

Workforce Development Glossary

(Updated 7/25/2018)

Term	Definition
Adult	An individual who is age 18 or older.
Adult Education	Academic instruction and education services below the postsecondary level that increase an individual's ability to - (A) read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; (B) transition to postsecondary education and training; and (C) obtain employment. (WIOA Sec. 203(1))
Adult Education and Literacy Activities	Programs, activities, and services that include: adult education, literacy, workplace adult education and literacy activities, family literacy activities, English language acquisition activities, integrated English literacy and civics education, workforce preparation activities, or integrated education and training. (WIOA Sec. 203(2))
Adult Mentoring	One-to-one formal, supportive relationship between an adult and a youth that is based on trust. One of the fourteen program elements/services under WIOA. (WIOAPL 15-10)
Affiliate OhioMeansJobs Center	An access point in addition to the OhioMeansJobs comprehensive center in each local area. Affiliate centers are created to supplement and enhance customer access to services. (WIOAPL 16-09)
Age of Compulsory School Age	A child who is between 6 and 18 years of age. (WIOAPL15-03)
Allocation	The funds distribution for adult, dislocated worker, and youth employment and training activities to local workforce investment areas.
Alternative School	Schools that offer specialized, structured curriculum inside or outside of the public school system which may provide work/study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of the Ohio Department of Youth Services and are residing in an institution. An alternative school must be approved by the local education agency. (WIOAPL 15-03 and WIOAPL 15-10)
Alternative Secondary School Offerings	Specialized, structured curriculum offered inside or outside of the public school system which may provide work/study and/or General Educational Development (GED) preparation for students with behavioral problems, physical/mental disabilities, who are at-risk of dropping out, who are institutionalized or adjudicated youth and/or youth who are in the legal custody of the Department of Youth Services (DYS) and are residing in an institution.

Term	Definition
American Job Center	A One-Stop Center that makes a wide range of the system's services available at a single site. In Ohio, the center is called an OhioMeansJobs center.
Americans with Disabilities Act (ADA) of 1990	A federal law providing for comprehensive civil rights protection to individuals with disabilities in areas of employment, public accommodations, state and local government services, and telecommunications.
Apprenticeship	A program approved and recorded by the Employment & Training Administration/Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency State Apprenticeship Council. Approval is by certified registration or another appropriate written credential.
Appropriateness	The possession of qualities that are right, needed, or suitable for career and/or training services. (WIOAPL 15-08.1 and WIAOPL 15-09.1)
Assessment	An analysis of the strengths and weaknesses of an individual's educational level, work history or vocational skills, and/or identification of employment barriers.
Assistive Technology	Assistive technology is any item, piece of equipment, or system commonly used to increase, maintain, or improve functional capabilities of people with disabilities.
At-Risk Youth	Youth who are unlikely to complete elementary and secondary school successfully or are unlikely to acquire skills necessary for higher education and/or employment without intervention as determined by school district records, policies, or personnel.
Attachment to Workforce	An individual who, at the time of application for WIOA services, worked at the same company or same occupation for 15 out of the last 26 weeks. (WIOAPL 15-02)
Attending school	An individual who is enrolled in secondary or postsecondary school. (WIOAPL 15-03)
Authorized Representative	An individual authorized to sign on behalf of a board, recipient, sub-grantee, or sub-recipient. Such person should be designated by legal authority through a binding legal document.
Barriers to Employment	A documented obstruction that has served to limit, hinder, or prohibit that person's opportunities for participation in the labor force.
Basic Career Services	Services available in an OhioMeansJobs center that generally involve less staff time and involvement. Many of these services are available to the universal customer, and therefore, do not require registration in WIOA. Other basic career services require staff assistance from OhioMeansJobs center staff, and receipt of these services triggers an individual to become a WIOA participant.

Term	Definition
Basic Skills Deficient	A youth who has English reading, writing, or computing skills at or below the 8 th grade on a generally accepted standardized test or who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. (WIOAPL 15-03).
Basic Skills Training	Instruction normally conducted in an institutional setting and designed to upgrade basic skills and prepare the individual for further training and future employment.
Below Grade Level	Educational attainment that is one or more grade levels below that which is appropriate to the age of the individual and derived from a generally accepted standardized test or comparable score on a criterion-referenced test.
Bright-line test	An objective rule that resolves a legal issue in a straightforward, predictable manner. (WIOAPL 15-05)
Business Relocation	When a business has moved from one US Labor marker to another and caused dislocation at the original location. (WIOA Sec. 181)
Business Services	Activities that assist employers with their employment needs. Services may include; customized training, pre-hire service, screening and referring of qualified applicants, and labor market information.
Career Counseling	Facilitated exploration of occupational and industry information that will lead to a first, new, or better job for the job seeker. (WIOAPL 15-08.1)
Career Pathway	<p>A combination of rigorous and high-quality education, training, and other services that:</p> <ul style="list-style-type: none"> • Align with the skill needs of industries in the economy of the State or regional economy involved; • Prepare an individual to be successful in any of the full range of secondary and postsecondary education options, including apprenticeships; • Include counseling to support an individual in achieving the individual's education and career goals; • Include as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the education and career advancement of the individual to the extent practicable; • Enable an individual to attain a secondary school diploma or its recognized equivalent, and a least one recognized postsecondary credential; and • Help an individual enter or advance within a specific occupation or occupational cluster. <p>(WIOAPL 15-10)</p>

Term	Definition
Career Planning	The provision of client-centered approach in the delivery of services designed to: <ul style="list-style-type: none"> • Prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, where feasible, computer-based technologies; and • Provide job, education, and career counselling, as appropriate during program participation and after job placement. (WIOAPL 15-08.1)
Caregiver	With respect to an eligible veteran, an individual who provides personal care services to the veteran. (WIOAPL 15-20.1)
Carry Over	The amount of funds or people moved from one year to the next year.
Case Management	A client-centered approach in the delivery of services designed to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary services, including computer based technologies, to provide job and career counseling during program participation and after job placement.
Certificate	A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers.
Charter School	Public, nonprofit, nonsectarian, tuition free schools operating independently of a school district, but under contract with a Sponsor who has been approved by the Ohio Department of Education.
Chief Elected Official (CEO)	The chief elected executive officer(s) of a unit of general local government in a local area and in the case of a local area that includes more than one unit of general local government, the individual(s) designated under an inter-governmental agreement. (WIOA 3(9)).
Chronic Truant	Any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for 7 or more consecutive school days, 10 or more school days in one month, or 15 or more school days in a school year. (WIOAPL 15-03).
Citizenship	Designation of an applicant as a citizen of the United States or a lawfully admitted permanent resident alien, lawfully admitted refugee, or parolee, and other individuals authorized by the Attorney General to work in the United States.
Close Family Member	Parents, step-parent(s), spouse, domestic partner, children, stepchildren, foster children, siblings, grandchildren, grandparents, and any immediate relatives by blood or marriage (i.e. in-laws, cousins, nieces, nephews, aunts, and uncles). (WIOAPL 15-05)
Close Relationship	The applicant's prior and/or present social interactions and/or business dealings with stakeholders of the workforce development system which give a reasonable observer cause to believe that the applicant's access

Term	Definition
	to WIOA program services would be based upon this relationship, as opposed to demonstrated need. (WIOAPL 15-05)
Cognizant Federal Agency	The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget (OMB). Circulars A-87 and A-110.
Community Services Block Grant Employment Programs	The Community Services Block Grants are awarded to States to alleviate the causes of poverty in communities within the State. These grants can include employment and training programs.
Community-Based Organization	A private nonprofit organization that is representative of a community or a significant segment of a community which has demonstrated expertise and effectiveness in the field of workforce development per section 3(10) of WIOA. (WIOAPL 15-17)
Comprehensive Assessment	The Comprehensive Assessment is the process for determining the education, skill levels, and the job readiness of participants; the identification of barriers to self-sufficiency; the identification of a participant's strengths; and the identification of the services necessary to overcome identified barriers. The Comprehensive Assessment includes a review of occupational skills, prior work experience, interests, aptitudes, supportive service needs and developmental needs. (OAC 5101:14-1-04)
Comprehensive Case Management and Employment Program (CCMEP)	A program designed to prepare the emerging workforce for skilled employment. CCMEP provides employment and training services to eligible, low-income individuals based on a comprehensive assessment of employment and training needs, as well as a basic skills assessment. Participants are provided services to support goals outlined in their individual opportunity plan (IOP), which may include support to obtain a high school diploma, job placement, work experience, and other supportive services such as child care and transportation. This is the WIOA Youth Program.
Comprehensive Guidance and Counseling	A process of helping youth make and implement informed education, occupation, and life choices. It includes career and academic counseling, drug and alcohol counseling, mental health counseling, and referral to partner programs for such services. (OAC 5101:14-1-01)
Concurrent Enrollment or Co-enrollment	When an individual is enrolled in different activities under different funding sources.
Conflict of Interest	A situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity or have the appearance of doing so. (WIOAPL 15-05)
Continuing Education Courses or Workshops	Courses or workshops which are considered intensive services if they are required for retaining or maintaining certification. An example would include courses required for a real estate agent or Certified Public Accountant (CPA) to retain their license. Registered Nurse (RN) or Licensed Practical Nurse (LPN) refresher courses are considered training when a lapse in time has caused decertification.

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Continuous Improvement Plan (CIP)	A plan that outlines corrective action within a local workforce investment area to ensure full compliance with federal and state law and WIOA regulations. This plan must be submitted by a local area when auditing or monitoring reveals compliance issues.
County of Residence	The county where the individual resides.
Covered Individual	An eligible in-school youth, or an eligible out-of-school youth who is low income and meets one of the following criteria: <ul style="list-style-type: none"> a. Has a secondary school diploma or its recognized equivalent and is basic skills deficient or an English language learner; or b. Requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOAPL 15-03)
Covered Person	A veteran or his/her eligible spouse. (WIOAPL 15-20.1)
Credential	A nationally recognized degree or certificate which is State and locally recognized and indicates possession of some training, knowledge, or skill.
Customer	A customer is any person, employed or unemployed, seeking assistance to find employment or training. A customer also refers to employers who need qualified workers for their company or training for their workers already employed.
Customer Profile	The interaction between the local WIOA office and the customer which must be recorded and traced to a unique customer. The information taken by the WIOA office to establish a customer profile includes SSN, ID, Last Name and/or First Name and tells the OWCMS system to verify that the customer profile does not already exist in the data base.
Customized Training	Training that is designed to meet the specific requirements of an employer (including a group of employers), that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays: <ul style="list-style-type: none"> • A significant portion of the cost of training, as estimated by the local board involved taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees, relation of the training to the competitiveness of the participant, and other employer-provided training and advancement opportunities; and In the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate. (WIOAPL 15-24)
Date of Actual Qualifying Dislocation	An individual's last day of employment at the separating employer.

Term	Definition
Department of Labor (DOL)	U.S. federal agency responsible for standards in occupational safety, wages and number of hours worked, unemployment insurance benefits, re-employment services, and economic statistics. (WIOA Titles I and III)
Dependent/ Independent	<p>Dependent: An applicant who falls in any one of the following categories:</p> <ul style="list-style-type: none"> • Under 18 years of age, living with parents or guardians, and is receiving support from them; or • Age 18-24 and parent(s) or guardian(s) pay(s) for more than 50% of the applicant's support. <p>Independent: An applicant who falls into any of the categories below:</p> <ul style="list-style-type: none"> • Under 18 years of age, not living with parents or guardians, and is not receiving any support from them; • Individuals age 18-24, providing more than 50% of their own support; • Age 25 or older; • Married (including separated, but not divorced); • Has children that receive more than half of their support from the applicant; • Has dependents other than a spouse or children who live with the applicant and receive more than half of their support from the applicant; • Lives in own residence or in a residence without financial or other support from parents or guardians; • Is on active duty in the U.S. Armed Forces for purposes other than training; or • A veteran of the U.S. Armed Forces. <p>(WIOAPL 15-06)</p>
Disability	Any person who has a physical, sensory, or mental impairment which substantially limits one or more major life activities per the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) (ADA) and has a record of such impairment or is regarded as having such impairment. (WIOAPL 15-02 and 15-03).
Disabled Veteran	A veteran who is entitled to compensation (or who, except for the receipt of military retired pay, would be entitled to compensation) under the Department of Veteran Affairs, or a veteran who was discharged or released from active duty because of service-connected disability. (WIOAPL 15-20.1)
Disabled Veterans' Outreach Program (DVOP) Specialist	The individual who provides basic and individualized career services and facilitates placements to meet the employment needs of veterans. (WIOAPL 15-20.1)

Term	Definition
Disaster Grants	Disaster National Emergency Grants (NEGs) require that the Federal Emergency Management Agency (FEMA) has declared a disaster area eligible for public assistance and is only available to states. The primary purpose of a disaster project is to create temporary employment to assist with clean-up activities. (WIAPL 14-03.1)
Dislocated Worker	<p>A dislocated worker is any adult 18 years and older who:</p> <ul style="list-style-type: none"> • Has been terminated or laid off, or has received a notice of termination or layoff. • Is eligible for, or has exhausted entitlement to unemployment compensation; or has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation, and is unlikely to return to a previous industry or occupation; or • Has been terminated or laid off, or has received a notice of termination or layoff from employment as a result of a permanent closure of, or any substantial layoff at a plant, facility, or enterprise; or • Is employed at a facility at which the employer has made a general announcement that the facility will close within 180 days; or • Was self-employed but is unemployed as a result of general economic conditions; or • Is a displaced homemaker; or <p>Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a permanent change of station. (WIOAPL 15-02)</p>
Displaced Homemaker	<p>An individual who has been providing unpaid services to family members in the home and who:</p> <ul style="list-style-type: none"> • Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; AND • Has been dependent on the income of another family member but is no longer supported by that income; OR <p>Is the dependent spouse of a member of the Armed Forces on active duty (as defined in Section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section); a call or order to active duty pursuant to a provision of law preferred to in section 101(a)(13)(B) of title 10, United States Code; a permanent change of station; or a service-connected death or disability (as defined in section 101(16) of title 38, United States Code). (WIOAPL 15-02)</p>
Documentation	Physical evidence, which is obtained during the verification process, and is maintained in participant's file.

Term	Definition
Early Intervention Services	Customized services provided in a rapid and efficient manner and delivered prior to or within a reasonable time of the layoff date. (WIOAPL 15-16)
Economic Development Agencies	A local planning or zoning commissions or board, a community development agency or institution responsible for regulating, promoting, or assisting in local economic development. (3(17) of WIOA)
Economic Development Agency	
Educational Functioning Levels (EFL)	EFLs are one way to report measurable skill gain. Each EFL is equivalent to approximately 3 grade levels.
Eligible for or Has Exhausted Unemployment Insurance	An individual who has been determined to be eligible for benefit payments under one or more State or Federal unemployment compensation programs whether or not he or she has exhausted his/her benefit rights. An individual need not actually receive benefits to be eligible. (WIOAPL 15-02)
Eligibility Determination	The process of establishing and documenting WIOA Ault, Dislocated Worker, and Youth eligibility criteria.
Eligible Migrant Farm Worker	An individual who is: A) An eligible seasonal farm worker whose agricultural labor requires travel to a job site such that the farm worker is unable to return to a permanent place of residence within the same day; and/or B) A dependent of an eligible seasonal farm worker.
Eligible Spouse	An individual who is one of the following: a. The spouse of any person who died of a service-connected disability. b. The spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: <ul style="list-style-type: none"> • Missing in action; • Captured in the line of duty by a hostile force; • Forcibly detained or interned in the line of duty by a foreign government or power for a total of more than 90 days; or The spouse of any person who has a total (100%) disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability was so evaluated was in existence. (WIOAPL 15-20.1)
Eligible Training Provider (ETP)	Eligible training providers are those entities who meet the criteria to provide training services through an Individual Training Account (ITA) to adult, dislocated worker, and WIOA-funded CCMEP-out-of-school youth participants. The list is available at: https://owcms.ohio.gov/wiet/index.xhtml . (WIOAPL 16-02)

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Eligible U.C. Claimant	An individual who has been determined to be monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs and whose benefit year or compensation, by reason of an extended duration period, has not ended and who has not exhausted his/her benefit rights.
Eligible Veteran for Jobs for Veterans State Grant [JVSG] Program)	A person who: 1. Served on active duty for a period of more than 180 days and was discharged (or) released with other than a dishonorable discharge; 2. Was discharged or released from active duty because of a service-connected disability; or 3. Is a member of a reserve component under an order to active duty pursuant to 10 U.S.C. 12301(a), (d) or (g), 12302 or 12304, served on active duty during a period of war or in a campaign or expedition for which a campaign badge was authorized, and was discharged or released from such duty with other than dishonorable discharge. (WIOAPL 15-20.1)
Employed at Participation	An individual employed at the date of participation is one who: 1. Did any work at all as a paid employee on the date participation occurs except the individual is not considered employed if a). he/she has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or b). he/she is a transitioning service member 2. Did any work at all in his/her own business, profession, or farm 3. Worked 5 hours or more as an unpaid worker in an enterprise operated by a member of the family or 4. Was not working but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job.
Employed in Quarter After Exit Quarter	An individual is considered employed if Unemployment Insurance (UI) wage records or supplemental data for the quarter after exit show earnings greater than zero.
Employer	An individual, business, company, firm, agency, organization, etc. that employs one or more people. (WIOAPL 15-15.2)
Employment & Training Administration (DOL-ETA)	A federal agency of the U.S. Department of Labor that promotes and contributes to the more efficient functioning of the U.S. labor market by providing high quality job training, employment, labor market information, and income maintenance services primarily through state and local workforce development systems.
Enrollment	The collection of information to support eligibility determination and participation in any one of the 14 program elements for the WIOA youth

Term	Definition
	program, or receipt of a career service triggering participation for the WIOA Adult and Dislocated Worker programs.
Entered Employment	For WIOA reporting purposes, entered employment includes: entry into unsubsidized employment, entry into the Armed Forces, entry into employment in a registered apprenticeship program, and exiters who become self-employed.
Entrepreneurial Training	Training which provides the basics of starting and operating a small business. (WIOAPL 15-10)
Equal Employment Opportunity Commission (EEOC)	Federal agency that responds to complaints about actions that violate laws to prevent job discrimination.
Event	Any event in which workers are at risk of layoff from a downsizing or closure of an employer's Ohio business, facility, or agency. (WIOAPL 15-15.2)
Exhaustee	An individual who has exhausted their Unemployment Compensation benefits.
Exit	The term "exit" or "program exit" means a participant has not received a service funded by WIOA, or a partner program for 90 consecutive calendar days and is not scheduled for future services, except follow up services.
Exit Date	Represents the last day on which the individual received a service funded by WIOA, or a partner program.
Exit Quarter	Represents the calendar quarter in which the date of exit is recorded for the individual.
Extenuating circumstances	An economic hardship that is beyond the reasonable control of the person(s) responsible for providing financial assistance to the WIOA participant for training. (WIOAPL 15-09.1)
Family	Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: <ul style="list-style-type: none"> a. A married couple and dependent children; b. A parent or guardian and dependent children; or c. A married couple. 20 CFR 675.300
Family Educational Rights and Privacy Act, FERPA	A Federal law that protects an eligible student's privacy interest in his or her "education records."

Term	Definition
Family Income	All includable income received by all members of the family prior to application for WIOA services, for the purpose of determining low income status. See the includable and excludable family income chart at the end of the glossary.
Family Member	An individual included in the definition of family per 20 CFR 675.300.
Family of One	A person not meeting the definition of family is considered to be an individual often known as family-of-one. If a youth with a disability proves to be ineligible due to family income criteria, that person's income eligibility must be re-determined as though they were an individual.
Family Self-Sufficiency	An economic standard that uses a combination of family members' incomes to determine whether the participant has the means to fund training services. (WIOAPL 15-09.1)
Farm	A farm is identified on the basis of sales alone and is defined as any place which produces agricultural products with annual sales of \$1,000 or more.
Farmer, Ranch Worker or Fisherman	An individual who is self-employed or employed by another, on a farm, ranch, or boat which produces agricultural or food products with annual sales of \$1,000 or more, and who receives at least 50 percent of their family or individual income from agricultural or food production. (WIOAPL 15-02)
Federal Contractor Job Listing (FCJL)	A program requiring the listing of job openings with local service delivery sites and consideration of employment service referrals at least concurrently with the use of any other recruitment source, including the employer's own applicant files, and involves the normal obligations which attach to the placing of a bona fide job order, including the acceptance of referrals of Veterans and non-veterans. The listing of the opening does not require the hiring of any particular job applicant or any particular group of job applicants.
Federal Fiscal Year (FY)	Begins on October 1 st and runs through September 30 th of the next year. For example, FFY 2017 began October 1, 2016 and ends September 30, 2017.
Financial literacy Services	Activities provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes the following: <ul style="list-style-type: none"> • Supporting the ability of the participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals; • Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively. • Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy; • Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities, and Supporting activities that address the particular financial literacy needs of non-English speakers. (5101:14-1-02 (E)(11))

Term	Definition
Fiscal Agent	The entity designated by the chief elected officials to perform accounting and funds management on behalf of the chief elected officials. (WIOAPL 15-18.1 and WIOAPL 16-08.)
Follow-up Services for Adults and Dislocated Workers	Activities to monitor adults or dislocated workers' success during their transition to employment and further education and to provide assistance as needed for a successful transition. (WIOAPL 15-08.1)
Follow-up Services for Youth	<p>Activities after completion of participation to monitor a youth's success during their transition to employment and further education and to provide assistance as needed for a successful transition. These activities may include:</p> <ol style="list-style-type: none"> 1. Leadership development and supportive service activities; 2. Regular contact with a youth participant's employer, including assistance in addressing work related problems that arise; 3. Assistance in securing better paying jobs, career development and further education; 4. Work related peer support groups; 5. Adult mentoring; and 6. Tracking the progress of youth in employment after training. <p>All youth participants must receive some form of follow up services for a minimum duration of 12 months. Follow up services may be provided beyond twelve (12) months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow up services may be less intensive for youth who have only participated in summer youth employment opportunities. (WIOAPL 15-10)</p>
Foreign Labor Certification	Program that permits employers to hire foreign workers if U.S. workers are not able, willing, qualified, and available to fill job openings.
Foster Child	Foster youth are those who have been removed from the care and custody of their biological parents by the juvenile court and placed in an out-of-home living situation.
General Announcement	A communication by an employer stating intent to close a business within 180 days. (WIOAPL 15-02)
General Educational Development Tests (GED)	An established program by the American Council on Education. The purpose is to provide adults who left school a fair and cost-effective means of documenting they have achieved high school level of academic skills and knowledge.
Grade-Level Equivalents	Method of reporting scores for some assessments that links the raw score to the cited grade. Educational functioning levels equal three grade levels.
Grant Agreement	All WIOA Title I funds that are awarded by grant, contract or cooperative agreement are issued under an agreement between the Grant Officer/ Contracting Officer and the recipient. The agreement describes the terms and conditions applicable to the award of WIOA Title I funds.

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Grant Recipient	The chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area. (WIOA Sec.107(a)(12)(B)(i))
Habitual Truant	Any child of compulsory age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for 5 or more consecutive days, 7 or more school days in one school month, or 12 or more school days in a school year. (WIOAPL 15-03)
Higher Education	Training or education which leads to an associate or baccalaureate degree in a specific area of study or occupation.
Homeless Children and Youth (Section 725 (2) of the McKinney-Vento Homeless Assistance Act)	<p>An individual who lacks a fixed, regular, and adequate nighttime residence and includes the following:</p> <ol style="list-style-type: none"> a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or awaiting a foster care placement. b. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and <p>Migratory children who qualify as homeless for the purpose because the children are living in one of the previously mentioned circumstances. (WIOAPL 15-03)</p>
Homeless Individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))	<p>An individual who lacks fixed, regular, and adequate nighttime residence and includes:</p> <ol style="list-style-type: none"> a. An individual who: <ul style="list-style-type: none"> • Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; • Is living in a motel, hotel, trailer park, campground due to the lack of alternative adequate accommodations; • Is living in an emergency or transitional shelter; • Is abandoned in a hospital; or • Is awaiting foster care placement. b. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or c. Migratory children who qualify as homeless because the children are living in circumstances listed above. <p>(WIOAPL 15-03)</p>
Housing and Urban Development (HUD)	A federal Cabinet-level agency whose primary purpose is to increase homeownership, support community development, and increase access to affordable housing free from discrimination.

Term	Definition
I-9 Form	The Employment Eligibility Verification Form I-9 is a U.S. Citizenship and Immigration Services form used by an employer to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States.
Impact Date	The date on the Worker Adjustment Retraining Notification (WARN) which states the effective date of a plant closing and/or a mass layoff.
Incentive	Remuneration to participants for successful participation and achievement of expected outcomes as defined in the Individual Service Strategy (ISS), as recorded on a CCMEP Individual Opportunity Plan (IOP). (WIOAPL 15-13)
Incumbent Worker	An employed individual who meets the Fair Labor Standards Act requirements for an employer-employee relationship and has established employment history with the employer for six months or more. (WIOAPL 15-16)
Incumbent Worker Training (IWT)	Training designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. (WIOAPL 15-09.1, 15-16, and 5-23).
In-Demand Occupation	An occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy as listed on the State In-Demand Occupations list or as defined by the local area. (WIOAPL 15-08.1, 15-09.1, 15-11.1, and 15-17).
In-Demand Industry Sector	An industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency opportunities for advancement) on the State, regional, and local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors as listed on the State In-Demand Occupations list or as defined by the local area. (WIOAPL15-08.1, 15-10, 5-11, and 15-17)
Individual Employment Plan (IEP)	An individualized career service in which a plan is jointly developed and reviewed by the participant and staff that includes an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to obtain these goals and objectives. (WIOAPL 15-08.1)
Individual Opportunity Plan (IOP)	A service plan developed as part of CCMEP, documenting the Individual Service Strategy (ISS) as a result of the Comprehensive Assessment. The IOP includes the participant's short and long-term goals, assigned services, and activities. The IOP may be modified as the participant's needs change.

Term	Definition
Individual Service Strategy (ISS)	The ongoing strategy, jointly developed by the <u>youth</u> participant and the case manager, which identifies a career pathway and employment or career goals, appropriate achievement objectives, and appropriate services for the participant to reach those objectives. The ISS is documented on the CCMEP Individual Opportunity Plan (IOP).
Individual Training Account (ITA)	An expenditure account established on behalf of an eligible participant in WIOA Adult and Dislocated Worker programs and WIOA-funded CCMEP out-of-school youth to purchase training services from eligible providers that they select in consultation with the case manager. (WIOAPL 15-11.1)
Individual with a Barrier to Employment	<p>A member of 1 or more the following populations:</p> <ul style="list-style-type: none"> • A displaced homemaker (defined in section 3(16) of WIOA); • Low-income individuals (defined in section 3(36) of WIOA); • Indians, Alaska Natives, and Native Hawaiians (section 166 of WIOA); • Individuals with disabilities, including youth who are individuals with disabilities (defined in section 3(25) of WIOA); • Older individuals; • Ex-offenders; • Homeless individuals as (defined in section 41403 (6) of the Violence Against Women Act of 1994) or homeless children and youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act); • Youth who are in, are transitioning out of or have aged out of the foster care system; • Individuals who are English language learners, individuals who have low levels of literacy, and individuals who are facing substantial cultural barriers; • Eligible migrant and seasonal farmworkers (defined in section 167 (i) of WIOA); • Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act; • Single parents (including single pregnant women); • Long-term unemployed individuals; and • Such other groups as the Governor involved determines to have barriers to employment. (Section 3(24) of WIOA, WIOAPL 15-08.1)
Individual with Disability	An individual with a disability as defined in section 3 of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C.12102) (Section 3(23) of WIA and WIOAPL 15-03)
Individualized Career Services	<p>A career service provided to an adult or dislocated worker participant if determined appropriate, in order for the participant to obtain or retain employment, and consists of the following:</p> <ol style="list-style-type: none"> 1. Comprehensive and specialized assessment of the skill levels and service needs of adults and dislocated workers 2. Development of an individual employment plan (IEP) 3. Group counseling 4. Individual counseling 5. Career planning

Term	Definition
	<ul style="list-style-type: none"> 6. Short-term prevocational services 7. Internships and work experiences 8. Workforce preparation activities 9. Financial literacy services 10. Out-of-area job search assistance and relocation assistance 11. English language acquisition 12. Provision of job club activities (WIOAPL 15-08.1)
Initial Assessment	A basic career service that provides information about adults' and dislocated workers' skill levels, aptitudes, abilities, and supportive service needs.
Initial Designation	A request for designation if the local area meets all of the following criteria as outlined in section 106(b)(2) of WIOA: <ul style="list-style-type: none"> • The local area was designated as a local area for purposes of the Workforce Investment Act (WIA): • The local area performed successfully; and • The local area sustained fiscal integrity. (WIOAPL 15-01.1)
In-School Youth	A youth, who at the time of enrollment, is: <ul style="list-style-type: none"> a. Attending school; b. Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21; c. Is a low-income individual; and d. Has one or more of the following barriers: <ul style="list-style-type: none"> • basic skills deficient; • An English language learner; • An offender; • A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement; • Pregnant or parenting; • An individual with a disability; or • An individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the local area. (WIOAPL 15-03)
Integrated Education and Training	A service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement. (WIOAPL 15-08.1)

Term	Definition
Interim Employment (Stop-gap employment)	Employment that has been accepted for income maintenance prior to, and/or during, participation in intensive or training services with the intention of ending such employment at the completion of the career or training services and entry into permanent, unsubsidized employment as a result of the services. Interim employment is accepted because the affected workers have lost the primary occupation for which their training, experience, or work history qualifies them. Interim employment can be part-time or full time and must not be with the same employer from which the affected workers were dislocated. (WIOAPL 15-09.1)
Internships	A system of gaining on-the-job experience by placement in a work environment for a period of time with the goal to build technical and job awareness skills. Internships may be paid or unpaid. (WIOAPL 15-08.1 and 15-12 and 15-13)
Job Club	Group of job seekers who meet for mutual support and networking while looking for employment. (WIOAPL 15-08.1)
Job Coaching	An activity for a specific participant to work individually with a mentor/coach to successfully develop the ability and capabilities to perform a specific job.
Job Corps	<p>Job Corps is a national program that operates in partnership with States and communities, local workforce development boards, youth councils, One-Stop centers and partners, and other youth programs. Job Corps is a public private partnership, administered by the U.S. Department of Labor.</p> <p>Job Corps is a comprehensive residential education and job training program to provide education and training, primarily in a residential setting for at risk youth, ages 16 through 24 and low income young people. The program provides disadvantaged young people with the integrated academic, vocational, and social skills training they need to gain independence and get quality, long term jobs, hold a job, enter the Armed Forces, or enroll in advanced training or further education.</p>
Job Development	A planned and organized effort to encourage employers or business organizations to make jobs available within local workforce development areas.
Job Order	A request by an employer to have OhioMeansJobs/labor exchange staff act directly to supply a job seeker for a specific job. See Quick Post OMJ, Wagner-Peyser Labor Exchange Services.
Job Placement Services	Services that help people to identify and secure paid employment that matches their aptitude, qualifications, experiences, and interests.
Job Search	A Basic Career Service that helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to, job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, job placement services, , job search workshops, vocational exploration, relocation assistance, and re-employment services, such as orientation, skills determination and pre-layoff assistance.

Term	Definition
Job Shadowing	A short-term unpaid activity which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness. (WIOAPL 15-12 and further clarification in WIOAPL 15-13)
Labor Management Adjustment Committee	A labor-management committee, voluntarily agreed upon by labor and management, with the ability to devise and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet the needs of dislocated workers.
Labor Market Area	An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. (WIOAPL 15-01.1)
Labor Market Information (LMI)	Reports and data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers. See Ohio LMI, http://ohiolmi.com .
Laid-off or Layoff	A separation due to the lack of work or other factor(s) not related to the behavior or performance of the employee. (WIOAPL 15-02 and 15-15.2)
Layoff Aversion	A strategy that prevents and/or minimizes unemployment for employees of companies that have either announced layoffs, or are struggling and at risk of downsizing. (WIOAPL 15-16)
Leadership Development Opportunities	Opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors. (WIOAPL15-10)
Learning Disability	Any neurological condition that impedes a person's ability to take in, store, process or express information. It can affect one's ability to read, write, and communicate or compute math.
Limited English Proficient (LEP)	The inability of an individual whose native language is not English, to communicate in English, resulting in a barrier to employment.
Literacy	An individual's ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.
Local Area Rapid Response Coordinator (LC)	An individual representing the local workforce development board, local workforce development area, and OhioMeansJobs centers in the local area on the Rapid Response Team. (WIOAPL15.-15.1)
Local Workforce Development Areas	A geographic area comprised of single or multiple units of general local governments that are designated by the Governor to receive funds to administer the Workforce Innovation and Opportunity Act Title I programs.
Local Workforce Development Board	Each local workforce development area must establish a board to administer the functions outlined in section 107(d) of WIOA for its local workforce development system.

Term	Definition
Long-Term Unemployed	A person who has been unemployed for 27 or more consecutive weeks (WIOAPL 15-08.1)
Low Income Individual	<p>An individual who:</p> <ul style="list-style-type: none"> • Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received assistance through the supplemental nutrition assistance program (SNAP), temporary assistance for needy families (TANF), or the supplemental security income (SSI) or local income-based public assistance. • Is in a family with a total family income that does not exceed the higher of: <ul style="list-style-type: none"> ○ The poverty line; or ○ 70% of the lower living standard income level. • Is a homeless individual; • Receives or is eligible to receive a free or reduced price lunch; • Is a foster child on behalf of whom the State or local government payments are made; or • Is an individual with disability whose own income meets the eligibility income requirements of clause (b) but who is a member of a family whose income does not meet this requirement. <p>(WIOAPL 15-03)</p>
Lower Living Standard Income Level (LLSIL)	Income level (adjusted for regional, metropolitan, urban and rural differences, and family size) determined annually by the Department of Labor, based upon the most recent lower living family budget issued by the secretary. (Section 3(36)(A) of WIOA and WIOAPL 15-08.1)
Major Life Activity Impairment	Substantial physical, sensory or mental limitation or a major life activity. Major life activities include: communication, ambulation, self-care, socialization, education, vocational training, employment, transportation, and adapting to housing.
Mass Layoff	<p>Any reduction in force that does not result in a total plant/branch/office closing, but still results in the filing of a WARN Act notice, regardless of the number of workers affected by the layoff announced; or, if no WARN correspondence is issued, employment loss at a single site of employment for:</p> <ol style="list-style-type: none"> 1. At least 25 percent of employees; or 2. At least 50 employees. <p>(WIOAPL 15-15.2)</p>
Meaningful Assistance	Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants or providing assistance by phone or other technology, as long as the assistance is provided by trained and available staff and within a reasonable time. (WIOAPL 15-08.1)
Memorandum of Understanding (MOU)	The agreement resulting from negotiations at the local level that describes the roles and responsibilities of the local WDB and local partners in the operation of the OhioMeansJobs Centers and participation in the local workforce development system. The MOU lists each local partner's proportionate share of infrastructure costs and the costs for shared services as well as other locally negotiated terms. (WIOAPL 16-06)

Term	Definition
Merit Staff	Regular state civil service employees rather than political appointees who are hired under a merit personnel system.
Migrant Farmworker	An eligible seasonal farmworker whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day (WIOA section 167 (i))
National Emergency Grant (NEG)	Under WIOA, a federal grant to provide emergency employment and training assistance to: <ol style="list-style-type: none"> 1. Workers affected by major economic dislocations, such as plant closures, mass layoffs, or closures and realignments of military installations; or, 2. Provide assistance to the Governor of any state for an area that has suffered an emergency or a major disaster; or 3. Provide additional assistance to a state or local board for eligible dislocated workers in a case in which the state or local board has expended the funds provided. 4. Provide additional assistance to a state or local boards serving an area where a higher-than-average demand for employment and training activities for dislocated workers of the Armed Forces, eligible spouses, or members of the Armed Forces exceeds state and local resources, and such activities are to be carried out in partnership with the Department of Defense and Department of Veterans Affairs transition assistance programs. (Section 170(b) of WIOA)
Native American Program	An employment and training program for Indian, Alaska Native, and Native Hawaiian individuals in order- <ol style="list-style-type: none"> (A) To develop more fully the academic, occupational, and literacy skills of such individuals (B) To make such individuals more competitive in the workforce; and To promote the economic and social development of Indian, Alaska Native, and Native Hawaiian communities in accordance with the goals and values of such communities.
Natural Disaster	Events that may include a hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud-slide, snowstorm, ice storm, drought, fire, explosion, or other catastrophe. (WIOAPL 15-02)
Need for Training Services	A determination of the need for training services as identified in the individual employment plan (IEP), comprehensive assessment, or through any other intensive service received. The determination of the need for training services must be contained in the participant's case file.
Needs Related Payments	Payments to an eligible adult or dislocated worker who is unemployed and does not qualify for or has ceased to qualify for unemployment compensation, in order to enable such individuals to participate in training

Term	Definition
	services.
Nepotism	A person in an administrative capacity using their position for a purpose that is, or gives the appearance of being motivated by favoritism for themselves or others with whom they have family relationships.
Non-covered person	Any individual who does not meet the definition of “veteran,” nor the definition of “eligible spouse.” (WIOAPL 15-20.1)
Nontraditional Employment	Occupations or fields of work for which individuals from one gender comprise less than 5 percent of the individuals employed in each such occupation or field of work.
North American Free Trade Agreement (NAFTA)	<p>The agreement between the United States, Canada, and Mexico to achieve the following objectives as elaborated more specifically through its principles and rules, including national treatment, most favored nation treatment and transparency, are to:</p> <p>A) Eliminate barriers to trade in, and facilitate the cross-border movement of, goods and services between the territories of the Parties; B) Promote conditions of fair competition in the free trade area; C) Increase substantially investment opportunities in the territories of the Parties; D) Provide adequate and effective protection and enforcement of intellectual property rights in each Party's territory; E) Create effective procedures for the implementation and application of this Agreement, for its joint administration and for the resolution of disputes; and F) Establishes a framework for further trilateral, regional and multilateral cooperation to expand and enhance the benefits of this agreement.</p>
Notice of Termination from Employment	<p>A written notice from an employer concerning the lay-off or termination of an employee. Such written notice of lay-off or termination may consist of:</p> <ul style="list-style-type: none"> • A final letter from an employer laying off or terminating the employee; or • A public announcement by an employer about an upcoming lay-off or termination affecting groups of employees, provided that the announcement makes clear that the applicant is a member of that group. <p>(WIOAPL 15-02)</p>
Notification	The process by which an individual on the Rapid Response (RR) team is made aware of a possible layoff or employer closing. A notification can come from a variety of sources, including, but not limited to: a WARN letter, word of mouth, the media, local Chamber of Commerce, ODJFS Trade Unit, OhioMeansJobs Center, union officials, local government, affected workers, etc. (WIOAPL 15-15.2)
Occupation	An individual’s usual or principal work, business, profession, or trade used as a means of earning a living. (WIOAPL 15-02)

Term	Definition
Occupational Informational Network (O*NET)	The O*NET database contains comprehensive information on job requirements and worker's competencies. It replaces the Dictionary of Occupational Titles (DOT), and offers a more dynamic framework for exploring the world of work. The database currently contains information developed by job analysts using the O*NET skill-based structure. Future data will come directly from workers and employers themselves describing the work they do, the skills they need, and the knowledge they use on the job. Go to: http://www.doleta.gov/programs/onet
Occupational skill training	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advance levels and results in attainment of a recognized postsecondary credential. (WIOAPL 15-09.1 and WIOAPL 15-10)
Offender	An adult or juvenile who: <ol style="list-style-type: none"> 1. Is or has been subject to any stage of the criminal justice process, and for whom services under WIOA may be beneficial; or 2. Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction. (WIOAPL15-20.1) (Section 3(38) of WIOA)
OhioMeansJobs (OMJ)	An online job-matching tool created to help Ohio's job seekers access job openings and connect Ohio's businesses with qualified and available workers. See www.ohiomeansjobs.org .
OhioMeansJobs Center	One or more entities procured by the local workforce policy board responsible for the operations and the coordination of all activities in an OhioMeansJobs center.
Ohio Rapid Event Data (OhioRED)	An information tracking system that records all employer event information and data on the delivery of RR services. (WIOAPL 15-15.2)
Ohio Rapid Response Workforce Survey (RRWS)	The standardized survey (JFS 08124) used in Ohio to identify demographics of the affected workforce and serve as a preliminary needs assessment. (WIOAPL 15-15.2)
Ohio Workforce Case Management System (OWCMS)	A system used by workforce professionals to gather and report program data and information for the following programs: WIOA, Wagner Peyser, Veteran, Apprenticeship, Migrant and Seasonal Farmworker, Foreign Labor Certification, and Trade. (WIOAPL 15-15.2 and 15-16)
Older Individual	An individual age 55 or older.
One-Stop Operator	One or more entities designated authorized by the Local Workforce Development Board responsible for the operations and the coordination of all activities in an OhioMeansJobs center.

Term	Definition
OhioMeansJobs Center Partners	Required partners are the following: <ul style="list-style-type: none"> • WIOA Title I programs. • Veteran's Workforce Programs. • Wagner-Peyser Act Employment Services Programs. • Adult Education and Literacy activities (ABLE). • Vocational Rehabilitation Services. • Temporary Assistance for Needy Families (TANF). • Title V of the Older American's Act Programs. • Career technical education programs at the postsecondary level. • Trade Adjustment Assistance (TAA). • Veterans Employment and Training services. • Community Services Block Grant, employment and training programs. • HUD Employment and Training Programs. • Unemployment Insurance (UI) Program. And, • The Second Chance Act of 2007.
On-The-Job Training (OJT)	Training by an employer that is provided to a paid participant while engaged in productive work in a job that: <ul style="list-style-type: none"> • Provides knowledge or skills essential to the full and adequate performance of the job; • Is made available through a program that provides reimbursement to the employer a percentage of the wage rate of the participant; and Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior experience of the participant, and the service strategy for the participant. (WIOAPL 15-09.1 and WIOAPL 15-22.1)
Orientation	Process of providing broad information to customers in order to acquaint them with the services, programs, staff and other resources at a comprehensive or affiliate OhioMeansJobs center, or self-service location.
Out-of-Area Job Search	A job search out of an individual's local labor market area. A career service that helps an individual seek, locate, apply for, and obtain a job. It may include, but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, job placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services, such as orientation, skills determination and pre-layoff assistance.
Out-of-School Youth	A youth, who at the time of enrollment, is: <ol style="list-style-type: none"> a. Not attending any school; b. Not younger than 16 or older than age 24; and c. Has one or more of the following barriers: <ul style="list-style-type: none"> • A school dropout; • A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;

Term	Definition
	<ul style="list-style-type: none"> • A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient or an English language learner; • An individual who is subject to the juvenile or adult justice system; • A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee Foster Care Independence Program, or in an out-of-home placement; • An individual who is pregnant or parenting; • A youth who is an individual with a disability; or • A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local area. <p>(WIOAPL 15-03)</p>
Outreach	Activities which involve the collection, publication and dissemination of information on program services available and directed toward economically disadvantaged and other individuals eligible to receive WIOA training and support services.
Participant	An individual who has been determined to be eligible to participate in and who is receiving services, except follow-up services, authorized under WIOA. Participation shall be deemed to commence on the first day on which the individual began receiving either a youth program element, a career service triggering participation, or a training service.
Participation	<p>For Adults and Dislocated Workers, a point as which the individual has been determined eligible for program services and has received or is receiving at least one program service, and is the point at which the individual is to be included in calculations of performance measures. (WIOPL 15-02, 15-08.1 and 15-09.1)</p> <p>For Youth, the point at which the individual has been determined eligible for program services, has received an assessment, has received or is receiving at least one program service, and is the point at which the individual is to be included in calculations of performance measures. (WIOAPL 15-03 and 15-10)</p>
Partner Services	Program services provided by an OhioMeansJobs partner.
Pay for Performance Contract Strategy	<p>A procurement strategy that uses pay-for-performance contracts in the provision of training services and includes:</p> <ul style="list-style-type: none"> • Contracts, each of which shall specify a fixed amount that will be paid to an eligible service provider based on the achievement of specified levels of performance on primary indicators of performance for target populations within a defined timetable, and which may provide for

Term	Definition
	<p>bonus payment to such service provider to expand capacity to provide effective training;</p> <ul style="list-style-type: none"> • A strategy for independently validating the achievement of the performance; and <p>A description of how the State or local board will reallocate funds not paid to the provider because of the achievement of performance did not occur for further activities related to such a procurement strategy. (WIOAPL 15-09.1 and 15-10).</p>
Peer Support Groups	A support group where youth encourage development and offer appropriate peer centered activities as a youth program follow-up.
Pell Grant	A Federal grant awarded to an eligible undergraduate student who has not earned a Bachelor's or professional degree. Funding from this grant is not repaid by the recipient.
Performed Successfully (for Initial Designation)	The local area met or exceeded the levels of performance for each of the last 2 consecutive years per Section 106(e) (1) of WIOA. (WIOAPL 15-01.1)
Permanent Closure	The permanent shutdown of an Ohio business, facility, or agency. (WIOAPL 15-02 and 15-15.1)
Planned Gap in Services	No participant activity of greater than 90 days due to a delay before the beginning of training, a health/medical condition or a temporary move that prevents an individual from participating in services.
Plant Facility or Enterprise	A distinct unit of business or industry; for example, the closure of a division of a corporation, the entire facility at a specific site of location, or the closure of a functional unit, such as a warehouse. (WIOAPL 15-02)
Positive Social Behaviors	<p>Outcomes of leadership opportunities often referred to as soft skills, which are incorporated by many local programs as part of their menu of services. Positive social behaviors focus on areas that may include the following:</p> <ol style="list-style-type: none"> 1. Positive attitudinal development; 2. Self-esteem building; 3. Openness to working with individuals from diverse racial and ethnic backgrounds; 4. Maintaining healthy lifestyles, including being alcohol and drug free; 5. Maintaining positive relationships with responsible adults and peers, and contributing to the well-being of one's community, including voting; 6. Maintaining a commitment to learning and academic success; 7. Avoiding delinquency; 8. Postponed and responsible parenting; and 9. Positive job attitudes and work skills. 10. Keeping informed of community affairs. <p>(WIOAPL 15-10)</p>

Term	Definition
Post Placement Services	Activities for participants who have entered unsubsidized employment and have not been exited from WIOA. Activities to ensure continuation of participant contact, success in retraining, self-sufficient employment, and career progress.
Post-Secondary Education	An education program at a career technical school or an accredited institution that leads to a recognized credential.
Post-Secondary School	Any schooling that follows graduation from high school or completion of high school equivalency, including community colleges, four-year colleges and universities, and technical and trade schools. (WIOAPL 15-03 and WIOAPL 15-10).
Poverty Level	The annual income level at, or below, which families are considered to live in poverty, as annually determined by the U.S. Department of Health and Human Services.
Pre-Apprenticeship Programs	Programs or set of strategies designed to prepare individuals to enter and succeed in Registered Apprenticeship programs and have a documented partnership with at least one, if not more, (WIOAPL 15-10 and 15-13)
Pregnant/ Parenting Youth	An individual who is under 25 years of age and is: <ul style="list-style-type: none"> • pregnant; • providing custodial care for one or more dependents under age 18; or • the parent of a child under age 18.
Prevention, Retention, Contingency (PRC)	PRC is a program established in Ohio and administered by the Ohio Department of Job and Family Services to help families overcome immediate barriers to achieving or maintaining self-sufficiency. The program was designed to provide benefits and services to needy families and low-income families who are in need of help with essential supports to move out of poverty and become self-sufficient.
Prevocational Services	Short-term “employability” or “soft skills” services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training. Considered to be an individualized career service.
Primary Occupation	The customary work for which the dislocated worker’s training, experience, or work history qualifies them. (WIOAPL 15-09.1).
Priority of Service for Individualized Career Services and Training Services by the WIOA Adult Program	Priority for individualized career and training services funded by and provided through the WIOA Adult Program shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. (WIOAPL 15-08.1)
Priority of Service for Veterans and Eligible	Priority of service means, with respect to any qualified job training program that a covered person shall be given priority over a non-covered person in obtaining all employment, training, and placement services provided under the program. When a program has statutory eligibility

Term	Definition
Spouses	requirements, priority means the right to take precedence, with all other eligibility requirements being equal, over non-covered persons in obtaining services. (WIOAPL 15-20.1)
Program of Training Services	Per 20 C.F.R. 680.420, one or more courses or classes, or a structured regimen leading to: <ol style="list-style-type: none"> 1. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by Ohio or the federal government, an associate or baccalaureate degree; 2. A secondary school diploma or its equivalent; 3. Employment; or 4. Measurable skill gains toward a credential as described in paragraphs 1 and 2 of this definition or employment. (WIOAPL 15-09.1 and 16-02)
Program Year	A program year begins on July 1 st and ends on June 30 th of the following year. For example, PY 16 begins on July 1 st , 2016 and ends on June 30 th , 2017.
Public Announcement	An employer has publicly declared through the media the impending closure of a specific facility, including the planned date of final closure, and documented verification of such has been made to the State.
Public Assistance	Federal, state, or local government cash payments for which eligibility is determined by a needs or income test. This includes temporary assistance for needy families (TANF), supplemental nutrition assistance program (SNAP), or supplemental security income (SSI). (WIOAPL 15-08.1 and WIOAPL 15-09.1)
Public Service Employment	Work normally provided by governments, and includes, but is not limited to work in fields of: human betterment and community improvement, child care, health care, education, crime prevention, public transportation, streets, and parks, solid waste removal, housing and neighborhood improvement, rural development, etc. (WIOAPL 15-12)
Rapid Response	A series of activities provided by the state, to assist dislocated workers in obtaining reemployment as soon as possible when one of the following circumstances occur: <ol style="list-style-type: none"> 1. announcement or notification of a permanent closure, regardless of the number of workers affected; 2. announcement or notification of a mass layoff; 3. a mass job dislocation resulting from a natural or other disaster; or <ol style="list-style-type: none"> 4. the filing of a TAA petition. (WIOAPL 15-15.2)
Rapid Response Activity	Services provided by the state or an agency designated by the state in case of a closing or significant lay-off in order to assist dislocated workers in obtaining reemployment as soon as possible. (WIOAPL 15-15.1)
Rapid Response (RR) Team	Individuals from state and local workforce entities that respond collectively to mass layoffs, employer closures, disaster mass job dislocations, and TAA petition filing that occur within their local area or planning region and assist in providing RR services to employers and

Term	Definition
	affected workers. (WIOAPL 15-15.2 and 15-16)
Reasonable Accommodations	May include: A) Making existing facilities used by employees readily accessible to and usable by individuals with disabilities, and B) Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
Recognized Postsecondary Credential	A credential consisting of an industry-recognized certificate or certification, certificate of completion of an apprenticeship, a license recognized by the State involved or Federal Government, or an associate or baccalaureate degree. (WIOAPL 15-10)
Reemployment Services	A series of career services and labor exchange activities that provide job search assistance, job placement, and other job readiness services to job seekers.
Referral to Employment	Directing a job seeker to a specific employer for a specific job, usually as a result of a job order, job development, or other job placement activity.
Referrals	Directing a job seeker or other customer to a resource for information, training, or other services. Resources may include: federal, state, and local government, OhioMeansJobs partners, educational institutions, or community and faith-based organizations.
Refugee	A person who is unable or unwilling to return to his or her country of nationality because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. For more information, see http://jfs.ohio.gov/refugee .
Registration	The process of collecting information to support determination of eligibility for the WIOA adult, dislocated worker, and youth programs. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application. (WIOAPL 15-08.1)
Release of Information	Authorization from a participant to protect against unauthorized access or release of information from their records.
Relocation Assistance	Relocation assistance is an Individualized Career Service that may be provided within the United States if it is determined that: 1) Such employee cannot reasonably be expected to secure suitable employment in the commuting area in which the employee resides, and 2) Such employee i. Has obtained suitable employment affording a reasonable

Term	Definition
	<p>expectation of long-term duration in the area in which the employee wishes to relocate or has obtained a bona fide offer of such employment, and</p> <p>ii. Is totally separated from employment at the time relocation commences.</p>
Residence	An individual's permanent actual home address at time of WIOA eligibility certification except when local policy provides limited exceptions such as in the case of homeless individuals.
Resource Room	A facility for use by job seekers or universal customers that has resources such as fax machines, phones, personal computers, copiers, and job search reference materials made readily available for their job search.
Runaway	A young person who has run away from home. (WIOAPL 15-03)
Secondary School	A non-profit institutional day or residential school, including a public secondary charter school, that provides secondary education as determined under State law, except that the term does not include any education beyond grade 12. (WIOAPL 15-10)
School	Any school operated by a board of education, any community school established under Chapter 3314 of the Revised Code, or any nonpublic school for which the state board of education prescribes minimum standards under section 3301.07 of the Revised Code. (WIOAPL 15-03)
School Dropout	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. (WIOAPL 15-03)
Seasonal Farmworker	<p>A person who during the preceding 12 months worked at least an aggregate of 25 or more days or parts of days in which some work was performed in farm work, earned at least half of his/her earned income from farm work, and was not employed in farm work year-round by the same employer.</p> <p>For the purposes of this definition only, a farm labor contractor is not considered an employer. Non-migrant individuals who are full-time students are excluded. (20 CFR 651.10)</p>
Seasonal Workers	Individuals who work in cyclical, intermittent or seasonal industries. Workers are predictably laid off or terminated for periods of each year, and may or may not expect to be rehired by the same employer. Industries employing seasonal workers may include agriculture, construction, and landscaping.
Secondary School	A nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12. (WIOAPL 15-03)

Term	Definition
Selective Service Registrant	An individual who registered within 30 days of their 18th birthday, between the ages of 18 and 26, and who is legally in the country, as required by Section 3 of the Military Selective Service Act (50 U.S.C. App. 453), for the selective service. (WIOAPL 15-04)
Self-Attestation	An individual's signed attestation or certification that the information he/she submits to demonstrate eligibility under CCMEP and/or Title I of WIOA is true and accurate. (WIOAPL 15-07)
Self-Employed	Persons who work for profit or fees in their own business, profession, trade, or farm. (WIOAPL 15-02)
Self-Sufficiency	Self-Sufficiency is when an individual's income allows him or her to provide for one's needs and outside support is not necessary.
Senior Community Service Employment Program (SCSEP)	An employment program for low income persons age 55 or over. Participants work at community and governmental agencies and are paid the federal or state minimum wage, whichever is higher. Individuals may also receive training, and their participation can bridge to other employment not supported with federal funds.
Skills Upgrading	Training to upgrade employees to new jobs that require additional skills that relate to the introduction to new technologies, new production, or service procedures, and will provide opportunity to advance in their current job.
SNAP Recipient (Formerly Food Stamp)	An individual who is receiving or has been determined eligible to receive assistance pursuant to the Supplemental Nutrition Assistance Program (SNAP) during the six-month period prior to eligibility determination date.
Stakeholders	Individuals not related but have direct or indirect management or responsibility for managing the WIOA workforce system (including WIOA executive staff, supervisors, local elected officials, contractors (e.g. adult, dislocated worker, or youth program vendors), WDB and subcommittee members, WIOA employees, and OhioMeansJobs center partner staff. (WIOAPL 15-05)
State Fiscal Year (SFY)	Each SFY begins on July 1 and runs until June 30 of the following enumerated year. For instance, SFY 17 began on July, 2016 and ends June, 2017.
Statewide WIOA Discretionary Fund	Federal WIOA monies set aside by the governor for specific purposes and programs.
State Workforce Development Board	The state board that has been appointed by the Governor to assist in the development of the WIOA combined State Plan and advise the Governor on workforce development activities. In Ohio, the state board is called the Governor's Executive Workforce Board. (WIOA Sec. 101)

Term	Definition
Stipend	A fixed and regular small payment, such as an allowance. (WIOAPL 15-13)
Student, Attending Post-H.S.	The individual has received a secondary school diploma or its recognized equivalent and is attending a postsecondary school or program whether full or part-time or is between school terms and intends to return to school.
Student, High School or Less	The individual has not received a secondary school diploma or its recognized equivalent and is attending any school including elementary, intermediate, junior high school, secondary or postsecondary, or alternative school or program whether full or part-time or is between school terms and intends to return to school.
Subsidized Employment	A participant employed by a private or public employer who receives a subsidy from WIOA to offset some or all of the wages and costs.
Summer Employment Opportunities	An activity conducted mainly during the summer months which involves work experience as the primary strategy and must provide direct linkages to academic and occupational learning. (WIOAPL 15-13)
Supplemental Security Income (SSI)	A type of public assistance authorized under the Social Security Act, Title XVI. It is a federal income maintenance program for the aged, blind, and disabled and is based on need.
Supportive Services	Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIOA. (WIOAPL 15-08.1 and WIOAPL 15-10)
Sustained Fiscal Integrity	The USDOL Secretary has not made a formal determination that either the grant recipient misexpended funds due to willful disregard of the requirements of the provision involved, gross negligence, or failure to comply with accepted standards of administration for the two year period preceding the determination. (WIOAPL 15-01.1 and 16-04)
Temporary Assistance for Needy Families (TANF)	Temporary Assistance to Needy Families is a federal program providing cash, medical, or food assistance for parents and children.
Termination of Employment	Separation from employment due to reasons other than discharge for cause, voluntary departure or retirement; or, individuals who accept early or forced retirement as part of a reduction in workforce; or, an individual who has been dismissed but is still eligible for unemployment compensation. (WIOAPL 15-02)
Termination/Lay-Off Notice Recipient	Individuals who have: <ul style="list-style-type: none"> A) Been terminated or laid off or who have received a notice of termination or layoff from employment are eligible for or have exhausted their entitlement to unemployment compensation, and are unlikely to return to their previous industry or occupation; B) Been terminated or have received a notice of termination of

Term	Definition
	employment, as a result of any permanent closure of or any substantial layoff at a plant, facility, or enterprise.
Trade Adjustment Act (TAA)	The Trade Adjustment program assists individuals, who became unemployed as a result of increased imports, return to suitable employment based upon an approved petition. The TAA program provides for reemployment services and allowances for eligible individuals. http://www.doleta.gov/tradeactx
Trade Petition	An application to USDOL to determine if a group of workers can be certified under the Trade Adjustment Act and receive assistance.
Training	A planned, systematic sequence of instruction or other learning experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for employment. See 20 CFR 651.10.
Training Fair Labor Standards Act	<p>The Federal Fair Labor Standards Act (FLSA) applies in any training situation where an employer/employee relationship exists. According to the Wage and Hour Division of the U.S. Department of Labor, if all of the following six items exist, a work experience can be considered a training situation. The WIOA participant is not an employee of the employer site if:</p> <ol style="list-style-type: none"> 1) The training even though it includes actual operation of the facilities of the employer, is essentially a training experience similar to a vocational school. 2) The participant is primarily the beneficiary of the experience. 3) Regular employees are not displaced, and the experience is closely supervised/observed. 4) The "employer" that hosts the experience derives no immediate or significant advantage and may experience an actual downside. 5) The participant is not necessarily entitled to a job at the conclusion of the experience. 6) There is a mutual understanding between the participant and the host agency that the participant is not entitled to wages for this time because the activity is essentially a training experience.
Training Services	<p>These services include:</p> <ol style="list-style-type: none"> 1) Occupational skills training, including training for nontraditional employment. 2) On-the-job training. 3) Programs that combine workplace training with related instruction, which may include cooperative education programs. 4) Training programs operated by the private sector. 5) Skill upgrading and retraining. 6) Entrepreneurial training. 7) Transitional jobs. 8) Job readiness training. 9) Adult education and literacy activities in combination with other training. <p>(WIOAPL 15-09.1)</p>

Term	Definition
Transfer of WIOA Funds	The movement of funds between the WIOA Adult and Dislocated Worker programs. (WIOAPL 15-25)
Transitioning Service Member	An individual in active duty status (including separation leave) who registers for employment services and is within 24 months of retirement or 12 months of separation. (WIOAPL 15-02)
Transitional jobs	Subsidized work experiences that are time-limited and designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. (WIOAPL 15-09)
Tutoring	Instruction designed to increase basic skills level. Tutoring can be provided as a group activity, one-on-one service, or via computer based programs through One-Stop centers or partnering agencies.
Underemployed Individual	An individual who is one of the following: <ul style="list-style-type: none"> • Employed less than full time who is seeking full time employment; • Employed in a position that is inadequate with respect to their skills and training; • Employed and meets the definition of a low-income individual; or • Employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment per local policy. (WIOAPL 15-08.1)
Underemployment	An individual who is working part time but desires full time employment, or who is working in employment that is not commensurate with the individual's demonstrated level of educational and/or skill achievement. Also includes individuals who fall below the dislocated worker self-sufficiency threshold, as defined by the local WDB. (WIOAPL 15-02)
Unemployed Individual	An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job is made in accordance with the criteria used by the Bureau of Labor Statistics (BLS) in defining individuals as unemployed. (WIOAPL 15-02 and 15-08.1)
Unemployed as a Result of General Economic Conditions or Natural Disaster	A business lost due to one of the following reasons: <ul style="list-style-type: none"> • The closure or substantial lay-off of a primary supplier or customer affecting the self-employed applicant's products or services; or • Less demand for the occupation or product within the community; or • A decline in profits significant enough to lead to closure, documented by most recent tax return or other company documents showing negative gains/losses statement; or • Natural disaster, as defined by State or Federal declaration. (WIOAPL 15-02)
Unit of General Local	Any general purpose political subdivision of a state that has the power to levy taxes and spend funds, as well as general corporate and police

Term	Definition
Government	powers.
Universal Customer	An alternative term for the general public who may receive WIOA self-services in an OhioMeansJobs center.
Universal Services	Services available to every individual through the OhioMeansJobs system without regard to any specific eligibility criteria, including information about job vacancies, career options, employment trends, job search techniques, resume writing, and access to eligible training provider lists.
Unlikely to Return	Laid off without a recall date (or the recall date has passed) and falls into one of the following categories: <ul style="list-style-type: none"> • The number of jobs in the applicant's previous industry/occupation are declining based on Labor Market Information (LMI) data; or • The projected annual increase in employment growth within the local area or LMI or O*Net is fewer than 100 jobs in the previous industry (includes replacement) or the projected annual increase in growth openings is fewer than 30 jobs in the previous occupation; or • The applicant is dislocated from a job not found on the most recent local or state list of demand occupations (if applicable); or • The applicant has conducted a dedicated but unsuccessful job search in the previous industry/occupation, as evidenced by employer rejection letters or employer contact logs; or • Evidence, preferably from several sources including OhioMeansJobs.com, professional journals, etc., of few openings in the previous industry or occupation; or • The applicant is unable to perform the duties of the previous job due to age, ability, or disability. (WIOAPL 15-02)
Unobligated Balance	The portion of funds authorized by the recipient that has not been obligated or committed by contract.
Unsubsidized Employment	Full or part time employment in the private or public sector that is not subsidized with WIOA funds to offset some or all of the wages and costs.
Veteran	An individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, which may include National Guard or Reserve personnel. (WIOAPL 15-02)
Veteran - Active Duty	Full-time duty in the active military service of the United States. This includes members of Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty. Also called AD. See also active duty for training and inactive duty for training as defined in 38 USC 101.
Veteran - Campaign Badge	A veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the

Term	Definition
	Office Personnel Management (OPM). Campaign Veterans are deemed to be Eligible Veterans. A current listing of the campaigns can be found at OPM's website: https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/
Veteran - Disabled Veteran	A veteran who is entitled to compensation (or who, except but for the receipt of military retired pay would be entitled to compensation) under the Department of Veterans Affairs, or a veteran who was discharged or released from active duty because of a service-connected disability, who is not classified as a Special Disabled Veteran. (20 CFR 1001.101) (WIAPL 10-07.3)
Veteran - Disabled Veterans Outreach Program (JVSG)	A program of Federal assistance through grants to states that support an allocated formula position level stationed in accordance with 38 U.S.C. 4103A, appointed to perform a number of duties chief among which direct employer contact, particularly with Federal contractors, Federal employers using individualized job development techniques, and with veterans (particularly with disabled veterans) using a case management approach to client-centered services. (WIOAPL 15-20.1)
Veteran - Discharge	A term generally used to describe a veteran who leaves military service. A discharge may be honorable, general, or dishonorable. Only veterans who have a discharge other than dishonorable are eligible for veterans' preference in hiring; individualized career services and training services under WIOA; and employment and training services under veteran services.
Veteran - Military Spouse	Either: A) The spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty state of such member; or B) The spouse of a member of the Armed Forces on active duty and who meets the criteria of a displaced homemaker who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. (WIOAPL 15-02)
Veteran (for Priority of Service)	Any person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than "dishonorable." Active service includes full-time Federal service in the National Guard or a Reserve component, other than full-time duty for training purposes. (WIOAPL 15-20.1)
Veteran - Recently Separated	Any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty. (WIOAPL 10-7.3) Any veteran who applies for participation under WIOA within 48 months after the discharge or release from active military, naval, or air service.

Term	Definition
	(WIOAPL 15-20.1)
Veteran - Special Disabled	<p>A veteran who is entitled to compensation under laws administered by the U.S. Department of Veterans Affairs for:</p> <ul style="list-style-type: none"> • Disabilities rated at 30 percent or higher; or • Disabilities rated at 10 to 20 percent, if the individual has a serious employment disability; or <p>A veteran who was discharged or released from active duty because of a service-connected disability. (WIOAPL 15-20.1)</p>
Veteran - Vietnam Era	A veteran, any part of whose active military, naval, or air service was during the Vietnam Era (August 5, 1964 through May 7, 1975, per Presidential Proclamation 4373).
Veteran's Workforce Investment Programs	Programs to meet the needs for workforce investment activities of veterans with service-connected disabilities, veterans who have significant barriers to employment, veterans who served on active duty in the armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized and recently separated veterans.
Veterans Service-Connected Disability	A disability resulting from disease or injury incurred or aggravated during active military service. (WIOAPL 15-20.1)
Veterans - Discharged	A term generally used to describe a veteran who leaves military service. A discharge may be honorable, general, or dishonorable. Only veterans who have a discharge other than dishonorable are eligible for veterans' preference in hiring; individualized and training services under WIOA; and employment and training services under veteran services.
Veterans - Disabled Veterans Outreach Program	A program of Federal assistance through grants to states that support an allocated formula position level stationed in accordance with 38 U.S.C. 03A, appointed to perform a number of duties chief among which direct employer contact, particularly with Federal contractors, Federal employers using individualized job development techniques, and with veterans particularly with disabled veterans using a case management approach to client-centered services.
Vocational Education	Organized educational programs offering a sequence of courses or instruction in a sequence or aggregation of occupational competencies that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.
Vocational Rehabilitation Act	The Rehabilitation Act that authorizes the formula grant programs for vocational rehabilitation, supported employment, independent living, and client assistance.
Wage Record Interchange system (WRIS)	WRIS facilitates the exchange of wage data among participating states for the purpose of assessing and reporting on state and local employment and training program performance, evaluating training provider performance, and for other purposes allowed under the WRIS Data Sharing Agreement.

Term	Definition
Wagner-Peyser Act	The Federal legislation to provide for the establishment of a national employment system of public labor exchange, provided as part of the OhioMeansJobs center customer service system and for cooperation with the States in the promotion of such systems, and for other purposes.
Web-Based Training (WBT)	Self-directed and self-paced training which allows an individual to access the training with the use of a computer.
WIOA Youth Program	The purpose of the program is to provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers.
Work Experience	A planned, structured learning activity that takes place in a workplace setting for a limited period of time, which may be paid or unpaid. (WIOAPL 15-08.1 and 15-10).
Workplace Learning Advisor	An individual employed by an organization who has the knowledge and skills necessary to advise other employees of that organization about the education, skill development, job training, career counseling services, and credentials, including services provided through the workforce development system, required to progress toward career goals of such employees in order to meet employer requirements related to job openings and career advancements that support economic self-sufficiency. (WIOAPL 15-17)
Work Readiness	Services that provide individual or group training for people who want to learn the behaviors and techniques that are required for job retention. The training addresses regular attendance, punctuality, appropriate dress, adapting to supervision, employee rights and responsibilities and other similar topics.
Workforce Delivery System	A system under which entities responsible for administering separate workforce development, educational, and other human resource programs 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 and businesses.
Worker Adjustment Retraining Notification (WARN) Act	The Federal Act that protects workers, their families, and communities by requiring most employers with 100 or more employees to provide notification 60 calendar days in advance of plant closings and mass layoffs. General provisions of WARN covers employers with 100 or more employees, not counting those who have worked less than 6 months in the last 12 months and those who work an average of less than 20 hours a week. Additional material for compliance and assistance can be found at http://www.doleta.gov/layoff/warn.cfm (WIOAPL 15-15.2)

Term	Definition
Workforce Inventory of Education and Training (WIET)	A statewide collection of providers that are approved to give training services through the OhioMeansJobs system. These lists contain consumer information, including cost and performance information for each of the providers, so participants can make informed choices on where to use their Individual Training Accounts (ITA). The list is available at: https://owcms.ohio.gov/wiet/index.xhtml .
Workforce Innovation and Opportunity Act, Title I	The programs under the Workforce Innovation and Opportunity Act (WIOA) that involve workforce investment systems. Title I of WIOA includes: statewide and local workforce investment systems, State and Local Workforce Policy Boards, One-Stop Systems, Eligible Training Providers for adults, dislocated workers and youth, Youth activities, Adult and Dislocated Worker Employment and Training Activities, Performance Accountability System, Job Corps, and National WIOA programs administered by the US Department of Labor.
Youth Council	<p>The WIOA youth council is an optional sub-group within each local board with duties that include:</p> <ol style="list-style-type: none"> 1. Development of the local plan relating to eligible youth 2. Recommending eligible providers of youth activities and 3. Conducting oversight of providers of youth services, and 4. Other duties assigned by the chairperson of the local board.
Youth Program Elements	<p>The following services, often referred to as the 14 required program elements, must be made available to youth participants:</p> <ol style="list-style-type: none"> 1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies; 2. Alternative secondary school services, or dropout recovery services, as appropriate; 3. Paid and unpaid work experiences that have as a component academic and occupational education; 4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials; 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster; 6. Leadership Development Opportunities; 7. Supportive Services; 8. Adult Mentoring; 9. Comprehensive Guidance and Counseling; 10. Financial Literacy Education; 11. Entrepreneurial Skills Training; 12. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; 13. Activities that help youth prepare for and transition to postsecondary education and training; and 14. Follow-up Services for not less than 12 months after the

Term	Definition
	completion of participation.
Youth Who Need Additional Assistance	Local workforce development boards may define an additional barrier to employment for individuals who requires additional assistance to complete an education program or to secure or hold employment. (WIOAPL 15-03)

Includable and Excludable Family Income	
Includable Income	Excludable Income
<ol style="list-style-type: none"> 1. Wages and salaries before any deductions, including wages earned while in OJT, on reserve duty in the Armed Forces, and severance pay 2. Net receipts from non-farm self-employment- receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expenses 3. 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 4. Regular payments from pension and retirement systems including private, government, railroad, and military retirement pay 5. Regular payments from Social Security Disability Insurance (SSDI) 6. Strike benefits from union funds 7. Worker's Compensation 8. Training stipends 9. Alimony 10. Child Support 11. Unemployment Compensation (UC) 12. Regular support from an absent 	<ol style="list-style-type: none"> 1. Cash payments under a Federal, State, or local income based public assistance program such as: <ol style="list-style-type: none"> a. Ohio Works First (OWF) cash payments b. Prevention, Retention, and Contingency (PRC) c. Disability Assistance d. Refugee Cash Assistance 2. Supplemental Security Income (SSI) from the Social Security Administration (SSA) 3. Need-based scholarship assistance and financial assistance under Title IV of the Higher Education Act (i.e. Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work Study. Stafford loans and Perkins loans, like any other kind of loan are debts and not income) 4. Pay and allowances received under U.S.C. Titles 37 and 38, pay and allowances received while serving on active military duty, compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, education assistance, and active duty pay for reservists called to active military duty 5. Capital gains 6. Any assets drawn down as withdrawals from bank, sale of property, a house or

<p>family member or someone not living in the household</p> <p>13. Military family allotments</p> <p>14. Regular insurance or annuity payments</p> <p>15. Old age and survivors insurance benefits received under Title II of the Social Security Act (Adult and Dislocated Worker programs only)</p> <p>16. College or university grants, fellowships, and assistantships (other than needs-based scholarships)</p> <p>17. Dividends and interest</p> <p>18. Net rental income</p> <p>19. Net royalties and/or periodic receipts from estates and trusts</p> <p>20. Net gambling or lottery winnings</p>	<p>a car</p> <p>7. Tax refunds, gifts, loans, lump- sum inheritances, onetime insurance payments, or compensation for injury</p> <p>8. Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, SNAP benefits, school meals, fuel, or other housing assistance</p> <p>9. Wages earned by WIOA participants while in WIOA programs (except OJT participants)</p>
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