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**Workforce Investment Act**  
**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD**

**SECTION V**

**Glossary**

**April 2007**

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**ABUSE OR MISAPPLICATION OF FUNDS [§667.630 and SNWIB Policy Section 2.2]:**

Any intentional use of funds, assets or property not authorized or provided for in the grant, contract or agreement. This includes, but is not limited to, political patronage, use of participants for political activity, ineligible enrollees, conflict of interest, unauthorized use of property, failure to report income from Federal funds, and the use of WIA funds for other than WIA purposes.

**ACADEMIC CREDIT:**

Credit for education, training, or work experience applicable toward a secondary school diploma, a post-secondary degree, or an accredited certificate of completion, consistent with State law and regulations and the requirements of an accredited educational agency or institution in a State.

**ACCRUED EXPENDITURES [SNWIB Policy Section 2.6 & 2.7]:**

Charges made to the WIA program. Expenditures are the sum of actual cash disbursements, the amount of indirect expense incurred, and the net increase (or decrease) in the amounts owed by the recipient for the goods and other property received, for service performed by employees, contractors, subgrantees, subcontractors, and other payees, and other amounts becoming owed under programs for which no current services or performance are required, such as annuities, insurance claims, and other benefit payments.

**ACT:**

The Workforce Investment Act of 1998 (WIA).

**ACSI [TEGL 7-99]:**

The American Customer Satisfaction Index will be used by States to calculate their customer satisfaction performance measures. This is the most widely used index currently in practice and has been selected by USDOL to meet the customer satisfaction requirements of WIA.

**ACTIVE STATUS [TEGL 7-99]:**

A participant is considered to be in active status during any time period prior to the expiration of all WIA-funded or non-WIA funded partner services. Participants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services.

**ADMINISTRATIVE COSTS [SNWIB Policy 2.1]:**

All direct and indirect costs, including those of subrecipients and contractors, which are necessary to effectively manage the program. These costs include, but are not limited to: the salaries and fringe benefits of personnel engaged in executive, fiscal, data collection, personnel, legal, audit, procurement, monitoring, data processing, communications, maintenance and similar functions and related materials, supplies, equipment, office space costs, and staff training.

**ADULT [WIA Section 101(1) and SNWIB Policy 3.1]:**

An individual who is 18 years of age or older.

**ADULT AVERAGE EARNINGS CHANGE IN SIX MONTHS - *Core Performance Measure* [TEGL 7-99]:**

Of those employed in the first quarter after exit: Total post-program earnings (earnings in quarter 2 + quarter 3 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of adults who exit during the quarter.

**ADULT EMPLOYMENT AND CREDENTIAL RATE - *Core Performance Measure* [TEGL 7-99]:**

Of adults who received training services (regardless of completion status): Number of adults who were employed in the first quarter after exit and received a credential by the end of the third quarter after exit, divided by the number of adults who exited services during the quarter (i.e. exiters who received training services).

**ADULT EMPLOYMENT RETENTION RATE AT SIX MONTHS - *Core Performance Measure* [TEGL 7-99]:**

Of those adults who are employed in the first quarter after exit: Number of adults who are employed in the third quarter after exit, divided by the number of adults who exit during the quarter.

**ADULT ENTERED EMPLOYMENT RATE - *Core Performance Measure* [TEGL 7-99]:**

Of those who are not employed at registration: Number of adults who have entered employment by the end of the first quarter after exit, divided by the number of adults who exit during the quarter.

**ADULT EDUCATION [WIA Section 203(1)]:**

Services or instruction below the postsecondary level for individuals --

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

**ADULT EDUCATION AND LITERACY ACTIVITIES [WIA Sections 101 and 203]:**

Adult education assists adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency. This could include the completion of a secondary school education or training of adult parents to obtain the educational skills necessary to become full partners in the educational development of their children.

**ADVANCED TRAINING [TEGL 7-99]:**

An occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the one-stop, WIA and partner, system, i.e., training following exit. (TEGL 7-99)

**AFFECTED EMPLOYEES (WARN Definition) [(20 CFR Part 639.3)(e)]:**

Employees who may reasonably be expected to experience an employment loss as a consequence of a proposed plant closing or mass layoff by their employer. This includes employees who will likely lose their jobs because of bumping rights or other factors, to the extent that such workers can be identified

at the time notice is required to be given. The term "affected employees" includes managerial and supervisory employees, but does not include business partners. Consultant or contract employees who have a separate employment relationship with another employer and are paid by that other employer, or who are self-employed, are not "affected employees" of the business to which they are assigned. In addition, for purposes of determining whether coverage thresholds are met, either incumbent workers in jobs being eliminated or, if known 60 days in advance, the actual employees who suffer an employment loss may be counted.

**AGREEMENT [§667.105]:**

An agreement describes the terms and conditions applicable to the award of WIA Title I funds that are awarded by grant, contract or cooperative agreement between the Grant Officer/Contracting Officer and the recipient.

**ALLOWABLE COSTS [§667.200 et al]:**

Costs of establishing/maintaining accounting and other information system required for WIA program management as described in State Compliance Policy, Section 3.1.

**ALTERNATIVE SCHOOL [WIA Section 129]:**

An alternative school program includes an alternative high school, an alternative course of study approved by the local educational agency, or a high school equivalency program. Such programs may be operated either within or outside of the local public school system, and can offer either a high school diploma or equivalency.

**APPLICANT [§663.105]:**

Person(s) who seek WIA services and have registered methods that include electronic data transfer, personal interview, or an individual's application.

**APPROPRIATE SECRETARY [WIA Section 501(a)]:**

The head of the Federal agency that exercises administrative authority over an activity or program described in subsection (b).

**AREA VOCATIONAL EDUCATION SCHOOL [WIA Section 101]:**

Area Vocational education school has the meaning given the term in Section 521 of the Carl D. Perking Vocational and Applied Technology Education Act (20 U.S.C. 2471).

**AREA OF SUBSTANTIAL UNEMPLOYMENT [WIA Section 127(2)(B)]:**

Any area of sufficient size and scope to sustain a program of workforce investment activities carried out under this subtitle and that has an average rate of unemployment of at least 6.5 percent for the most recent 12 months, as determined by the Secretary. For purposes of this subparagraph, determinations of areas of substantial unemployment shall be made once each fiscal year.

**AUDIT PROCESS [§667.200(b), §667.500(a)(2&3) and WIA State Compliance Policy Section 3.2]:**

All funds awarded under the WIA will be subject to audit no less than once each year. Each State Grantee and certain subrecipients are subject to this provision. Audit requirements are detailed in OMB Circular A-133.

**AWARDS [§667.105(g) and WIA Section 171 or 172]:**

Funds in the form of grants, contracts or cooperative agreements made to eligible entities for programs or activities authorized for:

1. Demonstrations
2. Pilot;
3. Multi-service;
4. Research;
5. Multi-State projects; and
6. Evaluations

Refer to 667.105(g) for specifics on rules that apply to allocation, exceptions, and terminations of awards.

**\*BASIC LITERACY SKILLS DEFICIENT [WIA Section 101 and TEGL 7-99]:**

The individual computes or solves problems, reads, writes, or speaks English at or below the 8th grade level or **are one or more grade levels below the grade level appropriate to the individual's age** or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. In addition, States and local have the option of establishing their own definition, which must include the above language. Incases where States and/or locals establish such a definition, that definition will be used for basic literacy skills determination.

**BASIC SKILLS GOAL [TEGL 7-99]:**

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

**BASIC SKILLS TRAINING [WIASRD]:**

Instruction normally conducted in an institutional setting and designed to upgrade basic skills and prepare the individual for further training, future employment, or retention in present employment. Includes remedial reading, writing, mathematics, literacy training, study skills, English for non-English speakers, bilingual training, GED preparation (including computer assisted instruction) and basic skills youth employment competency training, and school to post-secondary education transition training. Basic Skills Training is a direct training service for adults or youth.

**BUSINESS ENTITY [WIA Section 333(1)]:**

A firm, corporation, association, partnership, consortium, joint venture, or other form of enterprise.

**CARRY FORWARD FUNDS [WIA Section 667.160]:**

Unobligated balance of Title I funds not in excess of 20% of the total allocation may be carried over to the next year, but will be tracked separately by years of appropriation and identified by cost category. However, additional administrative expenditures cannot be charged against any carryover funds, if the allowable percentage has already been spent.

**CASE MANAGEMENT [WIA Section 101(5)]:**

The provision of a client-centered approach in the delivery of services, designed to:

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

**CASH FORECASTS:**

A monthly forecast for all known and projected payments, as well as, the dates payments are to be paid. In accordance with the Cash Management Improvement Act of 1990, the State has the responsibility to request funds from the U.S. Treasury for immediate cash needs and to assure that the funds are not received by the Grantee until the day required.

**CERTIFICATION OF BOARD [WIA Section 117(c)(2), §661.325 and WIA State Compliance Policy Section 1.1]:**

Certification shall be based on compliance with requirements of WIA Section 117(2) and Nevada's Unified State Plan [§661.325].

**CHAIR OF LWIB [WIA Section 117 (b)(5) and WIA State Compliance Policy Section 1.1]:**

The Chair of the LWIB must be from the business community.

**CHIEF ELECTED OFFICIAL (CEO) [WIA Section 101(6)]:**

The chief elected executive officer of a unit of general local government in a local area; and in a case in which a local area includes more than one unit of general local government, the chief elected officials may execute an agreement that specifies their respective roles.

**CHIEF ELECTED OFFICIAL AGREEMENT [WIA Section 117(c)(1)(B)(i)(I)]:**

This agreement shall include, at a minimum, the following:

1. Roles and responsibilities of the CEO;
2. Specific role and responsibilities of the LWIB and its members;
3. Financial responsibility;
4. Specific responsibilities regarding oversight of workforce activities in the local area; and
5. Time frame of the agreement.

**CITIZEN AND LEADERSHIP SERVICES [WIASRD]:**

Services intended to develop the potential of youth as citizens and leaders.

**COMMISSION [WIA Section 333(2)]:**

The Twenty-First Century Workforce Commission established under Section 334.

**COMMUNITY-BASED ORGANIZATIONS (CBO) [WIA Section 101.7]:**

Private nonprofit organizations which are representative of communities or significant segments of communities and has demonstrated expertise and effectiveness in the field of workforce investment, e.g., Opportunities Industrialization Centers, the National Urban League, SER-Jobs for Progress, United Way of America, Mainstream, the National Puerto Rican Forum, National Council of La Raza, 70,001, Jobs for Youth, the Association of Farmworker Opportunity Programs, the Center for Employment Training, literacy organizations, agencies or organizations serving older individuals, organizations that provide service opportunities, youth corps programs, organizations operating career intern programs, neighborhood groups and organizations, community action agencies, community development corporations, vocational rehabilitation organizations, rehabilitation facilities (as defined in Section 7(10) of the Rehabilitation act of 1973), agencies serving youth, agencies serving individuals with disabilities, including disabled veterans, agencies serving displaced homemakers, union-related organizations and employer-related nonprofit organizations), and organizations serving nonreservation Indians, as well as tribal governments and Native Alaskan groups.

**COMPLAINANT [29 CFR Part 37 and WIA State Compliance Policy Section 4.3]:**

An individual who files the grievance or complaint.

**CONCURRENT ENROLLMENT [§664.500]:**

Individuals who meet the respective eligibility requirements may participate in adult/dislocated worker and youth programs concurrently. Concurrent enrollment is allowable for youth served in programs under WIA Title I. Such individuals must be eligible under the youth or adult/dislocated worker eligibility criteria applicable to the services received. Local program operators may determine, for individuals in this age group, the appropriate level and balance of services under the youth, adult and dislocated worker or other services.

**CONFLICT OF INTEREST [WIA Section 117(g)(1&2)]:**

A member of the local board may not vote on a matter under consideration that would provide direct financial benefit to that member or their immediate family. Each LWIB shall adopt in its bylaws conflict of interest standards that meet the minimum standards set in Section 117, and shall apply to all board members (voting or non-voting).

**CONSUMER REPORTS SYSTEM [§663.570]:**

Also referred to as performance information, is the method of informing the customers of the One-Stop delivery system about the performance of training providers in the local area, including overall performance, duration of training programs, performance information for specific customer groups and provider sites, etc.

**CONTRACT CLOSE-OUT [29 CFR 95.71 and 97.50]:**

The USDOL requires that funds be tracked and reported by year of appropriation/allocation. Reports are cumulative and quarterly until all funds are expended within the time limits outlined in WIA State Compliance Policy 3.3 and 3.5.

**CONTROLLED SUBSTANCE [WIA Section 152(e)(i)]:**

The term has the meaning given the term in section 102 of the Controlled Substance Act (21 U.S.C. 802).

**CORE MEASURES :**

Refer to “Performance Measures”

**CORE SERVICES (SELF-SERVICE/INFORMATIONAL) [§662.240, WIA Section 134(d)(2) and WIA State Compliance Policy Section 1.8]:**

Services available to individuals who are adults or dislocated workers through the one-stop delivery system which require minimal staff assistance, and shall, at a minimum, include--

1. Determination of eligibility to receive assistance under Title IB
2. Outreach, intake (which may include WPRS referrals) & orientation to the One-Stop center
3. Initial assessment of skill levels, aptitudes, abilities, & need for supportive services
4. Employment statistics information including job vacancy listings, job skill requirements for job listings, & information on demand occupations

5. Performance information on eligible training providers
6. Performance information on the local One-Stop Delivery system
7. Information on supportive services and referral to supportive services
8. Information regarding filing for Unemployment compensation
9. Assistance in establishing eligibility for welfare-to-work activities and for other training and education programs
10. Resource room usage
11. Internet browsing (job, information and training searches)
12. Internet accounts (Career Kit, Personnel Kit)
13. Initial development of employment plan
14. Talent referrals (informational, e.g., talent scouts, labor exchange referrals of resumes without further screening)
15. Workshops and job clubs

**CORE SERVICES (STAFF ASSISTED) [§663.160, WIA Section 134(d)(2) and WIA State Compliance Policy Section 1.8]:**

Services available to individuals who are adults or dislocated workers through the one-stop delivery system which require substantial staff assistance. Individuals must complete registration requirements and be determined eligible to obtain WIA services prior to the provision of Core-Staff Assisted services. These services include:

1. Staff assisted job search & placement assistance, including career counseling
2. Staff assisted job referrals (such as testing & background checks)
3. Staff assisted job development (working with employer & jobseeker)
4. Staff assisted workshops
5. Staff assisted job clubs

**CORRECTIONAL INSTITUTION [WIA Section 225(d)(2)]:**

The term means any:

1. Prison;
2. Jail;
3. Reformatory;
4. Work Farm;
5. Detention center; or
6. Halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders.

**CREDENTIAL [WIASRD and TEGL 7-99]:**

Nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.

States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

**CRIMINAL OFFENDER :**

Refer to “Offender”

**CUMULATIVE PROGRAM AREA SCORE [TEGL 7-99, Attachment C]:**

The aggregate amount by which States exceed or fall below the negotiated performance levels in a particular program. (TEGL 7-99, Attachment C)

**CUSTOMIZED TRAINING [WIA Section 101(8) , §663.715 and §663.720]:**

Training:

1. Designed to meet the special requirements of an employer (including a group of employers);
2. Is conducted with a commitment by the employer to employ an individual on successful completion of the training; and
3. For which the employer pays for not less than 50 percent of the cost of the training.

**DATE OF DISLOCATION [TEGL 7-99]:**

The last day of employment at the dislocation job. If there is no date of dislocation, date of registration will be used instead.

**DAYS:**

Will be counted as calendar days only. If a due date falls on a weekend or holiday, then the last preceding day of business will become the due date.

**DEBARMENT AND SUSPENSION [§667.200 and WIA State Compliance Policy Section 5.1]:**

Executive Order 12549 extended the concepts of government-wide debarment, suspension and ineligibility of potential award recipients to include federal assistance programs.

**DEMAND OCCUPATIONS [Section 134(d)(4)(A)(iii) , §663.310(c) and WIA State Compliance Policy Section 1.1]:**

Employment opportunities directly linked to the local area or another area in which a participant is willing to relocate.

**DEPARTMENT OR USDOL [§660.300]:**

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

**DEPENDENT CHILDREN [STATE INTERPRETATION]:**

Dependent Children are those living with the family at least 50% of the time with at least 50% of their expenses provided by the family during the past six months.

**DESIGNATED REGION [§660.300]:**

This is a combination of local areas that are partly or completely in a single labor market area, economic development region, or other appropriate contiguous subarea of a State, that is designated by the State under WIA section 116(c), or a similar interstate region that is designated by two or more States under WIA section 116(c)(4).

**DETR:**

State of Nevada, Department of Employment, Training and Rehabilitation.

**DISABLED INDIVIDUALS:**

Refer to "Individuals with Disabilities".

**DISABLED VETERAN [WIA Section 168 and WIASRD]:**

The individual is a veteran who is entitled to compensation for a disability under laws administered by the Department of Veterans' Affairs, or who was discharged or released from active duty because of a service-connected disability.

**DISADVANTAGED FARMWORKER [WIA Section 167(h)(1):**

A farmworker whose income, for 12 consecutive months out of the 24 months prior to application for the program involved, does not exceed the higher of --

1. the poverty line (as defined in section 334(a)(2)(B)) for an equivalent period; or
2. 70 percent of the lower living standard income level, for an equivalent period.

**DISADVANTAGED ADULT [WIA Section 132(b):**

An adult who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of --

1. the poverty line; or
2. 70 percent of the lower living standard income level.

Special Rule -- the Secretary shall, as appropriate and to the extent practicable, exclude college students and members of the Armed Forces from the determination of the number of disadvantaged adults.

**DISADVANTAGED YOUTH [WIA Section 127(2)(c):**

An individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size does not exceed the higher of --

1. the poverty line; or
2. 70 percent of the lower living standard income level.

**DISCRIMINATORY ACTIONS [29 CFR Part 37 - §37.7 and WIA State Compliance Policy Section 4.3]:**

WIA prohibits actions that would differentiate against individuals with disabilities in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended.

**DISLOCATED WORKER [WIA Section 191(9) and WIA State Compliance Policy Sections 1.6 and WRIS]:**

1. The Individual:
  - a. has been terminated or laid off, or has received a notice of termination or layoff, from employment; AND
  - b. is eligible for or has exhausted entitlement to unemployment compensation, or has been employed to a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; AND

- c. is unlikely to return to their previous industry or occupation.

NOTE: Individuals identified by the Unemployment Insurance Claimant Profiling and Reemployment System of 1994 as unemployment claimants who are likely to exhaust unemployment benefits are automatically eligible under this category of Dislocated Worker.

2. The Individual:
  - a. 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;
  - b. is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
  - c. for purposes of eligibility to receive services other than training services, intensive services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
3. The individual 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.
4. The individual is a displaced homemaker has been providing unpaid services to family members in the home, and who:
  - a. has been dependant on the income of another family member but is no longer supported by that income; and
  - b. is unemployed or underemployed and is experiencing difficulty upgrading or obtaining employment.

**DISLOCATED WORKER EARNINGS REPLACEMENT RATE IN SIX MONTHS - Core Performance Measure [TEGL 7-99]:**

Of those employed in the first quarter after exit: Total post-program earnings (earnings in quarter 2 + quarter 3 after exit) divided by pre-dislocated earnings (earnings in quarter 2 + quarter 3 prior to dislocation date).

**DISLOCATED WORKER EMPLOYMENT AND CREDENTIAL RATE - Core Performance Measure [TEGL 7-99]:**

Of dislocated workers who received training services (regardless of completion status): Number of dislocated workers who were employed in the first quarter after exit and received a credential by the end of the third quarter after exit, divided by the number of dislocated workers who exited services during the quarter (i.e. exiters who received training services).

**DISLOCATED WORKER EMPLOYMENT RETENTION RATE IN SIX MONTHS - Core Performance Measure [TEGL 7-99]:**

Of those who are employed in the first quarter after exit: Number of dislocated workers who are employed in the third quarter after exit, divided by the number of dislocated workers who exit during the quarter (i.e. exiters who are employed in the 1<sup>st</sup> quarter after exit).

**DISLOCATED WORKER ENTERED EMPLOYMENT RATE - Core Performance Measure [TEGL 7-99]:**

Number of dislocated workers who have entered employment by the end of the first quarter after exit, divided by the number of dislocated workers who exit during the quarter.

**DISPLACED HOMEMAKER:**

Refer to “Dislocated Worker” (Category #4)

**DROPOUT (SCHOOL) [§664.310 and WIA Section 101(39)]:**

An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school *at the time of registration* is not a dropout. An individual who is out-of school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth for the purposes of the 30 percent expenditure requirement for out-of-school youth [WIA Section 101(39)].

**ECONOMIC DEVELOPMENT AGENCIES [WIA Section 101(11)]:**

Those agencies including local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.

**ECONOMICALLY DISADVANTAGED [WIASRD]:**

Refer to “Low Income”

**EDUCATIONAL SERVICE AGENCY [WIA Section 203(3)]:**

A regional public multi service agency authorized by State statute to develop and manage a service or program, and to provide the service or program to a local educational agency.

**EDUCATIONAL ACHIEVEMENT SERVICES [WIASRD]:**

Includes tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies; and alternative secondary school service.

**ELIGIBLE AGENCY [WIA Section 203(4)]:**

The sole entity or agency in a State or an outlying area responsible for administering or supervising policy for adult education and literacy in the State or outlying area, respectively, consistent with the law of the State or outlying area, respectively.

**ELIGIBLE MEMBERS OF LWIB [WIA Section 117 & §661.315]:**

Representatives in the local area who are from:

1. The business community;
2. Educational entities/agencies;
3. Labor;
4. Community Based Organizations (CBO);
5. Economic Development; and
6. Other individuals or representative of other entities selected by the Chief Elected Official.

**ELIGIBLE NON-CITIZEN [WIAL 3-99 and WIA State Compliance Policy Section 1.6]:**

Nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the U.S. Attorney General to work in the United

States.

**ELIGIBLE PROVIDER [WIA Sections 101(12) and 203(5)]:**

A provider who:

1. is identified in accordance with WIA Section 122(e)(3) for training services;
2. is identified or awarded a contract as described WIA Section 134(d)(3)(B) for intensive services;
3. is awarded a grant or contract in accordance with WIA Section 123 for youth activities; or
4. is a public or private entity selected to be responsible for such activities, as a one-stop operator designated or certified under WIA Section 121(d) for other workforce investment activities.

**EMPLOYED AT REGISTRATION [TEGL 7-99]:**

An employed individual is one who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which (s)he 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.

The term "employed" includes members of the Armed Forces on active duty, who have not been discharged or separated; participants in registered apprenticeship programs; and self-employed individuals.

**EMPLOYED IN QUARTER AFTER EXIT QUARTER [TEGL 7-99]:**

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

**EMPLOYER SATISFACTION - *Core Performance Measure* - [TEGL 7-99]:**

The weighted average of employer rating on each of the three questions regarding overall satisfaction are reported on a 1-100 scale. The score is a weighted average, not a percentage.

Questions:

1. Utilizing a scale of 1 to 10 where "1" means "very dissatisfied" and "10" means "very satisfied" what is your overall satisfaction with the service(s) provided from \_\_\_\_\_?
2. Considering all of the expectations you may have had about the services, to what extent have the services(s) met your expectations?
3. Now think of the ideal service(s) for people in your circumstances. How well do you think the service(s) you received compare with the ideal service(s)?

**EMPLOYMENT AND TRAINING ACTIVITY [§660.300]:**

A workforce investment activity described in WIA Section 134 that is carried out for an adult or dislocated worker.

**EMPLOYMENT SERVICES [Youth - WIASRD]:**

Preparation for and success in employment services include, but are not limited to: summer jobs, paid and unpaid work experiences, including internships and job shadowing; and occupational skills training.

**EMPLOYMENT LOSS [WARN Definition 20 CFR Part 639.3(f)]:**

1. The term "employment loss" means
  - (a) an employment termination, other than a discharge for cause, voluntary departure, or retirement;
  - (b) a layoff exceeding 6 months; or
  - (c) a reduction in hours of work of individual employees of more than 50% during each month of any 6-month period.
2. Where a termination or a layoff is involved, an employment loss occurs upon the loss of full employment status.
3. Employees who are transferred to employer-sponsored programs in which they retain full pay, benefits and other employment entitlements do not suffer an employment loss.
4. An employee is not considered to have experienced an employment loss if the closing or layoff is the result of the relocation or consolidation of part or all of the employer's business and, prior to the closing or layoff:
  - (a) The employer offers to transfer the employee to a different site of employment within a reasonable commuting distance with no more than a 6-month break in employment; or
  - (b) The employer offers to transfer the employee to any other site of employment regardless of distance with no more than a 6-month break in employment, and the employee accepts within 30 days of the offer or of the closing or layoff, whichever is later.

**EMPLOYMENT SKILLS TRAINING [§664.205 and WIA Section 101(13)]:**

Includes activities such as pre-employment work maturity training, and non-job-specific school-to-work/post-secondary programs (does not include job search assistance, basic readjustment services). Refer to Basic literacy skills deficiency.

**ENGLISH LITERACY PROGRAM [WIA Section 203(6)]:**

A program instruction designed to help individuals of limited English proficiency achieve competence in the English language. [Also refer to "Reading Skills Grade Level"]

**ENTITY [§662.220(a)]:**

One-Stop partner who is the grant recipient and responsible for administering the funds of the specified program in the local area.

**EQUAL EMPLOYMENT OPPORTUNITY DATA [§660.300]:**

Data on race and ethnicity, age, sex, and disability required by regulations implementing WIA Section 188 or WIA governing nondiscrimination.

**EQUAL OPPORTUNITY OFFICER [29 CFR Part 37 §37.23 and WIA State Compliance Policy Section 4.1]:**

All recipients of WIA funds shall designate an Equal Opportunity Officer to ensure compliance with

the nondiscrimination and equal opportunity provisions of WIA.

**ESSENTIAL FUNCTIONS OF A POSITION:**

Are those functions that must be performed by an employee in the position with or without accommodation and which are not marginal.

**ETA [§660.300]:**

The Employment and Training Administration of the USDOL.

**EXCESS NUMBER [WIA Section 127(2)(D)]:**

With respect to the excess number of unemployed individuals within a State, the higher of:

1. the number that represents the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in the State; or
2. the number that represents the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in areas of substantial unemployment in such State.

**EXCLUDED PARTICIPANTS [TEGL 7-99]:**

Participants who exit from services because they are incarcerated, deceased or have a health/medical condition that prevents the individual from participating in services should be excluded from the measures. Additional exclusions may apply to certain measures.

**EXIT [TEGL 7-99]:**

The last date on which WIA Title I or partner services were provided to the client (excluding follow-up services). There are two ways to determine exit:

1. Hard Exit - A participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner services.
2. Soft Exit - A participant who does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services (except follow-up services).

**EXIT DATE [TEGL 7-99]:**

Refer to "Exit"

**EXITER [TEGL 7-99 and WIASRD]:**

A customer who has an inactivation or termination date within the quarter or who does not receive any WIA funded or non WIA funded partner services for 90 days and is not scheduled for future services except follow up.

**EXIT QUARTER [TEGL 7-99 and WIASRD]:**

Quarter in which the last date of service, except follow-up services, takes place.

**EX-OFFENDER [SNWIB DEFINITION]:**

Refer to "Offender"

**EXPECTED PERFORMANCE LEVEL [TEGL 7-99, Attachment C]:**

The target performance level a State offers as the first step in the negotiation process.

**FACILITY OR OPERATING UNIT:**

The term "facility" refers to a building or buildings, and the term "operating unit" refers to a product, task or specific work function within or across facilities at the single site. For workers whose primary duties require travel from point to point, e.g., railroad workers, bus drivers, salespersons, the facility or operating unit to which they are assigned as their home base will define the unit in which they are covered for WARN purposes.

**FAMILY [WIA Section 101(15)]:**

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

- (A) A husband, wife and dependant children
- (B) A parent or guardian and dependant children
- (C) A husband and wife

“Dependant children” are those living with the family at least 50% of the time with at least 50% of their expenses provided by the family during the past six months.

Older persons living with blood relatives or in-laws are not included as part of the family for eligibility determination.

Living in a single residence with other family members includes dependants who have temporary or voluntary residence elsewhere (e.g. attending school or college, or visiting relatives). It does not include involuntary temporary residence elsewhere (e.g. incarceration, or placement as a result of a court order).

An individual with a disability may, for purposes of income eligibility determination, be considered to be an unrelated individual who is a family unit of one.

Per WISS, if an individual is living with a person who is related by blood (i.e. aunt, uncle, sister, brother, grandparent) and this person is providing support for the individual, then they are considered to be family, and should be included in the calculation of the individual’s family size and income.

Example #1: Individual has lived with his grandparents for the past 3 years, and those grandparents have been providing support for the individual. They would be considered a family of 3, and the grandparent’s income would then also be calculated.

Example #2: Individual has just moved in with his aunt one week ago, and the parents had been providing support. The individual would then be considered a family of one, and only the individual’s income would be calculated. An explanation of this situation should be documented in the registration package.

**FAMILY INCOME [§663.600 and WIA Section 101(25)]:**

Family Income means “income” as defined by the Department of Health and Human Services in connection with the annual poverty guidelines. Family income includes total annual cash receipts before taxes from all sources, with the exceptions listed below:

### Included as Income:

Money wages and salaries before any deductions

Net receipts from non-farm self-employment (receipts from a person's won unincorporated business, professional enterprise, or partnership after deductions for business expense)

Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)

Regular payments from social security, railroad retirement, strike benefits from union funds, worker's compensation, veteran's payments, and training stipends

Alimony

Military family allotments or other regular support from an absent family member or someone not living in the household

Pensions whether private, government employee (including military retirement pay)

Regular insurance or annuity payments

College or university grants, fellowships, and assistantships (except those based on need)  
Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts

Net gambling or lottery winnings

### Exclusions from Income

Unemployment compensation

Child support payments, including Foster Care Child payments

Public assistance payments (including TANF, SSI, RCA, and GA)

Capital gains

Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car

Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury

Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, Food Stamps, school meals, and housing assistance

Income earned while a VETERAN was on active military duty and certain other veterans' benefits, i.e. compensation for a service-connected death, vocational rehabilitation and

education assistance

Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford and Perkins loans (like any other kind of loan, are debt and not income)

**FIVE (5%) YOUTH [WIA Section 129(c)(5) , §664.220 and WIA State Compliance Policy Section 2.1]:**

Up to five percent of youth participants served in a local area may be individuals who do not meet the income criteria provided they are within one or more of the following eligibility barriers:

1. School dropout
2. Is deficient in basic skills
3. Is one or more grade levels below the grade level appropriate to the individual's age;
4. Is pregnant or parenting;
5. Possesses one or more disabilities, including learning disabilities;
6. Is homeless or a runaway;
7. Is an offender; or
8. Faces serious barriers to employment. This item has been defined as:
  - a. A youth who is credit deficient for their current grade;
  - b. A youth who could not pass the proficiency exam (to include those youth who received a Certificate of Completion but not a High School Diploma); OR
  - c. A youth who received a referral from their school counselor.

**FOLLOW-UP SERVICES [§664.450, §663.150]:**

Follow-up services must be made available to adult and dislocated workers for a period of up to 12 months from the date of exit. All youth participants **MUST** receive some form of follow-up services for a minimum duration of 12 months. The types of services provided and duration of services must be determined based on the needs of the individual.

**FOOD STAMP RECIPIENT [WIA Section 101(25)(C) and WIA State Compliance Policy Section 1.7]:**

A member of a household that received (or has been determined within the 6-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977.

**FOSTER CHILD [WIA Section 101(39)]:**

A child on whose behalf State or local government payments are made.

**FRAUD, MALFEASANCE, OR ABUSE [§667.630 and WIA State Compliance Policy Section 5.2]:**

Any deliberate action that is in violation of Federal statutes and regulations. This category includes, but is not limited to, bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, falsifying an application, payments to a contractor without expectation of receiving

services, payments to ghost enrollees, and falsifying time cards.

**FREELY ASSOCIATED STATES [WIA Section 132(b)(3)(a)]:**

Refers to the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

**GOVERNOR [WIA Sections 101(16) and 203(8)]:**

The Chief Executive of a State.

**GOVERNOR/SECRETARY AGREEMENT [§667.110]:**

A written agreement containing a statement assuring that the State will comply with:

- WIA and all applicable rules and regulations; and
- The Wagner-Peyser Act and all applicable rules and regulations.

This agreement may be modified, revised or terminated at any time, upon agreement of both parties.

**GRANT [§660.300]:**

An award of financial assistance by the USDOL to an eligible recipient.

**GRANT AGREEMENT [§667.105]:**

Agreement between the Grant Officer/Contracting Officer and the recipient. It describes the terms and conditions applicable to the award of WIA Title I funds.

**GRANTEE [§660.300]:**

The (direct) recipient of grants funds from USDOL.

**HEALTH AND SAFETY STANDARDS [§667.274]:**

Standards established under Federal and State law applicable to working conditions of employees are equally applicable to working condition of participants engaged in programs and activities under Title 1 of WIA.

**HIGH SCHOOL DIPLOMA EQUIVALENT [TEGL 7-99]:**

A GED or High School equivalency diploma recognized by the State.

**HOMELESS/RUNAWAY YOUTH [WIASRD]:**

A person 14-21 years of age who lacks a fixed, regular, adequate nighttime residence; and any youth who has a primary nighttime residence that is a public or private operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. Also includes Homeless youth. Note: does not include a person imprisoned or detained pursuant to an Act of Congress or State law.

NOTE: A regular sleeping accommodation for human beings excludes motels or camp grounds originally designed for temporary or short-term living accommodations.

**INDIVIDUAL EMPLOYMENT PLAN [§661.245]:**

An ongoing strategy jointly developed by the participant and the case manager that identifies the

participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

**INDIVIDUAL TRAINING ACCOUNT (ITA) [§663.410 and WIA State Compliance Policy Section 1.9]:**

An account established for eligible adults and dislocated workers to purchase training services.

**INDIVIDUAL WITH A DISABILITY [WIA Sections 101(17) and 203(9)]:**

An individual with any disability as defined in WIA Section 3 of the American with Disabilities Act of 1990 (42 U.S.C. 12102)] For the purposes of WIA section 188, this term is defined at 29CFR 37.4.

**INDIVIDUAL SERVICE STRATEGIES (ISS) [WIA Section 129(c)(1)(A) and §664.400 (a)(2)]:**

A system to identify and record the employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for participants taking into account the assessments conducted pursuant to objective assessment, except that a new service strategy for a participant is not required if the program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program

**INITIAL ASSESSMENT [§663.160]:**

An assessment to determine the individual's skill level, aptitudes and supportive service needs.

**IN-SCHOOL YOUTH [WIASRD]:**

A youth who is attending school (including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program whether full time or part time) or is between school terms and intends to return to school.

**INSTITUTION OF HIGHER EDUCATION [WIA Section 203 (11)]:**

The term has the meaning defined in WIA Section 1201 of the Higher Education Act of 1965 (20 U.S.C. 1141).

**INTENSIVE SERVICES [WIA Section 134(d)(3)(C)]:**

An individual *must receive (at a minimum) at least one intensive service*, such as development of an individual employment plan with a case manager or individual counseling and career planning, before the individual may receive training services. A determination of the need for intensive services must be documented in the participant's case file. Intensive services are identified as follows:

1. Full development of individual employment plan to include comprehensive & specialized assessment, such as diagnostic testing & interviewing.
2. Group Counseling
3. Individual counseling & career planning
4. Short-term pre-vocational services - includes development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

5. Work Experience - planned structured learning experiences that take place in a workplace for a limited period of time. As stated in §663.200, work experiences may be paid or unpaid. Workplaces may be in the private, for-profit; the non-profit sector; or the public sector.
6. Internships
7. Relocation Assistance
8. Literacy activities related to basic workforce readiness

**INTERNSHIPS [SNWIB DEFINITION]:**

A work study program which enriches the client's academic knowledge, and offers work experience toward the client's specific career goals."

**JOB CORPS [WIA Section 142(6)]:**

A national program of residential and nonresidential centers for economically disadvantaged young men and women in which enrollees will participate in intensive programs of education, vocational training, work experience, counseling and other activities.

**JOB DEVELOPMENT:**

The development of openings for participants through direct telephone or personal contact with employers known to utilize the participant's skills.

**JOB PLACEMENT ASSISTANCE:**

Involves matching the participant's skills and abilities to employer job requirements.

**JOB SEARCH ASSISTANCE:**

The provision of instruction and support to a participant to give the participant skills in acquiring full-time employment. The services provided may include, but are not limited to, resume writing, interviewing skills, labor market guidance, telephone techniques, information on job openings, and job acquisition strategies, as well as the provision of office space and supplies for the job search.

**LABOR-MANAGEMENT COMMITTEES [§665.310]:**

A committee comprised of representatives of the employer, the affected workers and the local community who may devise and oversee an implementation strategy that responds to the reemployment needs of the workers.

**LABOR FEDERATION [§660.300]:**

An alliance of two or more organized labor unions for the purpose of mutual support and action.

**LABOR FORCE STATUS [WIASRD]:**

At the point of registration, whether the individual is employed or not employed.

**LABOR MARKET AREA [WIA Section 101 (18)]:**

An economically integrated geographic area within which an individual can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such 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.

In Nevada, the Labor Market Areas shall be those established by the Office of Management and Budget based upon the commuting patterns developed from the latest census. The specific Labor Market Areas established from the 1990 census are:

- Las Vegas Metropolitan Statistical Area encompassing Clark County, Nye County, and Mohave County Arizona.
- Reno Metropolitan Statistical Area encompassing Washoe County.
- Carson City Labor Market Area encompassing Carson City, Douglas County, Lyon County and Storey County.
- Elko Labor Market Area encompassing Elko and Eureka Counties.
- Other counties not enumerated in these areas are Individual County Labor Market Areas each encompassing the geographic area of the individual county.

**LABOR ORGANIZATION [WIA Section 117(b)(2)(A)(iii)]:**

Organizations nominated by local labor federations to represent employees.

**LEADERSHIP DEVELOPMENT OPPORTUNITIES (YOUTH) [§667.420]:**

Leadership development opportunities may include the following: exposure to postsecondary educational opportunities; community and service learning projects; peer-entered activities, including peer mentoring and tutoring; organizational and team work training, including team leadership training; training in decision-making, including determining priorities; citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources; employability; and positive social behaviors. Positive social behaviors, often referred to as soft skills, are incorporated by many local programs as part of their menu of services which focus on area that may include, but are not limited to, the following: positive attitudinal development; self esteem building; cultural diversity training; and work simulation activities

**LEAD (DESIGNATED) STATE AGENCY:**

Department of Employment, Training and Rehabilitation (DETR).

**LIFE OF FUNDS:**

Refer to “Period of Availability”

**LIMITED ENGLISH LANGUAGE PROFICIENCY [WIASRD]:**

Inability of an individual, whose native language is not English, to communicate in English, resulting in a barrier to employment.

**LITERACY [WIA Section 203(12) and §660.300]:**

An individual's ability to read, write, and speak 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 [WIA Section 101(20)]/LOCAL WORKFORCE INVESTMENT AREA [WIA Section 116(a) and §661.250]:**

Geographic areas within the state that have been designated by the Governor as local workforce investment areas.

**LOCAL BOARD/ LOCAL BOARD FOR DESIGNATION REGION/LOCAL WORKFORCE INVESTMENT BOARD (LWIB) [WIA Section 101(20), WIA Section 116 (c)(5)(B), WIA Section 117(a) and (b), and §661.250]:**

A board established and certified in each local area by the Governor to set policy for the portion of the statewide workforce investment system within the local area.

**LOCAL EDUCATION AGENCY [WIA Sections 101(23) and 203(13)]:**

As defined in WIA Section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

**LOCAL PERFORMANCE MEASURE [WIA Section 136(b) and(c)]:**

Core indicators of performance for employment and training activities authorized under WIA Section 134 (except for self-service and informational activities) and (for participants who are eligible youth age 19 through 21) for youth activities authorized under WIA Section 129.

**LOCAL WORKFORCE INVESTMENT PLAN [WIA Section 118(a)]:**

A comprehensive 5-year local workforce investment plan following guidelines established by WIA and the Governor which is consistent with the State Plan.

**LOWER LIVING STANDARD INCOME LEVEL [WIA Section 101(24)]:**

Income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary of Labor.

**LOW-INCOME INDIVIDUAL [WIA Section 101(25)]:**

An individual who:

1. receives, or is a member of a family which receives cash payments under federal, state or local income-based public assistance program;
2. has, or is a member of a family which has, received a total family income for the six-month period prior to registration for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (b) and old-age survivors insurance benefits) which, in relation to family size, was not in excess of the higher of: (1) the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or (2) 70% of the Lower Living Standard Income Level (LLSIL);
3. a member of a household that is receiving (or has been determined within the 6 month period prior to the registration for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977;
4. qualifies as a homeless individual under subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act;
5. is a foster child on behalf of whom state or local government payments are made; or
6. in cases permitted by regulations of the Secretary, is an individual with a disability whose own income meets the requirements of subparagraph (A) or (B), but who is a member of a family

whose income does not meet such requirements.

**MANAGEMENT INFORMATION SYSTEM [MIS]:**

A system designed to gather and report program and fiscal information in such a way that managers and policy makers can monitor program status. The system may or may not utilize a computer and/or electronic media.

**MASS LAYOFF (WARN Definition) [(20 CFR Part 639.3)(c)]:**

A reduction in force which first, is not the result of a plant closing; and second, results in an employment loss at the single site of employment during any 30 day period for:

1. At least 33 percent of the employees, excluding part-time employees; and
2. At least 50 employees, excluding part-time employees.

Where 500 or more employees are affected, the 33% requirement does not apply, and notice is required if the other criteria are met. Plant closings, which can be triggered by the termination of a smaller number of workers than a mass layoff, involve the shutdown of one or more distinct units within a single site. A mass layoff involves employment loss, regardless or whether one of more units are shut down at the site.

**MATH SKILLS GRADE LEVEL [WIASRD]:**

The grade level equivalent in math (also called quantitative or computational skills) at which the individual is functioning at program entry as determined by a generally accepted standardized test or a comparable score on a criterion-referenced test (administered within the last 12 months), or a school record of math skills level (determined within the last 12 months), or the raw score in math (computation) skills on a generally accepted standardized or criterion-referenced test.

Note: Grade levels below the 9th grade are considered □basic skills deficient□ in WIA.

**MEMORANDUM OF UNDERSTANDING [§662.300 and WIA State Compliance Policy Section 1.5]:**

An agreement developed and executed between the Local Board, with the agreement of the chief elected official and the One-Stop delivery system in the local area.

**MIGRANT AND SEASONAL FARMWORKERS (MSFW) [WIA Section 167 and . 669.110]:**

A farmworker whose occupation has been identified by the Department for inclusion in the MSFW funded programs.

**MILITARY SERVICE [TEGL 7-99]:**

Reporting for active duty.

**NAFTA-TAA GRANTS [§665.300 & TEIN 46-93]:**

Special National Reserve Transitional Adjustment Assistance Grants as a result of the passage of the North American Free Trade Agreement Implementation Act of 1993. to assist workers who become dislocated or whose hours of work and wages have been reduced as a result of trade with Mexico or Canada

**NATIONAL RESERVE ACCOUNT (NRA) [WIA Section 173]:**

Special grants, e.g., National Emergency Grants, from the Secretary of Labor Reserve Account to

assist States when the sources of additional funding are inadequate to cover the costs retraining or relocating dislocated workers.

**NATIVE AMERICAN PROGRAMS [WIA Section 166]:**

National Programs which support employment and training activities for Indian, Alaska Native and native Hawaiian individuals.

**NECESSARY AND REASONABLE COSTS:**

For the purposes of programs funded by WIA, costs that are necessary and that directly relate to carrying out the intent or purpose of the Act and are costs of services or activities of a nature that would benefit the participant(s) or employee(s).

**NEEDS RELATED PAYMENTS [§663.815 and WIA State Compliance Policy Section 1.15]:**

Recurring cash payments made to an eligible adult or dislocated worker to provide financial assistance for the purpose of enabling individual to participate in training; they are one of the supportive services authorized by WIA Section 134(e)(3). State Compliance Policy Section 1.15 details eligibility criteria and Local Board responsibility for needs related payments.

**NEPOTISM [Dictionary Definition, §667.200(a) and WIA State Compliance Policy Section 4.6]:**

Favoritism shown to a relative on the basis of relationship. State law on nepotism is the minimum standard (NRS 281.210). Refer to State Compliance Policy for further information.

**NONDISCRIMINATION ASSURANCES [29 CFR Part 37 - §37.20 and WIA State Compliance Policy Section 4.1]:**

Any recipient of WIA funds shall provide a statement that the WIA funded program or activity is or will be conducted in compliance with the nondiscrimination and equal opportunity provisions of WIA and §37.20. Local Boards are required to submit their statement of compliance to the State with their Local Plan.

**NONTRADITIONAL EMPLOYMENT [WIA Section 101(26)]:**

Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in such occupation or field of work within the service delivery area.

**NOT EMPLOYED AT REGISTRATION [WIASRD]:**

An individual who does not meet the definition of employed. Refer to “Employed”.

**NOTICE OF OBLIGATION [NOO] [STATE INTERPRETATION]:**

A formal written notification by the USDOL advising states of their funding allotments and amendments to funding.

**NOTIFICATION:**

Means certified mail, return receipt requested. In the event of returned undeliverable mail, a mailgram will be used for the second attempt of notification.

**OBLIGATIONS:**

The amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a funding period that will require payment by the recipient or subrecipient during the same or a future period. For the purposes of reallocation process described at 20 CFR

667.150, the Secretary also treats as State obligations any amounts allocated by the State under WIA Sections 128(b) and 133(b) to a single area State or to a balance of State local area administered by a unit of the State government, and inter-agency transfers and other actions treated by the State as encumbrances against amounts reserved by the State under WIA Sections 128(a) and 133(a) for Statewide workforce investment activities.

**OBJECTIVE ASSESSMENT [WIA Section 129(c)(1)(A)]:**

An assessment of the academic levels, skill levels and service needs of each participant, to include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), and supportive service needs, except that a new assessment of a participant is not required if the provider carrying out the program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.

**OCCUPATIONAL SKILLS GOAL (YOUTH) [TEGL 7-99]:**

Primary occupational skills encompass 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.

**OCCUPATIONAL SKILLS TRAINING [WIASRD]:**

Programs that combine workplace training with related instruction, which may include cooperative education programs; training for nontraditional employment; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job readiness training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

**OFFENDER [WIA Section 101(28)]:**

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

**OMB:**

Office of Management and Budget

**OLDER INDIVIDUAL [WIA Section 101(28)]:**

An individual who is 55 years of age or older.

**OLDER YOUTH (19-21) ENTERED EMPLOYMENT RATE - *Core Performance Measure* [TEGL 7-99]:**

Of those not employed at registration and who not move on to post-secondary education or advanced training in the first quarter after exit: Number of older youth who have entered employment by the end of the first quarter after exit, divided by the number of older youth who exit during the quarter.

**OLDER YOUTH (19-21) EMPLOYMENT RETENTION RATE AT SIX MONTHS - *Core Performance Measure* [TEGL 7-99]:**

Of those not employed in the first quarter after exit and who not move on to post-secondary education or advanced training in the third quarter after exit: Number of older youth who are employed in third quarter after exit, divided by the number of older youth who exit during the quarter.

**OLDER YOUTH (19-21) AVERAGE EARNINGS CHANGE IN SIX MONTHS - Core Performance Measure [TEGL 7-99]:**

Of those not employed in the first quarter after exit and who not move on to post-secondary education or advanced training in the third quarter after exit: Total post program earnings (earnings in quarter 2 and quarter 3 after exit) minus pre-pre-program earnings (earnings in quarter 2 and quarter 3 prior to registration) divided by the number of older youth who exit during the quarter.

**OLDER YOUTH (19-21) CREDENTIAL RATE - Core Performance Measure [TEGL 7-99]:**

Number of older youth who are in employment, post-secondary education or advanced training in the first quarter after exit and received a credential by the end of the third quarter after exit, divided by the number of older youth who exit during the quarter.

**ONE STOP DELIVERY SYSTEM [WIA Section 121(e) and §662.100]:**

A system under which entities responsible for administering separate workforce investment, educational and other human resource programs and funding streams (referred to as One-Stop Partners) collaborate to create a seamless system of service delivery that will enhance access to the programs' services and improve long-term employment outcomes for individuals receiving assistance.

**ONE STOP OPERATING SYSTEM [OSOS]:**

Is an automated system designed to capture data required by the WIA for reporting. Provides self-service options wherever possible and includes the following:

1. self-service and staff-assisted modes of operation;
2. integration with existing state systems to maximize the "One-stop" experience;
3. planning and tracking capabilities based on a customer's needs.

**ONE STOP OPERATOR [WIA Sections 101(29), 121(d) and §662.400]:**

Is the entity that performs the role described in the agreement between the Local Board and the One-Stop Operator. The Operator may be a single entity or a consortium of entities and may operate one or more One-Stop center. In addition, there may be more than one One-Stop operator in a local area.

**ONE STOP PARTNERS [WIA Sections 101(30), 121(b)(1) and §662.200]:**

The required partners are:

**WIA Title I Programs** – Serving adults, dislocated workers, and youth.

**Adult Education** [WIA Section 203(1)] - Services or instruction below the postsecondary level for individuals:

1. who have attained 16 years of age;
2. who are not enrolled or required to be enrolled in secondary school under State law; and
3. who:
  - (a) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society;
  - (b) do not have a secondary school diploma or its recognized equivalent, and have not

achieved an equivalent level of education; or  
(c) are unable to speak, read, or write the English language.

**Job Corps** [WIA Section 12(6)] - A national program of residential and nonresidential centers for economically disadvantaged young men and women in which enrollees will participate in intensive programs of education, vocational training, work experience, counseling and other activities.

**Migrant & Seasonal Farmworker Programs** [WIA Section 167 and §669.110]: A farmworker whose occupation has been identified by DOL for inclusion in the MSFW funded program.

**Native American Programs** [WIA Section 166]: National programs which support employment and training activities for Indian, Alaska Native and native Hawaiian individuals.

**Veteran's Programs** [WIA Section 168]:

Yes, Labor Exchange - Services provided by DVOP/LVER

Yes, VWIP - Services provided by Veterans' Workforce Investment Programs

**TAA (Trade Adjustment Act)**: A federal entitlement program established under the Trade Act of 1974, as amended. The TAA Program provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports.

**NAFTA (North American Free Trade Agreement)**: Special National Reserve Transitional Adjustment Assistance Grants as a result of the passage of the NAFTA Implementation Act of 1993 to assist workers who become dislocated or whose hours of work and wages have been reduced as a result with Mexico or Canada.

**Vocational Education [WIA Section 101(50)]**: Organized education programs as described in the Carl D. Perkins Voc. and Applied Tech. Ed. Act.

**Vocational Rehabilitation [WIA title IV]**: Educational programs designed for individuals with disabilities.

**Wagner Peyser [WIA title III]**: Legislation that established a federal program of free employment offices and provided for a nationwide framework for public employment efforts.

**Welfare-to-Work**: A national program designed to transition TANF recipients and non-custodial parents from welfare dependency to self-sufficiency.

**E & T CSBG**: Employment and training programs carried out under The Community Services Block Grant Act.

**E & T HUD**: Employment and Training Programs carried out by The Department of Housing and Urban Development.

**TITLE V Older Americans**: Title V activities authorized under the Older Americans Act of 1965.

**ON-THE-JOB TRAINING (OJT) [WIA Section 101(31)WIASRD]**:

Training by an employer that is provided to a paid participant while engaged in productive work in a

job that:

1. provides knowledge or skills essential to the full and adequate performance of the job;
2. provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
3. is limited in duration 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 [WIA Sections 101(32) and 203(14) and §660.300]:**

The U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

**OUT-OF-SCHOOL YOUTH [WIA Section 101(33) and §664.300]:**

An eligible youth who:

1. is a school dropout;
2. has either graduated from high school or holds a GED, but is basic skills deficient, unemployed or underemployed.

**OUTREACH:**

Activities involving the collection, publication and dissemination of information on program services directed toward economically disadvantaged and other individuals eligible to receive WIA service.

**OVERSIGHT [§667.400]:**

As used in the Act with regard to the State Workforce Investment Board oversight means reviewing, monitoring, and evaluating.

**PARTICIPANT [WIA Section 101 (34) and §660.300]:**

An individual who has been determined eligible to participate in and who is receiving services (except follow-up services) under a program authorized by the Act.

Participation shall be deemed to commence on the first day, following determination of eligibility, on which the participant began receiving subsidized employment, training, or other services provided under the Act.

**PARTICIPANT CARRIED OVER:**

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

**PARTICIPANT SATISFACTION - *Core Performance Measure* [TEGL 7-99]:**

The weighted average of participant ratings on the three questions listed below regarding overall satisfaction which are reported on a 1-100 point scale; a weighted average, not a percentage.

Questions:

1. What is your overall satisfaction with the services provided from \_\_\_\_\_?
2. Considering all of the expectations you may have had about the services, to what extent have the

- services met your expectations?
3. Now think of the ideal program for people in your circumstances. How well do you think the services you received compare with the ideal set of services?

**PARTNER PROGRAM PARTICIPATION :**

Participation by a WIA Title I adult, dislocated worker, or youth client in any of the programs offered by the required One-Stop Partners.

**PART-TIME EMPLOYEE [WARN definition - 20 CFR Part 639.3(h)]:**

The term "part-time employee" means an employee who is employed for an average of fewer than 20 hours per week or who has been employed for fewer than 6 of the 12 months preceding the date on which notice is required, including workers who work full-time. This term includes workers who would traditionally be understood as short-term, "seasonal" employees. The period to be used for calculating whether a worker has worked "an average of fewer than 20 hours per week" is the shorter of the actual time the worker has been employed or the most recent 90 days.

**PERFORMANCE AND COST INFORMATION [WIA Section 122(d) and §663.540]:**

Information submitted annually by eligible providers of training regarding program costs, program completion rates, wages at placement, placement rate, etc. [refer to WIA Section 122(d) and WIA State Compliance Policy Section 5.5 for additional information].

**PERFORMANCE MEASURES (INDICATORS) [§661.100]:**

The USDOL has established seventeen indicators/measures of performance, eight adult/dislocated worker, seven youth and two customer satisfaction, which all states must negotiate with USDOL on the expected levels of performance. In addition, the Governor may add additional indicators/measures. These indicators/ measures apply to the State and Local areas. Measures listed below are defined within this glossary. [Refer to State WIA Policy 1.16 for additional information]

**Adult:**

- Entry into Unsubsidized Employment
- Retention Rate after Six Months
- Earnings Gain after Six Months
- Employment and Credential Attainment Rate

**Dislocated Worker:**

- Entry into Unsubsidized Employment
- Retention Rate after Six Months
- Earnings Replacement Rate after Six Months
- Employment and Credential Attainment Rate

**Older Youth**

- Entered Employment Rate
- Retention Rate after Six Months
- Earnings Gain after Six Months
- Credential Attainment Rate

**Younger Youth**

- Attainment of Basic/Work Readiness/Occupational Skills

- Attainment of Secondary School Diploma or Equivalent
- Placement and Retention in Training, Post-Secondary education, etc.

### **Customer Satisfaction**

- Participant and Employer

### **PERFORMANCE PROGRESS REPORTS [§666.205]:**

Refer to WIA State Compliance Policy Section 5.5 for report requirements.

### **PERFORMANCE STANDARDS [WIA Section 106(a)]:**

The USDOL has established national guidelines on performance and will negotiate with each State on these standards or expected levels of performance on the seventeen indicators/measures of performance and in turn the State will negotiate with the Local Boards.

### **PERIOD OF AVAILABILITY [§667.107 and WIA State Compliance Policy Section 3.2]**

Grant funds expended by States for any program year are available for expenditure by the State for that program year and the two succeeding program years; funds expended by local areas are available for expenditure only during that program year and the succeeding program year.

### **PLACEMENT:**

The hiring of a participant into permanent unsubsidized employment, to the extent practicable, in occupational areas related to the training provided to the participant.

### **PLANT CLOSING [WARN Definition - 20 CFR Part 639.3(b)]:**

The permanent or temporary shutdown of a "single site of employment", or one or more "facilities or operating units" within a single site of employment, if the shutdown results in an "employment loss" during any 30-day period at the single site of employment for 50 or more employees, excluding any part-time employees. An employment action that results in the effective cessation of production or the work performed by a unit, even if a few employees remain, is a shutdown. A "temporary shutdown" triggers the notice requirement only if there are a sufficient number of terminations, layoffs exceeding 6 months, or reductions in hours of work as specified under the definition of "employment loss".

### **POINT OF EXIT [TEGL 7-99]:**

Refer to "Exit".

### **POINT OF REGISTRATION [TEGL 7-99 and WIA State Compliance Policy Section 1.6]:**

The point of registration determines who is counted in the measures and who is excluded from the measures. All youth who receive services will be registered for services and counted in the measures; for adults and dislocated workers the point of registration will be determined by services being provided beyond self-service and informational. Two main factors to consider are a) level of staff involvement with the customer; and b) purpose of the service.

### **POSITIVE SOCIAL BEHAVIORS [WIA Section 129 (c) and §664.430]:**

Often referred to as soft skills and may include, but are not limited to, the following:

1. positive attitudinal development;
2. self esteem building;
3. cultural diversity training; and

4. work simulation activities

**POST HIGH SCHOOL ATTENDEE [WIASRD]:**

The individual is a high school graduate (or equivalent) and is attending a post-secondary, vocational, technical or academic school (whether full or part time), or is between school terms and intends to return to school.

**POST PROGRAM EARNINGS [TEGL 8-99]:**

Total earnings in Quarter 2 and Quarter 3 after exit.

**POST SECONDARY EDUCATION [TEGL 7-99 and NRS 394.098]:**

A program limited to education or educational services offered by an institution which is privately owned to persons who have completed or terminated their elementary and secondary education, or who are beyond the age of compulsory school attendance for the attainment of academic, professional or vocational objectives. This does not include programs offered by degree-granting institutions that do not lead to an academic degree.

**POSTSECONDARY EDUCATIONAL INSTITUTION [WIA Sections 101 (35) and 203(15)]:**

An institution of higher education as that term is defined in WIA Section 481(a)(1) of the Higher Education Act of 1965.

**POVERTY LINE [WIA Section 101 (36)]:**

The poverty line, as defined by the Office of Management and Budget, will be revised annually and the lead State agency will issue guidance to the Local Boards.

**PRE-DISLOCATION EARNINGS [TEGL 8-99]:**

Earnings in Quarter 2 and Quarter 3 prior to dislocation

**PREGNANT OR PARENTING YOUTH [WIASRD]:**

An individual who is under 22 and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.

**PRIORITY OF SERVICES [§663.600 and WIA State Compliance Policy Section 1.7]:**

Individuals who are recipients of public assistance or are low-income individuals, must receive priority for adult intensive and training services when the Local Boards determine that funds allocated to a local area for adult employment and training activities are limited.

**PRIVATE SECTOR [WIA Section 111(b)]:**

Persons who are owners of businesses, chief executives or operating officers of businesses and other business executives or employers with optimum policy-making or hiring authority.

**PROFILING [WIASRD]:**

A UI claimant who has been referred to WIA reemployment services by the Worker Profiling and Reemployment Services (WPRS) system.

**PROGRAM INCOME [§667.200]:**

Any excess of net revenue over costs incurred for services provided by a governmental or non-profit

entity.

**PROGRAM OF TRAINING SERVICES [§663.508]:**

1. one or more courses or classes that, upon successful completion, leads to:
  - a. a certificate, an associate degree, or baccalaureate degree, or
  - b. a competency or skill recognized by employers, or
2. a training regimen that provides individuals with additional skills or competencies generally recognized by employers

**PROGRAM YEAR: (PY)**

Twelve month period for program operation, beginning on July 1 of one year and ending on June 30 of the succeeding year. The number used to refer to the program year is the calendar year in which it starts, e.g., the program year beginning July 1, 2000 will be referred to as program year 2000.

**PUBLIC ANNOUNCEMENT [WIA Section 101(9)]:**

A written announcement (newsletter, newspaper or employee notification) quoting the employer that indicates a date for a "planned" closure of the facility.

**PUBLIC ASSISTANCE [WIA Section 101( 37)]:**

Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

**PUBLIC ASSISTANCE RECIPIENT [WIASRD]:**

Temporary Assistance for Needy Families (TANF)  
General assistance (State/local government);  
Refugee Cash Assistance (RCA);  
Supplemental Security Income (SSI Title XVI); and

When not used for eligibility determination, self-reported information will be accepted. Foster child payments are not to be included.

**QUALIFIED APPRENTICESHIP [TEGL 7-99]:**

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

**QUALIFIED INDIVIDUAL WITH A DISABILITY:**

Is an individual with a disability who meets the skill, experience, education, and other job related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

**QUARTERLY WAGE RECORD INFORMATION [§666.150 and WIA Section 136(f)(2)]:**

Information regarding wages paid to an individual, the social security account number of the individual and the name, address and State and when known the Federal employer identification number of the employer paying the wages to the individual.

**RACE/ETHNIC GROUP [WIASRD]:**

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

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

**RAPID RESPONSE ACTIVITY [WIA Section 101 (38) AND §665.300 - §665.330]:**

An activity provided by the State or by an entity designated by the State, in the event 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:

1. establishment of onsite contact with employers and employee representatives; immediately after notification of current/projected permanent closure or mass layoff; or immediately after notification of job dislocation as a result of a disaster;
2. provision of information and access to available employment and training activities;
3. assistance in establishing a labor-management committee, voluntarily agreed to by labor and management;
4. provision of emergency assistance;
5. provision of assistance to the local community in developing a coordinated response and in obtaining access to State and economic development assistance.

**READING SKILLS GRADE LEVEL [WIASRD]:**

The grade level equivalent in English reading at which the individual is functioning at program entry as determined by a generally accepted standardized test (administered within the last 12 months) or a school record of reading level in English (determined within the last 12 months); or the raw score in reading on a generally accepted standardized or criterion-referenced test.

**REALLOCATION [§667.160]:**

State process by which prior year's unobligated funds in excess of 20% can be reallocated to another eligible local area.

**REALLOTMENT [§667.150]:**

Federal process by which the Secretary may reallocate unobligated balances in excess of 20% from states to other states.

**REASONABLE ACCOMMODATION [29 CFR Part 37 - §37.8 and WIA State Compliance Policy Section 4.2]:**

The principle by which employment and public accommodations are made accessible to qualified disabled people. Employers are required under the ADA to make certain adjustments to the known physical and mental limitations of otherwise qualified disabled applicants and employees, unless it can be demonstrated that a particular adjustment or alteration (an accommodation) would be unreasonable or impose an undue hardship. For example, an employer might be required to rearrange office furniture to allow for passage of a wheelchair, relocate some offices or classrooms to a ground floor or other accessible location, or relieve a deaf secretary of phone duties.

**RECIPIENT [§660.300]:**

An entity to which a WIA grant is awarded directly from the USDOL to carry out a program under WIA Title I. The State is the recipient of funds *awarded under WIA sections 127(b)(1)(C)(I)(II), 132(b)(1)(B) and 132 (b)(2)(B)*. The recipient is the entire legal entity that received the award and is legally responsible for carrying out the WIA program, even if only a particular component of the entity is designated in the grant award document.

**REGISTER/REGISTRATION [§660.300 AND §663.105]:**

The process for collecting information to determine an individual's eligibility for service under WIA Title I.

**REGULATIONS:**

Refer to the Code of Federal Regulations pertaining to the Act.

**RELOCATION ASSISTANCE:**

Funds to be expended to provide relocation assistance to WIA Title I adult & dislocated worker participants. Such relocation assistance is permissible, when documented as appropriate, for those individuals who have indicated a willingness to relocate, and who have received a written Letter of Intent to hire from an employer.

**REPORTS [§667.300]:**

Refer to WIA State Compliance Policy Section 5.5 for report requirements for quarterly and annual reports.

**REQUIRES ADDITIONAL ASSISTANCE TO COMPLETE AN EDUCATIONAL PROGRAM OR TO SECURE AND HOLD EMPLOYMENT CRITERION [§664.210]:**

The definition for this eligibility criteria for youth has been developed by the SNWIB as follows:

- a. A youth who is credit deficient for their current grade;
- b. A youth who could not pass the proficiency exam (to include those youth who received a Certificate of Completion but not a High School Diploma); OR
- c. A youth who received a referral from their school counselor.

**RESIDENCE:**

An individual's principal dwelling or home. P.O. Box and RFD numbers are acceptable only if a street address is unavailable or in conjunction with the "homeless" barrier to employment.

**RESPONDENT:**

Is the individual or agency that the complaint/grievance lists as allegedly violating the equal opportunity provisions.

**RUN-AWAY/HOMELESS YOUTH [WIASRD]:**

Refer to "Homeless/Runaway"

**SANCTIONS [§667.700 and WIA State Compliance Policy Section 5.6]:**

The State considers its subrecipients accountable for actions taken directly or indirectly. A Sanction is a legal authorized consequence imposed violation of WIA and/or State regulations and policies. The State Compliance Policy details specific violations, possible sanctions and the resolution process.

**SCHOOL DROPOUT [WIA Section 101(39)]:**

Refer to "Dropout".

**SECONDARY SCHOOL [WIA Section 101(40)]:**

A day or residential school that provides secondary education as determined under State law. In the absence of State law, the Secretary of Education may determine, with respect to that State, whether the term includes education beyond the twelfth grade.

**SECRETARY [§660.300]:**

The Secretary of the USDOL.

**SELECTIVE SERVICE REGISTRATION [WIA State Compliance Policy Section 1.6]:**

The requirement under WIA Section 189(h) which states that adult men over the age of 18 participating in any staff-assisted service under WIA Title I has complied Section 3 of the Military Selective Service Act by registering for Selective Service.

**SELF CERTIFICATION [ . 660.300]:**

An individual's signed attestation that the information he/she submits to demonstrate eligibility for a program under WIA Title I is true and accurate.

**SELF SUFFICIENCY [ . 663.230]:**

The SWIB or LWIBs must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, self-sufficiency means employment that pays at least the lower living standard income level.

**SERVICE PROVIDER [WIA State Compliance Policy Section 1.12]:**

A public agency, private nonprofit organization or private for profit entity that delivers adult, youth, or dislocated worker services under WIA Title I.

**SKILL ATTAINMENT [WIASRD]:**

A WIA Title I performance measure for younger youth outcomes (age 14-18). At least one basic,

occupational, or work readiness skills goal must be per each year for each youth. A maximum of three goals per year may be set for purposes of the youth skill attainment measure.

**SOFT EXIT [WIASRD]:**

Refer to “Exit”

**STATE [WIA Section 101(43) and §660.300]:**

Each of the several States of the United States, the District of Columbia, and the Commonwealth of Puerto Rico. For the purposes of the WIA Compliance Policies, a “State” is generally taken to reference the State of Nevada.

**STATE ADJUSTED LEVEL OF PERFORMANCE [WIA Section 101(43)]:**

The levels of performance identified and approved in the State Plan for each of the core indicators of performance for the three program years covered by the State Plan [WIA Section 136(b)(3)(A)].

**STATE GRANTEE:**

A direct recipient of State funds authorized under WIA Title I. This includes, but is not limited to: the administrative entity for a Local Workforce Investment Board, State agency or other entity which receives funds directly from the State and not as a subrecipient of an Local Board or other State Grantee.

**STATE LIST [§663.550]:**

A compilation of the eligible providers identified or retained by the local areas which is maintained by the designated State agency.

**STATE RESERVE [§667.130]:**

From all of the formula funds the Governor will reserve up to fifteen (15) percent from each of the three funding sources, youth, adult and dislocated workers which may be combined and spent on statewide employment and training activities, including rapid response activities without regard to the funding source of the reserved funds. As part of the 15 percent that a State may reserve for Statewide activities, the State may spend up to 5 percent of the amount allotted for the administrative costs of Statewide workforce investment activities.

**STATE WORKFORCE INVESTMENT BOARD (Also SWIB or State Board) [WIA Section 101(44)]:**

The Board established by the Governor according to the criteria in WIA Section 111. The Board, at a minimum is composed of the Governor, the legislature, business (majority membership), chief elected officials, labor, youth service organizations, the lead state agency, other relative state agencies, and workforce service delivery experts. The Board is responsible for the development of the State plan, the development and continuous improvement of the state workforce investment system, and other responsibilities described in WIA Section 111.

**SUBGRANT [§660.300]:**

An award of WIA Title I financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subrecipient. The term includes financial assistance when provided by contractual legal agreement, but does not include procurement purchases, nor does it include any form of assistance which is excluded from the definition of Grant in §660.300.

**SUBGRANTEE:**

Refer to “Subrecipient”

**SUBRECIPIENT [§660.300]:**

An entity to which a subgrant is awarded and which is accountable to the recipient (or higher tier subrecipient) for the use of the funds provided. DOL’s audit requirement for States, local governments and non-profit organizations provides guidance on distinguishing between a subrecipient and a vendor at 29 CFR 99.210.

**SUBSTANTIAL LAY-OFF:**

Refer to “Mass Layoff”

**SUBSTANTIAL SEGMENT:**

Groups of the population characterized, if appropriate, by age, sex, race, or national origin which causes them to generally experience unusual difficulty in obtaining employment.

**SUMMER EMPLOYMENT OPPORTUNITIES [§664.600]:**

One of the required ten program elements for youth that directly links academic and occupational learning as part of the year round service strategy.

**SUPPLEMENTAL DATA [WIASRD]:**

Data sources that may be used to provide supplement unemployment insurance wage record information when that information is not reported. These sources may include, but are not limited to:

- Case management, follow-up and participant surveys
- Other administrative databases such as:
  - Office of Personnel Management
  - U.S. Postal Service
  - Railroad Retirement System
  - State Department of Revenue or Tax
  - U.S. Department of Defense
  - Government Employment Records

All data and method to supplement wage record data must be documented and are subject to audit.

**SUPPORTIVE SERVICES [§663.800 §663.805, §664.440, WIA Sections 101(46) and 134(e)(2)(3), and WIA State Compliance Policies 2.2 and 1.15]:**

For adults and dislocated workers, such services include transportation, child care, dependant care, housing, and needs-related payments that are necessary to enable an individual to participate in WIA activities.

For youth such services include linkages to community services; assistance with transportation costs, child/dependant care, housing costs; referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tool costs.

**TANF [WIASRD]:**

## Temporary Assistance for Needy Families

### **TECHNICAL ASSISTANCE:**

A facet of capacity building which may include but is not limited to information sharing, dissemination and employment and training on program models and job functions; peer-to-peer networking and problem solving; guides; program management; continuous improvement strategies; performance management; and interactive communication technologies.

### **TRADE ADJUSTMENT ASSISTANCE (TAA):**

Is a federal entitlement program established under the Trade Act of 1974, as amended. The TAA Program provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports.

### **TRAINING ACCOUNTS:**

Refer to “Individual Training Accounts”

### **TRAINING AND EMPLOYMENT GUIDANCE LETTER (TEGL):**

Guidance issued by the USDOL which is intended to create, supplement, modify, or replace Department policy and/or regulation.

### **TRAINING AND EMPLOYMENT INFORMATION LETTER (TEIN):**

Guidance issued by the USDOL which typically announces or distributes training resources available to the employment and training community or provides information relating to continuous system improvement.

### **TRAINING PROGRAM [§663.505, WIA Section 122, and WIA State Compliance Policy Section 1.12]:**

Refer to “Program of Training Services”

### **TRAINING RELATED EMPLOYMENT [WIASRD]:**

Employment in which the individual uses a substantial portion of the skills taught in the training received by the individual.

### **TRAINING SERVICES [§663.300, WIA Section 134(d)(4)(D) WIA State Compliance Policy Section 1.8]:**

An individual must receive (at a minimum) at least one intensive service, such as development of an individual employment plan with a case manager or individual counseling and career planning, before the individual may receive training services. A determination of the need for intensive services must be documented in the participant’s case file.

1. Adult Education and Literacy activities in combination with training – services or instruction below the postsecondary level for individuals who have attained 16 years of age; who are not enrolled or required to be enrolled in secondary school under State law; and who lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or are unable to speak, read, or write the English language.
2. Occupational Skills Training

3. Workplace Training & Cooperative Education programs
4. Private Sector Training Programs
5. Skill Upgrading & Retraining
6. Entrepreneurial Training
7. Job Readiness Training also referred to as Work Readiness Skills
8. Customized Training – training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and for which the employer pays for not less than 50 percent of the cost of the training.
9. On-the-Job Training - training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; 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 individual, and the service strategy of the individual, as appropriate.

**TRAINING SERVICE PROVIDER [§663.505, WIA Section 122, and WIA State Compliance Policy Section 1.12]:**

An entity authorized by both the State and Local Boards to provide training services to adults and dislocated workers.

**UNDUE HARDSHIP:**

Under the American's With Disabilities Act, an action that is: excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business. Factors that must be considered when determining undue hardship include;

1. The nature and net cost of the accommodation needed.
2. The financial resources of the facility making the accommodation, the number of employees at this facility and the effect on expenses and resources of the facility.
3. The overall financial resources, size, number of employees, and type and location of facilities of the entity covered by the ADA.
4. The type of operation of the covered entity, including the structure and functions of the work force, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation to the larger entity.
5. The impact of the accommodation on the facility that is making the accommodation.

**UNEMPLOYMENT INSURANCE CLAIMANT:**

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

**UNEMPLOYED INDIVIDUALS (WIASRD):**

An individual is one who, during the 7 consecutive days prior to registration, did not perform any work at all as a paid employee, in his or her own business, profession or farm; did not work at least 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or is one who is not working, and does not have 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.

**UNIFORM FISCAL AND ADMINISTRATIVE REQUIREMENTS [§667.200]:**

Any entity receiving grants or cooperative agreements under WIA Title 1 must follow the common rule, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments as codified at 29 CFR part 97.

**UNIT OF LOCAL GOVERNMENT [WIA Section 101(48)]:**

Any general purpose subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.

**UNLIKELY TO RETURN:**

May be defined and documented by Local Boards in various ways. The definition may take into account weeks on U.I., client age, geographic location, demand of occupation, etc. Factors must be documentable and documentation included in the individual's file. This definition may also be used for "limited opportunities for employment or reemployment".

**UNOBLIGATED BALANCE [§660.300]:**

The portion of funds authorized by the Federal Agency that has not been obligated by the grantee and is determined by deducting the cumulative obligations from the cumulative funds authorized.

**UPGRADING TRAINING:**

Skill upgrading and retraining given to an individual who needs such training to advance above an entry-level or dead-end position.

**VENDOR [§660.300]:**

An entity responsible for providing generally required goods or services to be used for WIA services. These goods or services may be for the recipients' or subrecipients' own use or for the use of individuals receiving WIA services. Distinguishing characteristics of a vendor include items such as: providing the goods and services within normal business operations; providing similar goods or services to many different purchasers, including purchasers outside WIA; and operating in a competitive environment. A vendor is not a subrecipient and does not exhibit the distinguishing characteristics attributable to a subrecipient as defined above. Any entity directly involved in the delivery of WIA funded program services, with the exception of an employer providing on-the-job training, shall be considered a subrecipient rather than a vendor. DOL's audit requirements for States, local governments and nonprofit organizations provides guidance on distinguishing between subrecipient and a vendor at 29 CFR 99.210 [660.300]

**VETERAN STATUS [WIASRD]:**

A person who served in the active U.S. military, naval, or air service, and who was discharged or

released from such service under conditions other than dishonorable.

**VIETNAM-ERA VETERAN [WIASRD]:**

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

**VOCATIONAL EDUCATION [WIA Section 101(50)]:**

The term "vocational education" means organized educational programs offering a sequence of courses which are directly related to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Such programs shall include competency-based applied learning which contributes to an individual's academic knowledge, higher-order reasoning, and problem-solving skills, work attitudes, general employability skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. Such term also includes applied technology education.

**WAGE AND LABOR STANDARD [§667.272]:**

Individuals in on-the-job training or individuals employed in activities under Title 1 of WIA must be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training experience and skills.

**WAGNER-PEYSER ACT OF 1933 [WIA Title III and §667.300]:**

Legislation that established a federal program of free employment offices and provided for a nationwide framework for public employment efforts. (29 U.S.C. 49 et seq)

**WARN:**

The Worker Adjustment and Retraining Notification (WARN) Act, Public Law 100-379. This law requires employers with 100 or more workers to give at least 60 days advance notice to affected workers prior to a plant closing or mass layoff.

**WELFARE RECIPIENT:**

An individual who is listed on the Welfare grant and receives cash payments under TANF (SSA Title IV), General Assistance (State or local government), or the Refugee Assistance Act of 1980 (PL 96-212). For performance standards purposes, this term excludes recipients of SSI (SSA Title XVI).

**WIA:**

The Workforce Investment Act of 1998.

**WIASRD [WIA Standardized Record Data]:**

A record required by USDOL containing information on all registered participants which will be submitted to USDOL on an annual basis.

**WISS:**

The Workforce Investment Support Services division of the State of Nevada's Department of Employment, Training and Rehabilitation.

**WORK EXPERIENCE [§664.460, WIA State Compliance Policy Section 2.2]:**

A planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences may be paid or unpaid.

**WORKFORCE INVESTMENT ACTIVITY [WIA Section 101(51 and §660.300):**

An employment and training or youth activity.

**WORKFORCE INVESTMENT ACT LETTER (WIAL):**

Guidance from the USDOL Region IX that provides various types of information and policy guidance relevant to the Workforce Investment Act.

**WORKER PROFILING AND REEMPLOYMENT SERVICES (WRIS):**

Service provided under the Unemployment Insurance Claimant Profiling and Reemployment System of 1994. These services include identification of unemployment insurance claimants who are likely to exhaust unemployment benefits and to provide early and timely referral to reemployment assistance to those individuals. The type of employment and training services available is detailed to profiled claimants in a mandatory orientation session.

**WORK READINESS SKILLS GOALS [TEGL 7-99]:**

These skills include world of work awareness, labor market knowledge, occupational information, values clarification/personal understanding, career planning/decision making, job search techniques, life and employability skills. They also include developing motivation and adaptability, obtaining effective coping and problem solving skills and acquiring an improved self-image.

**WtW:**

Welfare to Work

**YOUNGER YOUTH (14-18) DIPLOMA OR EQUIVALENT ATTAINMENT - *Core Performance Measure* [TEGL 7-99]:**

Of those who register without a diploma or equivalent: Number of younger youth who attained secondary school diploma or equivalent by the end of the first quarter after exit, divided by the number of younger youth who exit during the quarter, except those still in secondary school at exit.

**YOUNGER YOUTH (14-18) RETENTION RATE - *Core Performance Measure* [TEGL 7-99]:**

Number of younger youth found in one of the following categories in the third quarter following exit:

- post secondary education
- advanced training
- employment
- military service
- qualified apprenticeships

divided by the number of younger youth who exited during the same quarter (except those still in secondary school).

**YOUNGER YOUTH (14-18) SKILL ATTAINMENT RATE - *Core Performance Measure* [TEGL 7-99]:**

Of all in school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills and/or occupational skills: Total number of basic skills goals attained + number of

work readiness skills attained + number of occupational skills attained, divided by the total number of goals set.

**YOUTH [§664.200, WIA Section 101(13), WIA Compliance Policy 2.1]:**

A person aged 14 through 21 who is eligible for youth services under WIA Title I.

**YOUTH ACTIVITY [§660.300]:**

Workforce investment activity carried out for youth.

**YOUTH COUNCIL [§661.335, §664.100-110, WIA Section 117(h), and WIA Compliance Policy 1.1]:**

The council appointed by the LWIB. The Council develops the youth services portion of the local plan, recommend providers of youth services, conduct oversight of services, and coordinate youth activities in the Local Area. Membership includes LWIB members with youth expertise or interest, youth service agencies, public housing authorities, youth, and parents of youth.

**YOUTH OPPORTUNITY GRANTS [WIA Section 169 and §664.800]:**

Grants awarded by the Secretary to eligible local boards and entities to provide activities for youth who live in empowerment zones, enterprise communities and high poverty areas and who seek assistance.

**YOUTH SERVICES [§664.410, WIA Section 129(c)(2), WIA Compliance Policy 2.2]:**

Those services available to eligible youth under the WIA Title I including:

- Tutoring and study skills training
- Alternative school offerings
- Summer youth activities
- Paid and unpaid work experience
- Occupational skills training
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services
- Comprehensive guidance counseling

**\* Note: Revision to Basic Skills Definition – April - 07**