

**Ohio Department of Job and Family Services  
Office of Workforce Development  
Abbreviations and Definitions**

<b>Abbreviation or Acronym</b>	<b>Term</b>	<b>Definition</b>
AC	Adjudication Center	Centers which are responsible for the adjudication of UI claims in accordance with state and federal laws and agency policy. There are 6 Adjudications Centers throughout Ohio.
ADA	American with Disabilities Act	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.
AJC	American Job Center	The common identifier for all one-stop delivery systems in the United States.
ASPIRE	Adult Education and Family Literacy Program	The ODHE program that provides services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law, and lack basic educational skills to enable the individuals to function effectively in society and on a job.
BLS	Bureau of Labor Statistics	A federal agency of DOL responsible for measuring labor market activity, working conditions, and price changes in the economy. Its mission is to collect, analyze, and disseminate essential economic information to support public and private decision making.
CAP	Corrective Action Plan	A plan that outlines corrective action within a local workforce development area to ensure full compliance with federal and state law and WIOA regulations.
CCMEP	Comprehensive Case Management and Employment Program	The statewide operational framework used to delivery integrate, comprehensive case management and employment services by

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		leveraging the strengths of both the workforce and human services systems.
CDJFS	County Department of Job and Family Services	The county office sub-division of the Ohio Department of Job and Family Services.
CDL	Commercial Driver's License	A driver's license required to operate large or heavy vehicles.
CES	Current Employment Statistics	This is a cooperative program with the BLS that produces labor force estimates including state and local unemployment rates.
CFIS	County Finance Information System	The fiscal information system that provides WIOA financial data to counties and local areas to enhance their ability to make critical decisions.
CLEO	Chief Local Elected Official	The chief elected officer or the individuals designated of a unit of general local government in the area.
COG	Council of Governments	Regional governing bodies that offer planning and coordination and act as intermediaries between the local government members and the state or federal government or the entity acting as the CLEO in some multi-county local workforce areas.
CPI	Confidential Personal Information	Any piece of information that relates to a living, identifiable human being.
DC	Delivery Centers	Centers providing a means for applying for unemployment insurance benefits via telephone along with answering a variety of other call types. There are 5 Delivery Centers throughout Ohio.
DOL or USDOL	United States Department of Labor	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.
DVOP	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

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		job development techniques, and with veterans particularly with disabled veterans using a case management approach to client-centered services.
DW	Dislocated Worker	A dislocated worker is an adult who has lost his or her job through no fault of his or her own. WIOAPL No. 15-02 provides the specific eligibility criteria for dislocated workers.
EEO	Equal Employment Opportunity	The prohibition to discriminate against employees based on age; race; sex; creed; religion; color; family history of and genetic information; disability; military history; or national origin.
EFL	Educational Functioning Levels	EFLs may be used to report skill gain for the WIOA youth program. Each EFL is equivalent to approximately 3 grade levels.
ESL or ESOL	English as a Second Language or English for Speakers of Other Languages	The use of English by speakers with different native languages.
ETA	Employment and Training Administration	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.
ETP	Eligible Training Provider	A provider of education or training that has been approved by the State to be eligible to receive ITA funds under WIOA and has been placed or retained on the State Eligible Training Provider list.
FFY	Federal Fiscal Year	The year that begins on October 1 and runs through September 30 of the next year and is named for the latter year. For example, FFY 2019 began October 1, 2018 and ends September 30, 2019.
FLC	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.
FPL	Federal 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.

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FTI	Federal Tax Information	Information contained on one's federal tax returns.
GED	General Education Development	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.
GEWB	Governor's Executive Workforce Board	The State workforce development board that has been appointed by the Governor of the State of Ohio to assist in the development of the State WIOA Strategies and advise the Governor on workforce development activities.
HUD	Housing and Urban Development	A federal Cabinet-level agency whose primary purpose is to increase homeownership, support community development, and increase access to affordable housing free from discrimination.
IWT	Incumbent Worker Training	Funding provided to employers to support further job retention and career development for improved economic self-sufficiency for employed workers, especially those most vulnerable to job loss, and increases the capability of the employing firms to access and retain skilled workers.
ITA	Individual Training Account	An expenditure account established on behalf of an eligible participant in WIOA adult, dislocated worker, and out-of-school youth programs to purchase training services from eligible providers that they select in consultation with the case manager.
IEP	Individual Employment Plan	A plan developed by an adult or dislocated worker program participant and case manager to identify the participant's employment goals, objectives, and the appropriate combination of services for the participant to achieve the employment goals.
IDJW	In-Demand Jobs Week	Established in the ORC, In-Demands Week is a statewide celebration of jobs, industries and skills that are in-demand in Ohio occurring during the first full week of May each year.
ISS	Individual Service Strategy	An ongoing strategy jointly developed by the <u>youth</u> participant and the case manager which identifies an age appropriate employment or career goal, appropriate achievement objectives,

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		and appropriate combination of services for the participant to reach those objectives.
JVSG	Jobs for Veterans State Grant	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.
LAUS	Local Area Unemployment Statistics	This is a cooperative program with BLS that produces labor force estimates including state and local unemployment rates.
LE	Labor Exchange	Services for job seekers, including job placement, resume preparation, testing, job-seeking skills workshops, job matching, and labor market information.
LEP	Limited English Proficiency	The inability of an individual whose native language is not English, to communicate in English, resulting in a barrier to employment.
LLSIL	Lower Living Standard Income Level	The income level adjusted for regional, metropolitan, urban, and rural differences and family size determined annually by DOL, based on the most recent lower living family budget and used in determining eligibility and priority for some workforce programs and services.
LMI	Labor Market Information	Reports and data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers. See Ohio LMI, <a href="http://ohiolmi.com/">http://ohiolmi.com/</a> .
LVER	Local Veteran's Employment Representative	An individual who conducts outreach to employers in the area to assist veterans in gaining employment.
MOU	Memorandum of Understanding	A signed agreement, between the local board and the required OhioMeansJobs center partners, relative to the operation of the workforce system including a description of services, how the

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		cost of the identified services and operating costs of the OhioMeansJobs center will be funded, methods for referrals, duration of memorandum and procedures for amendments.
MSFW	Migrant and Seasonal Farm Worker	An individual who is employed in agricultural employment as a seasonal or other temporary nature, and who is required to be absent overnight from his permanent place of residence.
MSG	Measurable Skill Gains	An indicator of sufficient interim progress toward a credential for participants enrolled in education or training services such as an increase in EFL or completion of one year of academic credits. It is one of the measures of a workforce program's performance outcomes.
NAICS	North American Industry Classification System	The standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
NAWB	National Association of Workforce Boards	An organization representing various workforce development boards across the nation working closely with national policy makers to inform national strategy as it relates to WDBs and their partners.
NASWA	National Association of State Workforce Agencies	A national organization which provides policy expertise, shares promising state practices, and promotes state innovation and leadership in workforce development.
NDWG	National Dislocated Worker Grant	<p>Under WIOA, a federal grant to provide emergency employment and training assistance to:</p> <ol style="list-style-type: none"> <li>1. workers affected by major economic dislocations, such as plant closures, mass layoffs, or closures and realignments of military installations;</li> <li>2. or to provide assistance to the Governor of any state for an area that has suffered an emergency or a major disaster;</li> </ol>

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		3. or to 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.
OAC	Ohio Administrative Code	The set of rules adopted by agencies of Ohio which embodies Ohio law.
OBM	Office of Budget and Management	The state agency that develops, coordinates, and monitors the individual budgets of state agencies and reviews all financial transactions made with public funds.
ODE	Ohio Department of Education	The state agency and partner in the workforce development system responsible for the delivery of K-12 education.
ODHE	Ohio Department of Higher Education	The state agency and partner in the OhioMeansJobs delivery system responsible for carrying out the Carl Perkins Career and Technical Education program and Aspire.
ODJFS	Ohio Department of Job and Family Services	State workforce agency.
OERC	Ohio Education Research Center	A member of Ohio Analytics that identifies and share successful practices, responds to the needs of educators and policymakers in Ohio and across the nation, and signals emerging trends.
OES	Occupational Employment Statistics	This is a cooperative program with the BLS that produces annual estimates of occupational employment and wages for Ohio, metropolitan, and other substate areas.
OFA	Office of Family Assistance	The office within ODJFS which oversees TANF, SNAP, and child care.
OFMS	Office of Fiscal and Monitoring Services	The office within ODJFS which oversees all fiscal functions (allocations, fiscal reporting, etc.) as well as WIOA program and fiscal monitoring.
OhioRED	Ohio Rapid Event Data	A module within OWCMS that records information on employer layoff events and data on the delivery of rapid response services.
OJFSDA	Ohio Job and Family Services Director's Association	A not-for-profit statewide organization that represents Ohio's 88 County Departments of Job and Family Services Directors on the

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		state, local, and nation level. OJFSDA also communicates key issues and solutions regarding the delivery of social services, to Ohio policymakers, legislators, and other decision makers.
OJT	On-the-Job Training	Training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to the certain percentage of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to training; 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, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
OLDA	Ohio Longitudinal Data Archive	A shared database of individual-level data and wage record data from participating state agencies (ODJFS, ODE, ODHE, and OOD) hosted by The Ohio State University and used by researchers to analyze the education and work history of individuals and to assess the effectiveness of workforce and education programs, services, and policies.
OMJ	OhioMeansJobs.com	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 <a href="http://www.ohiomeansjobs.com">www.ohiomeansjobs.com</a> .
OMJ Centers	OhioMeansJobs Centers	One-stop or AJC centers which assist job seekers, employers, and youth with job search assistance, employee recruitment, job training, and more career services. Ohio has 22 Comprehensive Centers and 66 Affiliate Centers.
O.N.E.-Stop	Offender Network for Employment to STOP Recidivism	A collaboration between ODRC, ODYS, and ODJFS to reduce recidivism among ex-offenders by replicating the functions and services of an OhioMeansJobs center in select adult and juvenile correctional facilities. This project focuses on providing

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		currently incarcerated individuals with job search skills necessary to find employment upon release.
O*NET	Occupational Information Network	A database of information on job duties, knowledge and skills, education and training, and other occupational characteristics. This data dictionary can be used to identify demand occupations. <a href="http://www.doleta.gov/programs/onet">http://www.doleta.gov/programs/onet</a> .
OOD	Opportunity for Ohioans with Disabilities	The state agency and partner in the OhioMeansJobs delivery system responsible for carrying out the vocational rehabilitation program services for individuals with disabilities.
ORC	Ohio Revised Code	The ORC contains all current statutes of the Ohio General Assembly.
OUIO	Office of Unemployment Insurance Operations	ODJFS office which administers Ohio's unemployment insurance program.
OWA	Ohio Workforce Association	
OWCMS	Ohio Workforce Case Management System	An internal system used by workforce professional to link job seekers and employers and gather data for various workforce programs.
OWD	Office of Workforce Development	The office within ODJFS which oversees all employment and training programs.
OWF	Ohio Works First	Ohio Works First is the financial assistance portion of the state's TANF program, which provides case benefits to needy families for up to 36 months.
OWIP	Ohio Works Incentive Program	A TANF-funded incentive program that rewards local workforce areas with cash bonuses for placing OWF recipients into employment and for ending their reliance on public assistance.
PC	Processing Center	The collective of the adjudication and UI delivery centers.
PIP	Program Improvement Plan	Same as a corrective action plan.
PRC	Prevention, Retention, and Contingency	The 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

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		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.
PY	Program Year	The year that begins on July 1 <sup>st</sup> in and ends on June 30th of the following year and is named for the former year. For example, PY 18 begins on July 1, 2018 and ends on June 30, 2019.
QCEW	Quarterly Census of Employment and Wages	This is a cooperative program with BLS that produces quarterly and annual counts of industry employment and wages from unemployment insurance wage records.
RESEA	Reemployment Services and Eligibility Assessment	A federally-funded program that operates in select counties and provides mandatory barrier assessment, one-on-one career planning, referrals, and other services for claimants most likely to exhaust their UI benefits.
RETAIN	Retaining Employment and Talent after Injury/Illness Network	A grant from DOL to increase employment retention and labor force participation of individuals who acquire, and/or at risk of developing disabilities that inhibit their ability to work and reduce long-term absences among project participants, including the need for Social Security Disability Insurance and Supplemental Security Income.
RFP	Request for Proposals	A project funding announcement posted by an organization for which companies can place bids to compete for the project.
RR	Rapid Response	A series of activities to assist dislocated workers in obtaining reemployment, as soon as possible, when a plant closure or a mass layoff is announced.
SFY	State Fiscal Year	The year that begins on July 1 <sup>st</sup> in and ends on June 30th of the following year and is named for the latter year. For example, SFY 19 begins on July 1, 2018 and ends on June 30, 2019.
SNAP	Supplemental Nutrition Assistance Program	A program that offers food purchasing, nutrition assistance to low-income individuals.

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SOC	Standard Occupation Classification	A federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.
SSI	Supplemental Security Income	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.
TANF	Temporary Assistance for Needy Families	The federal program providing cash, medical, or food assistance for parents and children.
TAA	Trade Adjustment Assistance	A federal program that provides reemployment services to workers who have lost their job as a result of foreign trade. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed. <a href="http://www.doleta.gov/tradeact">http://www.doleta.gov/tradeact</a> .
TEGL	Training and Employment Guidance Letter	Advisories issued by DOL, Employment and Training Administration, providing operating guidance to DOL workforce programs.
TRA	Trade Readjustment Allowance	A form of income support payments made to Trade impacted individuals who are attending Trade approved training and have exhausted unemployment compensation benefits.
UCRS	Unemployment Compensation Reemployment Services	A federal program providing virtual reemployment services to UI claimants who are likely to exhaust their benefits. UCRS provides the claimants with an orientation to the OMJ center services, registration in OhioMeansJobs.com, and referrals to the processing center if a potential issue is identified. Claimants may receive additional services at the local OMJ center.
UI or UC	Unemployment Insurance	The federal program which provides short-term income to unemployed workers who lose their jobs through no fault of their own.
UIST	Unemployment Insurance System Transformation	A new electronic system that combines the UI benefits and tax systems and replaces the current Employer Resource Information Center (ERIC) and Ohio Job Insurance (OJI) systems.

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WARN	Worker Adjustment Retraining Notification Act	The WARN act provides protection to workers, their families and communities by requiring employers to provide notification 60 calendar days in advance of plant closings and mass layoffs. WARN Notices are provided by employers to the Ohio Department of Job and Family Services, Rapid Response Section. See <a href="https://jfs.ohio.gov/warn">https://jfs.ohio.gov/warn</a> .
WDQI	Workforce Data Quality Initiative	A series of discretionary grants issued by DOL to the States between 2010 and 2013 to develop or enhance longitudinal administrative databases that integrate workforce and education data, used in Ohio to create the OLDA.
WDA	Workforce Development Area	A geographic area comprised of single or multiple units of general local governments that are designated as a local workforce development area by the Governor to receive funds to administer the Workforce Innovation and Opportunity Act activities. Local Workforce Development Areas are often called "local areas."
WDB	Workforce Development Board	The Board is appointed by the chief elected official in each local area in accordance with State criteria established under WIOA and certified by the Governor every two years. The WDB sets policy for the workforce development system within the local area, develops the local and/or regional plan(s), and performs other oversight functions.
WIET	Workforce Inventory of Education and Training	A statewide collection of providers that are approved to give training services through the workforce development system. This list contains 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.
WIOA	Workforce Innovation and Opportunity Act	The federal employment and training program which establishes the workforce development delivery system and provides career and training services to adults, dislocated workers, and youth.

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WOTC	Work Opportunity Tax Credit	A federal tax incentive program for businesses hiring individuals who face significant barrier to employment.
WP or ES	Wagner-Peyser Employment Services Program	A federal program which focuses on providing a variety of employment related labor exchange services, including, but not limited to, job search assistance, job referral, and placement assistance to the universal job seeker. The program also provides recruitment services to employers.