work component, but it may.

**LABOR FEDERATION.** (20 CFR 660.300)

Labor federation means an alliance of two or more organized labor unions for the purpose of mutual support and action.

*(Note: The proposed definition remains unchanged from the definition used in the regulations under WIA at 20 CFR 660.300.)*



**LABOR MARKET AREA.** (Act Section 3[30]) —The term “labor market area” means 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.

**LAST EXPECTED SERVICE.** (TEGL 17-05, Attachment B)

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

**LAST EXPECTED SERVICE DATE.** (TEGL 17-05, Attachment B)

The date used to determine when a participant becomes a part of the sampling frame for the customer satisfaction survey. In many instances, this date will be the same as the exit date. In situations where a case was ended, reopened within 90 days of the original closure date, and then ended again, the date used to determine inclusion in the sampling frame is the initial last expected service date. This date is also the date that triggers follow-up services as long as no additional services are provided (other than supportive or follow-up services) 90 days following this date.

**LAYOFF AVERSION.** (TEGL 12-0)

A layoff is averted when:

1. A worker’s job is saved with an existing employer that is at risk of downsizing, relocating, or closing; or
2. A worker at risk of dislocation transitions to a different job with the same employer or a new job with a different employer and experiences no or a minimal spell of unemployment.

**LITERACY.** (Act Section 3[31]) —The term “literacy” has the meaning given the term in section 203.

**LITERACY ACTIVITIES.** (Non-Regulatory Definition)

Related to basic workforce readiness; what the WIOA defines as workplace literacy is commonly referred to as workforce literacy. Workforce literacy classes attempt to replicate the environment encountered in the workplace by using work relevant materials in contextual instruction. The term “workplace literacy services” as defined by the WIOA, means “literacy services that are offered for the



purpose of improving the productivity of the workforce through the improvement of literacy skills.” Literacy means “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.” Workforce technical, occupational, or vocational skills are not equivalent to basic literacy skills. These sets of skills are different in scope and require a different instructional approach to lead to student outcomes.

**LITERACY TRAINING.** (Non-Regulatory Definition)

The term “Literacy Training” refers to the acquisition of knowledge, skills, and competencies as a result of teaching an individual to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

**LOCAL AREA.** (Act Section 3[32]) —The term “local area” means a local workforce investment area designated under section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i).

**LOCAL BOARD.** (Act Section 3[33]) —The term “local board” means a local workforce development board established under section 107, subject to section 107(c)(4)(B)(i).

**LOCAL EDUCATIONAL AGENCY.** (Act Section 3[34]) —The term “local educational agency” has the meaning given the term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

**LOCAL PLAN.** (Act Section 3[35]) —The term “local plan” means a plan submitted under section 108, subject to section 106(c)(3)(B).

**LOWER LIVING STANDARD INCOME LEVEL.** (Act Section 3[36][b]) —The term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

**LOW-INCOME INDIVIDUAL.** (Act Section 3[36]) —

(A) IN GENERAL.—The term “low-income individual” means an individual who—

(i) 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, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary

assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

(ii) is in a family with total family income that does not exceed the higher of—

(I) the poverty line; or

(II) 70 percent of the lower living standard income level;

(iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 H. R. 803—12 (42 U.S.C. 14043e–2(6))), 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)));

(iv) 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.);

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

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

(B) LOWER LIVING STANDARD INCOME LEVEL.—The term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

**MEMORANDUM OF UNDERSTANDING (MOU).** (Draft reg. 361.500)

The MOU is the product of local discussion and negotiation, and is an agreement developed and executed between the Local Board, with the agreement of the chief elected official and the one-stop partners, relating to the operation of the one-stop delivery system in the local area. Two or more local areas in a region may develop a single joint MOU, if they are in a region that has submitted a regional plan under sec. 106 of the WIOA.

**MIGRANT/SEASON FARMWORKERS.** (Draft reg. 585.110)

Eligible migrant farmworker - means an eligible seasonal farmworker as defined in WIOA sec. 167(i)(3) whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; and dependents of the migrant farmworker, as described in WIOA 167(i)(2).

Eligible migrant and seasonal farmworker - means an eligible migrant farmworker or an eligible seasonal farmworker, also referred to in this regulation as an “*eligible MSFW*,” as defined in WIOA sec. 167(i).

Eligible MSFW youth - means an eligible MSFW aged 14–24 who is individually eligible or is a dependent of an eligible MSFW.

MSFW youth - is a subset of the term *eligible MSFW* defined in this section.

Eligible seasonal farmworker - means a low-income individual who for 12 consecutive months out of the 24 months prior to application for the program involved, 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; and dependents of the seasonal farmworker as described in the WIOA 167(i)(3).

**MINIMUM WAGE.** (Non-Regulatory Definition)

Payment of wages meeting the requirements of the Fair Labor Standards Act or the Michigan Minimum Wage Law.

**NEEDS-RELATED PAYMENTS.** (Draft reg. 680.930)

Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and are a supportive service authorized by WIOA sec. 134(d)(3). Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training.

**NONTRADITIONAL EMPLOYMENT.** (Act Section 3[37]) —The term “nontraditional employment” 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.

**NOT EMPLOYED AT THE DATE OF PARTICIPATION (at Registration).**  
(TEGL 17-05, Attachment B)

An individual is also considered not employed at the date of participation when he/she:

1. did no work at all as a paid employee on the date participation occurs;
2. has received a notice of termination of employment or the employer has issued a WARN or other notice that the facility or enterprise will close; or
3. is a transitioning service member.

**OBLIGATIONS.** (2 CFR 200.71)

When used in connection with a non-Federal entity’s utilization of funds

under a Federal award, *obligations* means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

**OCCUPATIONAL SKILLS GOAL.** (TEGL 17-05, Attachment B)

A measurable increase in primary occupational skills encompassing the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

*(Note: This term applies to the current WIA statutory youth measures only; it does not apply to common measures.)*

**OCCUPATIONAL SKILLS TRAINING.** (Draft reg. 681.540)

The Department defines occupational skills training as 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. Local areas must give priority consideration to training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area.

**OFFENDER.** (Act Section 3[38]) —The term “offender” means an adult or juvenile—

(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.

**OLDER INDIVIDUAL.** (Act Section 3[39]) —The term “older individual” means an individual age 55 or older.

**ONE-STOP CENTER.** (Act Section 3[40]) —The term “one-stop center” means a site described in section 121(e)(2).

*(Note: This term is also referred to as American Job Center.)*

**ONE-STOP DELIVERY SYSTEM.** (Act Section 121(e); Draft reg. 361.300)

The term “one-stop delivery system” means a one-stop delivery system described in Section 121(e) of the Workforce Innovation and Opportunity Act of 2014. The one-stop delivery system brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs’ services and improves long-term employment outcomes for individuals receiving assistance. One-stop partners administer separately funded programs as a set of integrated streamlined services to customers.

**ONE-STOP OPERATOR.** (Act Section 3[41]) —The term “one-stop operator” means one or more entities designated or certified under section 121(d).

**ONE-STOP PARTNER.** (Act Section 3[42]) —The term “one-stop partner” means—

(A) an entity described in section 121(b)(1); and

(B) an entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

**ONE-STOP PARTNER PROGRAM.** (Act Section 3[43]) —The term “one-stop partner program” means a program or activities described in section 121(b) of a one-stop partner.

**ON-THE-JOB TRAINING.** (Act Section 3[44]) —The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that—

(A) provides knowledge or skills essential to the full and adequate performance of the job;

(B) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, 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

(C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

**OUTLYING AREA.** (Act Section 3[45]) —The term “outlying area” means—

(A) American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the United States Virgin Islands; and



(B) the Republic of Palau, except during any period for which the Secretary of Labor and the Secretary of Education determine that a Compact of Free Association is in effect and contains provisions for training and education assistance prohibiting the assistance provided under this Act.

**OUT-OF-SCHOOL YOUTH.** (Act Section 3[46]) —The term “out-of-school youth” means a youth described in section 129(a)(1)(B).

The term “out-of-school youth” means an individual who is—

(i) not attending any school (as defined under State law);

(ii) not younger than age 16 or older than age 24; and

(iii) one or more of the following:

(I) A school dropout.

(II) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.

(III) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—H. R. 803—81

(aa) basic skills deficient; or

(bb) an English language learner.

(IV) An individual who is subject to the juvenile or adult justice system.

(V) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.

(VI) An individual who is pregnant or parenting.

(VII) A youth who is an individual with a disability.

(VIII) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

**PARTICIPANT.** (Draft reg. 677.150(a); TEGL 17-05, Attachment B)

A reportable individual who has received staff-assisted services 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 an individual who has an approved and signed Individualized Plan for Employment (IPE) and has begun to receive services.

(2) The following individuals are not Participants:

(i) Individuals who have not completed at least 12 contact hours in the Adult Education and Family Literacy Act (AEFLA) program;

(ii) Individuals who only use the self service system; and



- (iii) Individuals who only receive information services or activities.
- (3) Programs must include participants in their performance calculations.

**PARTICIPANT QUARTER.** (TEGL 17-05, Attachment B)

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

**PAY-FOR-PERFORMANCE CONTRACT STRATEGY.** (Act Section 3[47]) —

The term “pay-for-performance contract strategy” means a procurement strategy that uses pay-for-performance contracts in the provision of training services described in section 134(c)(3) or activities described in section 129(c)(2), and includes—

- (A) contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider (which may include a local or national community-based organization or intermediary, community college, or other training provider, that is eligible under section 122 or 123, as appropriate) based on the achievement of specified levels of performance on the primary indicators of performance described in section 116(b)(2)(A) for target populations as identified by the local board (including individuals with barriers to employment), within a defined timetable, and which may provide for bonus payments to such service provider to expand capacity to provide effective training; (B) a strategy for independently validating the achievement of the performance described in subparagraph (A); and
- (C) a description of how the State or local area will reallocate funds not paid to a provider because the achievement of the performance described in subparagraph (A) did not occur, for further activities related to such a procurement strategy, subject to section 189(g)(4).

**“PERFORMED SUCCESSFULLY”.** (Draft reg. 679.260; TEGL 27-14)

For the purpose of initial local area designation, the term “performed successfully” means that the local area met or exceeded the levels of performance the Governor negotiated with Local Board and chief elected official under the WIA sec. 136(c) for the last two full program years before the enactment of the WIOA, and that the local area has not failed any individual measure for the last two consecutive program years before the enactment of the WIOA.

- (1) The terms “met or exceeded” and “failure” must be defined by the Governor consistent with how those terms were defined at the time the performance levels were negotiated.
- (2) When designating local areas, the Governor may not retroactively apply any higher WIOA threshold to performance negotiated and achieved under the WIA.
- (b) For the purpose of determining subsequent local area designation, the term “performed successfully” means that the local area met or exceeded the levels of

performance the Governor negotiated with Local Board and chief elected official for core indicators of performance described under the WIA sec. 136(c) or the WIOA sec. 116(b)(2)(A), as appropriate, and in accordance with a State-established definition, provided in the State Plan, of met or exceeded performance.

**PHYSICAL LOCATION.** (TEGL 17-05, Attachment B)

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

**PLANNING REGION.** (Act Section 3[48]) —The term “planning region” means a region described in subparagraph (B) or (C) of section 106(a)(2), subject to section 107(c)(4)(B)(i).

**POST-SECONDARY EDUCATION.** (TEGL 17-05, Attachment B)

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

*See Entered Advanced Training.*

**POST-SECONDARY EDUCATIONAL INSTITUTION.** (TEGL 17-05, Attachment B)

The term “post-secondary educational institution” means an institution of higher education, as defined in Section 481 of the Higher Education Act of 1965.

1. An institution of higher education that provides not less than a two year program of instruction that is acceptable for credit toward a bachelor’s degree;
2. A tribally controlled community college; or
3. A nonprofit educational institution offering certificate or apprenticeship programs at the postsecondary level.

**POST-TEST.** (TEGL 17-05, Attachment B)

A test administered to a participant at regular intervals during the program.

**POVERTY LINE.** (Act Section 3[49]) —The term “poverty line” means the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))) applicable to a family of the size involved.

**PRE-TEST.** (TEGL 17-05, Attachment B)

A test used to assess a participant’s basic literacy skills, which is administered to a participant up to six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.

**PREGNANT OR PARENTING YOUTH.** (WIASRD Item # 127)

The participant is a person who is either under 22 years of age and who is pregnant, or an individual (male or female) who is providing custodial care for one or more dependents under age 18.

**PUBLIC ASSISTANCE.** (Act Section 3[50]) —The term “public assistance” means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

**QUALIFIED APPRENTICESHIP.** (TEGL 17-05, Attachment B)

A program approved and recorded by the ETA Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency or council. Approval is by certified registration or other appropriate written credential.

**RACE.**

*Please refer to the definition for Ethnicity.*

**RAPID RESPONSE ACTIVITY.** (Act Section 3[51]) —The term “rapid response activity” means an activity provided by a State, or by an entity H. R. 803—14 designated by a State, with funds provided by the State under section 134(a)(1)(A), in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including—

(A) the establishment of onsite contact with employers and employee representatives—

(i) immediately after the State is notified of a current or projected permanent closure or mass layoff; or

(ii) in the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster;

- (B) the provision of information on and access to available employment and training activities;
- (C) assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs;
- (D) the provision of emergency assistance adapted to the particular closure, layoff, or disaster; and
- (E) the provision of assistance to the local community in developing a coordinated response and in obtaining access to state economic development assistance.

**RECIPIENT.** (2 CFR 200.86)

A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include sub recipients.

**RECOGNIZED POSTSECONDARY CREDENTIAL.** (Act Section 3[52]) —The term “recognized postsecondary credential” means 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.

**REGION.** (Act Section 3[53]) —The term “region”, used without further description, means a region identified under section 106(a), subject to section 107(c)(4)(B)(i) and except as provided in section 106(b)(1)(B)(ii).

**REGISTER.** (Draft reg. Section IV)

The (*proposed*) definition of “register” means the point at which an individual seeks more than minimal assistance from staff in taking the next step towards self-sufficient employment. This is also when information that is used in performance information begins to be collected. At a minimum, individuals must provide identifying information to be registered.

**REGISTERED APPRENTICESHIP PROGRAM.** (Act Section 171(b)[10])

—The term “registered apprenticeship program” means an apprenticeship program—

- (A) 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.); and
- (B) that meets such other criteria as may be established by the Secretary under this section.

Registered Apprenticeship is a national training system that combines paid learning on-the-job and related technical and theoretical instruction in a skilled occupation. Like stand-alone OJT, Registered Apprenticeship is an important component of education and training services that the workforce system can provide to its customers, and should be used as a strategy to train and employ job seekers. Registered Apprenticeships offer job seekers immediate employment opportunities that usually pay higher wages and offer continued career growth.

**REGISTRATION DATE.** (Non-Regulatory Definition)

All youth must be registered to receive any WIOA Title I services.

Adults and dislocated workers must be registered when they start to receive the WIOA Title I services that are not informational or self-service. Core services that do not involve a significant amount of staff time or resources and/or are primarily for the purpose of providing information should be considered as self-service or informational and registration is not required. Examples of core services requiring registration:

- ☐ staff assisted job search and placement assistance, including career counseling
- ☐ staff assisted job referrals (such as testing and background checks)
- ☐ staff assisted job development (working with employer and job-seeker)
- ☐ staff assisted workshops and job clubs

**REMEDIAL TRAINING.** (Non-Regulatory Definition)

Training that is necessary to raise a participant's job skill level so the participant can qualify for certain vocational skills training or help them achieve employment. There are various types of remedial training which may be required or taken in conjunction with some type of occupational training. Types of remedial training may include:

- ☐ GED
- ☐ Developmental Math, Reading and English
- ☐ English as a Second Language

**REPORTABLE INDIVIDUAL.** (Draft reg. 677.150[b])

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

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

**SCHOOL DROPOUT.** (Act Section 3[54]) —The term “school dropout” means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.



### **SCHOOL STATUS AT EXIT.** (WIASRD Data Element #153)

School Status at Exit applies any of the following conditions:

The participant:

1. Has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school;
2. Has not received a secondary-school diploma or its recognized equivalent and is attending an alternative course of study approved by the local educational agency whether full or part-time;
3. Has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school;
4. Is no longer attending any school and has not received a secondary school diploma or its recognized equivalent; or
5. Is not attending any school and has either graduated from high school or holds a GED.

Also include successful completion of an IEP for youth with disabilities.

*(Note: Applies to WIA Younger Youth.)*

### **SCHOOL STATUS AT PARTICIPATION.** (WIASRD Item # 129)

The following categories apply to school status at participation:

In-school, High School or Less: If the individual has not received a secondary school diploma or its recognized equivalent and is attending any secondary school (including elementary, intermediate, junior high school, whether full or part-time), or is between school terms and intends to return to school.

In-school, Alternative School: If the individual has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or an alternative course of study approved by the local educational agency whether full or part-time.

In-school, post High School: If the individual has received a secondary school diploma or its recognized equivalent and is attending a post-secondary school or program (whether full or part-time), or is between school terms and intends to return to school.

Not attending school; High School dropout: If the individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.

Not attending school; High School Graduate: If the individual is not attending any school and has either graduated from high school or holds a General Equivalency Diploma (GED).

*(Note: This is also referred to as Education Status or Education Status at Participation.)*

**SECONDARY SCHOOL.** (Act Section 3[55]) —The term “secondary school” has the meaning given the term in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

**SELF-ATTESTATION/PARTICIPANT STATEMENT.** (TEGL 6-14)

Self-Attestation: Self-attestation (also referred to as a participant statement) occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status.

The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the state management information system, with an online signature.

**SELF-CERTIFICATION.** (Draft reg. 675.300)

An individual’s signed attestation that the information they submit to demonstrate eligibility for a program under title I of WIOA is true and accurate.

**SELF-SUFFICIENCY.** (Non-Regulatory Definition)

Able to provide for oneself without the help of others; independent.

**SHORT-TERM PRE-VOCATIONAL SKILLS.** (Non-Regulatory Definition)

Such skills as communication and interviewing, professional conduct, and other services appropriate in preparing individuals for employment or training.

The USDOL considers pre-vocational skills training as an intensive service.

**SINGLE PARENT.** (Non-Regulatory Definition)

The participant is a single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.

**SKILLS UPGRADE TRAINING.** (Non-Regulatory Definition)

Training that will upgrade current skills of the participant or may also include retraining in a new area.

**START DATE.** (Non-Regulatory Definition)

For purposes of reporting the participant's WIA activities, this date indicates the month, day, and year the participant actually begins the WIA activity.

**STAKEHOLDER ENGAGEMENT.** (TEGL 05-14; TEGL 06-14)

Input from state and local workforce leaders and practitioners, workforce system partners, customers, as well as other stakeholders.

**STATE.** (Act Section 3[56]) —The term “State” means each of the several states of the United States, the District of Columbia, and the Commonwealth of Puerto Rico.

**STATE BOARD.** (Act Section 3[57]) —The term “State board” means a state workforce development board established under section 101.

**STATE MIS.** (TEGL 6-14)

Unless otherwise noted, state MIS refers to specific, detailed information that is stored in the state’s information system that supports an element. An indicator, such as a checkmark on a computer screen, is not acceptable source documentation in and of itself. For example, state MIS is an acceptable source of documentation for date of first training service. To be an acceptable source to validate date of first training service, in addition to the date of first training, the state MIS should have information about the type of training and the organization that provided the training. Locating this detailed information represents a deeper level of inquiry than the appearance of a date in the state MIS and makes it unnecessary for such states to validate this data element in local offices.

**STATE PLAN.** (Act Section 3[58]) —The term “State Plan”, used without further description, means a unified State Plan under section 102 or a combined State Plan under section 103.

**STOP-GAP EMPLOYMENT.** (Non-Regulatory Definition)

Stop-gap employment is also referred to as Interim Employment. Stop-gap employment is employment for income maintenance prior to and/or during participation in intensive or training services with the intention of ending such employment with entry into permanent, unsubsidized employment. Stop-gap employment can be full or part-time employment.

**SUBAWARD.** (Draft reg. 675.300)

*See subgrant.*

**SUBGRANT.** (Draft reg. 675.300)

*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.

**SUBRECIPIENT.** (Draft reg. 675.300)

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** (Non-Regulatory Definition)

Subsidized employment is subsidized by state or federal funds.

*(Note: On-the-Job Training (OJT) is a reportable training activity, rather than subsidized employment.)*

**SUBSTANTIAL/MASS LAYOFF.** (Non-Regulatory Definition)

"Substantial layoff" is any reduction in force including those who have received a layoff notice, which is not the result of a plant closing and which results in an employment loss at a single site of employment during any 30-day period for:

1. a. at least 33 percent of the employees (excluding employees regularly working less than 20 hours per week); **AND**
  2. b. 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).

*(Note: States are allowed to define substantial layoff.)*

**SUPPLEMENTAL SECURITY INCOME (SSI).** (WIASRD Data Element # 121)

The individual is a person who is receiving or has received SSI under Title XVI of the Social Security Act and/or SSDI under Title XIX of the Social Security Act in the last six months prior to participation in the program.

Individuals who are in financial need, 65 years of age or older, or needy people of any age who are blind or disabled (including children) may be eligible for SSI. SSI is paid out of Title XVI of the Social Security Act.

To qualify for SSI payments because of blindness, a person must have central visual acuity of 20/200, or less, in the better eye, with the use of a corrective lens, or visual field restriction of 20 degrees or less.

SSI payments for disability (SSDI) may be made if an individual is unable to engage in substantial, gainful activity because of a physical or mental impairment, which can be expected to result in death or which has lasted (or is expected to last) for 12 months or longer.

*(Note: Supplemental Security Income (SSI) is considered Public Assistance.)*

**SUPPORTIVE SERVICES.** (Act Section 3[59]) —The term “supportive services” means services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this Act. H. R. 803—15

**“SUSTAINED FISCAL INTEGRITY”.** (Draft Reg. 679.260; TEGL 27-14)

For the purpose of determining initial and subsequent local area designation under § 679.250(a) and (c), the term “sustained fiscal integrity” means that the Secretary has not made a formal determination that either the grant recipient or the administrative entity of the area mis-expended funds due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration for the two-year period preceding the determination.

**TECHNOLOGY-BASED LEARNING.** (Non-Regulatory Definition)

*Please refer to the definition of Distance Learning.*

**TRAINING PROGRAMS OPERATED BY THE PRIVATE SECTOR.** (Non-Regulatory Definition)

Training programs operated by the private sector, which may include, but are not limited to, programs that combine workplace training with related instruction, including cooperative education programs.



**TRAINING SERVICES.** (Act Section 3[60]) —The term “training services” means services described in section 134(c)(3).

**TRANSITIONAL JOBS.** (Act Section 134(d)[5])

Transitional jobs are a way for adults and dislocated workers with barriers to employment who are experiencing chronic unemployment or have an inconsistent work history to develop a work history and basic skills essential to keeping a job. Transitional jobs are time-limited subsidized employment in the public, private, or non-profit sectors. Transitional jobs can be effective solutions for individuals to gain the necessary work experience that they would otherwise not be able to get through training or an OJT. The goal is to establish a work history for the individual, demonstrate work success, and develop skills that lead to entry into unsubsidized employment. The difference between a transitional job and an OJT contract is that in a transitional job, there is no expectation that the individual will continue his or her hire with the employer after the work experience is complete.

**TRANSITIONING SERVICE MEMBER.** (TEGL 17-05, Attachment B)

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.

**“ UNCOVERED” UI EMPLOYMENT.** (TEGL 7-99)

While the majority of employment in a state's workforce will be "covered" in the UI wage records, certain types of employers and employees are excluded by federal standards or are not covered under a state's UI law. "Uncovered" employment typically includes federal employment, postal service, military, railroad, self-employment, some agricultural employment, and employment where earnings are primarily based on commission. Flexibility exists in methods used to obtain information on participants in "uncovered" employment. Examples include:

1. Case management, follow-up services, and surveys of participants to determine that the participant is employed; **OR**
2. Record sharing and/or automated record matching with other employment and administrative databases to determine employment. These databases include, but are not limited to, the Office of Personnel Management (Federal Career Service); United States Postal Service; Railroad Retirement System; State Department of Revenue or Tax (State income tax for self-reported occupations); U.S. Department of Defense; and Government Employment Records (state government, local government, judicial employment, public school employment, etc.).

**UNDEREMPLOYED.** (Draft reg. 684.130)

*Underemployed* means 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.** (Act Section 3[61]) —The term “unemployed individual” means 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, for purposes of this paragraph, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

**UNEMPLOYMENT COMPENSATION PROGRAMS.** (WIASRD Item # 118)

An eligible unemployment compensation claimant is an individual who has been determined to be monetarily eligible for benefit payments under one or more state or federal unemployment compensation programs, and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights.

1. Eligible claimant referred by Worker Profile Reemployment System (WPRS)
2. Eligible claimant not referred by WPRS
3. Exhaustee (The individual has exhausted unemployment compensation benefits.)
4. Neither claimant nor exhaustee

**UNIT OF GENERAL LOCAL GOVERNMENT.** (Act Section 3[62]) —The term “unit of general local government” means any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.

**UNOBLIGATED BALANCE.** (2 CFR 200.98)

The amount of funds under a Federal award that the non-Federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-Federal entity's unliquidated obligations and expenditures of funds under the Federal award from the cumulative amount of the funds that the Federal awarding agency or pass-through entity authorized the non-Federal entity to obligate.

**VENDOR.**

*See contractor.*

**VETERAN; RELATED DEFINITION.** (Act Section 3[63]) —

(A) VETERAN.—The term “veteran” has the meaning given the term in section 101 of title 38, United States Code.

(B) RECENTLY SEPARATED VETERAN.—The term “recently separated veteran” means any veteran who applies for participation under this Act within 48 months after the discharge or release from active military, naval, or air service.

**VOCATIONAL REHABILITATION PROGRAM.** (Act Section 3[64]) —The term “vocational rehabilitation program” means a program authorized under a provision covered under paragraph (13)(D).

**WORK EXPERIENCE.** (Draft reg. 680.170 [Adult/DW]; 681.600 [Youth])

Adult/DW: For the purposes of the WIOA sec. 134(c)(2)(A)(xii)(VII), internships or work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Youth: Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development.

**WORK READINESS SKILLS GOAL (Youth).** (TEGL 17-05, Attachment B)

A measurable increase in work readiness skills, including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails

developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

**WORKFORCE DEVELOPMENT ACTIVITY.** (Act Section 3[65]) —The term “workforce development activity” means an activity carried out through a workforce development program.

**WORKFORCE DEVELOPMENT PROGRAM.** (Act Section 3[66]) —The term “workforce development program” means a program made available through a workforce development system.

**WORKFORCE DEVELOPMENT SYSTEM.** (Act Section 3[67]) —The term “workforce development system” means a system that makes available the core programs, the other one-stop partner programs, and any other programs providing employment and training services as identified by a state board or local board.

**WORKFORCE INVESTMENT ACTIVITY.** (Act Section 3[68]) —The term “workforce investment activity” means an employment and training activity, and a youth workforce investment activity.

**WORKFORCE PREPARATION ACTIVITIES.** (Act Section 3[69]) —The term “workforce preparation activities” has the meaning given the term in section 203.

**WORKPLACE LEARNING ADVISOR.** (Act Section 3[70]) —The term “workplace learning advisor” means an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency.

**WORKPLACE TRAINING.** (Non-Regulatory Definition)

Training which is designed to enable participants to gain exposure to the working world and its requirements and help acquire personal attributes, industry defined skill standards and knowledge needed to obtain a job and advancement in employment, which may include cooperative education programs.

**YOUTH NEEDS SPECIAL ASSISTANCE.** (WIASRD Data Element # 129)

The participant is a person who is between the ages of 14 and 21, and requires additional assistance to complete an educational program, or to secure and hold

employment as defined by the state or local policy. If the State Board defines policy, it must be included in the State Plan.

**YOUTH WORKFORCE INVESTMENT ACTIVITY.** (Act Section 3[71]) — The term “youth workforce investment activity” means an activity described in section 129 that is carried out for eligible youth (or as described in section 129(a)(3)(A)).



**UNDEREMPLOYED.** (Draft reg. 684.130)

*Underemployed* means 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.** (Act Section 3[61]) —The term “unemployed individual” means 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, for purposes of this paragraph, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

**UNEMPLOYMENT COMPENSATION PROGRAMS.** (WIASRD Item # 118)

An eligible unemployment compensation claimant is an individual who has been determined to be monetarily eligible for benefit payments under one or more state or federal unemployment compensation programs, and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights.

1. Eligible claimant referred by Worker Profile Reemployment System (WPRS)
2. Eligible claimant not referred by WPRS
3. Exhaustee (The individual has exhausted unemployment compensation benefits.)
4. Neither claimant nor exhaustee

**UNIT OF GENERAL LOCAL GOVERNMENT.** (Act Section 3[62]) —The term “unit of general local government” means any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.

**UNOBLIGATED BALANCE.** (2 CFR 200.98)

The amount of funds under a Federal award that the non-Federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-Federal entity's unliquidated obligations and expenditures of funds under the Federal award from the cumulative amount of the funds that the Federal awarding agency or pass-through entity authorized the non-Federal entity to obligate.

**VENDOR.**

*See contractor.*

**VETERAN; RELATED DEFINITION.** (Act Section 3[63]) —

(A) VETERAN.—The term “veteran” has the meaning given the term in section 101 of title 38, United States Code.

(B) RECENTLY SEPARATED VETERAN.—The term “recently separated veteran” means any veteran who applies for participation under this Act within 48 months after the discharge or release from active military, naval, or air service.

**VOCATIONAL REHABILITATION PROGRAM.** (Act Section 3[64]) —The term “vocational rehabilitation program” means a program authorized under a provision covered under paragraph (13)(D).

**WORK EXPERIENCE.** (Draft reg. 680.170 [Adult/DW]; 681.600 [Youth])  
Adult/DW: For the purposes of the WIOA sec. 134(c)(2)(A)(xii)(VII), internships or work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. An internship or work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Youth: Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth participant with opportunities for career exploration and skill development.

**WORK READINESS SKILLS GOAL (Youth).** (TEGL 17-05, Attachment B)  
A measurable increase in work readiness skills, including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co- workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails

developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

**WORKFORCE DEVELOPMENT ACTIVITY.** (Act Section 3[65]) —The term “workforce development activity” means an activity carried out through a workforce development program.

**WORKFORCE DEVELOPMENT PROGRAM.** (Act Section 3[66]) —The term “workforce development program” means a program made available through a workforce development system.

**WORKFORCE DEVELOPMENT SYSTEM.** (Act Section 3[67]) —The term “workforce development system” means a system that makes available the core programs, the other one-stop partner programs, and any other programs providing employment and training services as identified by a state board or local board.

**WORKFORCE INVESTMENT ACTIVITY.** (Act Section 3[68]) —The term “workforce investment activity” means an employment and training activity, and a youth workforce investment activity.

**WORKFORCE PREPARATION ACTIVITIES.** (Act Section 3[69]) —The term “workforce preparation activities” has the meaning given the term in section 203.

**WORKPLACE LEARNING ADVISOR.** (Act Section 3[70]) —The term “workplace learning advisor” means an individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency.

**WORKPLACE TRAINING.** (Non-Regulatory Definition)

Training which is designed to enable participants to gain exposure to the working world and its requirements and help acquire personal attributes, industry defined skill standards and knowledge needed to obtain a job and advancement in employment, which may include cooperative education programs.

**YOUTH NEEDS SPECIAL ASSISTANCE.** (WIASRD Data Element # 129)

The participant is a person who is between the ages of 14 and 21, and requires additional assistance to complete an educational program, or to secure and hold

employment as defined by the state or local policy. If the State Board defines policy, it must be included in the State Plan.

**YOUTH WORKFORCE INVESTMENT ACTIVITY.** (Act Section 3[71]) —  
The term “youth workforce investment activity” means an activity described in section 129 that is carried out for eligible youth (or as described in section 129(a)(3)(A)).