

# E-GLOSSARY



TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
21st Century Workforce Initiative	21cw	Wagner Peyser	The mission of the 21st Century Workforce Initiative is to ensure that all American workers have as fulfilling and financially rewarding a career as they aspire to have and to make sure that no worker gets left behind in the limitless potential of the dynamic, global economy of this new millennium.	<a href="http://www.dol.gov/21cw/welcome.html">http://www.dol.gov/21cw/welcome.html</a>
30-day Letter		Wagner Peyser	The first letter of proposed deficiency which allows the taxpayer an opportunity for administrative review in the Internal Revenue Service Office of Appeals.	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 6603. Deposits Made to Suspend Running of Interest On Potential Underpayment, Etc. (d)(3)(B) definition
ALMIS Database		Wagner Peyser	<p>See America's Labor Market Information System</p> <p>The ALMIS Database structure is designed to provide States with a resource for storing information in a single format and location to facilitate information delivery to a wide range of customers.</p> <p>The maintenance and updating of occupational licensing data is the responsibility of the ALMIS Database administrator in each State. States are required to populate the following database files: license.dbf, licauth.dbf and lichist.dbf. Licensing data must be updated every two years. States are required to submit licensing data through the National Crosswalk Service Center (NCSC) for inclusion on the America's Career Information Network (ACINet) site. The NCSC also provides support to the ALMIS Database Consortium and State database administrators, including access to ALMIS Database files and information on updates to those files.</p> <p>The licensed occupations information found in ACINet were recently recoded from an OES to the O*NET SOC coding taxonomy. The NCSC recently distributed the recoded data to state ALMIS Database Administrators. States are free to use any occupational coding taxonomy for the licensing information delivered in State systems.</p>	<a href="http://www.doleta.gov/almis/almisdb.asp">http://www.doleta.gov/almis/almisdb.asp</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			However, the files included in ACINet must be coded to O*NET SOC. The NCSC will assist states in recoding their files if necessary. States may access information and support through the NCSC web site at <a href="http://www.xwalkcenter.org">http://www.xwalkcenter.org</a> or by calling 515-242- 5034.	
Able to Work		Wagner Peyser	An individual is physically and mentally able to perform work.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Academic Credit		Workforce Investment	Credit for education, training, or work experience applicable toward a secondary school diploma, a post-secondary degree, or an accredited certificate of completion, consistent with applicable state law and regulation and the requirements of an accredited educational agency or institution in a state.	Pub.L. 105-220 (WIA) originally TITLE I--JTPA Section 4 definitions (1)
Account Number		Wagner Peyser	A unique identifier assigned to records for control purposes (i.e., state employer identification number, federal employer identification number, case file number, social security number).	ES
Accounts Payable	A/P	Wagner Peyser	A FARS module that assists in the invoicing and payment of those goods or services which originated in the purchase order module. After the purchase and receipt of goods/services an invoice is received by the agency. The invoice information is then entered into the financial system and payment to the vendor is generated. Once again, accounting entries are recorded by the financial system to reduce the amount of the encumbrance and record the payment. The balance of available funds may be checked on-line at anytime.	<a href="http://www.workforceatm.org/sections/pdf/2002/farsrfps1.pdf">http://www.workforceatm.org/sections/pdf/2002/farsrfps1.pdf</a>
Accruals		Wagner Peyser	Amounts owed for goods and services that have been received but for which cash has not yet been disbursed. For example, an accrual would occur if a job seeker completed a training class but the training provider had not yet been paid. WIA requires expenditures to be reported on an accrual basis.	
Accruals		Workforce Investment	(expenditures) The charges incurred by the grantee during a given period requiring the provision of funds for (1) goods and other tangible property received; (2) services performed by employees, contractors, subgrantees, subcontractors, and other payees; and (3) other amounts becoming owed (by the grantee) under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments.	One--Stop Comprehensive Financial Management Technical Assistance Guide  Appendix D Glossary of Terms and Acronyms page D-1

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			[29 CFR 97.3]  (income) The sum of (1) earnings during a given period from services performed by the grantee and goods and other tangible property delivered to purchasers and (2) amounts becoming owed to the grantee for which no current services or performance is required by the grantee.[29 CFR 97.3]	
Accrued Expenditures		Workforce Investment	The charges incurred by the grantee during a given period requiring the provision of funds for (1) goods and other tangible property received; (2) services performed by employees, contractors, subgrantees, subcontractors, and other payees; and (3) other amounts becoming owed (by the grantee) under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  [29 CFR 97.3]
Accrued Income		Workforce Investment	The sum of (1) earnings during a given period from services performed by the grantee and goods and other tangible property delivered to purchasers and (2) amounts becoming owed to the grantee for which no current services or performance is required by the grantee.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  [29 CFR 97.3]
Acquisition Cost of Equipment		Workforce Investment	The net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty, or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the recipient's regular accounting practices.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  [29 CFR 95.2, 29 CFR 97.3]
Active		Wagner Peyser	An indicator identifying the availability status of an applicant or an employer as it applies to contact for job openings or participation in USES programs.	ES
Active Applicant		Wagner Peyser	An applicant who is currently considered by a local office as available for referral to job openings or employability development services.	ES
Active Application Record		Wagner Peyser	The application card of a person who is currently considered by a local office as available for referral to job openings or employability development services. The entire form for a single applicant may consist of several records which are identified for automated processing by	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Active Duty or Active Military, Naval or Air Service		Wagner Peyser	<p>card code numbers and they are related by the person's SSN.</p> <p>(A) Full-time duty in the Armed Forces, other than active duty for training,            (B) Full time duty (other than for training purposes) as a commissioned officer of the Regular or Reserved Corps of the Public Health Service.            (C) Full time duty as a commissioned officer of the National Oceanic and Atmospheric Administration, and            (D) Authorized travel to or from such duty or service.</p> <p>The Term Active Duty does not include any period which an individual: (A) Was assigned full time by the Armed Forces to a civilian institution for a course of education which was substantially the same as established courses offered to civilians, (B) Served as a cadet or midshipman at one of the service academies, or (C) Served under the provisions of 10 USC 511(d) pursuant to an enlistment in the Armed National Guard, or as a Reserve for service in the Army Reserves, Naval Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve.</p>	ES
Active Employer		Wagner Peyser	<p>An employing unit (single or multiple) that has been determined liable for the payment of contributions or payments in lieu of contributions and is currently registered and required to file reports by virtue of having met the statutory or elective coverage provisions of the state's unemployment compensation law.</p>	ES
Active File		Wagner Peyser	<p>A file of applicant or employer records which is currently available for contact by representatives of USES programs.</p>	ES
Actual Duration		Wagner Peyser	<p>The number of equivalent weeks of full benefits an eligible claimant received under any respective program entitlement provisions of a state or federal unemployment compensation law or other program administered by a state agency.</p>	ES
Add Code		Wagner Peyser	<p>The transaction code which is used to indicate that a record or a series of records connected by a key identifier such as a SSN or Job Order Number is to be added to a file or data base.</p>	ES
Add of an Application Record		Wagner Peyser	<p>The process of adding a new application to the applicant file.</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Additional Application Record		Wagner Peyser	The application record which is prepared in addition to the primary application card and contains an occupational classification which is not the same as the occupational classification on the primary application card.	ES
Additional Benefits	AB	Wagner Peyser	The program in some states that pays additional compensation to exhaustees of regular compensation by reason of conditions of high unemployment or other special factors. This program is totally financed under state unemployment compensation law, except that such benefits paid to Unemployment Compensation for Federal Employees and Unemployment Compensation for Ex-Service Member claimants are financed by federal funds.	ES
Additional Information Record		Wagner Peyser	The information record(s) that provide supplemental information for the jobseeker or employer.	ES
Additional Occupational Classification		Wagner Peyser	The occupational classification in any occupation for which an applicant is qualified, other than the occupation designated as his primary occupational classification.	ES
Additional Support for Youth Services		Workforce Investment	Supports for youth services include, but are not limited to: - Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation; - Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 343 OMB #1205-0420
Address		Wagner Peyser	The place where a person or an organization may be communicated with.	ES
Adjusted Benefit Payment		Wagner Peyser	A payment issued for the purpose of adjusting an underpayment or overpayment of UI compensation.	ES
Administering Secretary		Wagner Peyser	With respect to a qualified program, the head of the Federal agency responsible for administering the program	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 701. Program Coordintaion Demonstration Projects (b)(1) definition
Administering Secretary		Workforce Investment	Secretary of Labor, and the term means such Secretary for purposes of Section 503.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Administration for Children and Families	ACF	Wagner Peyser	<p>A federal agency funding state, local, and tribal organizations to provide family assistance (welfare), child support, child care, Head Start, child welfare, and other programs relating to children and families.</p> <p>Actual services are provided by state, county, city, and tribal governments, and public and private local agencies. ACF assists these organizations through funding, policy direction, and information services</p>	<p>Appendix D: Glossary of Terms and Acronyms</p> <p>WIA Section 101</p> <p><a href="http://www.acf.dhhs.gov/">http://www.acf.dhhs.gov/</a></p>
Administration on Aging	AoA	Wagner Peyser	<p>Title II of the Older Americans Act Amendment of 1999 established this as the chief Federal agency advocate for older persons.</p> <p>It was established within the Department of Health and Human Services (DHHS) administers all of the act's programs except for the community service employment program, administered by the Department of Labor (DOL), and the commodity or cash-in-lieu of commodities portion of the nutrition program, administered by the U.S. Department of Agriculture (USDA).</p>	ES
Administrative Requirements		Workforce Investment	<p>Those matters common to grants in general, such as financial management, kinds and frequency of reports, and retention of records. These are distinguished from programmatic requirements, which concern matters that can be treated only on a program-by-program or grant-by-grant basis, such as kinds of activities that can be supported by grants under a particular program.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002</p> <p>Appendix D: Glossary of Terms and Acronyms</p> <p>[29 CFR 97.3]</p>
Administrative Review Board	ARB	Wagner Peyser	<p>In April 1996, the Secretary of Labor established the Administrative Review Board to succeed the former Board of Service Contract Appeals, Wage Appeals Board, and Office of Administrative Appeals. 61 Fed. Reg. 19978 (May 3, 1996). The Secretary delegated directly to the Administrative Review Board the authority of the Secretary of Labor and other deciding officials to issue final agency decisions under a broad range of Federal labor laws, including nuclear, environmental, and Surface Transportation Assistance Act whistleblower cases, Office of Federal Contract Compliance Program cases and child labor cases.</p>	<p><a href="http://www.dol.gov/arb/mission.htm">http://www.dol.gov/arb/mission.htm</a></p> <p>REGION 5 ETA IB 001-03</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Administrative Staff and Technical Staff	AS&T	Wagner Peyser	Support staff both local and Federal, that interpret legislative intent and develop and make reports on the performance of the a program.	ES
Administrator, United States Employment Service		Wagner Peyser	The chief official of the United States Employment Service or the Administrator's designee.	ES
Adult		9002 FY2003	Job seekers 19 years old and over at the date of registration.	
Adult		Wagner Peyser	22 years old and over.	Field Memo 4-92 ETA Handbook 406 Line 6
Adult		Workforce Investment	An individual who is age 18 or older. Except as defined elsewhere in § 127 and 132,  Adult (local) Services to adults provided by funds allocated to local areas by WIA § 133(b)(2)(A).	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) Sec. 101
Adult Education		Workforce Investment	Services or instruction below the postsecondary level for individuals (A) who have attained 16 years of age; (B) who are not enrolled or required to be enrolled in secondary school under State law; and (C) who--(i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (iii) are unable to speak, read, or write the English language.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) Section 203
Adult Education and Family Literacy Act	AEFLA	Workforce Investment	The Adult Education and Family Literacy Act of 1998 reforms Federal employment, adult education, and vocational rehabilitation programs to create an integrated, 'one-stop' system of workforce investment and education activities for adults and youth.	<a href="http://www.ed.gov/offices/OVAE/AdultEd/infoBoard/legis.html">http://www.ed.gov/offices/OVAE/AdultEd/infoBoard/legis.html</a>
Adult Education and Literacy Activities		Workforce Investment	Activities provided by local WIA eligible agencies under grants or contracts (a) to provide programs that provide services or instruction in one or more of the following categories: (1) Adult education and literacy services, including workplace literacy services. (2) Family literacy services (3) English literacy programs	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) Section 203 Sec. 101

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Adult Education, Basic Skills and/or Literacy Activities		Workforce Investment	A cell of counts on the WIASRD to indicated that a job seeker received adult education, basic skills and/or literacy skills. Adult education and literacy activities may be provided in combination with other training services, except that customized training is not a qualifying training activity to receive these services.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 - Individual Info Line 131 Basic Literacy skills deficiency Section II - Activity & Services Info. Line 335 Adult education, basic skills and/or literacy activities
Adult Literacy Test	ALT	Workforce Investment	Reading skills raw score test name developed by Simon & Schuster	SPIR
Advance		Workforce Investment	A payment made by U.S. Treasury check or other appropriate payment mechanism to a recipient upon its request either before outlays are made by the recipient or through the use of predetermined payment schedules.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms
Advanced Career Training	ACT	Workforce Investment	For selected WIA enrollees in which the enrollees may continue to participate for a period of not to exceed 1 year in addition to the period of participation to which the enrollees would otherwise be limited. The advanced career training may be provided through the eligible providers of training services.	29 CFR 95.2  Pub.L. 105-220 State Performance Measures- eligible youth attainment or participation 136(b)(2)(A)IV&ii(III)& Subtitle C--Job Corps Management Information 159(c)(G)  Subtitle C--Job Corps WIASRD line 623 & 624 & 675 & 676
Advanced Training		Workforce Investment	An occupational skills employment/training program, not funded under WIA title I, which does not duplicate training received under WIA title I.	Pub.L. 105-220 (WIA)
Adverse Effect Wage Rates	AEWRs	Wagner Peyser	The minimum wage rates which DOL has determined must be offered and paid to U.S. and alien workers by employers of nonimmigrant (H-2A) agricultural workers. DOL emphasizes, however, that such employers must pay the highest of the AEWR, the applicable prevailing wage or the statutory minimum wage, as specified in the regulations	20CFR655.102(b)(9)
Adversely Affected Employment		Wagner Peyser	Employment in a firm or appropriate subdivision of a firm, including workers in any agricultural firm or subdivision of an agricultural firm, if workers of such firm or appropriate subdivision are certified under the Act as eligible to apply	20 CFR 617.3a - Definitions Chapter V Employment and Training Administration, Department of Labor Part 617 Trade Adjustment Assistance

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Adversely Affected Worker		Wagner Peyser	<p>for TAA.</p> <p>an individual who, because of lack of work in adversely affected employment:</p> <p>(1) Has been totally or partially separated from such employment; or</p> <p>(2) Has been totally separated from employment with the firm in a subdivision of which such adversely affected employment exists.</p> <p>employment in a firm or appropriate subdivision of a firm, including workers in any agricultural firm or subdivision of an agricultural firm, if workers of such firm or appropriate subdivision are certified under the Act as eligible to apply for TAA.</p>	<p>for Workers Under the Trade Act of 1974</p> <p>20 CFR 617.3c - Definitions Chapter V Employment and Training Administration, Department of Labor Part 617 Trade Adjustment Assistance for Workers Under the Trade Act of 1974</p>
Advisory Committee on Veterans' Employment and Training		Wagner Peyser	A Department of Labor advisory committee that shall I-- (A) assess the employment and training needs of veterans; (B) determine the extent to which the programs and activities of the Department of Labor are meeting such needs; and (C) carry out such other activities that are necessary to make the necessary reports and recommendations.	<p>IFB 013-01 REGION 5 ETA DATE: October 25, 2000</p>
Affirmative Action		Wagner Peyser	Positive, result-oriented action imposed on or assumed by an employer pursuant to legislation, court order, consent decree, directive of a fair employment practice authority, government contract, grant or loan, or voluntary affirmative action plan adopted pursuant to the Affirmative Action Guidelines of the Equal Employment Opportunity Commission to provide equal employment opportunities for members of a specified group which for reasons of past custom, historical practice, or other nonoccupationally valid purposes has been discouraged from entering certain occupational fields.	ES
Affirmative Action Plan	AAP	Wagner Peyser	Actions taken to assure equity of placements regardless to race, sex, creed, age. Specific positive results-oriented policy and procedures imposed on or assumed by an employer pursuant to legislation, court order, consent decree, directive of a fair employment practice authority, government contract, grant or loan, or voluntary affirmative action plan adopted pursuant to the Affirmative Action Guidelines of the Equal Employment Opportunity	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Age		Wagner Peyser	<p>Commission through which an entity commits itself to every good faith effort to correct deficiencies in the equitable treatment of significant segments of the eligible population which it serves. Especially members of those groups which for reasons of past custom, historical practice, or other nonoccupationally valid purposes has been discouraged from entering certain occupational fields.</p> <p>Also a Job Order classification indicating the Job Order its associated and designed to address past discriminatory practices. his is a job order that has been coded as such in the appropriate affirmative action field and:</p> <p>(1)Which seeks qualified applicants, particularly applicants who are members of a specified group which for reasons of past custom, historical practice, or other non-occupationally valid purposes, have been discouraged from entering certain occupational fields; and  (2)has resulted from (a) The requirement of certain government contractors to take affirmative action to hire and promote (a) qualified minorities and women;  (b) qualified workers with disabilities;  (c) Vietnam-era and Disabled Veterans (the definition of Disabled Veteran in this context corresponds to the ETA definition of Special Disabled Veteran);  (d) settlement of a court order resulting from a decision in which there was a finding of employment discrimination;  (e) satisfying a conciliation agreement as authorized by Title VII of the Civil Rights Act;  (f) meeting Provisions of federal, state, or local fair employment practice law;  (g) following an affirmative action plan adopted pursuant to the Equal Opportunity Commission's Guidelines on Affirmative Action;</p> <p>The Job Openings listed on those Job Orders are classified as Affirmative Action job openings. Openings that are on affirmative action orders which targeted groups such as qualified minorities, persons with disabilities, veterans and groups that have been identified by law or some guideline as having been the victim of some past discrimination.</p> <p>A length of time during which a person or thing has existed.</p> <p>Department of Labor's Equal Opportunity regulations (29</p>	Field Memo 4-92 ETA Handbook 406

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE																																							
Age Breakout		9002 FY2003	<p>CFR Part 37.37(b)(2) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p>	TEGL 01-02 ETA Handbook 406: 9002C Outcomes Enter Employment																																							
			<table border="0"> <tr> <td></td> <td data-bbox="1297 662 1377 716">9002A Services</td> <td data-bbox="1520 662 1633 797">Vets 200 (A-DVOP, B-LVER, C-Unduplicated Row 7</td> <td></td> </tr> <tr> <td data-bbox="1083 773 1268 878">DVOP &amp; LVER) Youth - Adult 19 and over 19-44</td> <td data-bbox="1381 829 1444 878">Row 8 Row 9</td> <td data-bbox="1583 829 1633 878">- Row 4</td> <td></td> </tr> <tr> <td data-bbox="1083 911 1199 959">45-54 55 and over</td> <td data-bbox="1381 911 1461 959">Row 10 Row 11</td> <td data-bbox="1583 911 1633 959">Row 5 Row 6</td> <td></td> </tr> <tr> <td></td> <td data-bbox="1310 992 1633 1040">9002B Service to Vets Campaign Vietnam Disabled</td> <td></td> <td></td> </tr> <tr> <td data-bbox="1083 1049 1167 1122">Special Disabled</td> <td data-bbox="1331 1073 1503 1097">Badge Era</td> <td></td> <td></td> </tr> <tr> <td data-bbox="1083 1130 1241 1179">Youth under 19 -</td> <td data-bbox="1352 1130 1556 1154">- - -</td> <td></td> <td></td> </tr> <tr> <td data-bbox="1083 1187 1268 1292">Adult 19 and over E17 19-44</td> <td data-bbox="1331 1187 1409 1268">Col B5 Col B6</td> <td data-bbox="1457 1187 1587 1268">C9 C10</td> <td data-bbox="1541 1187 1587 1268">D13 D14</td> </tr> <tr> <td data-bbox="1083 1292 1146 1349">E18 45-54</td> <td data-bbox="1352 1292 1409 1317">Col B7</td> <td data-bbox="1457 1292 1514 1317">C11</td> <td data-bbox="1541 1292 1587 1317">D15</td> </tr> <tr> <td data-bbox="1083 1349 1199 1406">E19 55 and over E20</td> <td data-bbox="1331 1349 1409 1373">Col B8</td> <td data-bbox="1457 1349 1514 1373">C12</td> <td data-bbox="1541 1349 1587 1373">D16</td> </tr> <tr> <td></td> <td></td> <td data-bbox="1457 1438 1524 1463">9002C</td> <td></td> </tr> </table>		9002A Services	Vets 200 (A-DVOP, B-LVER, C-Unduplicated Row 7		DVOP & LVER) Youth - Adult 19 and over 19-44	Row 8 Row 9	- Row 4		45-54 55 and over	Row 10 Row 11	Row 5 Row 6			9002B Service to Vets Campaign Vietnam Disabled			Special Disabled	Badge Era			Youth under 19 -	- - -			Adult 19 and over E17 19-44	Col B5 Col B6	C9 C10	D13 D14	E18 45-54	Col B7	C11	D15	E19 55 and over E20	Col B8	C12	D16			9002C	
	9002A Services	Vets 200 (A-DVOP, B-LVER, C-Unduplicated Row 7																																									
DVOP & LVER) Youth - Adult 19 and over 19-44	Row 8 Row 9	- Row 4																																									
45-54 55 and over	Row 10 Row 11	Row 5 Row 6																																									
	9002B Service to Vets Campaign Vietnam Disabled																																										
Special Disabled	Badge Era																																										
Youth under 19 -	- - -																																										
Adult 19 and over E17 19-44	Col B5 Col B6	C9 C10	D13 D14																																								
E18 45-54	Col B7	C11	D15																																								
E19 55 and over E20	Col B8	C12	D16																																								
		9002C																																									

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Age Breakout		Wagner Peyser	<p style="text-align: right;">Outcomes Enter Employment</p> <p>Row Youth under 19      Row 2            Adult 19 and over      Row 3            19-44                      Row 4            45-54                      Row 5            55 and over              Row 6</p>	<p>Field Memo 4-92            ETA Handbook 406            Columns J            Line 7 22-44            Line 8 45-54            Line 9 55 and over</p>
	<p style="text-align: right;">9002D Vets Outcomes            Campaign Vietnam Disabled</p> <p>Special                      Badge      Era</p> <p>Disabled</p> <p>Youth under 19              -              -              -            -</p> <p>Adult 19 and over      Col B5      C9      D13            E17</p> <p>19-44                      Col B6      C10      D14            E18</p> <p>45-54                      Col B7      C11      D15            E19</p> <p>55 and over              Col B8      C12      D16            E20</p>			
			<p>The data group categories for services and report breakouts.            22-44 self-explanatory            45-54 self-explanatory            55 &amp; over self-explanatory</p> <p>Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			and used for equal opportunity purposes.	
Age Breakout		Workforce Investment	Client breakout depends upon program or title participation.	Pub.L. 105-220 (WIA) TEGL 09-02
Agent State		Wagner Peyser	The state in which a claimant files an interstate claim for compensation against another (liable) state where wages were earned.	ES
Agricultural		Wagner Peyser	A classification of Worker, Job Orders, Job Openings, Referrals or Placements related to an establishment primarily engaged in agricultural production (SIC of 01-07, except 027, 074, 0752, and 078), i.e. agricultural crop production, agricultural livestock production excluding work in animal specialties, and agricultural services excluding veterinary services, animal specialty services, and landscape and horticultural services.	ES
Agricultural Worker		Wagner Peyser	A worker, whose primary work experience has been in farmwork in industries with a Standard Industrial Classification (SIC) of 01-07, except 027, 074, 0752, and 078, whether alien or citizen, who is legally allowed to work in the United States.  The North American Industry Classification System (NAICS) has realigned these classifications.  A worker who is legally allowed to work in the United States and whose primary work experience has been in farmwork or agricultural services excluding: (1) Animal Specialties; (2) Veterinary Services; (3) Animal Specialty Services; and (4) Landscape and Horticulture	ES
Aid to Families with Dependent Children	AFDC	Wagner Peyser	This term has been replaced with temporary assistance for needy families.  A program authorized by Title IV-A of the Social Security Act to provide financial assistance and social services to needy families with dependent children.	ES
Aid to Families with Dependent Children	AFDC	Workforce Investment	This term has been replaced by the Temporary Assistance to Needy Families (TANF) program.  An adult or youth listed on the AFDC grant who has	Information Bulletin 057-00 Region 5 ETA

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Alaska Native		Workforce Investment	received cash payments under AFDC (SSA Title IV) for any 36 or more of the 60 months prior to application. The individual may or may not be receiving AFDC payments at the time.  A citizen of the United States who is a person of one-fourth degree or more Alaska Indian (including The Simshian Indians not enrolled in the Metlaktla \1\ Indian Community) Eskimo, or Aleut blood, or combination thereof. The term includes any Native as so defined either or both of whose adoptive parents are not Natives. It also includes, in the absence of proof of a minimum blood quantum, any citizen of the United States who is regarded as an Alaska Native by the Native village or Native group of which he claims to be a member and whose father or mother is (or, if deceased, was) regarded as Native by any village or group. Any decision of the Secretary regarding eligibility for enrollment shall be final.	Pub.L. 105-220 (WIA)
Alaska Native/Native Hawaiian Institutions Assisting Communities program	AN/NHIAC	Workforce Investment	The Native American grantee is responsible for the development, approval and operation of all contracts and sub grants and shall require that its contractors and sub grantees adhere to the requirements of the Act, the regulations under the Act, and other applicable law. It shall also require contractors and sub grantees to maintain effective control and accountability over all funds, property and other assets covered by the contract or sub grant.	Pub.L. 105-220 (WIA)
Alien		Wagner Peyser	Any person not a citizen or national of the United States.  For UI an illegal alien is an individual who: (1) was not lawfully admitted for permanent residence at the time services were performed, (2) was not lawfully present for purposes of performing services, (3) was not permanently residing in the United States under color of law at the time services were performed, (PRUCOL) at the time these services were performed (see UIPL 1-86; UIPL 1-86, Change 1, and Supplement #3 of the Draft Language and Commentary to Implement the Unemployment Compensation Amendments of 1976-P.L. 94-566, and UIPL 14-91 for details on those aliens identified as being in PRUCOL status). (4) whose eligibility for unemployment compensation is determined under appropriate sections of the Federal Unemployment Tax Act	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>FUTA, Section (3304(a)(14)(A) stipulates that unemployment compensation shall not be payable on the basis of services performed by an alien unless the alien meets the following conditions:</p> <p>An alien must also be legally authorized to work in the United States at the time benefits are claimed - the latter giving rise to an availability issue.</p> <p>The United States Immigration and Naturalization Service (INS) has jurisdiction over an alien's authorization to work in the United States.</p>	
Alien (Unauthorized)		Wagner Peyser	With respect to employment of an alien at a particular time, the term means that the alien is neither lawfully admitted for permanent residence, nor authorized to be employed by the Immigration and Nationality Act or by the Attorney General.	ES
Alien Certification		Wagner Peyser	Job openings resulting from the Department of Labor's certification process which certifies that the opening is not readily or realistically fillable from the United States labor pool.	ES
Alien Employment Certification		Wagner Peyser	A process which uses an INS I-9 form or a facsimile such as an AWTS I-9 form, to gather information so a decision can be made as to an applicants eligibility for employment certification.	ES
Alien Labor Certification	ALC	Workforce Investment	<p>The permanent Labor certification system where, States will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Processing H-2A cases as described in an attached Statement of Work</li> <li>2. Providing prevailing wage determinations for non-agricultural labor certification programs; and</li> <li>3. Processing H-2B cases as described in an attached Statement of Work</li> </ol>	<p>WDL 0001-01 &amp; Field Memo 2-01( 10-23-2000)</p> <p>Region 5 ETA</p>
Alien Registration Receipt Card		Wagner Peyser	The INS documents forms I-151 or AR-3A that prove that an alien has a valid immigrant status.	ES
Allotment		Wagner Peyser	The total value of coupons, debit card, etc., a household is authorized to receive during each month.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
America's Career InfoNet	ACINet	Wagner Peyser	An online service that helps people make better, more informed career decisions. It is designed to be used by job seekers, employers, human resource specialists and workforce development specialists	<a href="http://www.acinet.org/acinet/">http://www.acinet.org/acinet/</a>
America's Job Bank	AJB	Wagner Peyser	A facility collects job order information from all SESAs for interstate clearance. The nationwide compilations are distributed to the SESAs for inclusion in SESA automated systems and to all local employment service offices nationwide. Additional (multi-state commuting areas as well as subdivisions of a state may be organized into separate Job Banks	ES
America's Job Link Alliance-Technical Services	AJLS-TS	Workforce Investment	Formerly known as America's Workforce Technology Solutions, A national field center under the administration of the Kansas Department of Human Resources (KDHR) which provides systems support and data processing training for federal and state employment security agencies.	
America's Labor Market Information System	ALMIS	Wagner Peyser		<a href="http://www.workforcesecurity.doleta.gov/employ/ALMISFunding.asp">http://www.workforcesecurity.doleta.gov/employ/ALMISFunding.asp</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
America's One Stop Operating System	AOSOS	Workforce Investment	<p>A multi-function management information system capabilities designed to meet reporting and one stop operation needs of Workforce Investment Act.</p> <p>Established in a State that receives an allotment under section 132(b) is a one-stop delivery system, which--</p> <p>(A) shall provide the core services;</p> <p>(B) shall provide access to intensive services and training services- serving as the point of access to individual training accounts for training services;</p> <p>(C) shall provide access to permissible Local Employment and Training Activities;</p> <p>(D) shall provide access to programs and activities carried out by one-stop partners; and</p> <p>(E) shall provide access to the information described in section 15 of the Wagner-Peyser Act and all job search, placement, recruitment, and other labor exchange services authorized under the Wagner-Peyser Act.</p>	Pub.L. 105-220 (WIA) 134(c)(1)(2)(3) and (4)
America's Program Coordinator		Wagner Peyser	An individual, sometimes the Job Bank Coordinator, who sets up the mechanisms for processing any job openings, referrals or placements occurring between SESAs.	ES
America's Workforce System	AWS	Wagner Peyser	An AWTS data system for a One-Stop operations environment. It provides for common intake, cross provider referrals, employer contact monitoring, skills collections, assessment and case management.	ES
America's Workforce Technology Solutions	AWTS	Wagner Peyser	A national field center under the administration of the Kansas Department of Human Resources (KDHR) which provides systems support and data processing training for federal and state employment security agencies.	ES
American Competitiveness and Workforce Improvement Act of 1998	ACWIA	Workforce Investment	<p>amendments to Immigration and Nationality Act.</p> <p>Subtitle A--Provisions Relating to H-1B Nonimmigrants</p> <p>Sec. 411. Temporary increase in access to temporary skilled personnel under H-1B program.</p> <p>Sec. 412. Protection against displacement of United States workers in case of H-1B-dependent employers.</p> <p>Sec. 413. Changes in enforcement and penalties.</p> <p>Sec. 414. Collection and use of H-1B nonimmigrant fees for scholarships for low-income math, engineering, and computer science students and job training of United States workers.</p> <p>Sec. 415. Computation of prevailing wage level.</p> <p>Sec. 416. Improving count of H-1B and H-2B nonimmigrants.</p> <p>Sec. 417. Report on older workers in the information</p>	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
American Indian or Alaska Native		9002 FY2003	<p>technology field.            Sec. 418. Report on high technology labor market needs; reports on economic impact of increase in H-1B nonimmigrants.            Subtitle B--Special Immigrant Status for Certain NATO Civilian Employees            Sec. 421. Special immigrant status for certain NATO civilian employees.            Subtitle C--Miscellaneous Provision            Sec. 431. Academic honoraria.</p> <p>A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.</p> <p>Note: New report changes spelling to Alaska</p>	TEGL 01-02 ETA Handbook 406: 9002A Services- Col E7
American Indian or Alaskan Native	AI or AN	9002 FY2003	<p>A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.</p> <p>Note: New report changes spelling to Alaska</p>	
American Indian or Alaskan Native	AI or AN	Wagner Peyser	<p>A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.</p>	<p>Field Memo 4-92            ETA Handbook 406            Column B line 5 (No definition offered).            Def from Final draft of WIA Title I-B Standardized Record Data (WIASRD)</p> <p>ES combines &amp; assumes Non-Hispanic status. Hispanic is an ethnic choice regardless of race.</p>
Americans With Disabilities Act	ADA	Wagner Peyser	<p>A comprehensive civil rights law for persons with disabilities.            Americans with Disabilities Act of 1990</p>	ES
Annual Performance Plan	APP	Wagner Peyser	<p>The Fiscal Year Annual Performance Plan for the Employment and Training Administration is based on goals and strategies developed as part of the agency's strategic plan for the period FY 1999 - 2004. Fiscal Year 2003 is the final year of authorization of the landmark job training legislation, the Workforce Investment Act of 1998 (WIA). The Act requires that levels of performance for each Program Year are set as a result of negotiations between each State and the Secretary of Labor, and were originally set prior to Program Year 2000, the first full year</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			of WIA implementation.	
Annual Wage Formula		Wagner Peyser	A benefit formula which computes the individual's weekly benefit amount as a percentage of total wages in the base period as opposed to a high- quarter or average-weekly-wage formula.	ES
Appeal		Wagner Peyser	A request for a hearing to be held by an appeals authority on a state agency's determination or redetermination, or a request for a review to be held by a higher appeals authority on a decision made by a lower appeals authority.	ES
Appeal Decision		Wagner Peyser	The disposition of an appeals case by a written ruling that is issued to one or more parties. A disposition which is not written and issued to any party is not a decision. In a multi-claimant case, only one decision is made which applies to all the claimants involved regardless of their number.	ES
Appeals Hearing held for Other States		Wagner Peyser	The hearings held by a state's lower appeals authority for other states.	ES
Applicable program		Workforce Investment	Any workforce investment activity carried out under the Workforce Investment Act of 1998.	Pub.L. 105-220 (WIA) §142
Applicant		Wagner Peyser	A person who files an application for services with a local office of a State agency, or with out-stationed staff, or with an outreach worker.	ES
Applicant		Workforce Investment	An individual who applies to a WIA recipient or sub-recipient for employment, training and/or services provided under WIA. An applicant found to be eligible for the program remains an applicant until the provisions for "participant" have been met.	Pub.L. 105-220 (WIA)
Applicant Characteristic Search		Wagner Peyser	An applicant inquiry of all applicants concerning a specific applicant. The subsequent report can contain items such as data element codes which indicate pertinent information about that applicant, applicant status, services, and/or matching data.	ES
Applicant Data System	ADS	Wagner Peyser	ADS was a daily data processing system data entry, editing and storage system used by some SESAs to enter or retrieve applicant characteristics, services and referral/placement data.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Applicant File Search		Wagner Peyser	Provides a manual or automated review of employment service jobseeker's qualifications.	ES
Applicant Inquiries		Wagner Peyser	A request for applicants with specific qualifications or characteristics. Usually used to compile lists of applicants having specific requirements or to find applicants for job orders requiring certain qualifications, desires or skills.	ES
Applicant Locator System	ALS	Wagner Peyser	An AWTS data processing system no longer in existence which was used to determine if a job seeker is registered with the employment service by using the Applicant Data System file.	ES
Applicant Master File		Wagner Peyser	File of computer processable records in magnetic (disk, tape) storage, of individuals who have registered (either full or partial) for local office assistance. This file contains characteristics information and at any time during a fiscal year may include both active and inactive applicants as well as special categories of applicants retained for predetermined or indefinite periods of time.	ES
Applicant Orientation		Wagner Peyser	Applicant orientation provides the applicant with an overview of the program and services available, the criteria and requirements for program participation and receipt of services, and an understanding of what is required and what is optional. Orientation may be individual or in group sessions. It could provide information on the services available, including other community services, and completing forms. The re-employment orientation conducted in conjunction with the Unemployment Insurance profiling effort includes a formalized effort at offering the above services to the program claimants.	ES
Applicant Services		Wagner Peyser	This refers to the intake process and the variety of services that may be necessary to orient, register, locate, refer, and place the applicant in a job. AWTS supplies a Registrant/Service Transactions (AWTS-516) and Registrant/Job Order Transactions (AWTS-516P) facsimiles to act as guides for developing instruments to gather information about services other than registration. Under the SERVICES entry are definitions of countable actions.	ES
Applicant Tracking		Wagner Peyser	A means used by a state or local employment service to follow an applicant through the state-specific intake services and referral process.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Applicant Training		Wagner Peyser	A planned, systematic sequence of instruction or other learning experience on an individual or group basis under supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for employment.	ES
Applicant-Holding Office		Wagner Peyser	Primary local office in which the applicant is registered. (1)attempts to locate and refer applicants from its local office administrative area to job openings located outside that area in response to a request by an order-holding office; or (2) initiates action to locate suitable job openings outside its local office area for its applicants who desire employment in another locality or who cannot be placed locally and will accept employment elsewhere.	ES
Applicant-Oriented Batch Search	III-B	Wagner Peyser	An initial batch search systems (IIIB) issued, by the Center for Automated Matching field center in Albany New York. This system is no longer available.	ES
Applicant-Oriented Matching		Wagner Peyser	Any job matching system designed to search a job order file or data base and subsequently provide a list of any job openings which match one or more of an applicant's specified selection criteria.	ES
Applicant-Oriented Real-Time Search	IV-A	Wagner Peyser	An initial real-time search systems issued by the Center for Automated Matching in Albany New York.	ES
Applicants Available		Wagner Peyser	The total number of applicants who were in active status one or more times during the Program Year. It is comprised of applicants active as of the end of the Program Year (carry-in applicants) plus applicants recorded in a local office as newly registered, partially registered, or renewed during the current program year. Each applicant is counted only once, regardless of number of registrations during the Program Year or whether "carried in" or whether having filed a new application or renewal.	ES
Application		Wagner Peyser	The act by which an applicant registers their availability and qualifications for referral to job openings or reveals their need for employability development service. AWTS supplies an Applicant Registration (AWTS-511) and Applicant Registration Change (AWTS-511C) facsimiles to act as guides for developing instruments for the gathering of registration data during the application process.	ES
Application File		Wagner Peyser	The file that contains Application Record.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Application Interview		Wagner Peyser	A meeting between an applicant and an employee of a SESA to analyze the strengths and weaknesses of the applicant's educational level, work history, vocational skills, or employment barriers and to develop a plan (not necessarily a written employability plan) to use their strengths and reduce weaknesses. Outcomes of an interview may include referral to another supportive service for implementation of the plan. This interview collects more information than the initial registration interview or reactivation and may take place on the same date as the registration or renewal interview so long as it is subsequent to those interviews.	ES
Application Record		Wagner Peyser	The basic local office record for an applicant.	ES
Apprenticeship		Wagner Peyser	A combination of on-the-job training (OJT) and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations.  Training in a skill which consists of at least 2,000 hours of on-the-job training or related theoretical instruction.	ES
Apprenticeship Information Center	AIC	Wagner Peyser	An office located in some local employment service offices, which provides referral to skilled trade jobs or organizations which may provide the approved training.	ES
Apprenticeship Information Management System	AIMS	Wagner Peyser	The AIMS database does not represent the entire registered apprenticeship system, nor does it provide a nationally representative sample.  Twenty-three states, known as the BAT States, and 13 SAC States primarily collect the data. The SACs that participate in AIMS are: Arizona, Florida, Kansas, Kentucky, Maine, Massachusetts, Minnesota, Montana, Nevada, New Mexico, Ohio, Pennsylvania and Rhode Island.  They identify core occupation performance. These efforts could be used as indicators of performance under the Workforce Investment Act to track activities such as:  Retention Earnings Placement	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Apprenticeship Training, Employer and Labor Services		Wagner Peyser	Skill Documentation Diversified Workforce  The new Office of Apprenticeship Training, Employer and Labor Services (OATELS) is a consolidation of the Bureau of Apprenticeship and Training that has responsibilities of the employer and labor liaison. OATELS engages in partnership activities both internally and externally, ensuring quality service and customer satisfaction to individuals and employers wishing to establish training or apprenticeship programs.	ES
Approvable Training		Workforce Investment	For Trade Act purposes, approved training means; 1) There is no suitable employment available for an adversely affected worker; 2) The worker would benefit from appropriate training; 3) There is a reasonable expectation of employment following completion such training; 4) Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources; 5) The worker is qualified to undertake and complete such training; 6) Such training is suitable for the worker and available at a reasonable cost.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Approval or Authorization of the Awarding or Cognizant Federal Agency		Workforce Investment	Documentation evidencing consent prior to incurring a specific cost. If such costs are specifically identified in a Federal award document, approval of the document constitutes approval of the costs. If the costs are covered by a State/local cost allocation plan or an indirect cost proposal, approval of the plan constitutes the approval.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-87
Approved Training		Wagner Peyser	Most States require that the training the claimant is pursuing will be of short- term duration but sufficient to get the claimant ready for a new job in an occupation for which a recurring demand exists. Inquiry is made of the claimant as to the type of training being pursued, its duration, and the prospects of the claimant obtaining a job which is suited to the training.  Information is also obtained from the training facility or learning institution describing the training curriculum, the duration of the training, and evidence that the training facility is approved by the State's accrediting or certifying	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Area Agency on Aging		Wagner Peyser	agency, e.g., a State Board of Education or a State Board of Vocational Training.  Agencies designated under § 305(a)(2)(A) of the OAA or a State agency performing the functions of an area agency on aging under § 305(b)(5) of the OAA.	ES
Area Industrial Profile		Wagner Peyser	A means to compile employer information by industry for a jurisdiction.	ES
Area Vocational Education School		Workforce Investment	<p>A) a specialized public secondary school used exclusively or principally for the provision of vocational and technical education to individuals who are available for study in preparation for entering the labor market;</p> <p>(B) the department of a public secondary school exclusively or principally used for providing vocational and technical education in not fewer than 5 different occupational fields to individuals who are available for study in preparation for entering the labor market;</p> <p>(C) a public or nonprofit technical institution or vocational and technical education school used exclusively or principally for the provision of vocational and technical education to individuals who have completed or left secondary school and who are available for study in preparation for entering the labor market, if the institution or school admits as regular students both individuals who have completed secondary school and individuals who have left secondary school; or</p> <p>(D) the department or division of an institution of higher education, that operates under the policies of the eligible agency and that provides vocational and technical education in not fewer than five different occupational fields leading to immediate employment but not necessarily leading to a baccalaureate degree, if the department or division admits as regular students both individuals who have completed secondary school and individuals who have left secondary school.</p> <p>has the meaning given the term in Section 521 of the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2471). [WIA Section 101]</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2471). Section 521</p> <p>[WIA Section 101]</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Area of Substantial Unemployment	ASU	Workforce Investment	<p>Determinations of areas of substantial unemployment are made once each fiscal year.</p> <p>a. Area of Substantial Unemployment. An ASU is a contiguous area with a current population of at least 10,000 and an average unemployment rate of at least 6.5 percent for the 12-month reference period.</p> <p>b. Reference Period. The 12-month reference period for the designation shall be July, 2001 through June, 2002.</p>	<p>Pub.L. 105-220 (WIA) Section 127(b)(2)(B) and Section 132(b)(1)(B)(v)(III)</p> <p>REGION 5 ETA WORKFORCE DEVELOPMENT LETTER NO. 008-02</p>
Arrival-Departure Record		Wagner Peyser	The INS document form I-94 that which proves an alien is permitted to work in the United States.	ES
Asian		Wagner Peyser	<p>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan). This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Thailand, and Vietnam.</p> <p>Established separate from Pacific Islander as directed in the Implementation of the 1997 revision to race definition.</p>	<p>Field Memo 4-92 ETA Handbook 406 Column B line 6* Def from Final draft of WIA Title I-B Standardized Record Data (WIASRD)</p> <p>* Separated from Pacific Islander in PY2000 compliance implementation of the 1997 race redefinition.</p>
Asian and Pacific Islander		Wagner Peyser	<p>This classification has been split in two other classifications.</p> <p>The Pacific Islanders (Philippine Islands and Samoa) classification was combined with Hawaiian Native with the implementation of the OMB 1997 revision in race classification.</p> <p>Asian has been made a distinct race classification.</p>	<p>Field Memo 4-92 ETA Handbook 406 Column B line 6. Modified by OMB 1997 revision in race classification.</p> <p>Definition taken from AWTS Data Preparation Handbook</p>
Assessment		Wagner Peyser	An interview, employment counseling, or testing to determine the skills and developmental needs of an job seeker.	Field Memo 4-92 ETA Handbook 406 Line 12
Assessment		Workforce Investment	An objective evaluation of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant.	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Assessment Services		Workforce Investment	An objective evaluation of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant.	Pub.L. 105-220 (WIA)
Assigned Case Manager		Wagner Peyser	All veterans for whom a local office staff member, such as Disabled Veterans' Outreach Program (DVOP) specialist or a Local Veterans' Employment Representative (LVER), has been assigned to provide on-going one-on-one personal assistance including, but not limited to, providing advice pertaining to vocational choice, assistance in obtaining training to reach employability, and follow-up services over a period of time required to obtain employment. This includes all veterans for whom a case manager was assigned and carried over to the current program year. (Veteran applicants only). USES-The Veterans' Unit Supervisor assigns the case manager. USES-The case manager must be a DVOP specialist or LVER.	Field Memo 4-92 ETA Handbook 406 Line 16
Assigned Case Manager and Received Case Management Services		Wagner Peyser	A broad term referring to the process of providing SESA services of counseling, referral to supportive services, job development contact, referral to job, placement in a job, referral to training, placement in training, vocational guidance service, or any combination of those services provided by an assigned case manager for all veteran applicants.	ES
Assistance		Wagner Peyser	Payment, by cash, voucher, or other means, to or for an individual or family for the purpose of meeting a subsistence need of the individual or family (including food, clothing, shelter, and related items, but not including costs of transportation or child care).	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 117.(a)(6)(A) Definition
Assistant Secretary for Veterans' Employment and Training Service	ASVETS	Wagner Peyser	(1)The individual who is the principal veterans advisor to the Secretary of Labor, who formulates, promulgates, and administers policies, regulations, grant procedures, grant agreements and administrative guidelines and administers them through the Veterans' Employment and Training Service so as to provide eligible veterans and eligible persons the maximum of employment and training opportunities, with priority given to the needs of disabled veterans and veterans of the Vietnam-era, through existing programs, coordination and the merger of programs and implementation of new programs. (2)Oversees the veterans activities carried out by state	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Assistant State Director for Veterans' Employment and Training Service	ASDVETS	Wagner Peyser	agencies. (3)Ensures that appropriate records and reports are maintained by State agencies within their management information systems to fulfill their obligations under this subpart.  A Federal employee who is designated as an assistant to a State Director for Veterans' Employment and Training Service (SDVETS).	Data Communications Dictionary by Chales J. Sippl
Assistive Technology Device		Workforce Investment	Any item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.	Pub.L. 105-220 (WIA) TitleVII-Ind. Living Servs. & Centers Ind. Living Chapter 1--Ind. With Significant Disabilities Sec. 6(3) Definition Sec. 102(b)(3)(B)(i)(I) Ind. Employment Plans SEC. 404. Voc. Rehab. Ser.- Sec 101(9)(E)(I)(V) Sec 202(b)(6)
Assistive Technology Service		Workforce Investment	Any service that directly assists an individual with a disability in the selection, acquisition, or use of an assistive technology device. Such term includes-- (A) The evaluation of the assistive technology needs of an individual with a disability, including a functional evaluation of the impact of the provision of appropriate assistive technology and appropriate services to the individual in the customary environment of the individual; (B) Services consisting of purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by individuals with disabilities; (C) Services consisting of selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices; (D) Coordination and use of necessary therapies, interventions, or services with assistive technology devices, such as therapies, interventions, or services associated with education and rehabilitation plans and programs; (E) Training or technical assistance for an individual with disabilities, or, where appropriate, the family members, guardians, advocates, or authorized representatives of such an individual; and (F) Training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers, or other individuals who provide	Pub.L. 105-220 (WIA) TitleVII-Ind. Living Servs. & Centers Ind. Living Chapter 1--Ind. With Significant Disabilities Sec. 6(4) Definition Sec. 102(b)(3)(B)(i)(I) - SEC. 404. Voc. Rehab. Ser.- Sec 101(9)(E)(I)(V) Sec 202(b)(6)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>services to, employ, or are otherwise substantially involved in the major life functions of individuals with disabilities</p> <p>TitleVII-Ind. Living Servs. &amp; Centers Ind. Living Chapter 1--Ind. With Significant Disabilities Sec. 6(4) Definition            Sec. 102(b)(3)(B)(i)(I) Ind. Employment Plans            SEC. 404. Voc. Rehab. Ser.-            Sec 101(9)(E)(I)(V) State plans            Sec 202(b)(6) Education plans for training seminars and demonstration projects</p>	
Associates Degree	AA	Wagner Peyser	A degree or title granted by some colleges and universities to student who finish a course that is complete in itself but shorter than that leading to a bachelor's degree.	Webster's international Dictionary
Attained Secondary School Diploma		Workforce Investment	A term applied to youth who attains 1) a secondary (high school) diploma recognized by the State during enrollment or by the end of the first quarter after exit 2) successful complete an Individual Education Program (IEP) for youth with disabilities 3) a GED or high school equivalency diploma recognized by the State during enrollment by the end of the first quarter after exit. 4) exited WIA services but was still attending secondary school at exit.	TEGL No. 14-00 Attachment E (WIASRD) Section 3b Line 673 OMB #1205-0420  Pub.L. 105-220 (WIA)
Attainment of goal #1, #2 or #3		Workforce Investment	Goal attained. Attainment of a goal is to be based on individual assessments using widely accepted and recognized measurement/assessment techniques.	TEGL No. 14-00 Attachment E (WIASRD) Section IIIb-Outcomes for Younger Youth (Aged 14-18 at registration) Line 627 goal #1, Line 631 goal #2 and Line 635 goal #3 OMB #1205-0420
Attending Any School		Workforce Investment	There is no statutory definition of "attending any school." State and local areas have some flexibility in defining what programs of study might be excluded from "attending any school," such as the ones cited in the question. States and local areas are encouraged to develop their own policies and guidelines on implementing the definition of an out-of-school youth. Consistent with 20 CFR 661.120, the policies, guidelines, and definitions should not be inconsistent with the Act, the regulations, and other federal statutes and regulations governing One-Stop partner programs. Local areas should also ensure consistency with state policy. In addition, we recommend that such policies, guidelines, and definitions be consistent with established state or local education policies and rules	TEGL No. 12-01 02-21-2002

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Augmented Weekly Benefit Amount		Wagner Peyser	The weekly benefit amount inclusive of an allowance for dependents of a claimant with dependents.	ES
Authorization Card		Wagner Peyser	The document issued by the State Food Stamp agency to an eligible household which shows the allotment the household is entitled to be issued.	ES
Authorized Position		Wagner Peyser	An enrollment opportunity during a program year. The number of authorized positions is derived by dividing the total amount of funds appropriated during a program year by the national average unit cost per enrollee for that program year as determined by the Department. The national average unit cost includes all administration costs, other enrollee costs, and enrollee wage and fringe benefit costs. An allotment of the total dollars for the grantee is divided by the national unit cost to determine the total number of authorized positions for each grant agreement.	ES
Automated Data Processing	ADP	Wagner Peyser	Pertaining to data processing equipment such as electrical accounting machines and electronic data processing equipment.	Data Communications Dictionary by Chales J. Sippl
Automatic Inactivation		Wagner Peyser	Process of changing applicants status from active to inactive through automation.	ES
Automatic Renewal		Wagner Peyser	Process of changing applicant's status from inactive to active base on receipt of selective services. A renewal to active status will be automatically generated for inactive applicants who receive a reportable service as the first service of the program year in that local office.	ES
Available for Work		Wagner Peyser	An individual is ready and willing to accept suitable work.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Average Actual Duration for Total Unemployment		Wagner Peyser	The weeks of total unemployment compensated during a year, divided by the number of first payments for total unemployment issued during the year.	ES
Average Actual Duration of Compensable Unemployment		Wagner Peyser	The number of all weeks of unemployment compensated during a year, divided by the number of first payments issued during the year.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Average Potential Duration		Wagner Peyser	The number of weeks of full benefits to which claimants are potentially entitled within their benefit years or other compensation periods, divided by the number of such claimants.	ES
Average Wage on Job Orders		Wagner Peyser	The average wage on job orders received from the beginning of the program year.	Field Memo 4-92 ETA Handbook 406 Line 1-15 Column E
Average Wage on Placement		Wagner Peyser	The total of the wages, computed to an hourly basis, of all placements in the occupational category divided the total number of placements in the occupational category.	Field Memo 4-92 ETA Handbook 406 Line 1-15 Column K
Average Weekly Benefit Amount	AWBA	Wagner Peyser	Benefits Paid for Total Unemployment divided by Weeks Compensated for Total Unemployment.	<a href="http://ows.doleta.gov/unemploy/content/data_stats/datasum01/2ndqtr/gloss.asp">http://ows.doleta.gov/unemploy/content/data_stats/datasum01/2ndqtr/gloss.asp</a>
Average Weekly Wage		Wagner Peyser	One-thirteenth of the total wages paid to an individual in the individual's high quarter. The high quarter for an individual is the quarter in which the total wages paid to the individual were highest among the first four of the last five completed calendar quarters preceding the individual's appropriate week.	ES
Average-Weekly-Benefit Amount for Total Unemployment		Wagner Peyser	The amount computed by dividing the amount of compensation paid for total unemployment during a given period by the corresponding number of weeks for which compensation for total unemployment was paid.	ES
Aviation and Transportation Security Act	ATSA	Workforce Investment	This statute provides new airport security rules and federalizes the security responsibilities at major airports. TSA, which has responsibility for civil aviation security, is currently establishing new federal security operations in the nation's commercial airports. The ATSA mandates that all baggage and passenger screeners must be uniformed federal personnel working for the TSA. It also requires that all screeners must be trained federal employees by November 19, 2002.	Public Law 107-71 Sections 110 and 111.
Award		Workforce Investment	Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the DOL to an eligible recipient. The term does not include technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; or contracts that	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Awarding Agency		Workforce Investment	are required to be entered into and administered under procurement laws and regulations. (See Grant)  (a) With respect to a grant, cooperative agreement, or cost reimbursement contract, the Federal agency, or (b) with respect to a subgrant, the party that awarded the subgrant.	29 CFR 95.2  DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms
Bachelor's Degree	BD	Wagner Peyser	Usually the first, or lowest degree conferred by a four year college, university, or by some professional schools.	OMB Circular A-87, 29 CFR 97.3  Webster's international Dictionary
Base Period		Wagner Peyser	(Base Year) A statutory period of 12 consecutive months, or, in some states, 52 weeks preceding the beginning of a benefit year during which earnings from covered employment or both, are used to establish entitlement to compensation or allowances under an applicable program.	ES section 205 of the Federal-State Extended Unemployment Compensation Act of 1970 (Public Law 91-373)  (26 U.S.C. 3304 note).
Base Period Wages		Wagner Peyser	The amount of earnings from covered employment paid to a claimant during the base period established for a new or transitional initial claim by the claimant under a specific program.	ES
Base Period Weeks		Wagner Peyser	Weeks of work within the base period necessary to meet the qualifying requirements for compensation or allowances under the eligibility provisions of some state unemployment compensation laws.	ES
Basic Literacy Skills Deficiency		Workforce Investment	(1) Computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test; or (2) Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual' s family or in society.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 - Individual Information Line 131 Basic literacy skills deficiency
Basic Occupational Literacy Test	BOLT	Wagner Peyser	A test that measures an individual the basic reading and arithmetic skills.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Basic Skills Deficient		Workforce Investment	With respect to an individual, that the individual has English reading, writing, or computing skills at or below the eighth grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 335 Adult basic or literacy skills training OMB #1205-0420  DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: (WIA Sec. 101
Basic Skills Goals		Workforce Investment	Basic education skills include reading comprehension, math computation, writing, speaking, listening, and the capacity to use these skills, problem solving, reasoning. Level of attainment desired require to meet basic reading, math, writing, speaking, listening.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 - Individual Info Line 131 Basic literacy skills deficiency Section II - Activity and Services Info. Line 335 Adult education, basic skills and/or literacy activities
Basic Weekly Benefit Amount		Wagner Peyser	The weekly monetary amount a claimant may receive for a week of total unemployment excluding any allowance for dependents.	ES
Batch Matching		Wagner Peyser	A form of matching where data is collected, grouped together, entered and processed on a periodic basis.	ES
Bateria de Examenes de Aptitude General	BEAG	Wagner Peyser	The Spanish language version of the General Aptitude Test Battery.-GATB	ES
Beneficiary		Wagner Peyser	A claimant who receives unemployment compensation or allowance payments under any state or federal program.	ES
Benefit Accuracy Measurement	BAM	Wagner Peyser	A principal performance measurement modules which assesses accuracy of benefit payments and eventually decisions to deny.	UI PERFORMS CY 1998 Annual Report <a href="http://www.workforcesecurity.doleta.gov/unemploy/pdf/nonmon98.pdf">http://www.workforcesecurity.doleta.gov/unemploy/pdf/nonmon98.pdf</a>
Benefit Balance		Wagner Peyser	The unpaid portion of the potential benefits payable to a claimant during a benefit year or period of eligibility.	ES
Benefit Eligibility Conditions		Wagner Peyser	Statutory requirements which must be satisfied by an individual with respect to each week of unemployment for which compensation or allowance payments are claimed before payment for the week is made.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Benefit Formula		Wagner Peyser	A mathematical formula specified in state unemployment compensation law or federal laws used as the basis for determining an individual's weekly benefit amount and potential maximum benefit entitlement.	ES
Benefit Payment Account		Wagner Peyser	An account in the state unemployment fund which is a record of: (1) deposits transferred from the Unemployment Trust Fund, and (2) withdrawals for the payment of benefits.	ES
Benefit Rights Interview		Wagner Peyser	Information provided to a claimant for the purpose of explaining the individual's rights and responsibilities under the applicable state unemployment compensation law or federal law.	ES
Benefit Timeliness and Quality	BTQ	Wagner Peyser	A UI program designed to assess the quality and timeliness of UI benefit functions.	ES
Benefit Year		Wagner Peyser	A period, generally 52-weeks, during which an individual claimant may receive their maximum potential benefit amount.	ES section 205 of the Federal-State Extended Unemployment Compensation Act of 1970 (Public Law 91-373) (26 U.S.C. 3304 note).
Benefits Review Board	BRB	Wagner Peyser	<p>Department of Labor's Benefits Review Board was created in 1972, by Congress, to review and issue decisions on appeals of workers' compensation claims arising under the Longshore and Harbor Workers' Compensation Act and the Black Lung Benefits amendments to the Federal Coal Mine Health and Safety Act of 1969. The Board exercises the appellate review authority formerly exercised by the United States District Courts. Board decisions may be appealed to the U.S. Courts of Appeals and to the U.S. Supreme Court.</p> <p>The Board, by statute, consists of five Members appointed by the Secretary of Labor, one of whom is designated as Chairman and Chief Administrative Appeals Judge. The Board's mission is to issue decisions on the appeals pending before it with expediency, consistency and impartiality, in accordance with its statutory standard of review and applicable law.</p>	<a href="http://www.dol.gov/brb/mission.htm">http://www.dol.gov/brb/mission.htm</a> REGION 5 ETA IB 001-03
Benefits Timeliness and Accuracy	BTQ	Wagner Peyser	A principal performance measurement modules which embraces measurements of the timeliness and quality of benefit claims, payment and appeals operations.	UI PERFORMS CY 1998 Annual Report <a href="http://www.workforcesecurity.doleta.gov/unemploy/pdf/nonmon98.pdf">http://www.workforcesecurity.doleta.gov/unemploy/pdf/nonmon98.pdf</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Black or African American		Wagner Peyser	A person having origins in any of the black racial groups of Africa.	Field Memo 4-92 ETA Handbook 406 Column B line 3* (No definition offered). Definition taken from Final draft of Workforce Investment Act Title I-B Standardized Record Data (WIASRD)
Black or African American		Workforce Investment	The race classification in WIA is a two part question which allows for choosing or not choosing a Hispanic or Latino ethnicity (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race).	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 108 OMB #1205-0420
Black, Non-Hispanic		Wagner Peyser	Classification discontinued with Implementation of the 1997 revision to race definition.  See Black or African American	Field Memo 4-92 ETA Handbook 406 Column B line 3 (no definition offered). Definition taken from Final draft of Workforce Investment Act
Black, Non-Hispanic		Workforce Investment	In WIA Ethnicity information (Hispanic, other) is collected separately from race information	Pub.L. 105-220 (WIA)
Bona Fide Occupational Qualification	BFOQ	Wagner Peyser	A Bona Fide Occupational Qualification (BFOQ) means that an employment decision or request based on age, sex, national origin or religion is based on a finding that such characteristic is necessary to the individual's ability to perform the job in question. Since a BFOQ is an exception to the general prohibition against discrimination on the basis of age, sex, national origin or religion, it must be interpreted narrowly in accordance with the Equal Employment Opportunity Commission regulations set forth at 29 CFR parts 1604, 1605 and 1627.	ES
Bonding Assistance		Wagner Peyser	Services provided to enable otherwise non-bondable applicant to secure a bond for employment.  Providing information as to where bonding can be obtained when it is a requirement for qualifying for a job.	ES
Bonus Year		Wagner Peyser	each of fiscal years 2004 through 2008.	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 105. Bonus to Reward Employment Achievement (1)(E)(I) Definitions

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Boosting Education, Skills and Training Communities	BEST	Wagner Peyser	<p>Communities Boosting Education, Skills and Training developed by the 21st Century Leadership Group--a forum of leaders from business, organized labor, education, and all levels of government. Their report, Skills for a New Century: A Blueprint for Lifelong Learning, outlined five broad recommendations to provide adults the skills they need and employers the skilled employees needed to remain competitive.</p> <p>(1) Deliver education and training that is tied to high standards, leads to useful credentials and meets labor market needs.</p> <p>(2) Improve access to financial resources for lifetime learning for all adult Americans, including those in low-wage jobs.</p> <p>(3) Promote learning at a time, place, and manner that meets worker needs and interests, including through the use of learning technologies to enable learning at home, the workplace, or elsewhere.</p> <p>(4) Encourage and motivate adults to pursue further education and training and inform them of resources available to help them do so.</p> <p>(5) Form partnerships among a wide array of organizations and stakeholders to support workforce development and lifelong learning for adults.</p>	Fed Reg February 8,2000
Budget Approved		Wagner Peyser	The amount approved by the ETA for the administration of a state ES agency for a given period and a statement on any limitations governing the expenditure of this money.	ES
Bulletins		Wagner Peyser	Bulletins used by ETA's special targeted programs, such as the Migrant and Seasonal Farmworker Program; Indian and Native American Program; Senior Community Service Employment Program; Job Corps; and Apprenticeship Training, Employer and Labor Services to communicate to their field structures will continue.	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01
Bureau Of Apprenticeship and Training	BAT	Wagner Peyser	An ETA bureau that registers apprenticeship programs and apprentices in 23 States and assists and oversees State Apprenticeship Councils (SACs) which perform these functions in 27 States, the District of Columbia, Puerto Rico, and the Virgin Islands. Government's role is to, first, safeguard the welfare of apprentices, second, ensure the quality and equality of access of apprenticeship programs, and third, provide integrated employment and training information to sponsors and the local employment and training community.	The National Apprenticeship Act of 1937 (Fitzgerald Act), as amended PL 75-308, 50 Stat. 664, 57 Stat. 518, 29 U.S.C. 50, 50a, 50b

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Bureau of International Labor Affairs	ILAB	Wagner Peyser	<p>Carries out the Department of Labor's international responsibilities under the direction of the Deputy Under Secretary for International Affairs, and assists in formulating international economic, trade, and immigration policies.</p> <p>ILAB implements these objectives through the following activities:</p> <ul style="list-style-type: none"> <li>(i) represent the Secretary of Labor on international issues in the inter-agency policy-making processes chaired by the National Economic Council and the National Security Council;</li> <li>(ii) represent the U.S. government at the International Labor Organization;</li> <li>(iii) implement the North American Agreement on Labor Cooperation (NAALC), the labor supplemental agreement to NAFTA;</li> <li>(iv) issue reports on international child labor issues and oversees international programs to eliminate child labor exploitation;</li> <li>(v) represent the U.S. government in the Human Resources Working Group of the Asia-Pacific Economic Cooperation (APEC) forum;</li> <li>(vi) prepare G-7 and EU meetings involving labor market policy issues;</li> <li>(vii) represent the U.S. government in the Employment, Labor and Social Affairs (ELSA) Committee of the OECD;</li> <li>(viii) assist the U.S. Trade Representative in international trade negotiations, including immigration-related issues;</li> <li>(ix) coordinate labor market technical assistance programs with foreign countries;</li> <li>(x) undertake research on the impact of international trade and immigration policies in the United States.</li> </ul>	<p><a href="http://www2.dol.gov/ilab/">http://www2.dol.gov/ilab/</a></p> <p>REGION 5 ETA IB 001-03</p>
Bureau of Labor Statistics	BLS	Wagner Peyser	<p>Is the principal fact-finding agency for the Federal Government in the broad field of labor economics and statistics. The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. Congress, other Federal agencies, State and local governments, business, and labor. The BLS also serves as a statistical resource to the Department of Labor.</p> <p>BLS data must satisfy a number of criteria, including relevance to current social and economic issues, timeliness in reflecting today's rapidly changing economic conditions, accuracy and consistently high statistical</p>	<p><a href="http://www.bls.gov/bls/blsmissn.htm">http://www.bls.gov/bls/blsmissn.htm</a></p> <p>REGION 5 ETA IB 001-03</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			quality, and impartiality in both subject matter and presentation.	
Business Entity		Wagner Peyser	A firm, corporation, association, partnership, consortium, joint venture, or other form of enterprise.	TITLE III SEC. 333
Calendar Week		Wagner Peyser	A period of seven (7) consecutive days beginning and ending at Saturday midnight, used as a unit in the measurement of employment, unemployment, and insured unemployment.	ES
Calendar Year	CY	Wagner Peyser	A period of seven (12) consecutive months beginning on January 1 each year and ending on December 31. This is used as a unit in the measurement of employment, unemployment, and insured unemployment.	ES
Calendar Year	CY	Workforce Investment	The period between January 1 and December 31 of any year. For example, calendar year 2001 is January 1, 2001, through December 31, 2001.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms
Campaign Badge		Wagner Peyser	Military award bestowed upon participants of specific military campaigns or expeditions. A military reservist or member of the national guard who has participated "in" or "in support" of the Lebanon, Granada and Panama military actions is entitled to veteran status. Definite time periods have not been set for these actions but an individual's veteran status may be determined by checking for these campaign badges on an individual's DD 214.  Dates of campaigns may be obtained on the OPM web site: <a href="http://www.opm.gov/veterans/html/vgmedal2.htm">http://www.opm.gov/veterans/html/vgmedal2.htm</a> .	ES
Campaign Veteran		Wagner Peyser	job seekers who are campaign badge veterans. The registered job seeker is a campaign badge veteran if: The individual is 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 has been authorized as identified and listed by the Office of Personnel Management (OPM).  Please see Appendix B for the current list as of 01/ 07/ 2000. For campaigns occurring after this date, updated information may be obtained on the OPM web site: <a href="http://www.opm.gov/veterans/html/vgmedal2.htm">http://www.opm.gov/veterans/html/vgmedal2.htm</a> .	Field Memo 4-92 ETA Handbook 406 Columns J &  VETERANS PROGRAM LETTER NO. 5-99

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Campaign Veteran		Workforce Investment	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 Office of Personnel Management (OPM).  Appendix B for the current list as of 01/07/2000. For campaigns occurring after this date, updated information may be obtained on the OPM web site: <a href="http://www.opm.gov/veterans/html/vgmedal2.htm">http://www.opm.gov/veterans/html/vgmedal2.htm</a> .	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 112 Appendix B (For The Standardized Record Data (WIASRD)) Campaign or Expedition Veteran  OMB #1205-0420
Canceled Job Opening		Wagner Peyser	A job opening on which action by the local office has formally ceased for any reason other than placement.	ES
Canceled Job Order		Wagner Peyser	A job order which did not have all requested openings filled before it was closed. The remaining openings are canceled and the job order is closed with canceled openings.	ES
Card Code	CC	Wagner Peyser	The code that identifies the type of information that can be capture within that card/records.  The data elements may be maintained electronically or on a hard copy with the complete document consisting of one or more cards.	ES
Career Ability Placement Survey	CAPS	Workforce Investment	Reading skills raw score test name and version	TEGL No. 14-00 Attachment E (WIASRD) Item 23a
Career Development Period-Job Corps	CDP	Workforce Investment	A period at Job Corp Centers used to prepare students to enter and remain connected to the labor market, and/or obtain further education and training by assisting them to: . Acquire the foundation skills, specific knowledge and competencies needed to achieve their career goals. . Understand how to progress in the work place environment. . Move successfully from the learning environment to the work environment. To provide a safe and secure living environment in which students: . Experience personal growth . Learn self-management, personal responsibility, and both independent and community living skills.	<a href="http://jcdcf5.jobcorps.org:7102/documents/docu.htm">http://jcdcf5.jobcorps.org:7102/documents/docu.htm</a>  Policy & Requirements Handbook DOL Office of Job Corps Chapter 3
Career Guidance		9002 FY2003	Job seekers who received services which include the provision of information, materials, suggestions, or advice which are intended to assist the applicant in making	TEGL 01-02 ETA Handbook 406: 9002A Services- Row 13; 9002B Service to Vets Row 5:

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			occupation or career decisions.	Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Row 8
Career Guidance System		Wagner Peyser	Provides assistance to inexperienced or untrained applicants facing vocational choice or career change.	ES
Career Preparation Period-Job Corps	CPP	Workforce Investment	A period at Job Corp Centers used to: To ready each student for successful participation in the Job Corps experience by providing a Career Preparation Period designed to assist each student to: .To ready each student for successful participation in the Job Corps experience by A period at Job Corp Centers designed to assist each student to: . Acclimate to center life. . Acquire basic skills that will enhance job readiness and job search competencies. To enable staff to help each student to acclimate to center life by: . Identifying and addressing personal issues that are barriers to successful adjustment and participation. . Tailoring the mix of services to the individual students needs.	<a href="http://jcdcf55.jobcorps.org:7102/documents/docu.htm">http://jcdcf55.jobcorps.org:7102/documents/docu.htm</a>  Policy & Requirements Handbook DOL Office of Job Corps Chapter 2
Career Transition Period-Job Corps	CTP	Workforce Investment	A period at Job Corp Centers used to prepare students to provide eligible Job Corps students personalized career transition services that lead to long-term employment, earnings growth, career progression and further education.	<a href="http://jcdcf55.jobcorps.org:7102/documents/docu.htm">http://jcdcf55.jobcorps.org:7102/documents/docu.htm</a>  Policy & Requirements Handbook DOL Office of Job Corps Chapter 4
Carry-In Applicant		Wagner Peyser	An applicant for whom there is an active application record on file at the end of the program year.	ES
Case Management		Workforce Investment	The provision of a client-centered approach in the delivery of services, designed--(A) to prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and) to provide job and career counseling during program participation and after job placement.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) §101
Case Manager		Wagner Peyser	A local office staff member, such as Disabled Veterans' Outreach Program Representative (DVOP) or a Local Veterans' Employment Representative (LVER), that has	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Cash Assistance Programs		Workforce Investment	<p>been assigned to provide on-going one-on-one personal assistance including, but not limited to, providing advice pertaining to vocational choice, assistance in obtaining training to reach employability, and follow-up services over a period of time required to obtain employment. This includes all veterans for whom a case manager was assigned and carried over to the current program year (Veteran applicants only).</p> <p>Aid programs that are sources of cash for WIA participants:</p> <p>General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Supplemental Security Income (SSI-SSA title XVI)</p>	Pub.L. 105-220 (WIA)
Cash Contributions		Workforce Investment	<p>The grantee's cash outlay, including the outlay of money contributed to the grantee or subgrantee by other public agencies and institutions, and private organizations and individuals.</p> <p>When authorized by Federal legislation, Federal funds received from other assistance agreements may be considered as grantee or subgrantee cash contributions.</p>	29 CFR 97.3 and 95.2]
Cash Management Improvement Act	CMIA	Workforce Investment	<p>An act that ensures efficiency, effectiveness, and equity in the transfer of funds between State and Federal governments. It was formerly known as Treasury Circular 1075.</p> <p>Federal agencies must make timely fund disbursements and grant awards to States. States and Federal agencies must minimize the time between the transfer of Federal funds to States and the presentment of States' checks/warrants or settlement of EFT payments for program purposes.</p> <p>With minor exceptions, States are entitled to interest from the Federal Government for the time State funds are advanced for program purposes pending Federal disbursement. The Federal Government is entitled to interest from the States for the time Federal funds are in State accounts pending presentment of checks/warrants and settlement of EFT payments for program purposes.</p> <p>Treasury may charge responsible Federal agencies if they are found to be egregious or repeatedly incur Federal interest liabilities. Interest charges will be paid from</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>31 CFR 205</p> <p><a href="http://www.fms.treas.gov/cmia/">http://www.fms.treas.gov/cmia/</a></p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Catalog of Federal Domestic Assistance	CFDA	Wagner Peyser	<p>agency operating budgets and not amounts available for program funding.</p> <p>GSA maintains this document and web site to allow the public access to find out information about 15 types of assistance available including surplus equipment, training, guaranteed loans, and, of course, grants,</p> <p>The types of assistance which are available through the programs. Code letters (A through O) which identify the type of assistance) following the program titles in the Agency Index, Applicant Eligibility Index, the Functional Index, Deadlines Index, and in the list of added programs</p> <p>A - Formula Grants  B - Project grants  C - Direct Payments for Specified Use  D - Direct Payments with Unrestricted Use  E - Direct Loans  F - Guaranteed/Insured Loans  G - Insurance  H - Sale, Exchange, or Donation of Property and Goods  I - Use of Property, Facilities, and Equipment  J - Provision of Specialized Services  K - Advisory Services and Counseling  L - Dissemination of Technical Information  M - Training  N - Investigation of Complaints  O - Federal Employment</p>	<a href="http://www.cfda.gov/">http://www.cfda.gov/</a>
Category of Openings		Wagner Peyser	A data field on a job order input form which classifies the job openings received.	ES
Center for Civil Rights	CRC	Wagner Peyser	<p>The organization, formerly the Directorate of Civil Rights, within the Office of the Assistant Secretary for Administration and Management, that has the responsibility to enforce discrimination laws, with respect to recipients of federal financial assistance from the Department.</p> <p>Additionally, the CRC is responsible for processing complaints alleging violations of the ADA by all State and local government programs, services, and regulatory activities relating to labor and the workforce.</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Center for Civil Rights	CRC	Workforce Investment	<p>ETA is not responsible for administering any civil rights laws. Rather, it is the Civil Rights Center (CRC), formerly the Directorate of Civil Rights, within the Office of the Assistant Secretary for Administration and Management, that has the responsibility to enforce such laws as the Age Discrimination Act of 1975, § 504 and Title VI, with respect to recipients of federal financial assistance from the Department.</p> <p>Additionally, the CRC is responsible for processing complaints alleging violations of the ADA by all State and local government programs, services, and regulatory activities relating to labor and the workforce.</p>	Pub.L. 105-220 (WIA)
Center for Employment and Training	CET	Workforce Investment	<p>The Center for Employment Training (CET), originally based in California and now operating nationwide, offers a variety of support services at local sites, including: Montessori child development/childcare centers, immigration/educational services, and a region-wide farm worker information networking project. A California State Community Services Block Grant supports a broad range of supportive services for farm workers throughout California. CET fully utilizes and networks with a wide collection of social service agencies and providers in each community where it operates.</p> <p>CET centers in 163 cities, 25 counties and nine states will make use of intensive training and placement programs and close ties to businesses in local communities. CET will use its shorter term, individualized, job training feeder program, "GET Jobs" (General Employment Training for jobs). It will also utilize its "Traditional CET Model," which lasts an average of six months, with a comprehensive curriculum that provides training for the most difficult to serve TANF recipients with multiple barriers. This program includes simulated work environments, and follow-up with supportive services.</p> <p>All of CET's WtW National Project activities will be coordinated with local PICs or other designated local administrative entity in each of CET's center locations.</p>	CET-Quick Facts. 1998. San Jose, CA: Center for Employment Training.
Center for Faith-Based and Community Initiatives	CFBCI	Workforce Investment	<p>An office established in DOL in response to the Presidents executive order to provide expanded opportunities for the Federal-State-local partnerships under WIA to engage the faith-based and community-based organizations in service delivery. Also to assist in providing additional points of entry for customers into the One-Stop system. These</p>	Executive Order 13198

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Center for Independent Living		Workforce Investment	<p>solicitations also reflect the Administration's interest in creating new avenues through which qualified grass-roots organizations can more fully participate under the Workforce Investment Act while bringing their particular strengths and talents in service provision to our customers.</p> <p>In addition to DOL, centers are required in the departments of Health and Human Services (HHS), Housing and Urban Development (HUD), Education (ED), Justice (DOJ).</p> <p>A consumer-controlled, community-based, cross-disability, nonresidential private nonprofit agency that--(A) is designed and operated within a local community by individuals with disabilities; and (B) provides an array of independent living services.</p>	Pub.L. 105-220 (WIA) Title VII SEC. 701
Center for Law and Social Policy	CLASP	Wagner Peyser	A national non-profit organization with expertise in both law and policy affecting the poor. Through education, policy research and advocacy, CLASP seeks to improve the economic security of low-income families with children and secure access for low-income persons to our civil justice system.	<a href="http://www.clasp.org/">http://www.clasp.org/</a>
Central Service Cost Allocation Plan	CAP	Workforce Investment	<p>The documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by a governmental unit on a centralized basis to its departments and agencies. The costs of these services may be allocated or billed to users.</p> <p>Central service cost allocation plan, public assistance cost allocation plan, and indirect cost rate proposal.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>OMB Circular A-87</p>
Certification Date		Workforce Investment	The date on which a TAA or NAFTA-TAA petition was certified.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Certification Period		Wagner Peyser	The period for which households shall be eligible to receive Food Stamps.	ES
Certification for Additional Credit Allowance		Wagner Peyser	(1) To the Secretary of the Treasury. The certification by the Secretary of the Treasury on October 31 for the 12-month period ending on that date listing those states under whose unemployment compensation laws reduced rates were allowable with respect to such year only in accordance with the conditions for additional tax credit	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Certification of Approval to the Secretary of the Treasury		Wagner Peyser	established by the Federal Unemployment Tax Act. (2) To A State. The certification by the Secretary of Labor to a state that the provisions of its unemployment compensation law for reduced employer contribution rate are in accordance with the conditions for additional allowance established by the Federal Unemployment Tax Act.  The certification by the Secretary of Labor on October 31 of each taxable year listing those states whose unemployment compensation laws and administration have, during the year, met the conditions for tax credit to employers established by the Federal Unemployment Tax Act.	ES
Change Code		Wagner Peyser	The transaction code which is used to indicate that one or more data elements or the status is to be changed on a record which exists on a file or data base.	ES
Change of an Application Card		Wagner Peyser	The process of correcting any data item besides the LOFF or SSN on an application card already on file. The change may or may not include a renewal.	ES
Chauffeur Driver's License		Wagner Peyser	A license required for drivers who are employed to drive a motor vehicle.	ES
Check		Workforce Investment	A negotiable demand draft or warrant.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  31 CFR 205.3 (CMIA)
Chief Elected Official	CEO	Workforce Investment	(A) the chief elected executive officer of a unit of government.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 WIA SEC 101 117(c)(1)(B).
Citizen		Wagner Peyser	A member of the United States of America or its providence and territories, who owes allegiance by birth or naturalization and is entitled to the full civil rights of the United States of America.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Citizenship		Workforce Investment	Designation of an applicant as a citizen or "eligible non-citizen" whose status permits permanent employment in the United States. For WIA record keeping purposes, "eligible non-citizen" includes nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.	Pub.L. 105-220 (WIA)
Civilian Conservation Center	CCC	Wagner Peyser	A center operated on public land under an agreement between DOL and another federal agency, which shall provide, in addition to other training and assistance, programs of work experience to conserve, develop, or manage public natural resources or public recreational areas or to develop community projects in the public interest.	ES
Civilian Occupation Labor Market Information System	COLMIS	Wagner Peyser	A computerized information system developed for the U.S. Department of Labor's Veterans' Employment and Training Service. The system provides summary profiles of local labor markets and is designed for use by officers and enlisted personnel in all four branches of the military service who are considering a return to civilian life.	ES
Claim		Wagner Peyser	A notice of unemployment filed to request a determination of eligibility and the amount of benefit entitlement or to claim benefits or waiting period credit.	ES
Claim		Workforce Investment	A written demand or written assertion by the governmental unit or grantor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of award terms, or other relief arising under or relating to the award. A voucher, invoice, or other routine request for payment that is not a dispute when submitted is not a claim. Appeals, such as those filed by a governmental unit in response to questioned audit costs, are not considered claims until a final management decision is made by the Federal awarding agency.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-87
Claim Series		Wagner Peyser	A series of claims filed for continuous weeks of total, part-total, or partial unemployment.	ES
Claimant Fraud		Wagner Peyser	The willful misrepresentation or non-disclosure of a material fact by a claimant for the purpose of obtaining benefits to which the individual is not entitled.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Claimant, Applicant		Wagner Peyser	A person who files either an initial claim or a continued week claim under; (1)any state or federal unemployment compensation program; or (2)any other program administered by the state agency	ES
Claimant, Eligible		Wagner Peyser	Individuals who, during the program year, are or have been determined 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 have not exhausted their benefit rights.	ES
Claimant, New		Wagner Peyser	Any individual establishing a new UI benefit year; includes all regular UI programs such as intrastate, UCFE, UCX; excludes all extended benefits programs, TRA, and DUA.	ES
Claims and Payment Activities Report		Wagner Peyser	ETA 5159 report, the unemployment compensation for ex-service members (UCX)	ES
Classification of Instructional Programs	CIP	Wagner Peyser	Originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES). It is an education program classification, descriptions and titles. Programs at the secondary, postsecondary, and adult education levels are covered. The CIP is used in all NCES surveys and is the accepted government statistical standard on programs used in education information surveys.	ES
Classroom Training		Workforce Investment	This program activity is any training of the type normally conducted in an institutional setting, including vocational education, and designed to provide individuals with the technical skills and information required to perform a specific job or groups of jobs. It may be coupled with other employment and training activities and may also include training designed to enhance the employability of individuals by upgrading basic skills, through the provision of courses such as remedial education, GED, training in the primary language of persons with limited English-speaking proficiency, or English-as-a-second-language training.	Pub.L. 105-220 (WIA)
Clearance		Wagner Peyser	Activities in the placement process involving joint action of local offices in different labor market areas and/or States in the location, selection and the job referral of an applicant	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Clearance Applicant		Wagner Peyser	An applicant who:  (1)desires employment in another labor market area (intrastate or interstate) and for whom a search for a clearance job opening has been initiated; or (2)cannot be placed locally and accepts referral to a clearance job opening	ES
Clearance Application		Wagner Peyser	A form submitted by an applicant-holding office to an order holding-office that contains:  (1)a record of an applicant's qualifications for referral to a definite job opening; and (2)provision for reply by the order-holding office.	ES
Clearance Job Order		Wagner Peyser	A special type of order, describing one or more hard-to-fill openings, which a local office or a state agency uses to request recruitment assistance from other local offices within the state or from other state agencies. A job order's Clearance attribute in conjunction with the State code portion (first two positions) of the job order number and a SESA developed Local Office Table is used to determine the origin and distribution of a job order. Upon entry, all job orders are considered to be local unless otherwise indicated.	ES
Clearance Pattern		Workforce Investment	The frequency distribution showing the proportion of a total amount disbursed that is debited to the payer's bank account each day after the disbursement.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  31 CFR 205.3 (CMIA)
Clearance Placement		Wagner Peyser	A placement of an applicant by a local office which is located in a different labor market area from the one in which the employer is located.	ES
Clearing Account		Wagner Peyser	An account maintained in a state unemployment fund in which is recorded all contributions or other items received in the fund pending transfer to the Unemployment Trust Fund, refunds, or other items of withdrawal.	ES
Clerical Tests		Wagner Peyser	Measures an applicants abilities spelling (including legal and medical terms), filing, and mail sorting ability which is basic to clerical duties.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Clerical Tests		Workforce Investment	Measures an applicant abilities at spelling (including legal and medical terms), filing, and mail sorting ability which is basic to clerical duties.	Pub.L. 105-220 (WIA)
Closed Job Order		Wagner Peyser	A job order on which local office action has ceased because all openings have been filled or canceled.	ES
Closeout		Workforce Investment	The process by which the DOL determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the DOL.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Code of Federal Regulations	CFR	Wagner Peyser	A modification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The code is divided into 50 titles which represent broad areas subject to Federal regulation. Each title is divided into chapters which usually bear the name of the issuing agency. Each chapter is further subdivided into parts covering specific regulatory areas. The contents of the Federal Register are required to be judicially noticed. The Code of Federal Regulations is prima facie evidence (legally sufficient to establish a fact or a case unless disproved) of the text of the original documents.	44USC1507 & 44USC1510
Cognizant Agency		Workforce Investment	The Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under this circular on behalf of all Federal agencies. OMB publishes a listing of cognizant agencies. Ordinarily, the Federal agency providing the bulk of the funding is the cognizant agency.  Cognizant agency for audit. The Federal awarding agency that provides the predominant amount of direct funding to a direct recipient unless OMB makes a specific agency cognizant for audit.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-87 29 CFR 99.400(a)
College Assistance Migrant Program	CAMP	Workforce Investment	A program that assists migrant students enrolled in the first undergraduate year at an institution of higher education to complete their program of study for that year	Pub.L. 105-220 (WIA)
Color Vision Test		Wagner Peyser	A measure of a person's ability to perceive color vision and color perception.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Combination Audit		Wagner Peyser	An audit which is not initiated by field audit assignment but is made in conjunction with another kind of field assignment, such as status report, money delinquency, or wage record protest.	ES
Combined-Wage-Claim		Wagner Peyser	A claim filed in one state against wage credits earned in two or more states.	ES
Commercial Organization		Workforce Investment	Any business entity organized primarily for profit (even if its ownership is in the hands of a nonprofit entity) with a place of business located in or outside the United States. The term includes, but is not limited to, an individual, partnership, corporation, joint venture, association, or cooperative.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Commission		Workforce Investment	The Twenty-First Century Workforce Commission established under § 334.	Pub.L. 105-220 (WIA) Title III SEC. 333
Common Intake		Wagner Peyser	A process by which all three systems attempt to reduce the collection of duplicative registration information when collecting a jobseeker's qualifications and exploring work preferences in relation to available jobs.	ES
Common Rule		Workforce Investment	The Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Final Rule, originally issued at 53 FR 8034-8103 (March 11, 1988). Other common rules will be referred to by their specific titles.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-87
Community Service		Wagner Peyser	Social, health, welfare, and educational services (particularly literacy tutoring); legal assistance, and other counseling services, including tax counseling and assistance and financial counseling; library, recreational, day care and other similar services; conservation, maintenance, or restoration of natural resources; community betterment or beautification; pollution control and environmental quality efforts; weatherization activities; and includes inter-generational projects; but is not limited to the above. It excludes building and highway construction (except that which normally is performed by the project sponsor) and work which primarily benefits private, profitmaking organizations. [§ 507(2) of the OAA.]	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Community Work Experience Program	CWEP	Wagner Peyser	Work fare activity required for continued receipt of cash welfare benefits.	ES
Community to be Served		Wagner Peyser	Neighborhoods and geographic areas with a disproportionate number of welfare recipients and low-income residents as compared to the general population, and population groups such as tribes, migrant workers, and persons with disabilities who are disproportionately represented among low-income individuals	DOT
Community-Based Organizations	CBO	Wagner Peyser	Private nonprofit organizations which are representative of communities or significant segments of communities and which provide job training services.	ES
Community-Based Organizations	CBO	Workforce Investment	A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) §101
Commuter Claimant		Wagner Peyser	Under the Interstate Benefit Payment Plan, a worker who travels regularly across a state line from home to work, and by mutual agreement between states, is required to file in the state where the individual last worked.	ES
Commuting Area		Wagner Peyser	The area in which an individual would be expected to travel to and from work on a daily basis as determined under the applicable State law.	20CFR617.3k Definitions.  Chapter V ETA 617 -- Trade Adjustment Assistance for Workers Under the Trade Act of 1974
Compensable Unemployment		Wagner Peyser	Any week of unemployment for which Unemployment Insurance benefits have been claimed.	ES
Complainant		Wagner Peyser	The individual, employer, organization, association, or other entity filing a complaint.	ES
Complaint Investigation		Wagner Peyser	EO An onsite analysis to determine if a complainant's charge of discrimination is justified.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Complete Audit		Wagner Peyser	An audit which covers the entire period involved, such as the statute of limitation period or the entire period since the last audit, but in all cases exceeding four calendar quarters.	ES
Compliance Review		Wagner Peyser	A review of a recipient's selected employment practices, employment, facilities, or delivery of services for compliance with the various provisions of nondiscrimination in federally funded programs.	ES
Comprehensive Economic Development Strategy	CEDS	Workforce Investment	<p>A plan that emerges from a broad-based continuous planning process addressing the economic opportunities and constraints of a region. The guidelines for developing a CEDS include effective general planning practices that can be used by any community to design and implement a plan to guide its economic growth. An acceptable CEDS is normally a prerequisite to be eligible to receive funds under most EDA programs.</p> <p>EDA grants support the formulation and implementation of economic development programs designed to create or retain full-time permanent jobs, reduce unemployment and under-employment, and increase incomes in areas of economic distress. The main component of the planning program is the creation of a strategic plan for economic development. Previously this process was called the Overall Economic Development Program or OEDP. In 1999, when EDA was re-authorized under new legislation, the process became known as the Comprehensive Economic Development Strategy (CEDS).</p>	<p><a href="http://www.osec.doc.gov/eda/html/2c2_econdevplng.htm">http://www.osec.doc.gov/eda/html/2c2_econdevplng.htm</a></p> <p>Public Works and Economic Development Act of 1965, as (42 U.S.C. 3121 et seq.)</p>
Computer Assisted Staff Training		Wagner Peyser	A computer based method of self instruction using a computer terminal.	ES
Computerized Job Matching		Wagner Peyser	A process which provides a search of a computerized file of job orders against a computerized file of active applicant records, or a search of a computerized file of applicant records against a computerized file of job orders.	ES
Consolidated Metropolitan Statistical Area	CMSA	Wagner Peyser	A combination of contiguous metropolitan areas. A metropolitan area which has a population of at least 1 million and which contains two or more PMSAs. The CMSA comprises the entire geographical area of its constituent PMSAs - all counties (in New England, cities and towns) must be included in the PMSAs.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Consumer Control		Workforce Investment	With respect to a center for independent living, that the center vests power and authority in individuals with disabilities.	Pub.L. 105-220 (WIA) Title VII SEC. 701
Contingent Workforce		Wagner Peyser	Comprises many categories of workers, ranging from highly paid management consultants who are satisfied with their work arrangements to low-paid service sector workers who receive no benefits and would rather have full-time, permanent jobs. The size of the contingent workforce, however, cannot be precisely estimated because no consensus exists on which categories of workers should be included. Labor experts and others generally agree that workers who lack job security and have unpredictable work schedules, such as temporary and on-call workers, should be included in the definition of the contingent workforce. However, there is less agreement on whether workers such as independent contractors, self-employed workers, and part-time wage and salary workers should be included. Many of these individuals work in relatively permanent employment arrangements; however, they may have less job security and less predictable work schedules than workers in traditional, full-time work arrangements. Estimates of the size of the contingent workforce range from 5 percent of the total workforce, when only the categories of temporary and on-call workers are included, to almost 30 percent when workers in the other categories are added. Workers in most of these categories are more likely than workers in more traditional full-time work arrangements to have low family incomes, and many have incomes below the federal poverty threshold.	General Accounting Office Report GAO report June 2000  Contingent Workers: Incomes and Benefits Lag Behind Those of Rest of Workforce
Continued Claim		Wagner Peyser	A claim filed by mail, telephone, computer or in person for waiting period credit or payment for one or more weeks of unemployment.	ES
Continuous Automated Placement Survey	CAPS	Wagner Peyser	This system was designed to provide a method of validating placements on a regular basis. It automatically selects a sample from the applicant services file and produces a letter to the hiring employer for verification of the placement.	ES
Continuous Automated Placement Survey	CAPS	Workforce Investment	An AWTS system designed to provide a method of validating placements on a regular basis. It automatically selects a sample from the applicant services file and produces a letter to the hiring employer for verification of the placement.	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Continuous Wage and Benefit History	CWBH	Wagner Peyser	A computerized data bank containing operating facts of the unemployment insurance system, information relative to covered workers and characteristics of claimants.	ES
Contract		Workforce Investment	A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task orders issued under basic ordering agreements; letter contracts; orders, such as purchase orders, under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301 et seq.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-87
Contractor		Wagner Peyser	Any persons, corporation, partnership, public agency, or other entity which enters into a contract with the DOL, a recipient or sub-recipient.	ES
Contribution Report		Wagner Peyser	An employer's quarterly report of total and taxable wages, the amount of contribution due a state unemployment fund.	ES
Contributory Employer		Wagner Peyser	An employer who is required by the state unemployment compensation law to pay contributions into the state unemployment fund. Certain classes of employers are not required to pay contributions, but may elect to do so.	ES
Control Changes For An Application Card		Wagner Peyser	Correction of key items of SSN or LOFF or a manual deletion of an entire applicant.	ES
Convention Placement Service		Wagner Peyser	An extension of ES activities to assist professional organizations in expediting meetings between applicants and employers. Job Information Centers are set up by the ES at convention sites.	ES
Cooperating Agency		Wagner Peyser	An agency which pays its employees to perform job placement and related activities and which is cooperating with the employment service in coordinating employer contact activities and in sharing job openings under an agreement with the employment service.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Core Services		Workforce Investment	Staff-assisted job search and placement assistance, including career counseling; Staff-assisted job referrals (such as testing and background checks); Staff-assisted job development (working with employer and job-seeker); and Staff-assisted workshops and job clubs.	TEGL No. 14-00 Attachment E (WIASRD) Appendix C (For The Standardized Record Data (WIASRD)) Reporting Services
Corrective Action		Workforce Investment	Action taken by the auditee that (1) corrects identified deficiencies, (2) produces recommended improvements, or (3) demonstrates that audit findings are either invalid or do not warrant auditee action.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 99.105
Cost		Workforce Investment	An amount as determined on a cash, accrual, or other basis acceptable to the Federal awarding or cognizant agency. It does not include transfers to a general or similar fund.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-87
Cost Accounting System	CAS	Wagner Peyser	Developed by the U.S. Department of Labor this is a financial accounting system installed in the State Employment Security Agencies (SESA's) between 1969-1972. Since the inception of the CAS, each SESA underwent numerous changes in organizational structure, business functions, accounting requirements and financial information needs. During this period, there were also numerous technological developments in the area of computer and information systems. In September of 1984, the Department of Labor, Employment and Training Administration (ETA) announced that it would no longer be providing long-term support and maintenance to the CAS.  August of 1985, the User Group, through a competitive evaluation of the nine vendors responding to the RFP, selected the Computer Data Systems, Inc.'s (CDSI) Financial Accounting and Reporting System (FARS) as the system to replace the CAS.	<a href="http://www.workforceatm.org/sections/pdf/2002/farsrtps1.pdf">http://www.workforceatm.org/sections/pdf/2002/farsrtps1.pdf</a>
Cost Objective		Workforce Investment	A function, organizational subdivision, contract, grant, or other activity for which cost data is needed and for which costs are incurred.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Cost Sharing or Matching		Workforce Investment	The value of the third party in-kind contributions and the portion of the costs of a Federally assisted project or program not borne by the Federal government.	OMB Circular A-87  DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms
Cost-Type Contract		Workforce Investment	A contract or subcontract under a grant in which the contractor or subcontractor is paid on the basis of the costs it incurs, with or without a fee.	29 CFR 97.3  DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms
Counseled		Wagner Peyser	Applicants who receive ongoing or one-time assistance from a qualified counselor or counselor trainee to aid them in gaining a better understanding of themselves so that they can more realistically choose or change an occupation, or make a suitable job adjustment. Counseling can be provided directly to an individual or through group counseling services and may result in a written employability plan.	[29 CFR 97.3]  Field Memo 4-92 ETA Handbook 406 Line 14
Counseled Transactions		Wagner Peyser	The total cumulative number of times an individual is counseled from the beginning of the program year (July 1).	Field Memo 4-92 ETA Handbook 406 Line 14
Counseling		Wagner Peyser	A meeting in which an Employment Counselor or Counselor Trainee provides ongoing or one-time assistance to help applicants gain a better understanding of themselves so they can more realistically choose or change an occupation, or make a suitable job adjustment. These sessions may result in a written employability plan. These sessions may:  (1)help applicants resolve problems of occupational choice, occupational change, or job adjustment; and (2)serve to obtain and record on the application and/or other appropriate applicant records one or more of the following: (a) a summary statement describing the counseling problem; (b) additional information contributing to a sharper	Field Memo 4-92 ETA Handbook 406 Line 14

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Counseling Recordkeeping		Wagner Peyser	definition of the problem or to its solution; (c) a statement of an occupational plan or recommendations for the solution of the problem; and (d) when pertinent, a statement elicited in the course of follow-up concerning progress in carrying out the counseling plan and any further services needed.  Provides a review of an applicant's contacts with employment services to maintain continuity of service within and through other offices.	ES
Counseling Services		Wagner Peyser	Vocational counseling is legislatively mandated to be available for veterans and persons with disabilities, and can serve other populations who need information to become job-ready. These services include:	Field Memo 4-92 ETA Handbook 406 Line 14
Counseling Services System		Wagner Peyser	Provides for referrals to alternative support and community services to meet a jobseeker's adjunctive occupational needs.	ES
Counselor Trainee		Wagner Peyser	A Job Service staff member who performs employment counseling under close supervision of an employment counselor or an employment counseling supervisor, and who meets or exceeds the minimum ETA national standards for counselor trainee.	ES
Countable Hours		Wagner Peyser	With respect to a family for a month, the total number of hours in the month in which any member of the family who is a work-eligible individual is engaged in a direct work activity or other activities specified by the State (excluding an activity that does not address a purpose specified in section 401(a)), subject to the other provisions of this subsection.	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 407. Work Participation Requirements (c)(i) defined
Counted Family		Wagner Peyser	With respect to a State and a month, a family that includes a work-eligible individual and that receives assistance in the month under the State program funded under this part, subject to clause (ii).  (ii) STATE OPTION TO EXCLUDE CERTAIN FAMILIES- At the option of a State, the term 'counted family' shall not include-- (I) a family in the first month for which the family receives assistance from a State program funded under this part on the basis of the most recent application for such assistance; or (II) on a case-by-case basis, a family in which the youngest child has not attained 12 months of age.	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 407. Work Participation Requirements (b)(2) Monthly Participation Rats Incorporation or 40 Hour Work Week StandardD--(B) defined

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			(iii) STATE OPTION TO INCLUDE INDIVIDUALS RECEIVING ASSISTANCE UNDER A TRIBAL FAMILY ASSISTANCE PLAN OR TRIBAL WORK PROGRAM- At the option of a State, the term `counted family' may include families in the State that are receiving assistance under a tribal family assistance plan approved under section 412 or under a tribal work program to which funds are provided under this part.	
County Code		Wagner Peyser	A three digit code used for identifying counties and county equivalents which in some cases may be cities, towns or in Louisiana, parishes.	ES
Coupon		Wagner Peyser	Any coupon, stamp, or type of certificate issued pursuant to the provisions of the Food Stamp Act.	ES
Courtesy Claim		Wagner Peyser	An interstate claim for week (s) of unemployment taken by a state other than the regular agent state from a visiting claimant with the permission of the liable state.	ES
Coverage Determination		Wagner Peyser	A determination as to whether services performed for an employer constitute employment as defined under a state unemployment compensation law.	ES
Covered Employment		Wagner Peyser	Employment as defined in a state unemployment compensation law, performed for a subject employer, or federal employment as defined in the United States Code.	ES
Covered Worker		Wagner Peyser	An individual who has earned wages in covered employment.	ES
Credit Allowance		Wagner Peyser	Credit allowed an employer against the federal unemployment tax for contributions paid into a state unemployment fund.	ES
Credit Memorandum		Wagner Peyser	A notice to the employer of contributions, interest or penalty overpaid.	ES
Current Intake		Wagner Peyser	Those applicants present in a local office at a given time, except those who have been called in.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Current Spell of Unemployment		Wagner Peyser	The number of uninterrupted weeks currently claimed by an individual, which includes waiting period, weeks of less than total unemployment and pending weeks, as well as weeks for which total benefits are claimed. It includes weeks for which a claimant is disqualified if claims were filed for such weeks. Note: The state average equals weeks claimed divided by initial claims.	ES
Customer Satisfaction Score		9002 FY2003	The weighted average of Job Seeker/Employer ratings on each of the 3 questions regarding overall satisfaction reported on a 0- 100 scale.	TEGL 01-02 ETA Handbook 406: 9002C Outcomes Job Seeker Row 12; Employer Row 15 and  TEGL 14-00, Attachment D.
Customized Training		Workforce Investment	Training--(A) that is designed to meet the special requirements of an employer (including a group of employers); (B) that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and) for which the employer pays for not less than 50 percent of the cost of the training.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) §101
DD 214 Form - Department of Defense		Wagner Peyser	The federal form which is issued by the United States armed forces upon discharge of an individual from military service. Copy 4 is usually used by the Employment Service to determine an applicant's veteran status. In lieu of this form, an applicant's signed certification of veteran status can be used.	ES
DOL Workplace Literacy Test	DOL-WLT	Workforce Investment	Name of a reading skills raw score test	SPIR- Item 23a
Data Analysis and Reporting Tool	DART	Wagner Peyser	An AWTS hard drive or server Windows-based PC system that collects raw data from Labor Exchange operations and stores it to be used for analysis and reporting.  Programs necessary to produce federal reports (the 9002A, B and C, VETS200, Migrant Indicators of Compliance and VETS Performance Standards) are provided with the product.	ES
Data Validation		Wagner Peyser	Verification of the SESA's compliance with Federal definitions and reporting requirements. The same sample that is drawn for evaluating nonmonetary determination quality is also used to check the validity of the data reported by the SESA to the National Office in accordance with Federally prescribed requirements.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Date		Wagner Peyser	<p>Posted Date-- The date a record/transaction is posted to the ENDS data base.</p> <p>Processing Date--The date an activity or service transaction is processed whether by hand or electronically, for purposes such as preparing reports, writing checks or automatic inactivation.</p> <p>Transaction Date--The date an activity or service is performed for an applicant, claimant, or registrant</p>	ES
Date		Workforce Investment	<p>ACTUAL QUALIFYING DISLOCATION- The last day of employment at the dislocation job.</p> <p>WIA TITLE I-B REGISTRATION -is the date of the first WIA title I-B core service. Other than Informational or self-service activities for adults and dislocated workers).</p> <p>FIRST INTENSIVE SERVICE -The date the individual began receiving intensive services.</p> <p>FIRST TRAINING SERVICE The date the individual began receiving training services.</p> <p>WIA EXIT- The last date on which WIA title I or partner services, excluding follow-up services, were received by the individual.</p> <p>DATE GOAL #1, #2, #3 WAS SET</p> <p>ATTAINED GOAL #1, #2 or #3 This date should normally be on or before the one-year anniversary of the date the goal is set. However, it may be later if the participant had a gap in service where he/she was placed in a hold status during which services were not received, but the participant planned to return to the program.</p>	<p>Training and E14-00 Attachment E (WIASRD) OMB #1205-0420</p> <p>Section I – Individual Info Line 302 Date OF WIA TITLE I-B Reg. Line 303 Date OF WIA EXIT Section II - Activity and Services Info. Line 332 Date of First Intensive Service</p>
Date Format	YYYYMMDD or CCYYMMDD or YYMMDD or YYMMDD	Wagner Peyser	<p>CCYYMMDD</p> <p>CC = Century (19-20) YY = Year (00-99) MM = Month (01-12) DD = Day (01-31)</p>	ES
Date Format	YYYYMMDD or CCYYMMDD or YYMMDD or	Workforce Investment	<p>Format used on the WIASARD YYYYMMDD</p>	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
	YYMMDD		YYYY= Century and Year (20001) MM = Month of the Year (01-12) DD = Day of the Month (01-31)	
Date of Birth		Wagner Peyser	An applicants birthday. If recorded, a sealed, certified copy of a birth certificate can be obtained from a state, county, or municipal authority.	Field Memo 4-92 ETA Handbook 406 Lines 5- Youth 6- Adult, 7- 22-44 8- 45-54 9- 55 and over
Date of Completion		Workforce Investment	The date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which DOL sponsorship ends.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Date of Determination		Wagner Peyser	The date on the determination notice, or, if no notice is required, the date payment is authorized, waiting week credit is given, or an offset is applied.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Date of High School Diploma or GED Attainment		Workforce Investment	The date of attainment should be the date on the diploma or equivalency certificate, if available. Otherwise, the date may be estimated.	TEGL No. 14-00 Attachment E (WIASRD) Section 3b Line 674 OMB #1205-0420  Pub.L. 105-220 (WIA)
Davis-Bacon Act		Wagner Peyser	An Act that directs the Secretary of the Department of Labor to determine the prevailing wage for ``corresponding classes" of laborers and mechanics.  Cover workers on Federal construction contracts, and on construction contracts that are federally-financed in whole or in part	<a href="http://www2.dol.gov/esa/aboutesa/esaabo t.htm">http://www2.dol.gov/esa/aboutesa/esaabo t.htm</a>  REGION 5 ETA IB 001-03
Day		Workforce Investment	A calendar day unless specified otherwise.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  31 CFR 205.3 (CMIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Day Shift		Wagner Peyser	A work shift that begins after 4:00 am and before 12:00 noon.	ES
Day-Haul		Wagner Peyser	A term referring to the practice of hiring farm-workers from an assembly point and on the same day transporting them to and from farm employment. For the purposes of this definition "day-haul" shall exclude transportation and return of workers employed under regularly scheduled job orders such as corn detasseling jobs for youth.	ES
Day-Haul (Supervised)		Wagner Peyser	Day-haul activities in which state agency personnel (including volunteer farm representatives) actively participate at established assembly points in the daily referral of workers to employers.	ES
Day-Haul Established (Unsupervised)		Wagner Peyser	Day-haul activities in which state agency personnel make initial arrangements for bringing workers and the employers together but do not participate in the daily arrangements except to recruit additional workers as needed.	ES
Day-Haul Point		Wagner Peyser	A predesignated location where, through arrangements between a local employment office and workers and employers, workers are assembled daily to be transported to place of work.	ES
Debit Memorandum		Wagner Peyser	A notice to the employer of contributions, interest, or penalty due.	ES
Decertification		Wagner Peyser	The rescission by the Secretary of the year end certification made under Section 7 of the Wagner-Peyser Act to the Secretary of the Treasury that the State agency may receive funds authorized by the Wagner-Peyser Act.	ES
Delay Verification		Wagner Peyser	The number of days to wait before verifying that an applicant has been hired.	ES
Delete Code		Wagner Peyser	The transaction code which is used to indicate that data item(s) are to be removed from to a file or data base.	ES
Delinquent Contributions		Wagner Peyser	The part of the tax, payable with the quarterly report which is not paid, or the tax which would be payable except for the fact that no report has been submitted.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Delinquent Contributions Report		Wagner Peyser	A report that is not received from the subject employer by the due date (generally the last day of the month following the quarter of reference).	ES
Denial of Benefits		Wagner Peyser	Action imposed by a non-monetary determination or an appeals decision which cancels, reduces, or postpones a claimant's benefit rights.	ES
Department		Workforce Investment	The United States Department of Labor, including its agencies and organizational units.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  20 CFR 660.300
Department of Agriculture	USDA	Wagner Peyser	Founded in 1862, this U.S. department strives to enhance the quality of life for the American people by supporting production of agriculture: ensuring a safe, affordable, nutritious, and accessible food supply, caring for agricultural, forest, and range lands , supporting sound development of rural communities, providing economic opportunities for farm and rural residents, expanding global markets for agricultural and forest products and services, and working to reduce hunger in America and throughout the world.	<a href="http://www.usda.gov/mission/miss-toc.htm">http://www.usda.gov/mission/miss-toc.htm</a>
Department of Education	ED	Wagner Peyser	<p>Established on May 4, 1980 by Congress in the Department of Education Organization Act (Public Law 96-88 of October 1979).</p> <p>The Department's mission is to: Strengthen the Federal commitment to assuring access to equal educational opportunity for every individual;</p> <p>Supplement and complement the efforts of states, the local school systems and other instrumentalities of the states, the private sector, public and private nonprofit educational research institutions, community-based organizations, parents, and students to improve the quality of education;</p> <p>Encourage the increased involvement of the public, parents, and students in Federal education programs;</p> <p>Promote improvements in the quality and usefulness of education through Federally supported research, evaluation, and sharing of information;</p>	<a href="http://www.ed.gov/about/mission.jsp">http://www.ed.gov/about/mission.jsp</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Department of Health and Human Services	DHHS	Wagner Peyser	<p>Improve the coordination of Federal education programs;</p> <p>Improve the management of Federal education activities; and</p> <p>Increase the accountability of Federal education programs to the President, the Congress, and the public.</p> <p>This is the United States government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.</p> <p>THE DEPARTMENT INCLUDES MORE THAN 300 PROGRAMS, covering a wide spectrum of activities. Some highlights include:</p> <p>Medical and social science research  Preventing outbreak of infectious disease, including immunization services  Assuring food and drug safety  Medicare (health insurance for elderly and disabled Americans) and Medicaid (health insurance for low-income people)  Financial assistance and services for low-income families  Improving maternal and infant health  Head Start (pre-school education and services)  Preventing child abuse and domestic violence  Substance abuse treatment and prevention  Services for older Americans, including home-delivered meals  Comprehensive health services for Native Americans .</p>	www.hhs.gov/about/profile.html.
Department of Housing and Urban Development	HUD	Wagner Peyser	<p>HUD was born in 1965, but its history extends back to the National Housing Act of 1934. As a department its mission is to strive for a:</p> <p>A decent, safe, and sanitary home and suitable living environment for every American</p> <p>Create opportunities for homeownership</p> <p>Provide housing assistance for low-income persons</p> <p>Work to create, rehabilitate and maintain the nation's affordable housing</p> <p>Enforce the nation's fair housing laws</p>	http://www.hud.gov/library/bookshelf18/mi ssion.cfm

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Department of Interior	DOI	Wagner Peyser	<p>Help the homeless</p> <p>Spur economic growth in distressed neighborhoods</p> <p>Help local communities meet their development needs</p> <p>The nation's principal conservation agency. Its mission is to protect America's treasures for future generations, provide access to our nation's natural and cultural heritage, offer recreation opportunities, honor our trust responsibilities to American Indians and Alaska Natives and our responsibilities to island communities, conduct scientific research, provide wise stewardship of energy and mineral resources, foster sound use of land and water resources, and conserve and protect fish and wildlife.</p>	<a href="http://www.doi.gov/budget/2003/03Hilites/overview.pdf">http://www.doi.gov/budget/2003/03Hilites/overview.pdf</a>
Department of Justice	DOJ	Wagner Peyser	<p>The Department represents the citizens of the United States in enforcing the law in the public interest and plays a key role in protection against criminals; ensuring healthy competition of business; safeguarding the consumer; enforcing drug, immigration, and naturalization laws; and protecting citizens through effective law enforcement. The Department conducts all suits in the Supreme Court in which the United States is concerned. It represents the Government in legal matters rendering legal advice and opinions, upon request, to the President and to the heads of the executive departments. The affairs and activities of the Department are generally supervised and directed by the Attorney General.</p>	<a href="http://www.usdoj.gov/jmd/mps/mission.htm">http://www.usdoj.gov/jmd/mps/mission.htm</a>
Department of Labor	DOL	Wagner Peyser	<p>The Federal agency that fosters and promotes the welfare of the job seekers, wage earners, and retirees of the United States by improving their working conditions, advancing their opportunities for profitable employment, protecting their retirement and health care benefits, helping employers find workers, strengthening free collective bargaining, and tracking changes in employment, prices, and other national economic measurements. In carrying out this mission, the Department administers a variety of Federal labor laws including those that guarantee workers' rights to safe and healthful working conditions; a minimum hourly wage and overtime pay; freedom from employment discrimination; unemployment insurance; and other income support.</p>	<a href="http://www.dol.gov/opa/aboutdol/mission.htm">http://www.dol.gov/opa/aboutdol/mission.htm</a>
Department of Transportation	DOT	Wagner Peyser	<p>The department is in charge of the formulation of national transportation policy and promotes intermodal transportation. Other responsibilities range from negotiation and implementation of international</p>	<a href="http://www.dot.gov/summary.htm">http://www.dot.gov/summary.htm</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			transportation agreements, assuring the fitness of US airlines, enforcing airline consumer protection regulations, issuance of regulations to prevent alcohol and illegal drug misuse in transportation systems and preparing transportation legislation	
Department of Veterans' Affairs	VA	Wagner Peyser	The Department of Veterans Affairs (VA) was established as a Cabinet-level position on March 15, 1989. Building on its history this organization has the mission of providing authorized services to the United State's war veterans.	ES
Department of Veterans' Affairs On-the-Job Training	DVA-OJT	Wagner Peyser	On-the-Job Training provided through the Veterans Affairs	ES
Department of Veterans' Affairs Vocational Rehabilitation and Employment	VR&E	Wagner Peyser	A Veterans' administration program with two key goals. First, to assist the service-disabled veteran to prepare for, obtain, and maintain suitable stable employment. Second, for those persons who are so severely disabled that gainful employment is not an option, assistance may be provided to allow that person to live more independently in his or her community.	ES
Dependents Allowance		Wagner Peyser	Special allowances provided under some state unemployment compensation laws to beneficiaries with family support responsibilities as defined under the statutory provisions of the laws.	ES
Designated Region		Workforce Investment	A combination of local areas that are partly or completely in a single labor market area, economic development region, or other appropriate contiguous subarea of a State that is designated by the State under WIA Section 116(c), or a similar interstate region that is designated by two or more States under WIA Section 116(c)(4).	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms 20 CFR 660.300
Designation of Hiring Agent		Wagner Peyser	A contractual form executed by the employer delegating hiring authority to the Employment Service and its affiliated state employment services.	ES
Determining Factor		Wagner Peyser	Factor which is the KEY or TURNING POINT of the case and forms the basis on which benefits are determined to be allowed or denied.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Dictionary of Occupational Titles	DOT	Wagner Peyser	The reference work published by the USES which contains brief, non-technical definitions of U.S. job titles, distinguishing number codes, and worker trait data.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			These titles are being converted to the O*Net system.	
Direct Work Activity		Wagner Peyser	(1) unsubsidized employment; (2) subsidized private sector employment; (3) subsidized public sector employment; (4) on-the-job training; (5) supervised work experience; or (6) supervised community service.!	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 407. Work Participation Requirements(d)
Directorate of Civil Rights	DCR	Wagner Peyser	Effective December 12, 1995, the Assistant Secretary redesignated the Directorate of Civil Rights as the Civil Rights Center (CRC). CRC is authorized to monitor and enforce all nondiscrimination and equal opportunity regulations regarding programs receiving financial assistance from DOL.	ES
Disability		Wagner Peyser	with respect to an individual-- (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment  Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.	Field Memo 4-92 ETA Handbook 406 Column F Line 14 Person with Disability
Disability Section 508	508	Workforce Investment	Section 508 requires that when Federal agencies develop, procure, maintain, or use electronic and information technology, they shall ensure that the electronic and information technology allows Federal employees with	Pub.L. 105-220 (WIA) Section 508  <a href="http://www.access-board.gov/sec508/508s">http://www.access-board.gov/sec508/508s</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Disabled		Wagner Peyser	<p>disabilities to have access to and use of information and data that is comparable to the access to and use of information and data by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency.</p> <p>Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.</p> <p>A person which has physical or mental impairment that limits one more life activities of that individual who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability.</p> <p>If the individual is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability the veteran is considered a special disabled veteran.</p> <p>Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p>	<p>tandards.txt</p> <p>36 CFR Part 1194</p> <p>TEGL 09-02</p> <p>Field Memo 4-92 ETA Handbook 406 Column J</p>
Disabled Veterans		Wagner Peyser	<p>A veteran who is entitled to compensation regardless of rate (include those rated at 0%) for a disability under laws administered by the Department of Veterans' Affairs</p>	<p>Field Memo 4-92- ETA Handbook 406 Columns J</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Disabled Veterans' Outreach Program	DVOP	Wagner Peyser	(DVA), or who was discharged or released from active duty because of a service-connected disability.  If the individual is rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability the veteran is considered a special disabled veteran.  A grant program within a SESA administered by OASVET which is designed to carry out the requirement for support of a Disabled Veterans Outreach Program to meet the employment needs of veterans, especially disabled veterans of the Vietnam-era.	ES
Disabled Veterans' Outreach Program Specialists	DVOPS	Wagner Peyser	State staff that are in addition to local veterans' employment representatives assigned to Disabled Veterans Outreach Program (DVOP) to help disabled veterans, especially disabled Vietnam Veterans meet employment needs.	ES
Disadvantaged		Wagner Peyser	A person who is member of an economically disadvantage family.	ES
Disadvantaged Adult		Workforce Investment	Sec.127 STATE ALLOTMENTS  An individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of-- <ul style="list-style-type: none"> <li>(i) the poverty line; or</li> <li>(ii) 70 percent of the lower living standard income level.</li> </ul>	[Federal Register: April 8, 2002 (Volume 67, Number 67)][Notices] [Page 16961-16967]  WIA 127(b)(2)©
Disadvantaged Youth		Workforce Investment	Sec. 132 STATE ALLOTMENTS  an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of-- <ul style="list-style-type: none"> <li>(i) the poverty line; or</li> <li>(ii) 70 percent of the lower living standard income level.</li> </ul>	Pub.L. 105-220 (WIA) 132(b)(1)(IV)
Disallowed Costs		Workforce Investment	Those charges to an award that the DOL determines to be unallowable, in accordance with the applicable Federal cost principles or other terms and conditions contained in the award.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Disaster Area		Workforce Investment	Any area defined as being affected by a natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this chapter to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.	29 CFR 95.2  Pub.L. 105-220 (WIA) Sec. 173(a)(2). National Emergency Grants.
Disaster Unemployment Assistance	DUA	Wagner Peyser	The federal program that provides assistance payments to workers whose unemployment is attributable to situations declared as major disasters by the President of the United States.	ES
Discharges		Wagner Peyser	A discharge is termination of employment initiated by the employer for such reasons as incompetence, violation of rules, dishonesty, laziness, absenteeism, insubordination, failure to pass probationary period or misconduct.  Discharge from a job for misconduct connected with the work is cause for disqualification. Misconduct may be defined as a willful or controllable breach of an employee's duties, responsibilities, or behavior that the employer has a right to expect. Stated another way, the misconduct may be an act or an omission that is deliberately or substantially negligent, which adversely affects the employer's legitimate business interests. Simple negligence with no harmful intent is generally not misconduct, nor is inefficiency, unsatisfactory conduct beyond the claimant's control, or good-faith error of judgment or discretion.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Discrimination		Wagner Peyser	Behavior or practices which have the effect of denying equal opportunities for employment or participation in programs under ETA's authorizing legislation.	ES
Discriminatory Job Order		Wagner Peyser	An order on which an employer or his representative includes nonperformance specifications based on race, creed, color, religion, national origin, age, disability, or sex.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Dislocated Worker		9002 FY2003	<p>Registered job seekers who, at date of registration, are dislocated workers.</p> <p>The term ``dislocated worker" means an individual who - -</p> <p>(A)( i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;</p> <p>(ii)( I) is eligible for or has exhausted entitlement to unemployment compensation; or</p> <p>(II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one- stop center referred to in section 134( c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and</p> <p>iii) is unlikely to return to a previous industry or occupation;</p> <p>(B)( i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any</p> <p>permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;</p> <p>(ii) is employed at a facility at which the employer has made a</p> <p>general announcement that such facility will close within 180 days;</p> <p>or</p> <p>(iii) for purposes of eligibility to receive services other than training services described in section 134( d)( 4) intensive services described in section 134( d)( 3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;</p> <p>(C) was self- employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or</p> <p>(D) is a displaced homemaker.</p> <p>(10) Displaced homemaker.-- The term ``displaced homemaker" means an individual who has been providing unpaid services to</p> <p>family members in the home and who- -</p> <p>(A) has been dependent on the income of another family member but is no longer supported by that income; and</p> <p>(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	TEGL 01-02 ETA Handbook 406: 9002A Services & 9002C Outcomes- Col I20

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Dislocated Worker		Workforce Investment	<p>An individual who</p> <p>(a) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; (ii)(I) is eligible for or has exhausted entitlement to unemployment compensation; or (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a One-Stop center referred to in Section 134(c), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and (iii) is unlikely to return to a previous industry or occupation; July 2002 D-5 Glossary of Terms</p> <p>(b) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise; (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or (iii) for purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in Section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;</p> <p>(c) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters; or</p> <p>(d) is a displaced homemaker.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>Pub.L. 105-220 (WIA) §101 (9)</p>
Displaced Homemaker		Workforce Investment	<p>Local Services are given to dislocated workers provided by funds (WIA § 133(b)(2)(B))allocated to local areas.</p> <p>An individual who has been providing unpaid services to family members in the home and who (a) has been dependent on the income of another family member but is no longer supported by that income, and (b) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>WIA Section 101</p> <p>TEGL No. 14-00 Attachment E (WIASRD) Section 1</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Disposition		Wagner Peyser	A case where a decision has been made and/or where formal reopening (or further appeal or review) at the initiative of one of the parties or of an appeals authority would be needed to revive the case. Dispositions are classified as decisions and other dispositions. Other dispositions are made when a case is disposed of without a written ruling that is issued to one or more parties. Cases disposed of without a written ruling could involve, for example, an appellant withdrawal or a dismissal of the appeal without a hearing because of late filing.	Line 1243 OMB #1205-0420  ES
Disputable Item		Wagner Peyser	Any item of income, gain, loss, deduction, or credit if the taxpayer-- (i) has a reasonable basis for its treatment of such item, and (ii) reasonably believes that the Secretary also has a reasonable basis for disallowing the taxpayer's treatment of such item.	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 6603. Deposits Made to Suspend Running of Interest On Potential Underpayment, Etc. (d)(3)(A) definition
Disputable Tax		Wagner Peyser	The amount of tax specified at the time of the deposit as the taxpayer's reasonable estimate of the maximum amount of any tax attributable to disputable items.	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 6603. Deposits Made to Suspend Running of Interest On Potential Underpayment, Etc. (d)(2)
Disqualification Provisions		Wagner Peyser	The provisions of state unemployment compensation laws or federal laws setting forth the conditions that bar an individual from receiving waiting period credit or payment of compensation for a specified period and/or reduce the maximum benefit amount or cancel wage credits.	ES
Disqualifying or Deductible Income		Wagner Peyser	Law provisions vary among the States, most provide for disqualification or reduction in benefits for any week or part of a week during which the claimant receives income such as earnings, wages in lieu of notice, dismissal pay, workers' compensation, back pay, holiday or vacation pay, payments made under an employer's pension plan, OASI benefits, and unemployment benefits under another State or Federal law.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Dissemination		Wagner Peyser	Agency-initiated or sponsored distribution of information to the public (see 5 CFR 1320.3(d) (definition of "Conduct or Sponsor"). Dissemination does not include distribution limited to government employees or agency contractors or	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Distance Training		Wagner Peyser	grantees; intra- or inter-agency use or sharing of government information; and responses to requests for agency records under the Freedom of Information Act, the Privacy Act, the Federal Advisory Committee Act, or other similar law. This definition also does not include distribution limited to correspondence with individuals or persons, press releases, archival records, public filings, subpoenas, or adjudicative processes	Federal Agencies" (hereafter, Agency-wide Guidelines)
Division of Indian and Native American Programs	DINAP	Wagner Peyser	Training which may make use of courses or instructions on the Internet. (TEGL 7-00) NAFTA-TRA (20 CFR 617.22(a)) is interpreted as permitting approval of distance training when it is part of a curriculum that: 1. leads to the completion of a training program; 2. requires students to interact with instructors; 3. requires students to take periodic tests; and requires students to come onto campus or other approved facility, for tests and meetings with instructors.	ES
Division of Indian and Native American Programs	DINAP	Wagner Peyser	<p>Public Law 102-477 at a Glance</p> <p>Authorization:</p> <p>Public Law 102-477 (usually referred to simply as "477") is the Indian Employment, Training, and Related Services Demonstration Act of 1992. It was recently amended by Public Law 106-568, the Omnibus Indian Advancement Act of 2000. Public Law 102-477 is unique among Federal legislation, in that it allows Federally-recognized tribes and Alaska Native entities to combine formula-funded Federal grants funds which are employment and training-related into a single plan with a single budget and a single reporting system.</p> <p>The Workforce Investment Act (WIA), Section 166 Indian and Native American Program, is intended to enrich the lives of Indian and Native Americans, and to help them achieve economic self-sufficiency through employment and job training.</p> <p>For these fundamental reasons, Section 166 WIA program attempt to be administered in a manner consistent with the traditional cultural values, beliefs, and ways of the people it is designed to serve.</p> <p>This shared vision should result in policies that respect and honor the partnership at all levels within the Department of Labor, and lead to an established policy commitment to Indian self-determination.</p>	<p><a href="http://wdsc.doleta.gov/dinap/">http://wdsc.doleta.gov/dinap/</a></p> <p>REGION 5 ETA IB 001-03</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>No tribe or Alaska Native entity is required to participate. The lead Federal agency for this inter-Departmental effort is the Bureau of Indian Affairs (BIA). Formula-funded programs in BIA, the Department of Labor, the Department of Health and Human Services, and the Department of Education are involved. Public Law 102-477 is permanent legislation; it has no expiration date.</p> <p>There is no separate funding associated with Pub. L. 102-477 itself. All the funds involved in a tribe's "477 plan" are those which the tribe would otherwise receive under the authority of the individual programs it chooses to consolidate in its 477 plan.</p> <p>U.S. Department of Labor regulations are; WIA section 166 Comprehensive Services Program; WIA section 166 Supplemental Youth Services Program; and Indian Welfare-to-Work (INA WtW) Program.</p>	
Division of Indian and Native American Programs	DINAP	Workforce Investment	Employment and training programs for Indians and Native Americans under the authority of WIA Act. This part is broken into subparts dealing with: purposes and policies; service delivery systems; customer services; youth services; services to communities; grantee accountability; planning and funding; administration; and miscellaneous provisions such as waivers.	Pub.L. 105-220 (WIA) Section 166  Part 668
Doctor's Degree	PHD	Wagner Peyser	Usually the highest degree conferred by a college, university, or professional school.	ES
Domestic Job Opening		Wagner Peyser	A job opening which indicates applicants are desired for work in private households.	ES
Domestic Service		Wagner Peyser	SSA refers to § 3510, IRC, the Internal Revenue Service (IRS) guidance is found in the instructions for Schedule H, which refers to individuals performing domestic service as "household employees." The Schedule H for tax year 1999 gives the following examples of household employees: babysitters, caretakers, cleaning people, drivers, health aides, housekeepers, nannies, private nurses, and yard workers.	ES
Drawdown		Workforce Investment	Any process whereby States and other direct recipients request and receive Federal funds. Drawdown also means any process where subrecipients request and receive	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			Federal funds from the primary recipient.	Appendix D: Glossary of Terms and Acronyms 31 CFR 205.3 (CMIA)
Driver's License		Wagner Peyser	A license issued under governmental authority that permits the holder to operate a motor vehicle.	ES
Duration		Wagner Peyser	The length of time that a job will last, in the opinion of the employer. For reporting purposes this is broken into three groups: 3 days or less, 4 to 150 days, and over 150 days.	ES
ES Bibliographic Database		Wagner Peyser	A computer assisted system for compiling, sorting, and filing information concerning publications, evaluations, research and reviews of various ES services.	ES
Early Intervention		Wagner Peyser	The process of identification, selection, and referral of UI claimants who are dislocated workers to reemployment services early in such worker's benefit year, i.e., no later than the end of the fifth week from an eligible (monetarily and non-monetarily) claimant's initial claim date.	ES
Earnings Allowance		Wagner Peyser	The amount prescribed by state unemployment compensation laws that a claimant may earn without any reduction in the weekly benefit amount for a week of total unemployment.	ES
Earnings From Wage Records		Workforce Investment	<p>The total earnings in the quarter as determined from wage records. Wage record information can be obtained from the State, other States, other entities maintaining wage record systems, or from Wage Record Interchange System (WRIS).</p> <p>Earnings from all employers of the individual should be summed for each quarter.</p> <p>For quarterly earnings needed from wage records for the purpose of performance evaluation these quarters are needed.</p> <p>THIRD QUARTER PRIOR TO REGISTRATION THIRD QUARTER PRIOR TO DISLOCATION SECOND QUARTER PRIOR TO REGISTRATION SECOND QUARTER PRIOR TO DISLOCATION FIRST QUARTER FOLLOWING THE EXIT QUARTER SECOND QUARTER FOLLOWING THE EXIT QUARTER THIRD QUARTER FOLLOWING THE EXIT QUARTER FOURTH QUARTER FOLLOWING THE EXIT QUARTER</p>	TEGL No. 14-00 Attachment E (WIASRD) OMB #1205-0420 Section 3a - Program Outcomes For Adults(18 and over), Dislocated Workers and Older Youth(19-21)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			FIFTH QUARTER FOLLOWING THE EXIT QUARTER	
Economic Development Agencies		Workforce Investment	Includes local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.	Pub.L. 105-220 (WIA) §101
Economically Disadvantaged		Wagner Peyser	<p>An individual who: (A) receives, or is a member of a family which receives cash welfare payments under a Federal, State, or local welfare program; or (B) is a member of a family which has received a total family income for the six-month period preceding the month of application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which on an annualized basis in relation to family size, was not in excess of the higher of:</p> <p>(i) the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget, or (ii) 70 percent of the lower living standard income level; or (C) is receiving food stamps; or (D) is a foster child on behalf of whom State or local government payments are made; or (E) in cases permitted by regulations of the Secretary, is an adult handicapped individual whose own income meets the requirements of clause (A) or (B), but who is a member of a family whose income does not meet such requirements; or (F) an individual who qualifies as homeless .</p> <p>Note: All veterans' military salaries earned and income derived through service-connected disability compensation, by law, may not be included in making eligibility determinations based on income.</p>	Field Memo 4-92 ETA Handbook 406 Line 10
Education		9002 FY2003	The highest level of education a job seeker has completed at the date of registration.	TEGL 01-02 ETA Handbook 406: 9002A Services & 9002C Outcomes- Col F
Education		Wagner Peyser	<p>A program or course designed to develop competency in basic educational skills such as reading, comprehension, mathematics, writing, speaking and reasoning and/or programs leading to educational credentials such as a GED or high school diploma or college degree.</p> <p>An applicant counted as "In-school" may also be counted in the highest education achievements in item E.12. or E.13., as appropriate. (Example: A high school graduate</p>	Field Memo 4-92 ETA Handbook 406 Column E

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Education Records		Wagner Peyser	attending school full time would be counted in both items E.10. and E.12.)  NASWA-The highest level of education an applicant has completed.  Broadly defined as those records, files, documents, and other materials, which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution. (20 U.S.C. 1232g(a)(4). See also 34 CFR 99.3 "Education records.")	ES
Education Status		Wagner Peyser	A general term used to indicate if a job seeker is in or out of school at the time of original registration.  In School currently attending secondary, vocational, technical, or academic school full time, (as defined by requirements of agency administering the program) or who is between terms and intends to return to school.  Not In School shows the job seeker is not currently attending secondary, vocational, technical, or academic school full time or who is not between terms and does not plan to return to school.	ES
Education Status		Workforce Investment	At time of registration a job seeker; 1) 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. 2) 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. 3) The individual is no longer attending any school and has not received a secondary school diploma or its recognized equivalent. 4) The individual is not attending any school and has either graduated from high school or holds a GED.	Pub.L. 105-220 (WIA)
Educational Achievement Services		Workforce Investment	Educational achievement services include, but are not limited to: - Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; and - Alternative secondary school offerings.	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 340 OMB #1205-0420

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Educational Employees Between/Within Terms		Wagner Peyser	Generally, employees (professional and non-professional) of educational institutions, educational service agencies, and certain other entities are ineligible for unemployment benefits between academic terms and years and/or within terms if they have a contract or reasonable assurance of employment for the following year, term, or remainder of a term.  Section 3304(a)(6)(A), subsections i-vi, provide exceptions to the equal treatment provisions of section 3304(a)(6)(A) of the Federal Unemployment Tax Act, with regard to determining eligibility for certain categories of claimants employed by educational institutions, educational service agencies, and certain other entities, including certain Head Start programs. These provisions are referred to as "between and within terms denial" provisions	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Educational Service Agency		Workforce Investment	Means a regional public multiservice agency authorized by State statute to develop and manage a service or program, and to provide the service or program to a local educational agency.	Pub.L. 105-220 (WIA) Title II SEC. 203
Educational Services		Wagner Peyser	A program or course designed to develop competency in basic educational skills such as reading, comprehension, mathematics, writing, speaking and reasoning and/or programs leading to educational credentials such as a GED or high school diploma or college degree.  USES-This can include 'English as a second language' training."	Field Memo 4-92 ETA Handbook 406 Line 24
Electronic Mail		Wagner Peyser	A method of computer assisted information delivery allowing the receiver to edit or enhance correspondence for distribution through multilevel systems.	ES
Eligibility Requirements		Wagner Peyser	Those requirements specified in ETA federal regulations and guidelines which must be satisfied by individuals in order to obtain benefits from ETA program sponsors.	ES
Eligibility Review and Reemployment Assistance Program	ERP	Wagner Peyser	Selection of UI claimants by a discreet process for special interviews to explore continued eligibility for unemployment compensation and to provide intensive reemployment assistance through job search and training.	ES
Eligible Agency		Workforce Investment	means the sole entity or agency in a State or an outlying area responsible for administering or supervising policy for adult education and literacy in the State or outlying area, respectively, consistent with the law of the State or outlying area, respectively.	Pub.L. 105-220 (WIA) Title II SEC. 203

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Eligible Claimants		Wagner Peyser	Individuals who, during the program year, are or have been determined 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 have not exhausted their benefit rights. (In the reports this is the UI claimant being referenced.)	ES
Eligible Experience-Rated Account		Wagner Peyser	An employer account which has had a sufficient period of experience as of the computation date to qualify for an experience-rating computation.	ES
Eligible Individual		Workforce Investment	For WIA sponsored dislocated worker health insurance tax credit (A) an eligible TAA recipient (as defined in section 35(c)(2) of the Internal Revenue Code of 1986), (B) an eligible alternative TAA recipient (as defined in section 35(c)(3) of the Internal Revenue Code of 1986), and (C) an eligible PBGC pension recipient (as defined in section 35(c)(4) of the Internal Revenue Code of 1986), who, as of the first day of the month, does not have other specified coverage and is not imprisoned under Federal, State, or local authority.	TEGL 10-02 Trade Adjustment Assistance Reform Act of 2002 Sec 203 UIPL 02-03 Health Insurance Tax Credit for Eligible Trade Adjustment Assistance/Trade Readjustment Allowances (TAA/TRA) Recipients
Eligible Persons		Wagner Peyser		Field Memo 4-92 ETA Handbook 406 Columns J

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Eligible Provider		Workforce Investment	<p>Used with respect to (a) training services, means a provider who is identified in accordance with Section 122(e)(3); (b) intensive services, means a provider who is identified or awarded a contract as described in Section 134(d)(3)(B); (c) youth activities, means a provider who is awarded a grant or contract in accordance with Section 123; or (d) other workforce investment activities, means a public or private entity July 2002 D-6 Glossary of Terms selected to be responsible for such activities, such as a One-Stop operator designated or certified under Section 121(d).</p> <p>Title I  (A) training services, means a provider who is identified in accordance with § 122(e)(3);  (B) intensive services, means a provider who is identified or awarded a contract as described in § 134(d)(3)(B);  (C) youth activities, means a provider who is awarded a grant or contract in accordance with § 123; or  (D) other workforce investment activities, means a public or private entity selected to be responsible for such activities, such as a one-stop operator designated or certified under § 121(d).</p> <p>Title II  (A) a local educational agency;  (B) a community-based organization of demonstrated effectiveness;  (C) a volunteer literacy organization of demonstrated effectiveness;  (D) an institution of higher education;  (E) a public or private nonprofit agency;  (F) a library;  (G) a public housing authority;  (H) a nonprofit institution that is not described in any of subparagraphs.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>Pub.L. 105-220 (WIA) Section 101</p>
Eligible Training Provider List	ETP	Workforce Investment	<p>A list is a statewide compilation of training providers that are approved to provide services to adults and dislocated workers and is not a substitute for the requirements for selections of eligible providers of youth activities under the WIA section 123.</p>	<p>TEGL No. 12-01 02-21-2002</p>
Eligible Training Providers		Workforce Investment	<p>A public or private provider of a training program that has been determined by the state or local workforce investment board to meet specific requirements as to</p>	<p><a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a></p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Eligible Youth		Wagner Peyser	performance and costs and, thus, is eligible to receive Trade and/or WIA funds  For Targeted Jobs Tax Credits--Any individual certified as one who is at least age 18 but not yet age 25 on the hiring date and a member of an economically disadvantaged family	ES
Eligible Youth		Workforce Investment	<p>An individual who--</p> <p>(A) is not less than age 14 and not more than age 21;</p> <p>(B) is a low-income individual; and</p> <p>(C) is an individual who is one or more of the following:</p> <p>(i) Deficient in basic literacy skills.</p> <p>(ii) A school dropout.</p> <p>(iii) Homeless, a runaway, or a foster child.</p> <p>(iv) Pregnant or a parent.</p> <p>(v) An offender.</p> <p>(vi) An individual who requires additional assistance to complete an educational program, or to secure and hold employment.</p> <p>SEC. 112 State Plan</p> <p>(b) Contents.--The State plan shall include--</p> <p>(18) with respect to youth activities authorized in section 129, information--</p> <p>(A) describing the State strategy for providing comprehensive services to eligible youth, particularly those</p> <p>eligible youth who are recognized as having significant barriers to employment;</p> <p>(h) Youth Council.--</p> <p>(2) Membership</p> <p>(A) shall include--</p> <p>(iv) parents of eligible youth seeking assistance under this subtitle;</p> <p>(4) Duties.--The duties of the youth council include--</p> <p>(A) developing the portions of the local plan relating to eligible youth, as determined by the chairperson of the local board;</p> <p>CHAPTER 4--YOUTH ACTIVITIES</p> <p>SEC. 126. General Authorization</p> <p>The Secretary shall make an allotment under section 127(b)(1)(C) to each State that meets the requirements of section 112 and a grant to each outlying area that complies with the requirements of this title, to assist the State or outlying area, and to enable the State or outlying</p>	<p>DOL One – Stop Financial Management Technical Assistance Guide July 2002 Appendix D</p> <p>Pub.L. 105-220 (WIA)</p> <p>See definition column for details</p> <p>101(13) Definitions</p> <p>112 (b)(18) &amp;(h) State Plan</p> <p>126. General Authorization</p> <p>129. Funds for (see definition</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>area to assist local areas, for the purpose of providing workforce investment activities for eligible youth in the State or outlying area and in the local areas.</p> <p>SEC. 129. Funds for</p> <p>(a) Purposes.--The purposes of this section are--</p> <p>(1) 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;</p> <p>(2) to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;</p> <p>(3) to provide opportunities for training to eligible youth;</p> <p>(4) to provide continued supportive services for eligible youth;</p> <p>(5) to provide incentives for recognition and achievement to eligible youth; and</p> <p>(6) to provide opportunities for eligible youth in activities related to leadership, development, decisionmaking, citizenship, and community service.</p> <p>(3) Additional requirements.--</p> <p>(A) Information and referrals.--Each local board shall ensure that each participant or applicant who meets</p> <p>[[Page 112 STAT.981]]</p> <p>the minimum income criteria to be considered an eligible youth shall be provided--</p> <p>(i) information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those receiving funds under this subtitle; and</p> <p>(ii) referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Emergency Extended Unemployment Compensation Program	EEUC	Wagner Peyser	<p>SEC. 129. Use of funds for Youths Activities</p> <p>(a) Purposes.--The purposes of this section are--</p> <p>(1) 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;</p> <p>(2) to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;</p> <p>(3) to provide opportunities for training to eligible youth;</p> <p>(4) to provide continued supportive services for eligible youth;</p> <p>(5) to provide incentives for recognition and achievement to eligible youth; and</p> <p>(6) to provide opportunities for eligible youth in activities related to leadership, development, decisionmaking, citizenship, and community service.</p> <p>states may enter into agreements for the Emergency Extended Unemployment Compensation (EEUC) for certain workers who have exhausted eligibility for benefits. Unemployed workers in states that are triggered on to EEUC can collect EEUC if they lost their job after September 11, and they have received all of their regular state Unemployment Insurance benefits</p> <p>States will trigger on to Emergency Extended Unemployment Compensation in the following ways:</p> <ul style="list-style-type: none"> <li>· If there has been a Presidentially-declared disaster or emergency in the state as a result of the September 11 terrorist attack.</li> <li>· If the state's average total unemployment rate (Seasonally-Adjusted) in the state for the most recent three months is at least 30 percent higher than the average TUR for the three months ending August 31, 2001. Once a state qualifies this way, EEUC will be available in the state as long as it continues to meet this 30 percent criterion; however, when a state triggers "on" it will be on for a minimum of 13 weeks. This will avoid creating situations where the state may trigger "on" or "off" EEUC on a monthly basis due to minor fluctuation in the TUR.</li> </ul>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employability Development Plan		Wagner Peyser	<p>If a state has triggered EEUC and then the 30 percent criteria is no longer met, EEUC remains payable in the state for the two weeks following the week that the 30 criteria is no longer met.</p> <p>A written document for an ES applicant which identifies a planned series of actions leading to employment and specifies the employment and training and social services to be provided.</p>	ES
Employability Development Services		Wagner Peyser	<p>Assistance to applicants in overcoming identified problems associated with their physical or mental condition, lack of educational achievement, employment record, family problems, or other factors precluding their full employment.</p>	ES
Employed		Wagner Peyser	<p>Applicants who are</p> <p>(a) currently working as paid employees, or who work in their own businesses, professions; or on their own farms; and</p> <p>(b) all those who are not working but who have jobs or businesses from which they are temporarily absent because of temporary lay-off, illness, bad weather, vacation, labor management disputes, or personal reasons, whether they are paid for the time off or are seeking other jobs, or who work more than a given number of hours per week. Members of the Armed Forces stationed in the U.S. are included.</p> <p>USES-The "given number of hours per week" should be set by the individual SESAs.</p> <p>(1) all civilians who worked for pay any time during the week which includes the 12th day of the month or who worked unpaid for 15 hours or more in a family-operated enterprise and</p> <p>(2) those who were temporarily absent from their regular jobs because of illness, vacation, industrial dispute, or similar reasons.</p> <p>Members of the Armed Forces stationed in the United States are also included in the employed total.</p> <p>A person working at more than one job is counted only in the job at which he or she worked the greatest number of hours.</p>	Field Memo 4-92 ETA Handbook 406 Column C line 7

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employed		Workforce Investment	<p>A job seeker that did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm. Wage records are considered for the primary data source for tracking employment in the appropriate quarter after exit. States may use supplemental data sources.</p> <p>Employment is checked IN            QUARTER AFTER EXIT QUARTER from WIA service            THIRD QUARTER AFER EXIT from WIA services            FIFTH QUARTER AFER EXIT from WIA services.</p>	<p>TEGL No. 14-00            Attachment E (WIASRD)            OMB #1205-0420            Section 1 - Individual Info.            Line 115 Employment status at registration            Section 3a - Program Outcomes For            Aduts(18 and over), Dislocated Workers            and Older Youth(19-21)</p>
Employee Contributions		Wagner Peyser	<p>The unemployment compensation taxes required by some state unemployment compensation laws to be deducted by the employer from an employee's pay and paid with the employer's contribution to the state agency.</p>	ES
Employee Polygraph Protection Act		Wagner Peyser	<p>This Act prohibits most private employers (federal, state and local government employers are exempted from the Act) from using any lie detector tests either for pre-employment screening or during the course of employment. Polygraph tests, but no other types of lie detector tests, are permitted under limited circumstances subject to certain restrictions.</p>	<p><a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a>             REGION 5 ETA IB 001-03</p>
Employee Retirement Income Security Act of 1974	ERISA	Wagner Peyser	<p>A 1974 Congressional Act designed to protect workers who had worked for substantial periods under pension plans.</p> <p>ERISA's provisions are set out in the Labor and Tax Codes. Congress has amended ERISA several times since its initial enactment. In addition, the Department of Labor (DOL), the Internal Revenue Service (IRS), and the Pension Benefit Guaranty Corporation (PBGC) have issued various regulations and rulings to implement the statutes. Finally, decisions by the courts have created an extensive body of law interpreting the statutes and regulations.</p> <p>In order to be a qualified plan, a plan must provide rights for employees in the following areas:</p> <p>DISCLOSURE. Plans must give participants basic plan documents and make other documents available to participants on request.</p> <p>COVERAGE. Plans must include a certain proportion of (but not all) employees.</p>	<p><a href="http://qd.ro.pair.com/erisa.htm">http://qd.ro.pair.com/erisa.htm</a></p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>PARTICIPATION. Workers "covered" by a plan who meet certain requirements must be given an opportunity to become plan members.</p> <p>VESTING. Participants who work specified periods of time earn nonforfeitable rights to receive pensions at retirement.</p> <p>BENEFIT ACCRUAL. Plans are generally required to give benefit credit for all years of plan participation.</p> <p>NONDISCRIMINATION. The dollar value assigned to each year of benefit credit must conform to nondiscrimination rules aimed at preventing excessive weighting in favor of higher-paid and older employees.</p> <p>SURVIVORS BENEFITS. Plans are required to provide benefits for widows and widowers of plan participants, although this protection can be given up if both husband and wife agree.</p> <p>BENEFITS FOR DIVORCED SPOUSES. Plans must pay pensions to former spouses if directed to do so by a specific kind of court order.</p> <p>DISTRIBUTIONS. Participants have rights as to the timing and form of payment of their pensions.</p> <p>FIDUCIARY STANDARDS. Persons administering pension plans or investing plan assets are subject to mandatory standards of conduct.</p> <p>APPEALS OF BENEFIT DENIALS. There are procedures for participants to appeal adverse pension benefit decisions, first to the plan, and then, if necessary, to the courts.</p> <p>REMEDIES. ERISA provides that courts can award certain remedies for violations of the law.</p> <p>NON-INTERFERENCE WITH BENEFIT RIGHTS. Plans may not use discharges, layoffs, plant closings, or other means to interfere with participants' attaining their benefits under a pension plan.</p> <p>REPORTING. Each plan is required to report detailed financial and actuarial data regularly to the IRS. This data</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employees' Compensation Appeals Board	ECAB	Wagner Peyser	may be made available to participants.  The Employees' Compensation Appeals Board (Board) was created by Reorganization Plan No. 2 of 1946 (60 Stat. 1095), effective July 16, 1946.[1] The Board is a three member quasi-judicial body which has been delegated exclusive jurisdiction by Congress to hear and make final decisions on appeals from determinations of the Office of Workers' Compensation Programs (Office) in claims of federal employees arising under the Federal Employees' Compensation Act (FECA).[2] The Board is independent of the Office and its jurisdiction is strictly appellate and extends to questions of fact and law. The Board's decisions are binding upon the Office and must be accepted and acted upon by the Director.[3]	<a href="http://www.dol.gov/ecab/mission.htm">http://www.dol.gov/ecab/mission.htm</a>
Employer		9002 FY2003	A person, firm, corporation or other association or organization (1) which currently has a location within the United States to which U.S. workers may be referred for employment, and which proposes to employ a worker at a place within the United States and  (2) which has an employer relationship with respect to employees under this subpart as indicated by the fact that it hires, pays, fires, supervises and otherwise controls the work of such employees. An association of employers shall be considered an employer if it has all of the indicia of an employer set forth in this definition. Such an association, however, shall be considered as a joint employer with the employer member if either shares in exercising one or more of the definitional indicia.	TEGL 01-02 ETA Handbook 406: 9002E Job Openings Received Row 4
Employer		Wagner Peyser	A person, firm, corporation or other association or organization (1) which currently has a location within the United States to which U.S. workers may be referred for employment, and which proposes to employ a worker at a place within the United States and (2) which has an employer relationship with respect to employees under this subpart as indicated by the fact that it hires, pays, fires, supervises and otherwise controls the work of such employee. An association of employers shall be considered an employer if it has all of the indicia of an employer set forth in this definition. Such an association, however, shall be considered as a joint employer with the employer member if either shares in exercising one or more of the definitional indicia.	20CFR651.10

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			INS- A person or entity, including an agent or anyone acting directly or indirectly in the interest thereof, who engages the services or labor of an employee to be performed in the United States for wages or other remuneration. In the case of an independent contractor or contract labor or services, the term "employer" shall mean the independent contractor or contractor and the person or entity using the contract labor.	
Employer Account Number		Wagner Peyser	A unique identification number assigned by state agencies to subject employer accounts to control reporting and accounting functions. Not compatible with the Federal Employer Identification Number assigned by the Internal Revenue Service for federal reporting and control purposes.	ES
Employer Assistance Referral Network	EARN	Wagner Peyser	EARN is service from the Office of Disability Employment Policy (ODEP) of the Department of Labor. This referral service links employers with providers who refer appropriate candidates with disabilities. The service is provided by means of a nationwide toll-free Call Center.  A service of the Office of Disability Employment Policy, This service, and the data collection component ``further the objective of eliminating employment barriers to the training and employment of people with disabilities".	ES
Employer Contributions		Wagner Peyser	Taxes, including voluntary contributions and special assessments, paid by subject employers into a state unemployment fund.	ES
Employer Field Audit		Wagner Peyser	A systematic examination and verification of a subject employer's books and records covering a specified period of time for which the employer is liable for reporting under the state unemployment compensation law.	ES
Employer Hiring Patterns		Wagner Peyser	The system used by an employment service to develop and maintain information on jobs and job orders in employer establishments which use the public employment service repeatedly.	ES
Employer Information System	EIS	Wagner Peyser	A computer system designed to organize and display data by employer and hiring location to assist in the operation and management of the employment service with special emphasis on employer services and job development.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employer Record		Wagner Peyser	A confidential record which contains information about the organization, staffing, and other details of an employer's establishment and on local office working relations and activities with the employer that are pertinent to planning and providing adequate services to the employer.	ES
Employer Record System		Wagner Peyser	The method an employment service uses to develop and maintain an employer data base, including job referrals.	ES
Employer Relations		Wagner Peyser	Planned and systematic promotional contacts with employers and employer organizations including personal visits, promotional telephone contacts, mail, public media--radio, television, newspapers, professional and employer publications--and other means for the purpose of promoting employer interest in listing job openings in all occupations and skills with ES local offices.	ES
Employer Service Contacts		Wagner Peyser	Tracks and records employer service representative staff service to local employers to seek full coverage and review productivity.	ES
Employer Services		Wagner Peyser	A term combining the broad spectrum of promotional activities and assistance through employer relations operations, and the technical assistance provided through the employer technical services activities, all directed toward improving employer participation in SESA programs and the stabilization of work force conditions to provide more and better job opportunities for ES applicants and all the labor force.	ES
Employer Technical Services		Wagner Peyser	The services which are provided through local offices to employers and to labor and other organizations to aid them in resolving employment and training problems, including: (1) assistance in analyzing and evaluating the basic causes of in-plant staffing problems in individual establishments; and (2) giving assistance in the application and/or use of those materials, techniques, and related methods and information developed by the employment service which will aid in resolving these problems.	ES
Employer Technical Services Visit		Wagner Peyser	A visit made by an employment service staff member to an employer's establishment (including union and employer organizations which are either employers or serve as hiring agents for employers) to provide technical assistance in analyzing and resolving employment problems.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employer Visit		Wagner Peyser	A visit made by a local office staff member to an employer's establishment (including union and employer organizations that are either employers or serve as hiring agents for employers, or that influence the hiring practices of employers) for one or more of the following purposes: (1) to explain or emphasize the services available to the employer through the employment service and to solicit the employer's cooperation with participation in Employment and Training programs by listing the employer's job openings with the ES local office in all occupations and skills; or (2) to discuss and resolve questions or problems related to the filling of existing job orders; or (3) to provide nontechnical assistance in the solution of the employer's work force problems.	ES
Employer's Authorized Representative		Wagner Peyser	An employee or agent of the employer whose position or legal status authorizes the employee to act for the employer.	ES
Employer-Oriented Matching		Wagner Peyser	Any job matching system designed to search an applicant file or data base and subsequently provide a list of any applicants who have qualifications meeting one or more of the job order's specified selection criteria.	ES
Employing Unit		Wagner Peyser	An individual or organization which employs one or more workers, subject to state or federal unemployment compensation law.	ES
Employment		Wagner Peyser	Any service or labor performed by an employee for an employer within the United States, including service or labor performed on a U.S. vessel or U.S. aircraft which touches at a port in the United States, but does not include casual employment by individuals who provide domestic service in a private home that is sporadic, irregular, or intermittent.  Also known as a job. A Job Order is used to gather information about available employment.	ES
Employment		Workforce Investment	A WIASARD definition for a count stating that an individual should be considered as employed if wage records for the quarter after exit show earnings greater than zero. A 30-day period after the appropriate quarter should be allowed to collect wage information. If wage information is not available, States may use supplemental data sources.  When supplemental sources are used, individuals should	TEGL No. 14-00 Attachment E (WIASRD) Section IIIA Line 601 OMB #1205-0420

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment Achievement State		Wagner Peyser	<p>be counted as employed if, in the calendar quarter after exit, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm.</p> <p>With respect to a bonus year, an eligible State whose performance determined pursuant to subparagraph (D)(i) for the fiscal year preceding the bonus year equals or exceeds the performance standards prescribed under subparagraph (D)(ii) for such preceding fiscal year.</p> <p>D(i) use the formula developed under subparagraph (C) to determine the performance of each eligible State for the fiscal year that precedes the bonus year; and</p> <p>D(ii) prescribe performance standards in such a manner so as to ensure that--</p> <p>(I) the average annual total amount of grants to be made under this paragraph for each bonus year equals \$100,000,000; and</p> <p>(II) the total amount of grants to be made under this paragraph for all bonus years equals \$500,000,000.</p>	<p>H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 105. Bonus to Reward Employment Achievement (1)(E)(ii) Definitions</p>
Employment Capacities Appraisal		Wagner Peyser	<p>A procedure whereby a determination is made of the physical and mental activities which a person is capable of performing and the working conditions under which they can safely be employed.</p>	ES
Employment Counselor		9002 FY2003	<p>A Job Service staff member who performs employment counseling. Employment counseling in the one-stop environment is considered a staff-assisted service that can range from giving advice on how to act on a job to a full blown Vocational Rehabilitation regime. The staff member's required skill level also varies according to the requirements of the a SESA's desires.</p> <p>According to National Career Development Association -these guidelines are for information purposes. Career Counselor Training and Credentials</p> <p>The designation "National Certified Career Counselor" signifies that the career counselor has achieved the highest certification in the profession. Furthermore, it means that the Career Counselor has:</p> <p>1) Earned a graduate degree in counseling or in a related professional field from a regionally accredited higher education institution.</p>	<p>TEGL 01-02 ETA Handbook 406: ROW.12 Received Staff-Assisted Services</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>2) Completed supervised counseling experience which included career counseling.</p> <p>3) Acquired a minimum of three years of full-time career development work experience.</p> <p>4) Successfully completed a knowledge-based certification examination.</p> <p>NBCC (National Board of Certified Counselors) discontinued the NCCC (National Certified Career Counselor) designation in 1999. NCDA's Master Career Counselor (MCC) and Master Career Development Professional (MCDP) were offered beginning in 2001 as a substitute "recognition" to those who could not longer apply for NCCC. Minimal credentials include the following:</p> <p>Master Career Counselor (MCC):</p> <p>1) Two year membership in NCDA (either professional or regular membership).</p> <p>2) Master's degree or higher in counseling or closely related field from a college or university that was accredited when the degree was awarded by one of the regional accrediting bodies recognized by the Council on Post-secondary Accreditation.</p> <p>3) Three years of post-master's experience in career counseling.</p> <p>4) Possess and maintain the NCC, state LPCC, RPCC, or licensed psychologist credential.</p> <p>5) Successfully completed at least three credits of coursework in each of the six NCDA Competency areas. (Career Development Theory, Individual/Group Counseling Skills, Individual/Group Assessment, Information/Resources, Diverse Populations, Ethical/Legal Issues)</p> <p>6) Successfully completed supervised career counseling practicum or two years of supervised career counseling work experience under a certified supervisor or licensed counseling professional.</p> <p>7) Document that at least half of the current full-time work activities are directly career counseling related.</p> <p>Master Career Development Professional (MCDP):</p> <p>1) Two year membership in NCDA (either professional or regular membership). * Master's degree or higher in counseling or closely related field.</p> <p>2) Three years of post-master's career development</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment Information		Workforce Investment	<p>experience in training, teaching, program development, or materials development.</p> <p>3) Document that at least half of the current full-time work activities are directly career development related.</p> <p>Professional career counselors may also be trained in a one- or two-year graduate level counselor preparation program with a specialty in career counseling. They may be licensed by state agencies or certified by national or state professional associations.</p> <p>Information that is needed after an individual is reported as employed after exit from WIA. The reporting quarters are the quarter after the exit quarter, the third and the fifth quarter after exit. Available information about the entered employment's Occupational code, Occupational code type, whether the employment was training-related and/or non-traditional and the discovery method used needs to be recorded.</p>	TEGL No. 14-00 Attachment E (WIASRD) OMB #1205-0420 Section 3a - Program Outcomes For Adults(18 and over), Dislocated Workers and Older Youth(19-21) Employment Information
Employment Network		Wagner Peyser	<p>An Employment Network is one or more businesses or organizations, which is approved by SSA under the Program for payment in connection with providing employment-related services to SSI or SSDI beneficiaries. An Employment Network may be a private business/organization or a public agency, non-profit or for-profit. It may be a one-stop delivery system, a group of providers organized to combine their resources into a network, a single entity, or a single entity that contracts out certain employment related services. The Employment Networks may operate in one State, in multiple States, or nationwide. An Employment Network serves prescribed service areas and takes measures to ensure that services provided under the Program meet the requirements of individual work plans. The Employment Network will receive payment from SSA through an outcome or milestone system of payment. SSA (TEIN 18-99)</p>	ES
Employment Outcome		Wagner Peyser	<p>An individual entering or retaining full-time or, if appropriate, part-time competitive employment in the integrated labor market, supported employment, or any other type of employment in an integrated setting, including self-employment</p>	ES
Employment Retention Rate at Six Months		9002 FY2003	<p>The Employment Retention at Six Months count (ROW. 8) divided by the Employment Retention at Six Months Base count (ROW. 9).</p>	TEGL 01-02 ETA Handbook 406: 9002C Outcomes Row 10: 9002D Outcomes Vets Row 6

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment Retention at Six Months		9002 FY2003	Count of the number of registered job seekers age 19 and older at the time of registration who earned wages in the second quarter following the quarter in which they entered employment.	TEGL 01-02 ETA Handbook 406: Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Row 22  TEGL 01-02 ETA Handbook 406: 9002C Outcomes Row 8: 9002D Vet Outcomes Row 4  Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Row 20
Employment Retention at Six Months Base		9002 FY2003	Count of registered job seekers age 19 and older at the time of registration, who in the first or second quarter following the registration quarter, earned wages from a new or different employer than that from which the registered job seeker earned wages in the quarter prior to registration. This is the sum of ROW. 3 plus ROW. 4 plus ROW 5.	TEGL 01-02 ETA Handbook 406: 9002C Outcomes Row 9: 9002D Vets Outcomes Row 5  Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Row 21
Employment Security Administration Account	ESAA	Wagner Peyser	A special account in the Unemployment Trust Fund, financed by the federal unemployment tax, used to pay for the administration of the Federal-State employment security programs. Under certain conditions monies in this account are distributed to other special funds: (1) the Federal Unemployment Account; (2) the Extended Unemployment Compensation Account; and listings:	ES
Employment Security Automated Reporting System	ESARS	Wagner Peyser	A computerized data collection system that was maintained by AWTS, which generates limited statistical output reports based on data derived from the Applicant Data System, Job Bank and as a stand-alone system.	ES
Employment Security Law		Wagner Peyser	A body of law which establishes a free public employment service, or a system of unemployment insurance, or both, and which may also establish other systems compensating for wage loss, such as temporary disability insurance.	ES
Employment Security Manual	ESM	Wagner Peyser	A Manual is sent to State Workforce Agencies to address state and local program operating interpretations, standards, and procedural and reporting instructions for the operation of the state employment security system.  Because major parts of the Employment Security Manual are now obsolete, no new portions will be added to it. Any new guidance will be issued as UIPLs.	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01 November 14, 2001

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment Security Systems Institute	ESSI	Wagner Peyser	<p>Major parts of the Employment Security Manual are now obsolete, no new portions will be added to it. Any new guidance will be issued as needed through various federal issuances.</p>	ES
Employment Service	ES	Wagner Peyser	<p>A former name for the organization now known as America's Workforce Technology Solutions.</p> <p>A national field center under the administration of the Kansas Department of Human Resources which provides systems support and data processing training for federal and state employment security agencies. AWTS receives functional direction from the Interstate Conference of Employment Security Agencies.</p>	<p><a href="http://www.workforcesecurity.doleta.gov/employ/tax.asp">http://www.workforcesecurity.doleta.gov/employ/tax.asp</a></p>
			<p>The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices, known as the Employment Service. The act was amended in 1998 to make the Employment Service part of the One-Stop services delivery system. Although the names of the many services centers may be different -- Employment Services, Employment Security Commission, Job Service, One-Stop Center, or Workforce Development Center etc. -- their mission is the same: to assist job seekers in finding jobs and employers in finding qualified workers and, in some areas, to provide job training and related services to claimants to improve access to job matching services.</p>	
			<p>More than ever responding to the needs of employers is a primary emphasis of the labor exchange function of the One-Stop Career Center Service Delivery system.</p>	
			<p>The modern Labor Exchange provides employers service using a three tiered system including Self Service, Staff Assisted, and Intensive Services that are tailored to meet the needs of the Business and Employer Community.</p>	
			<p>The Workforce Investment Act of 1998 transformed the public labor exchange from a nationwide system of separate local employment offices into the foundation of the nation's One-Stop Centers. Through One-Stop Centers, job seekers need only make one stop to receive the services they need to enter or reenter the labor market. The reemployment allotments provided in the PY 2001 funding for Wagner-Peyser are intended to enhance and target the labor exchange services to unemployment insurance (UI) claimants provided within the framework of</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			the One-Stop Centers.  Ensure the Delivery of all USDOL Workforce Development related services, benefits and protections, vocational counseling, testing, job development, job training and job referral services to MSFWs on a non-discriminatory basis.  The Work Opportunity Tax Credit (WOTC) created in 1996 and the Welfare-to-Work Tax Credit (WtWTC) created in 1997, are incentives that the Congress provides to private sector employers for hiring economically disadvantaged individuals with significant barriers to employment, who are members of nine targeted groups including, long-term welfare recipients	
Employment Service Potential	ESP	Wagner Peyser	Non-agricultural new hires, excluding private household domestic hires (i.e., new hires in industries covered by Social Security, including state and local government).	ES
Employment Service Program Letter	ESPL	Wagner Peyser	ETA sends this issuances to State Workforce Agencies to transmit instructions, information concerning objectives, standards, rules, regulations, procedures, and related information for developing and implementing employment service programs.  The ESPLs advisories are eliminated. Information and guidance previously issued via these series will now be issued via the TEGL, UIPL, or TEN. Currently active advisories in those series will continue in effect as long as needed. At the beginning of each program year (TEINs) and fiscal year (all others), checklists will be issued, by series, rescinding obsolete advisories and listing those remaining active. Series checklists will be issued until all advisories in the eliminated series have been rescinded. Hard copies of advisories in the eliminated series are available upon request from the Office of Policy and Research at (202) 693-3669. Electronic copies of are also available on the advisory web site at: <a href="http://wdr.doleta.gov/directives">wdr.doleta.gov/directives</a>	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01 November 14, 2001
Employment Services		Wagner Peyser	ETA sponsored activity that assists job seekers in finding jobs and employers in finding qualified workers and, in some areas, to provide job training and related services to claimants to improve access to job matching services.	ES
Employment Services		Workforce Investment	A WIASRD count of preparation for and success in employment services including but are not limited to:- Paid and unpaid work experiences, including internships, and job shadowing; and - Occupational skill training.	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 341

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment Standards Administration	ESA	Wagner Peyser	<p>The largest agency within the U.S. Department of Labor, enforces and administers laws governing legally-mandated wages and working conditions, including child labor, minimum wages, overtime and family and medical leave; equal employment opportunity in businesses with federal contracts and subcontracts; workers' compensation for certain employees injured on their jobs; internal union democracy and financial integrity, and union elections, which protect the rights of union members; and other laws and regulations governing employment standards and practices.</p> <p>ESA and its four component programs - - the Office of Federal Contract Compliance Programs, Office of Labor-Management Standards, Office of Workers' Compensation Programs and Wage and Hour Division - - have closely monitored and enforced laws protecting the wage, hours, equal employment opportunity, working conditions and injury compensation of workers. While each program has an established identity of its own, all work together to support, protect and defend the rights of American workers under these labor laws.</p> <p><b>WAGE AND HOUR DIVISION</b>  The Wage and Hour Division was established in 1938 to administer the landmark Fair Labor Standards Act (FLSA), which includes minimum wage, overtime pay and child labor provisions. In 1938, about 12 million workers were covered by the then-minimum wage of 25 cents an hour. Today, more than 113 million full and part-time workers in the private sector and in federal, state and local governments are protected by the law. However, since 1938 the Wage and Hour Division's responsibilities have grown to include other laws and regulations which protect workers against unfair employment practices.</p> <p>In addition to the FLSA, Wage and Hour has responsibility for enforcement and administration of a number of other labor laws. These programs include government contract labor standards statutes, the Migrant and Seasonal Agricultural Worker Protection Act, the Employee Polygraph Protection Act, various so-called "whistleblower" protection laws, and immigration laws which provide</p>	<p>OMB #1205-0420</p> <p><a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a></p> <p>REGION 5 ETA IB 001-03</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>certain employment standards and worker protections.</p> <p>The Family and Medical Leave Act of 1993 (FMLA), which became effective August 5, 1993, requires private sector employers of 50 or more employees and public agencies to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, placement of an adopted or foster child; to care for a child, spouse or parent with a serious health condition; and, for the employee's own serious health condition. The FMLA also requires covered employers to continue health benefits coverage during the leave, and restoration of the employee upon completion of leave, to the same or an equivalent job.</p> <p>The Migrant and Seasonal Agricultural Workers Protection Act ((MSPA) sets standards for migrant and seasonal farmworkers regarding wages, housing, and transportation. MSPA requires that contractors of migrant farmworkers register with the federal government, and notify prospective workers of the wages and working conditions before they are hired. MSPA also requires that housing provided for the workers meet certain minimum standards for health and safety, and that workers be transported in vehicles that meet certain safety standards.</p> <p>The Wage and Hour Division is also responsible for laws setting wage and hour standards for federal contractors. The Davis-Bacon and Related Acts cover workers on Federal construction contracts, and on construction contracts that are federally-financed in whole or in part. The McNamara-O'Hara Service Contract Act applies to workers on federal service contracts, and the Walsh-Healey Public Contracts Act applies to workers on federal supply contracts.</p> <p>Wage and Hour also has certain responsibilities under the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986, the Immigration Nursing Relief Act of 1989, the Immigration Act of 1990, and the Miscellaneous Technical Amendments to the Immigration and Nationality Act. The Immigration Reform and Control Act responsibilities include: (1) enforcement of the labor standards protections for temporary nonimmigrant agricultural workers admitted to the U.S. under the H-2A program; and (2) inspection for compliance with the recordkeeping requirements of the employer sanctions provisions.</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>The Immigration Nursing Relief Act of 1989 provides for the enforcement of employment conditions attested to by employers of H-1A temporary alien nonimmigrant registered nurses. Similarly, the Immigration Act of 1990, as amended by the Miscellaneous Technical Amendments to the Immigration and Nationality Act, establishes worker protection provisions, to be enforced by the Wage and Hour Division, applicable to foreign students, nonimmigrant workers in "specialty occupations" and foreign crewmembers performing longshore work.</p> <p>The Employee Polygraph Protection Act prohibits most private employers (federal, state and local government employers are exempted from the Act) from using any lie detector tests either for pre-employment screening or during the course of employment. Polygraph tests, but no other types of lie detector tests, are permitted under limited circumstances subject to certain restrictions.</p> <p>The "whistleblower" protection laws prohibit discrimination against workers who complain about safety violations in certain industries (i.e., nuclear plants, water treatment plants, waste disposal plants, etc.). These laws protect workers who alert the proper authorities of dangers to the public safety.</p> <p>The Wage and Hour Division's enforcement activities are carried out by Investigators in district and regional offices across the nation.</p> <p>OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS  For more than 30 years, since 1965, the Office of Federal Contract Compliance Programs (OFCCP) has had the responsibility of assuring that employers doing business with the federal government comply with the equal employment opportunity (EEO) and the affirmative action provisions of their contracts. OFCCP administers and enforces three equal employment opportunity programs that apply to federal contractors and subcontractors: Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and the affirmative action provisions of the Vietnam Era Veteran's Readjustment Assistance Act of 1974.</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>Executive Order 11246, as amended, prohibits covered federal contractors and subcontractors, and federally-assisted construction contractors and subcontractors, from discriminating in employment decisions on the basis of race, color, religion, sex or national origin. The order also requires federal contractors take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.</p>	
			<p>Section 503 of the 1973 Rehabilitation Act, as amended, prohibits employment discrimination against qualified individuals with disabilities. Section 503 also imposes an affirmative duty upon contractors to accommodate the limitations of their employees with disabilities and to take steps to recruit, hire and advance in employment qualified individuals with disabilities.</p>	
			<p>The affirmative action provisions of the Vietnam-Era Veterans Readjustment Assistance Act of 1974, as amended (38 USC 4212) prohibit discrimination and require federal contractors and subcontractors to take affirmative action to employ and advance in employment veterans of Vietnam and special disabled veterans of all wars.</p>	
			<p>Federal contractors or subcontractors subject to the laws administered by OFCCP employ more than 22 percent of the U.S. labor force (26 million workers).</p>	
			<p>OFCCP enforces these equal employment opportunity and affirmative action requirements primarily through compliance reviews and complaint investigations. OFCCP's enforcement activities are carried out by compliance officers in district and regional offices across the nation, who conduct more than 4,000 compliance reviews and investigate more than 800 complaints each year.</p>	
			<p>OFCCP also shares enforcement authority for the regulations requiring equal employment opportunity and affirmative actions in apprenticeship programs; Title I of the American With Disabilities Act; the Immigration Reform and Control Act; and the Family and Medical Leave Act.</p>	
			<p>OFFICE OF LABOR-MANAGEMENT STANDARDS</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment Statistics System		Wagner Peyser	<p>Administers and enforces provisions of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), and sections of various other acts (Postal Reorganization Act, Civil Service Reform Act and Foreign Service Act) within the responsibility of the Secretary of Labor. OLMS seeks to promote internal union democracy and financial integrity and to protect the rights of union members. OLMS also administers the Secretary of Labor's statutory responsibilities for the Transit Employee Protection Program and for other employee protection programs.</p> <p>OFFICE OF WORKERS' COMPENSATION PROGRAMS The Office of Workers' Compensation Programs (OWCP) had its origins in an organization established in 1916 to administer claims under the Federal Employees' Compensation Act. The program has existed since then under various names. Benefits are available under this Act and its amendments to more than three million federal white and blue collar employees, members of the Peace Corps and Vista volunteers.</p> <p>OWCP also administers the Longshore and Harbor Workers' Compensation Act of 1927. This Act covers all maritime workers injured or killed upon the navigable waters of the U.S., as well as employees working on adjoining piers, docks and terminals, plus a number of other groups included through an extension of the Act. Compensation under this Act is paid by employers who are self-insured, or through insurance policies provided by private insurers to employers.</p> <p>The Black Lung Benefits Reform Act of 1977 is the third major program administered by OWCP. It provides monthly payments and medical treatment to coal miners totally disabled from pneumoconiosis (black lung) arising from their employment in the nation's coal mines, and monthly payments to their surviving dependents.</p> <p>OWCP's compensation assistance is carried out by claims examiners in district offices across the nation.</p> <p>WIA create the employment statistics system, effective July 1, 1999</p>	UIPL 21-99

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment Status at Registration		9002 FY2003	The status of job seekers at date of registration.	TEGL 01-02 ETA Handbook 406: 9002A Services & 9002C Col B;
Employment Status at Registration		Wagner Peyser	Proposed new term to replace the old employment status on the registration.  The status of applicants, including students, at the time they initially seek the assistance of a local office to find work or skill training.  WIA-Same as employed in WIA	Field Memo 4-92 ETA Handbook 406 Column C
Employment and Training	E & T	Wagner Peyser	The component of the Department of Labor.	ES
Employment and Training Activity		Workforce Investment	Activities provided for an adult or dislocated worker such as (A) rapid response activities in the local areas to deal with disasters, mass layoffs or plant closings, or other events that precipitate substantial increases in the number of unemployed individuals, (B) Other required statewide employment and training activities. (l) disseminating the State list of eligible providers of training services, including eligible providers of nontraditional training services, information identifying eligible providers of on-the-job training and customized training, and performance information and program cost information (ii) conducting evaluations coordination of activities designed to improve the management and effectiveness of programs and activities carried out under this title.  To the extent feasible the activities should be designed to, (1) increase the level of total employment over the level that would have existed in the absence of such programs and activities; (2) evaluate the effectiveness of the performance measures relating to such programs and activities; (3) the effectiveness of the structure and mechanisms for delivery of services through such programs and activities; (4) the impact of the programs and activities on the community and participants involved; (5) the impact of such programs and activities on related programs and activities; (6) the extent to which such programs and activities meet the needs of various demographic groups; and (7) such other factors as may be appropriate.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) Sec. 101 Section 134  [20 CFR 660.300]

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment and Training Administration	ETA	Wagner Peyser	<p>(d) Reports.--The entity carrying out an evaluation described in above shall prepare and submit to the Secretary a draft report and a final report containing the results of the evaluation.</p> <p>(e) Reports to Congress.--Not later than 30 days after the completion of such a draft report, the Secretary shall transmit the draft report to the Committee on Education and the Workforce of the House of Representatives and the Committee on Labor and Human Resources of the Senate. Not later than 60 days after the completion of such a final report, the Secretary shall transmit the final report to such committees of the Congress.</p> <p>A component of the Department of Labor that seeks to build up the labor market through the training of the workforce and the placement of workers in jobs through employment services. It's programs aims to improve the functioning of the nation's labor markets by bringing together individuals who are seeking employment and employers who are seeking workers.</p> <p>Programs and Activities include;  Youth Training Programs ;  United States Employment Service;  Unemployment Insurance Information; and  America's Labor Market Information System;</p> <p>ETA Programs;  Indians and Native American Programs;  Migrant &amp; Seasonal Farmworker Programs;  Senior Community Service Employment Program;  Services to the Disabled;  Job Corps;  SGA-Grant and Contract Applications;  Trade Act administration;  Lower Living Standard Income Level Guidelines; and  Waivers authority granted by the Workforce Investment Act (WIA) at section 189(i)(4) to increase flexibility to states and local areas in implementing reforms to the workforce development system in exchange for state and local accountability for results, including improved programmatic outcomes.</p>	<p><a href="http://www.doleta.gov/etainfo.asp">http://www.doleta.gov/etainfo.asp</a></p> <p>REGION 5 ETA IB 001-03</p>
Employment and Training Programs Carried Out by The Dept. of Housing and Urban Development		Workforce Investment	Any employment and training services funded by the Department of Housing and Urban Development.	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Employment and Training Services Related to Food Stamps		Workforce Investment	Employment and training services related to Food Stamps the Food Stamps program or was referred by the Food Stamps program to WIA for employment and training services.	Pub.L. 105-220 (WIA)
Ending (Expiration) Date		Workforce Investment	The date on a Trade Act certification (TAA or NAFTA-TAA) by which a worker must be laid off in order to be covered by that certification.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
English Literacy Program		Workforce Investment	A program of instruction designed to help individuals of limited English proficiency achieve competence in the English language.	Pub.L. 105-220 (WIA) Title II SEC. 203
Enhanced National Data System	ENDS	Wagner Peyser	One of the AWTS supported national data systems. ENDS is a computer software system that captures, edits, stores and retrieves applicant and job order characteristics, and services relative to ES operations.	ES
Enrollee		Workforce Investment	An individual who has voluntarily applied for, been selected for, and enrolled in the Job Corps program, and remains with the program, but has not yet become a graduate.	Pub.L. 105-220 (WIA) §142
Entered Employment		9002 FY2003	Registered job seekers who, in the first or second quarter following the registration quarter, earned wages from a new or different employer than that from which the registered job seeker earned wages in the quarter prior to registration. This is the numerator of the entered employment rate measure (see ROW. C. 006).	TEGL 01-02 ETA Handbook 406: 9002C Outcomes- Row 1; Youth - Row 2; Age 19-44 - Row 3; Age 45-54 - Row 4; Age 55 and over:  9002D Vets Outcomes- Row 1;  Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Row 17
Entered Employment		Wagner Peyser	This is the sum of job placements and obtained employments.  USES-This is the sum of unduplicated counts.  WIA-See 9002C Row 1	Field Memo 4-92 ETA Handbook 406 Line 33
Entered Employment Following Case Management		9002 FY2003	Registered veterans and eligible persons who, in the quarter of registration, or in the first or second quarter following the registration quarter, received case management services and who in the first or second quarter following the registration quarter, earned wages from a new or different employer than that from which the	TEGL 01-02 ETA Handbook 406: Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Outcomes- Row 26; Row 27 Base;

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Entered Employment Following Receipt of Staff-Assisted Services		9002 FY2003	<p>registered veteran and eligible persons earned wages in the quarter prior to registration. This is the numerator of the entered employment rate measure.</p> <p>Count of registered job seekers who, in the quarter of registration, or in the first or second quarter following the registration quarter, received staff- assisted services, and who in the first or second quarter following the registration quarter, earned wages from a new or different employer than that from which the registered job seeker earned wages in the quarter prior to registration.</p> <p>Base The difference between the count of veterans and eligible persons who registered or reregistered with the labor exchange during any of the previous four calendar quarters and who in the quarter of registration, or in the first or second quarter following the registration quarter received case management services; and the count of any of those same veterans and eligible persons whose wages earned in the first or second quarter following registration were exclusively with the same employer from which wages were earned in the quarter prior to registration.</p> <p>RATE The Entered Employment Following Case Management count (Row 26 divided by the sum of Row 27)</p>	<p>Row 28 Rate;</p> <p>TEGL 01-02 ETA Handbook 406: 9002C Outcomes Row 11:</p> <p>9002D Vets Outcomes- Row 7; Row 8 Base; Row 9 Rate;</p> <p>Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP &amp; LVER) Outcomes- Row 23; Row 24 Base; Row 25 Rate;</p>
Entered Employment Rate		9002 FY2003	<p>The count of registered job seekers who, in the first or second quarter following the registration quarter, earned wages from a new or different employer than that from which the registered job seeker earned wages in the quarter prior to registration, divided by the difference between the count of job seekers who registered or re-registered with the labor exchange during any of the previous four calendar quarters and the count of any of those job seekers whose wages earned in the first and second quarter following registration were exclusively with the same employer from which wages were earned in the quarter prior to registration.</p>	<p>TEGL 01-02 ETA Handbook 406: 9002C Outcomes Row 7: 9002D Vets Outcomes- Row 3;</p> <p>Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP &amp; LVER) Row 19</p>
Entered Employment Rate Base		9002 FY2003		

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Entered Unsubsidized Employment		Workforce Investment	Unsubsidized employment is any employment, including self-employment, not financed by either funds provided under the Act or by direct wage subsidies provided by any type of public funds.	TEGL No. 14-00 Attachment E (WIASRD) Section 3b Line 675 OMB #1205-0420
Enterprise Information Management System	EIMS	Wagner Peyser	All ETA grants will be tracked through the system from inception until closeout. Performance and financial data will be integrated in order to develop a more comprehensive picture relating to the success of ETA programs. Output reports will be readily accessible and Web-based, with a succession of charts and tables available that will begin with an ETA-wide presentation, and then allow a drill-down 'functionality' to specific program and grantee level reporting. An on-line output reporting function will be developed for the grantee community, providing a comparative analysis capability. EIMS will continue to integrate information from other systems and external data sources. (This goal will be refined.)	ETA 2003 Annual Performance Plan
Entry Code For Occupations		Wagner Peyser	An occupational code assigned to an applicant not fully qualified to perform the duties of a specific occupation, on the basis of the applicant's potential qualifications (aptitudes, interest, or training).	ES
Entry Employment Experience Program		Workforce Investment	Youth work experiences up to 20 hours weekly during the school year or full time during the summer and holidays, for a total of not to exceed 500 hours of entry employment experience for any individual.  Such experiences shall be appropriately supervised, including the maintenance of standards of attendance and work site performance. They may be one of the following types: (a) Full-time employment opportunities in public and private nonprofit during the summer and on a part-time basis on combination with education and activities. These jobs shall provide community improvement services that complement local expenditures. (b) Tryout employment at private for-profit work sites, or at public and private nonprofit work sites when private for-profit work sites are not available. Compensations in lieu of wages for tryout employment shall be paid by the grant recipient, but the length of any assignment of a tryout employment positions shall not exceed 250 hours. Tryout employment positions shall be ones for which participants would not usually be hired (because of lack of	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Equal Employment Opportunity Commission	EEO	Wagner Peyser	<p>experience or other barriers to employment), and vacancies in such positions may not be refilled if the previous participant completed the tryout employment but was not hired by the employer.</p> <p>(c) Cooperative education programs to coordinate educational programs with work in the private sector.</p>	ES
Equal Employment Opportunity Commission	EEO	Workforce Investment	(a) It is the policy of the Government of the United States to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, age or handicap and to promote the full realization of equal employment opportunity through a continuing affirmative program, nondiscriminatory practices;	Pub.L. 105-220 (WIA)
Equal Opportunity (formerly Equal Employment Opportunity)	EO	Wagner Peyser	The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.	TEGL 9-02
Equal Opportunity (formerly Equal Employment Opportunity)	EO	Workforce Investment	Nondiscrimination action that requires collection and analysis of data collected on race and ethnicity, age, sex, and disability required by regulations implementing Section 188 of WIA governing nondiscrimination. These regulations are found at 29 CFR Part 37. [20 CFR 660.300]	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>WIA Section 188</p> <p>29 CFR Part 37. [20 CFR 660.300]</p>
Equal Opportunity - CRC		Wagner Peyser	The basic right of every individual, regardless of race, creed, color, sex, national origin, disability, or age to pursue job and training opportunities without being subjected to discrimination under any program or activity supported by federal funds in whole or in part under the provisions of all authorizing legislation for which the	TEGL 9-02

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Equipment		Workforce Investment	<p>Department of Labor has responsibility.</p> <p>The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p> <p>Tangible nonexpendable personal property, including exempt property charged directly to the award, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. Equipment includes, but is not limited to, equipment acquired before the publication of these regulations and equipment transferred from prior years.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>29 CFR 95.2 29 CFR 97.3</p>
Establishment		Wagner Peyser	<p>A grantee may use its own definition of equipment provided that such definition at least includes all equipment defined above.</p> <p>A public or private economic employing unit generally at a single physical location which produces and/or sells goods or services, for example, a mine, factory, store, farm orchard or ranch. It is usually engaged in one, or predominantly one, type of commercial or governmental activity. Each branch or subsidiary unit of a large employer in a geographical area or community should be considered an individual establishment, except that all such units in the same physical location shall be considered a single establishment. A component of an establishment which may not be located in the same physical structure (such as the warehouse of a department store) should also be considered as part of the parent establishment. For the purpose of the "seasonal farmworker" definition, farm labor contractors and crew leaders are not considered establishments; it is the organizations to which they supply the workers that are the establishments.</p>	ES
Ethnicity Hispanic or Latino		Wagner Peyser	<p>ES formerly used the combined coding method and offered an Hispanic code. Any other race code besides INA assumes a Non-Hispanic status.</p> <p>Now the two question method is used and allows a</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Ethnicity Hispanic or Latino		Workforce Investment	<p>combination of ethnic and a race code.</p> <p>A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, despite race.</p> <p>Among persons from Central and South American countries, only those who are of Spanish origin, descent, or culture should be included in the Hispanic category</p> <p>Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p> <p>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.</p> <p>NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories.</p> <p>NOTE: Information on ethnicity should be collected before information on race.</p>	<p>TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 105 OMB #1205-0420</p> <p>TEGL 09-02</p>
Evening Shift		Wagner Peyser	<p>A work shift that begins after 12:00 noon and before 8:00 p.m.</p>	ES
Evidence		Wagner Peyser		

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Ex-Convict		Wagner Peyser	Any individual certified as one who: (1)has been convicted of a felony under any statute of the United States or any state; and (2)whose hiring date is not more than five years after the last date on which he/she was convicted or released from prison.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)  ES
Ex-Service Member		Wagner Peyser	An individual who has performed Federal military service. (f) Federal military agency means any of the Armed Forces of the United States, including the Army, Air Force, Navy, Marine Corps, and Coast Guard, and the National Oceanic and Atmospheric Administration (Department of Commerce). (g) Federal military service means active service (not including active duty in a reserve status unless for a continuous period of 90 days or more) in the Armed Forces or the Commissioned Corps of the National Oceanic and Atmospheric Administration if with respect to that service-- (1) The individual was discharged or released under honorable conditions (and, if an officer, did not resign for the good of the service); and (2)(i) The individual was discharged or released after completing his/her first full term of active service which the individual initially agreed to serve, or (ii) The individual was discharged or released before completing such term of active service-- (A) For the convenience of the Government under an early release program, (B) Because of medical disqualification, pregnancy, parenthood, or any service-incurred injury or disability, (C) Because of hardship, or (D) Because of personality disorders or inaptitude but only if the service was continuous for 365 days or more.	ES
Excess Property		Workforce Investment	Property under the control of the DOL that, as determined by the Secretary of Labor, is no longer required for its needs or the discharge of its responsibilities.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Excessive Earnings		Wagner Peyser	Earnings in a week above the allowable amount prescribed by state unemployment compensation laws which result in disallowing benefit payments for the week.	ES
Executive Order 11246		Wagner Peyser	Administered by the Office of Federal Contract Compliance, as amended, this act prohibits covered federal contractors and subcontractors, and federally-assisted construction contractors and subcontractors, from discriminating in employment decisions on the basis of race, color, religion, sex or national origin. The order also requires federal contractors take affirmative action to ensure that equal opportunity is provided in all aspects of their employment.	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a> REGION 5 ETA IB 001-03
Exempt Property		Workforce Investment	Tangible personal property acquired in whole or in part with Federal funds, where the DOL has statutory authority to vest title in the recipient without further obligation to the Federal government.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms 29 CFR 95.2
Existing Transportation Service Providers		Wagner Peyser	Public transportation providers including public, private and non-profit fixed route and paratransit operators, and governmental agencies and nonprofit organizations that receive assistance from Federal, state, or local sources for non-emergency transportation services	DOT
Exit Quarter		Workforce Investment	This is the quarter in which the exit date takes place. The exit date is the last date of WIA funded or partner funded services received (except follow-up services).	Pub.L. 105-220 (WIA)
Exit from WIA		Workforce Investment	This occurs when the services in the WIA service plan are finished, even if other partner services continue.  There are two ways to exit WIA programs: 1. Hard exit- a participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner services within the quarter 2. Soft exit -a participant who does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services.  Participants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services.	Pub.L. 105-220 (WIA)  TEGL No. 14-00 Attachment E (WIASRD) Section II - Activity & Services Info. Line 335 Date of WIA exit

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Expenditure Report		Workforce Investment	For nonconstruction grants, the SF 269 "Financial Status Report" (or other equivalent report. For the WIA Title IB programs, this is the Quarterly Financial Status Report).	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 97.3
Expenditures		Wagner Peyser	Actual cash disbursements or outlays.	
Expenditures		Workforce Investment	Outlays (expenditures). Charges made to the project or program. They may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of actual cash disbursement for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and subgrantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the new increase (or decrease) in the amounts owed by the grantee for goods and other property received, for services performed by employees, contractors, subgrantees, subcontractors, and other payees, and other amounts becoming owed under programs for which no current services or performance are required, such as annuities, insurance July 2002 D-12 Glossary of Terms claims, and other benefit payments. [29 CFR 97.3] ETA requires outlays (expenditures) to be reported on an accrual basis.	One–Stop Comprehensive Financial Management Technical Assistance Guide  Appendix D Glossary of Terms and Acronyms page D-12
Experience Rate		Wagner Peyser	A rate of contribution that differs from the standard contribution rate, computed for an individual employer under the experience-rating provisions of a state unemployment compensation law.	ES
Experience-Rating		Wagner Peyser	A method for determining the contribution rates of individual employers on the basis of the factors specified in the state unemployment compensation law for measuring employer's experience with respect to unemployment.	ES
Experience-Rating Account		Wagner Peyser	An employer account which is maintained by the state agency for the purpose of determining the contribution rate of the employer.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Extended Benefits	EB	Wagner Peyser	The supplemental program that pays extended compensation during periods of specified high unemployment to individuals for weeks of unemployment after: (1) they draw the maximum potential entitlement to regular compensation within their benefit year; or (2) after their benefit year ends while they are in continued unemployment status and have insufficient wage credits to establish a new claim provided, however, that the extended benefit period in the state began prior to the end of their benefit year. Extended benefits paid to claimants under state unemployment compensation law are jointly financed on a 50-50 basis by state and federal funds; extended benefits paid to Unemployment Compensation for Federal Employees and Unemployment Compensation for Ex-Service Member claimants are totally financed by federal funds.	ES
Extended Employment		Wagner Peyser	Work in a non-integrated or sheltered setting for a public or private nonprofit agency or organization that an eligible individual performs for the purposes of training or otherwise preparing for competitive employment and for which the individual receives-- (i) Compensation in accordance with the Fair Labor Standards Act; and	ES
Extended Unemployment Compensation Account		Wagner Peyser	An account in the Unemployment Trust Fund from which the federal portion of shareable extended benefits and Emergency Compensation authorized by the Congress are paid to state agencies.	ES
Extended Unemployment Insurance Account	EUCA	Wagner Peyser	A federal account that receives 80 percent of FUTA revenues and pays 50 percent of EB payments. It has also been used to pay for temporary recession benefit programs.	<a href="http://www.doleta.gov/dialogue/tec-sec5.a">http://www.doleta.gov/dialogue/tec-sec5.a</a> sp
FCJL Openings Received		Wagner Peyser	The total cumulative number of job openings received from employers identified as Federal contractors from the beginning of the program year (July 1).	Field Memo 4-92 ETA Handbook 406 Line 31 Column A
Fact		Wagner Peyser	Something that has been determined, as a result of weighing evidence, to be an accurate description of what occurred.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Family		Wagner Peyser	(1) One or more persons living in a single residence who are related to each other by blood, marriage, or adoption. A stepchild or a stepparent shall be considered to be related by marriage. (2) For purposes of paragraph (1), one or more persons not living in the single residence but	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Family		Workforce Investment	<p>who were claimed as a dependent on another person's Federal income tax return for the previous year shall be presumed, unless otherwise demonstrated, part of the other person's family. (3) An individual 18 or older, except as provided in (2) above, who receives less than 50 percent of support from the family, and who is not the principal earner nor the spouse of the principal earner shall not be considered a member of the family. Such an individual shall be considered a family of one.</p> <p>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: (a) a husband, wife, and dependent children; (b) a parent or guardian and dependent children; (c) A husband and wife.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p>
Family Educational Rights and Privacy Act	FERPA	Workforce Investment	<p>This term is defined by the governor. An adult person with disabilities is considered a family of one when applying for programs under the ACT.</p> <p>A Federal law that protects an eligible student's privacy interest in his or her "education records." FERPA affords eligible students the right to inspect and review their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the education records. Section 136(f)(3) of the WIA specifically makes FERPA applicable to WIA programs. FERPA provides that education records, or personally identifiable information from such records, may be disclosed by educational agencies and institutions only after an eligible student provides prior written consent, except in statutorily specified circumstances (20 U.S.C. 1232g(b)(1) and (d). See also 34 CFR 99.30.). FERPA generally prohibits an educational institution from disclosing personally identifiable information from individual student records (such as an SSN) without the prior written consent of the eligible student or parent unless such disclosure falls within one of several exceptions specified under the Act. One of the exceptions, subject to the conditions and limitations discussed in more detail below, is a disclosure in connection with a student's application for or receipt of financial aid (20 U.S.C. 1232g(b)(1)(D)). We believe this exception applies only to the disclosure of student records relating to those students who receive training assistance under section 134 of WIA. Thus, in the case of a WIA participant, the financial aid exception allows for the disclosure a student's SSN to another state agency for</p>	<p>Pub.L. 105-220 (WIA) §101</p> <p>Pub.L. 105-220 (WIA)</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Family Income		Wagner Peyser	<p>the purposes of measuring performance outcome as required by section 122 of WIA. (January 19, 2001 MEMORANDUM FOR from Assistant Secretary DOL for ETA)</p> <p>All income actually received from all sources by all members of the family, during the income determination period. Family size shall be the maximum number of family members during the income determination period. When computing family income, income of a spouse and/or other family members shall be counted for the portion of the income determination period that the person was actually a part of the family unit of the applicant.</p> <p>(1) Family income shall include:</p> <ul style="list-style-type: none"> <li>(a) gross wages including CSE, Work Experience, and OJT paid from WIA funds, and salaries (before deductions);</li> <li>(b) net self-employment income (gross receipts minus operating expenses);</li> <li>(c) other money income received from sources such as net rents, Old Age and Survivors Insurance, social security benefits, pensions, alimony, and periodic income from insurance policy annuities, and other sources of income.</li> </ul> <p>(2) Family income does not include:</p> <ul style="list-style-type: none"> <li>(a) non-cash income such as food stamps, or compensation received in the form of food or housing;</li> <li>(b) imputed value of owner-occupied property, such as rental value;</li> <li>(c) public assistance payments;</li> <li>(d) cash payments received pursuant to a state plan approved under Titles I, IV, X, or XVI of the Social Security Act, or disability insurance payments received under Title II of the Social Security Act;</li> <li>(e) federal, state, or local unemployment benefits;</li> <li>(f) Capital gains and losses;</li> <li>(g) one time unearned income, such as, but not limited to <ul style="list-style-type: none"> <li>1. payments received for a limited fixed-term under income maintenance programs and supplemental (private) unemployment benefits plans</li> <li>2. one-time or fixed-term scholarship and fellowship grants</li> <li>3. accident, health, and casualty insurance proceeds;</li> <li>4. disability and death payments, including fixed-term (but not lifetime) life insurance annuities and death benefits</li> <li>5. one-time awards and gifts</li> <li>6. inheritance, including fixed-term annuities</li> <li>7. fixed-term workers compensation awards</li> </ul> </li> </ul>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Family Income		Workforce Investment	<p>8. terminal leave pay;  9. soil bank payments;  10. agriculture crop stabilization payments;  (h) pay or allowances which were previously received by any veteran while serving on active duty in the Armed Forces  (i) educational assistance and compensation payments to veterans and other eligible persons under Chapters 11, 13, 31, 34, 35, and 36, of Title 38 United States Code;  (j) payments received under the Trade Act of 1974  (k) Black Lung payments received under the Benefits Reform Act of 1977, Pub. L. 95-239, 30 U.S.C. 901;  (l) child support payments; and  (m) Any income directly or indirectly derived from, or arising out of, any property held by the United States in trust for any Indian tribe, band or group or any individual; per capita or funds provided by the United States in accordance with, or generated by, the exercise of any right guaranteed or protected by treaty; and any property distributed or income derived there-from, or any amounts paid to or for any individual member, or distributed to or for the legatees or next of kin of any member, derived from or arising out of the settlement of an Indian claim.</p> <p>Income from a family member annualized from the six-month period prior to registration for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402))</p> <p>For specific program eligibility see</p> <p>CHAPTER V--EMPLOYMENT AND TRAINING ADMINISTRATION, DEPARTMENT OF LABOR</p> <p>PART 626--INTRODUCTION TO THE REGULATIONS UNDER THE JOB TRAINING PARTNERSHIP ACT</p> <p>PART 632--INDIAN AND NATIVE AMERICAN EMPLOYMENT AND TRAINING PROGRAMS</p> <p>PART 633--MIGRANT AND SEASONAL FARMWORKER PROGRAMS</p> <p>PART 638--JOB CORPS PROGRAM UNDER TITLE IV-B OF THE JOB TRAINING PARTNERSHIP ACT</p>	<p>TEGL No. 14-00  Attachment E (WIASRD)</p> <p>OMB #1205-0420</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Family Literacy Services		Workforce Investment	Services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities: A) Interactive literacy activities between parents and their children. (B) Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children. C) Parent literacy training that leads to economic self-sufficiency. (D) An age-appropriate education to prepare children for success in school and life experiences.	Pub.L. 105-220 (WIA) §101
Family Self-Sufficiency Program	FSS	Workforce Investment	<p>This Housing and Urban Development program promotes the development of local strategies to coordinate use of rental subsidies with public and private resources to help residents of public housing and participants in the Section 8 rental certificate and rental voucher programs become self-sufficient through education, training, case management and other supportive services. Families who volunteer to participate sign a five-year contract with the PHA specifying the steps both the family and the PHA will take to move them toward financial independence. Participants can also save money through FSS: an escrow credit, which is calculated by the PHA based on increases in earned income of the participating family, is deposited in an interest-bearing escrow account which the family can claim upon successful completion of the FSS contract.</p> <p>HUD provides funds to public housing agencies specifically for the employment of family self-sufficiency coordinators. The FSS coordinators assist adults in job training, childcare, counseling, transportation and job placement programs.</p>	<a href="http://www.hud.gov/wlfrfss.cfm">http://www.hud.gov/wlfrfss.cfm</a> National Affordable Housing Act of 1990
Family Support Administration	FSA	Wagner Peyser	<p>An HHS agency that aids state in dealing with child support enforcement, Aid to Families with Dependent Children, Low Income Home Energy Assistance, Refugee and Entry Assistance, Community Services Block Grant, and the Work Incentive Program.</p> <p>"FSA" have been replaced with "Administration for Children and Families" (ACF), respectively in the April 1991 HHS agency reorganization.</p>	<a href="http://www.acf.dhhs.gov/programs/cse/new/csr8605.htm">http://www.acf.dhhs.gov/programs/cse/new/csr8605.htm</a>
Family Unit		Wagner Peyser		ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Family and Medical Leave Act of 1993	FMLA	Wagner Peyser	Became effective August 5, 1993, and requires private sector employers of 50 or more employees and public agencies to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, placement of an adopted or foster child; to care for a child, spouse or parent with a serious health condition; and, for the employee's own serious health condition. The FMLA also requires covered employers to continue health benefits coverage during the leave, and restoration of the employee upon completion of leave, to the same or an equivalent job.	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a> REGION 5 ETA IB 001-03
Farm		Wagner Peyser	A farm is identified on the basis of sales alone and is defined as any place which produced agricultural products with annual sales of \$1,000 or more.	ES
Farm Income		Wagner Peyser	The income of a family that lives on a farm. Farm or non-farm family income is determined by location of residence according to the Bureau of the Census, which defines a farm as any place which has annual sales of agricultural products of \$1,000 or more.	ES
Farmwork	FWK	Wagner Peyser	Work performed for wages in agricultural production or agricultural services in establishments included in industries 01--Agricultural Production-Crops; 02--Agricultural Production-Livestock excluding 027--Animal Specialties; 07--Agricultural Services excluding 074--Veterinary Services, 0752--Animal Specialty Services, and 078--Landscape and Horticultural Services, as defined in the most recent edition of the Standard Industrial Classification (SIC) Code definitions. Farmworker, see Agricultural worker.  This structure is being incorporated into the North American Industry Classification System	ES
Federal Agency		Workforce Investment	Any United States executive department, military department, government corporation, government-controlled corporation, any other establishment in the Executive Branch (including the Executive Office of the President), or any independent regulatory agency.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Federal Award		Workforce Investment	Federal financial assistance and Federal cost-reimbursement contracts that non-Federal entities receive directly from Federal awarding agencies or indirectly from pass-through entities. It does not include	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			procurement contracts, under grants or contracts, used to buy goods or services from vendors. Any audits of such vendors shall be covered by the terms and conditions of the contract.	Acronyms 29 CFR 99.105
Federal Awarding Agency		Workforce Investment	The Federal agency that provides an award to the recipient.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-110
Federal Bonding Program	FBP	Wagner Peyser	Fidelity bonding coverage offered by a state employment service to qualified job applicants who could not otherwise obtain it.	ES
Federal Civilian Service		Wagner Peyser	Service, as described in 20 CFR Part 609, performed by an individual in the employ of any federal agency.	ES
Federal Contingency Fund		Wagner Peyser	An amount of money appropriated by Congress to meet certain unpredictable increases in costs of administration by state agencies arising from increases in workload or other specified causes.	ES
Federal Contractor		Wagner Peyser	Any party entering into an agreement or modification thereof in the amount of \$25,000 or more for the procurement of supplies or personal property and nonpersonal services (including construction) with any department or agency of the government of the United States.	38USC4212
Federal Contractor Job Openings Listed with the Public Labor Exchange	FCJL	Wagner Peyser	A mandatory listing of Job Openings available with employers that have contracts with the Federal Government	38USC4212
Federal Contractor Veterans' Employment Report	VETS-100	Wagner Peyser	A U.S. Department of labor report, used to facilitate Federal contractor and subcontractor reporting of their employment and new hiring activity.  The report collects information from entities holding contracts of \$25,000 or more with Federal departments or agencies to report annually on:  (a) the number of current employees in each job category and at each hiring location who are special disabled	38USC4212(d) and PL 105-339

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Federal Employer Identification Number	FEIN	Wagner Peyser	<p>veterans, the number who are veterans of the Vietnam era and the number who are other veterans who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized;</p> <p>(b) the total number of employees hired during the report period and of those, the number of special disabled, the number who are veterans of the Vietnam era, and the number who are other veterans; and the maximum and minimum number of employees employed by the contractor at each hiring location.</p> <p>Federal contractors report at least annually the numbers of: 1) special disabled veterans, 2) veterans of the Vietnam era, and 3) other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized who are in their workforce. Reporting is required by hiring location and includes both the number employed and the number of new hires, within the three categories listed above. The number of veterans employed within these categories is to be broken out by job category and maximum and minimum total employment is to be reported as well.</p> <p>the report is filed. If there is not a separate SIC Code for the hiring location, enter the SIC Code for the parent company.</p> <p>Dun and Bradstreet I.D. Number (DUNS) If the company or any of its establishments has a Dun and Bradstreet Identification Number, please enter the nine (9) digit number in the space provided. If there is a specific DUNS Number applicable to the hiring location for which the report is filed, enter that DUNS Number. Otherwise,</p>	ES
Federal Financial Assistance		Workforce Investment	<p>Assistance that non-Federal entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance, but does not include amounts received as reimbursement for services rendered to individuals as described in Sections 99.205(h)</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>29 CFR 99.105</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Federal Financial Management Improvement Act	FFMIA	Wagner Peyser	and 99.205(i).  31 U.S.C. 3512, fundamentally does two things: establishes in statute certain financial management system requirements that are already established by Executive Branch policies, and establishes new requirements for auditors to report on agency compliance with these basic requirements, and for agency heads and agency management to correct deficiencies within a certain time period.	<a href="http://www.whitehouse.gov/omb/bulletins/98-08.html#d">http://www.whitehouse.gov/omb/bulletins/98-08.html#d</a>
Federal Funds Authorized		Workforce Investment	The total amount of Federal funds obligated by the DOL for use by the recipient. This amount may include any authorized carryover of unobligated funds from prior funding periods when permitted by the DOL's regulations or implementing instructions.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Federal Information Processing Standards Publication	FIPS-PUB	Wagner Peyser	Department of Commerce - National Institute of Standards and Technology, National Computer Systems Laboratory - This is a collection of publications which provides Federal standards, guidelines and program information which are to aid in the collection and sharing of collected data. The categories addressed in these guidelines are: (1) General Publications (2) Hardware Standards and Guidelines (3) Software Standards and Guidelines (4) Data Standards and Guidelines (5) ADP Operations Standards and Guidelines (6) Related Telecommunications Standards (7) Conformance Tests	ES
Federal Job		Wagner Peyser	A job opening filed with a placement office by a department or agency of the federal government or other entity under the jurisdiction of the United States Office of Personnel Management.	ES
Federal Military Service		Wagner Peyser	Service in the Armed Forces or National Oceanic and Atmospheric Administration performed for at least 365 continuous days, or which terminated in less than 365 days because of a service-incurred injury or disability, by an individual who was discharged for reasons other than dishonorable, was not given a bad conduct discharge, or (if an officer) did not resign for the good of the service.	ES
Federal Share		Workforce Investment	Of real property, equipment, or supplies, that percentage of the property's acquisition costs and any improvement expenditures paid with Federal funds.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
				Appendix D: Glossary of Terms and Acronyms OMB Circular A-110
Federal Supplemental Compensation	FSC	Wagner Peyser	A program that pays benefits to individuals who have exhausted their right to regular benefits and have no rights to regular extended or additional benefits under any state law.	ES
Federal Training		9002 FY2003	Count of registered job seekers who are veterans referred to any intensive service or training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps. This does not include DVA-OJT.	
Federal Training		Wagner Peyser	A subgroup of "Referred to Skills Training" for veterans who are referred to any job training program supported by the Federal Government such as WIA Institutional, TAA, Jobs, and Job Corps. This does not include referrals to DVA-OJT or VJTA opportunities which are reported as referrals to Federal jobs.	Field Memo 4-92 ETA Handbook 406 Line 21 referred Line 27 placed
Federal Training Placements		Wagner Peyser	An ETA 9002 count of all veterans verified to have entered any job training program supported by the Federal government such as WIA institutional, Job Corps, etc. This does not include placements in DVA-OJT or VJTA opportunities which are included in "Placed in Jobs" and its subgroup "Placed in Federal Jobs".	Field Memo 4-92 ETA Handbook 406 Line 27
Federal Unemployment Account		Wagner Peyser	An Unemployment Trust Fund account from which repayable advances are available to states whose unemployment fund reserves are temporarily unable to meet current benefit payments.	ES
Federal Unemployment Benefit and Allowance Account	FUBA	Wagner Peyser	A special fund financed by Congressional appropriation of general revenue funds for the payment of federal unemployment benefits and allowances.	ES
Federal Unemployment Tax		Wagner Peyser	The excise tax imposed by the Federal Unemployment Tax Act on employers with respect to having individuals in their employ.	ES
Federal Unemployment Tax Return		Wagner Peyser	An annual report by an employer to the Internal Revenue Service of the amount of federal unemployment tax liability with respect to wages paid during the calendar year.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Federal Unemployment Trust Account	FUTA	Wagner Peyser	An Federal account made up of imposed excise taxes on every employer who employs one or more individuals for some portion of a day in at least 20 different weeks during a calendar year, or pays wages of \$1,500 in a calendar quarter.	<a href="http://www.doleta.gov/regions/reg02/ui/ind ex.htm#info">http://www.doleta.gov/regions/reg02/ui/ind ex.htm#info</a>
Federal-aid Highway Act of 1968	FHWA	Workforce Investment	The Secretary, in cooperation with any other department or agency of the Government, State agency, authority, association, institution, Indian tribal government, corporation (profit or nonprofit), or any other organization or person, is authorized to develop, conduct, and administer highway construction and technology training, including skill improvement programs, and to develop and fund summer transportation institutes.	23 USC 140 TITLE 23--HIGHWAYS CHAPTER 1--FEDERAL-AID HIGHWAYS  WIA partner  <a href="http://www.usdoj.gov/crt/cor/byagency/dot 140.htm">http://www.usdoj.gov/crt/cor/byagency/dot 140.htm</a>
Federally Recognized Indian Tribal Government		Workforce Investment	The governing body or a governmental agency of any Indian tribe, band, nation, or other organized group or community (including any native village as defined in Section 3 of the Alaska Native Claims Settlement Act, 85 Stat 688) certified by the Secretary of the Interior as eligible for the special programs and services provided by him through the Bureau of Indian Affairs.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 97.3
Female Veterans		9002 FY2003	Registered veterans who are females. usually recorded by the registered veterans themselves.	TEGL 01-02 ETA Handbook 406: Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Col H
Field Memorandum from the Department of Labor	FM	Wagner Peyser	A directive from the Department of Labor to the Regional Offices providing policy and guidance regarding the effects of DOL law or policy changes.	ES
Fifty-Percent Rule		Wagner Peyser	From the time the foreign workers depart for the employer's place of employment, the employer, except as provided for by Sec. 655.106(e)(1) of this part, shall provide employment to any qualified, eligible U.S. worker who applies to the employer until 50% of the period of the work contract, under which the foreign worker who is in the job was hired, has elapsed. In addition, the employer shall offer to provide housing and the other benefits, wages, and working conditions required by Sec. 655.102 of this part to any such U.S. worker and shall not treat less favorably than H-2A workers any U.S. worker referred or transferred pursuant to this assurance.	20CFR655.103(e) Temporary Employment of Aliens in the US

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Filing and Retrieval		Wagner Peyser	The compiling and storing of office information which, if performed electronically, could involve the use of personal or purchased data bases, word processors, and other software components.	ES
Final Payment		Wagner Peyser	The last payment to a claimant which exhausts the individual's maximum potential benefit entitlement under a specific program.	ES
Firm		9002 FY2003	A business organization consisting of one or more domestic establishments in the same State and industry that were specified under common ownership or control. The firm and the establishment are the same for single-establishment firms.	TEGL 01-02 ETA Handbook 406
First Payment		Wagner Peyser	Payment for the first compensable week of unemployment claimed by an individual under an unemployment insurance program.	ES
First Payment Time Lapse		Wagner Peyser	A measurement in terms of days representing the length of time between the end of the first compensable week of total unemployment and the date of first payment for total unemployment.	ES
First Week Affected		Wagner Peyser	The first week in a claim series to which a notice of nonmonetary determination applies. The week ending date of the first week affected to the date of detection are the starting and ending time lapse parameters for calculating nonmonetary determinations time lapse for the monthly ETA 9053 report.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Fiscal Letter	FL	Wagner Peyser	<p>Is a Federal document sent to State Workforce Agencies to transmit material concerning fiscal standards, fiscal reports and procedures, the budgetary process, and expenditure of funds (except the unemployment compensation trust fund).</p> <p>The FLS advisories are eliminated. Information and guidance previously issued via these series will now be issued via the TEGL, UIPL, or TEN. Currently active advisories in those series will continue in effect as long as needed. Program year (TEINs) and fiscal year (all others), checklists will be issued, by series, rescinding obsolete advisories and listing those remaining active. Series checklists will be issued until all advisories in the eliminated series have been rescinded. Hard copies of advisories in the eliminated series are available upon request from the Office of Policy and Research at (202) 693-3669. Electronic copies of FLs, and RALs are also</p>	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			available on the advisory web site at: wdr.doleta.gov/directives.	
Fiscal Year	FY	Wagner Peyser	For federal government purposes, any twelve month period beginning on October 1 and ending on September 30.  The Financial Year of an Agency.	<a href="http://www.dol.gov/dol/vets/public/grants/grant3/glossary.htm">http://www.dol.gov/dol/vets/public/grants/grant3/glossary.htm</a>
Flexible Maximum Weekly Benefit Amount		Wagner Peyser	The re-computation by a specific jurisdiction on an annual or semi-annual basis of the maximum weekly benefit amount payable under its unemployment compensation program.	ES
Flexible Week		Wagner Peyser	A period of seven (7) consecutive days used as a unit in the measurement of employment or unemployment in which the day of the week, used as the beginning point, is different for individual claimants.	ES
Follow-Through		Wagner Peyser	A contact with an employer or applicant to check on a referral or otherwise complete the counseling or placement process.	ES
Follow-Up		Wagner Peyser	The process of contacting or communicating with an applicant or employer to determine the suitability and success of the placement or other service to assure the resolution of an applicant's vocational problem.	ES
Food Assistance		Wagner Peyser	Assistance that may be used only to obtain food.	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 701. Program Coordintaion Demonstration Projects (b)(2) definition
Food Processing Classification		Wagner Peyser	In the 1987 Standard Industrial Classification manual, the following industries are classified as food processing establishments.  Meat Products, Canned Fruits, Vegetables, Preserves, Jams, and Jellies, Pickled Fruits and Vegetable Sauces and Seasonings, and Salad Dressing, Frozen fruits, Fruit Juices, and Vegetables  North American Industry Classification System accommodates these groups.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Food Stamp	FS	Wagner Peyser	The Food Stamp Program provides benefits to low-income people that they can use to buy food to improve their diets. Food stamp recipients spend their benefits (in the form of paper coupons or electronic benefits on debit cards) to buy eligible food in authorized retail food stores.	<a href="http://www.fns.usda.gov/fsp/">http://www.fns.usda.gov/fsp/</a>
Food Stamp Certification Number	FSCN	Wagner Peyser	A number represents the number of months of Food Stamp is certified for eligibility (up to 12 months). Each month is decremented to indicate remaining time until it is at 0. As long as a certification number exists the applicant is subject to a work test as a requirement for receiving food stamps.	AWTS Data Preparation Handbook
Food Stamp Recipient		Wagner Peyser	An individual who is receiving food stamps pursuant to the Food Stamp Act.	ES
Food Stamps Employment and Training Related to Food Stamps		Workforce Investment	Individuals who receive employment and training services from the Food Stamps program or was referred by the Food Stamps program to WIA for employment and training services.	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 328 OMB #1205-0420
Formal Determinations		Wagner Peyser	A nonmonetary determination where a written determination is made and is sent either to the employer or claimant or both.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Former Enrollee		Workforce Investment	means an individual who has voluntarily applied for, been selected for, and enrolled in the Job Corps program, but left the program before completing the requirements of a vocational training program, or receiving a secondary school diploma or recognized equivalent, as a result of participation in the Job Corps program..	Pub.L. 105-220 (WIA) §142
Freedom of Information Act	FOIA	Wagner Peyser	Was enacted in 1966 and provides that any person has the right to request access to federal agency records or information. All agencies of the United States government are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions and three exclusions of the FOIA. This right of access is enforceable in court. The federal FOIA does not, however, provide access to records held by state or local government agencies, or by private businesses or individuals. All states have their own statutes governing public access to state and local records; state agencies should be consulted for further information about them.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			On October 2, 1996, President Clinton signed into law the Electronic Freedom of Information Act Amendments of 1996 (E-FOIA).	
Full Application		Wagner Peyser	An application for an applicant who has participated in an application interview and which includes the applicant's personal characteristics, work history and an occupational classification and DOT code.	ES
Full Benefits		Wagner Peyser	Amount of compensation to which a claimant is entitled for weeks of total unemployment.	ES
Full-Time Employment		Wagner Peyser	The 40-hour week, except where fewer hours are normal to the occupation, but on no account less than 30 hours per week.	ES
Full-Time Equivalent	FTE	Wagner Peyser	a personnel charge to the grant equal to 2,080 hours per annum.	<a href="http://www.dol.gov/dol/vets/public/grants/grant3/glossary.htm">http://www.dol.gov/dol/vets/public/grants/grant3/glossary.htm</a>
Full-Time Weekly-Wages		Wagner Peyser	The amount of wages earned by an individual employed throughout a full-time week, or the amount they would have earned had they been employed throughout a full-time week.	ES
Full-Time Work		Wagner Peyser	The number of hours or days per week currently established by schedule, custom, or otherwise, as constituting a week of full-time work for the kind of service an individual performs for an employing unit.	ES
Fully Registered Applicant		Wagner Peyser	An applicant who has participated in an application-taking interview and whose application record includes the applicant's personal characteristics, work history, and occupational classification and a complete DOT code.	ES
Gender		Wagner Peyser	Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue	Field Memo 4-92 ETA Handbook 406 Lines 3/4

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Gender		Workforce Investment	<p>to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p> <p>Referred to as the Male\Female characteristic in ES.</p> <p>Identifies a job seeker as Male or Female.</p>	<p>TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 103 OMB #1205-0420</p> <p>TEGL 09-02</p>
General Accounting	G/A	Wagner Peyser	<p>A module in the FARS system that provides for the financial structure of the system supporting accrual, fund, encumbrance and revenue accounting. The module provides real-time maintenance of the chart of accounts including balance sheet, revenue and expense categories. Additionally, dates can be assigned to the accounts - effective and expiration dates as funding sources change or expire. Features include a comprehensive audit trail of all entries, the provision for system generated as well as user generated entries, on-line and batch entry, recurring and month end entries, financial reporting, budgeting, the retirement of records, the interfacing of other systems, report writing and cost allocation.</p>	<p><a href="http://www.workforceatm.org/sections/pdf/2002/farsrfps1.pdf">http://www.workforceatm.org/sections/pdf/2002/farsrfps1.pdf</a></p>
General Administration Letter	GAL	Wagner Peyser		<p>TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01 November 14, 2001</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
General Aptitude Test Battery	GATB	Wagner Peyser	Measures a broad range of general abilities which are found in all jobs. A set of test to determine the general skills and abilities of an individual.	ES
General Assistance	GA	Workforce Investment	A participant receives cash assistance from one or more of these sources.  General Assistance (GA) (State/local government), Refugee Cash Assistance (RCA), Supplemental Security Income (SSI-SSA title XVI)	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 121 OMB #1205-0420  §136(d)(2)(F)
General Assistance Recipient		Wagner Peyser	Any individual who is certified as receiving monetary payments based on need, from a qualified state or local general assistance program.	ES
General Equivalency Diploma	GED	Wagner Peyser	A high school equivalency diploma obtained by meeting the state's standards for performance on the American Council on Educational Diploma Equivalency Test battery of five tests which measures the application of skills and knowledge generally associated with four years of traditional high school instruction  A certificate issued by each state that attests that the person receiving the certificate to indicate that a person has adequate knowledge to earn the equivalent of a high school diploma.	<a href="http://www.dol.gov/dol/vets/public/grants/grant3/glossary.htm">http://www.dol.gov/dol/vets/public/grants/grant3/glossary.htm</a>
General Statutory/Regulatory Waiver		Workforce Investment	A) General authority.--Notwithstanding any other provision of law, the Secretary may waive for a State, or a local area in a State, pursuant to a request submitted by the Governor of the State (in consultation with appropriate local elected officials) that meets the requirements.  (i) any of the statutory or regulatory requirements of subtitle B or this subtitle (except for requirements relating to wage and labor standards, including nondisplacement protections, worker rights, participation and protection of workers and participants, grievance procedures and judicial review, nondiscrimination, allocation of funds to local areas, eligibility of providers or participants, the establishment and functions of local areas and local boards, and procedures for review and approval of plans); and  (ii) any of the statutory or regulatory requirements of sections 8 through 10 of the Wagner-Peyser Act (29 U.S.C. 49g through 49i) (excluding requirements relating to the provision of services to unemployment insurance	WIA sec. 189(i)(4)  <a href="http://wdsc.doleta.gov/waivers/pl105-220g.htm#General">http://wdsc.doleta.gov/waivers/pl105-220g.htm#General</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Generally Accepted Accounting Principles	GAAP	Workforce Investment	<p>claimants and veterans, and requirements relating to universal access to basic labor exchange services without cost to jobseekers).</p> <p>Accounting rules and procedures established by authoritative bodies or conventions that have evolved through custom and common usage. Has the meaning specified in generally accepted government auditing standards (GAGAS).</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>[OMB Circular A-133] Issued by the American Institute of Certified Public Accountants (AICPA). [29 CFR 99.105]</p>
Generally Accepted Government Auditing Standards	GAGAS	Wagner Peyser	<p>A book issued by the comptroller general of the United States, sometimes called the "yellow book." Government Auditing Standards contains standards for audits of government organizations, programs, activities, and functions and of government assistance received by contractors, not-for-profit organizations, and other nongovernment organizations. These standards, which include designing the audit to provide reasonable assurance of detecting material misstatements resulting from noncompliance with provisions of contracts or grant agreements that have a direct and material effect on determination of financial statement amounts, are to be followed when required by law, regulation, agreement, contract, or policy. For financial audits, Government Auditing Standards prescribes fieldwork and reporting standards beyond those required by GAAS.</p>	<p><a href="http://www.gao.gov/govaud/yb2002ed.pdf">http://www.gao.gov/govaud/yb2002ed.pdf</a></p>
Generally Accepted Government Auditing Standards	GAGAS	Workforce Investment	<p>Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States, which are applicable to financial audits.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>29 CFR 99.105</p>
Goal #1, #2, OR #3 Type		Workforce Investment	<p>An Individualized Plan for Employment identifies a goal as one of these types:</p> <p>Basic Skills Goals Work Readiness Skills Goals Occupational Skills Goals</p> <p>Setting one basic skills goal is required if the youth is basic literacy skills deficient.</p>	<p>TEGL No. 14-00 Attachment E OMB #1205-0420 Section 3b Line 625 -- Goal #1 type Line 629 -- Goal # 2 type Line 633 -- Goal # 3 type</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Government		Workforce Investment	A State or local government or a Federally recognized Indian tribal government.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 97.3
Government Paperwork Elimination Act	GPEA	Wagner Peyser	Public Law 105-277, was enacted in October of 1998. Under GPEA, agencies must generally provide for the optional use and acceptance of electronic documents and signatures, and electronic recordkeeping when practicable. OMB M-00-10 ( <a href="http://www.whitehouse.gov/OMB/memoranda/m00-10.html">http://www.whitehouse.gov/OMB/memoranda/m00-10.html</a> ) requires that each agency update annually its plan for implementing GPEA and submit to OMB a summary of that plan.	Public Law 105-277
Government Performance and Results Act of 1993	GPRA	Wagner Peyser	<p>A Congressional Act enacted to provide for the establishment of strategic planning and performance measurement in the Federal Government, and for other purposes.</p> <p>The purposes of this Act are to-</p> <p>(1) improve the confidence of the American people in the capability of the Federal Government, by systematically holding Federal agencies accountable for achieving program results;</p> <p>(2) initiate program performance reform with a series of pilot projects in setting program goals, measuring program performance against those goals, and reporting publicly on their progress;</p> <p>(3) improve Federal program effectiveness and public accountability by promoting a new focus on results, service quality, and customer satisfaction;</p> <p>(4) help Federal managers improve service delivery, by requiring that they plan for meeting program objectives and by providing them with information about program results and service quality;</p> <p>(5) improve congressional decisionmaking by providing more objective information on achieving statutory objectives, and on the relative effectiveness and efficiency of Federal programs and spending; and</p>	OMB

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Government information		Wagner Peyser	(6) improve internal management of the Federal Government Information created, collected, processed, disseminated, or disposed of by or for the Federal Government	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (hereafter, Agency-wide Guidelines)
Governmental Unit		Workforce Investment	The entire State, local, or Federally recognized Indian tribal government, including any component thereof. Components of governmental units may function independently of the governmental unit in accordance with the term of the award.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-87
Governor		Wagner Peyser	The chief executive of any State	ES
Governor		Workforce Investment	The chief executive officer of a State or outlying area.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) §101
Governor's Coordination and Special Services Plan	GCSSP	Wagner Peyser	A JTPA term whose function now falls to the State Workforce Investment board in developing a state plan.  The JTPA meaning address's the requirements of section 121(b) of JTPA, including a description of the Governor's coordination criteria; the measures taken by the State to ensure coordination and prevent duplication with the Job Opportunities and Basic Skills (JOBS) program; the certification of the implementation of the procurement system, as required at section 164(a)(6) of the Act; the technical assistance and training plan; goals, and the efforts to accomplish such goals, for the training and placement of women in nontraditional employment and apprenticeship; the projected use of resources, including oversight of program performance; program administration; program financial management and audit resolution procedures; capacity building; priorities and criteria for State incentive grants; and performance goals	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Graduate		Workforce Investment	for State supported programs administration; program financial management and audit resolution procedures; capacity building; priorities and criteria for State incentive grants; and performance goals for State supported programs. An individual who has completed the requirements of a program.	Pub.L. 105-220 (WIA) §142
Grant		Workforce Investment	An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the Federal government to an eligible grantee. The term does not include technical assistance that provides services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Also, the term does not include assistance, such as a fellowship or other lump sum award, which the grantee is not required to account for (see Award).  For WIA, it means an award of WIA financial assistance by the DOL to an eligible WIA recipient.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 97.3 20 CFR 660.300 WIA
Grant Officer		Workforce Investment	Any person authorized to enter into, modify, or terminate any financial assistance awards and make related determinations and findings. DOL grant officers shall be designated by name on a “Certificate of Appointment.”	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Grantee		Workforce Investment	The direct recipient of grant funds from the DOL. A grantee may also be referred to as a recipient. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  20 CFR 660.300 29 CFR 97.3
Grantee Department or Agency		Workforce Investment	The component of a State, local, or Federally recognized Indian tribal government that is responsible for the performance or administration of all or some part of a Federal award.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  [OMB Circular A-87

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Grants to States for Administration		Wagner Peyser	Money allocated to states under Titles III and IX of the Social Security Act (including some general revenue funds) to administer the public employment service system established under the provisions of the Wagner-Peyser Act.	20 CFR 660.300 29 CFR 97.3 ES
Grassroots Faith-Based and Community Organizations	FBOs/CBOs	Workforce Investment	Organizations that are not nationally affiliated but with the ability to connect those organizations to the nation's workforce development system in more than one service area. The eligible intermediary does not have to be located in more than one jurisdiction as long as their reach extends beyond one jurisdiction, and the application addresses providing services in more than one jurisdiction.	Executive Order 13198
Group 1		Wagner Peyser	Special agricultural workers who have performed qualifying agricultural employment in the United States for at least 90 man-days in the aggregate in each of the 12 month periods ending on May 1, 1984, 1985, and 1986, and who have resided in the United States for 6 months in the aggregate in each of those 12 month periods.	ES
Group 2		Wagner Peyser	Special agricultural workers who during the 12 month period ending on May 1, 1986, have performed at least 90 man-days in the aggregate of qualifying agricultural employment in the United States.	ES
Group Counseling		Wagner Peyser	The process whereby a trained counselor, using the principles of group dynamics in group discussion, assists selected applicants with similar employment problems (such as inability to find or hold a job). Through peer interaction, group members are aided in achieving a better understanding of their problems and in clarifying or modifying feelings, attitudes, and behavior which are barriers to successful employment. Group counseling is an extension of the overall counseling process but does not replace the individual counseling interview.	ES
Group Guidance		Wagner Peyser	A technique whereby a trained employment counselor, or counselor trainee, uses principles of vocational guidance and counseling to assist small groups of selected applicants in locating, obtaining, interpreting and using occupational, educational, training, social and personal information needed for vocational exploration, decision-making and planning. Group guidance	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			supplements, but does not supplant, the individual counseling interview.	
Group Hearing		Wagner Peyser	A single proceeding conducted at the discretion of the administrative authority responsible to gather evidence and testimony through a fair hearing, of an appeal by two or more claimants denied benefits.	ES
Group Interview		Wagner Peyser	A meeting with more than one applicant and an employee of a SESA which is designed to collect applicant information and impart information about the services and programs which are offered by the SESA. If so desired, from the information and instructions given to the group, each applicant in the group may complete any required SESA form. The SESA employee can then review the completed forms and see that the information is entered into a reporting system.	ES
Guide for Occupational Exploration	GOE	Wagner Peyser	A publication of the Department of Labor, Employment and Training Administration which is designed to provide information about the interests, aptitudes, adaptabilities, and other requisites of occupational groups.	ES
H-1B Nonimmigrant		Wagner Peyser	Is an alien employed in a specialty occupation or as a fashion model of distinguished merit and ability. A specialty occupation is an occupation that requires theoretical and practical application of a body of specialized knowledge and attainment of a bachelor's or higher degree in the specific specialty as a minimum for admission into the United States	ES
H-2A Workers		Wagner Peyser	Temporary Agricultural Employment in the United States.	20CFR655.103(e) Temporary Employment of Aliens in the US
Handbook of Occupational Keywords	HOOK	Wagner Peyser	A handbook, developed by the Center for Automated Matching, which listed descriptive works terms and the rules for use to help electronically in finding available jobs or applicants.	ES
Handbooks		Wagner Peyser	No longer maintained. Are ETA advisories used to issue to state workforce agencies technical instructions, information, or guidance concerning either (1) a specific program or administrative area, or (2) a group of related activities or functions pertaining to a single program or administrative area.	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Hard Exit		Workforce Investment	A participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner services within the quarter.	Pub.L. 105-220 (WIA) TEGL No. 14-00 Attachment E (WIASRD) Section II - Activity & Services Info. Line 335 Date of WIA exit
Hard-To-Employ Recipients		Wagner Peyser	recipients who might need extra assistance to get and keep a job.	TANF
Hawaiian Native		Workforce Investment	Any individual who is-- (A) a citizen of the United States; and (B) a descendant of the aboriginal people, who prior to 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii, as evidenced by-- (i) genealogical records; (ii) Kupuna (elders) or Kama'aina (long-term community residents) verification; or (iii) certified birth records.	Pub.L. 105-220 (WIA)
Hawaiian Native or Other Pacific Islander		Wagner Peyser	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Field Memo 4-92 ETA Handbook 406 Column B line 6* (No definition offered). Definition from Final draft of WIA Title I-B Standardized Record Data (WIASRD)  Asian portion of pre-PY2001 line replaced with Hawaiian.* Pacific Islander
Hawaiian Native or Other Pacific Islander		Workforce Investment	The race classification in WIA is a two part question which allows for choosing or not choosing a Hispanic or Latino ethnicity (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race).  A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 109 OMB #1205-0420
Head of Household, Food Stamp		Wagner Peyser	The member of the household in whose name application is made for participation in the Food Stamp program.	ES
Health Insurance Portability and Accountability Act of 1996	HIPAA	Wagner Peyser	The privacy provisions of the federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), apply to health information created or maintained by health care providers who engage in certain electronic transactions, health plans, and health care clearinghouses. The Department of Health and Human	<a href="http://www.hhs.gov/ocr/hipaa/finalreg.html">www.hhs.gov/ocr/hipaa/finalreg.html</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Health Insurance Tax Credit	HITC	Workforce Investment	Services (HHS) has issued the regulation," Standards for Privacy of Individually Identifiable Health Information," applicable to entities covered by HIPAA. The Office for Civil Rights (OCR) is the Departmental component responsible for implementing and enforcing the privacy regulation.  Sections 201 and 202 of the 2002 Act establish a program of tax credits for health insurance costs. This program will be implemented through the cooperative efforts of the Department of Labor, the Department of Health and Human Services, and the Department of the Treasury (including the Internal Revenue Service)	TEGL 11-02  Health Insurance Tax Credit provisions of the Trade Act of 2002
Hearing Officer, ES		Wagner Peyser	A Department of Labor Administrative Law Judge designated to preside at DOL administrative hearings.	ES
High School Diploma/GED		Wagner Peyser	Applicants who have received a high school diploma or GED and have not achieved a post secondary degree or certificate.	Field Memo 4-92 ETA Handbook 406 Column E Line 12
High School Equivalency Program	HEP	Wagner Peyser	Assists targeted applicants and their children to obtain a secondary school diploma or a GED certificate and to continue their postsecondary education or to enter career positions.	<a href="http://www.ed.gov/inits/FY2000/">http://www.ed.gov/inits/FY2000/</a>
High School Graduate or GED		9002 FY2003	Job seekers who, at time of registration, are no longer attending any school and have not received a secondary school diploma or its recognized equivalent.	TEGL 01-02 ETA Handbook 406: 9002A Services & 9002C Outcomes- Col F15 Not and F16 for those that are.
High-Quarter Formula		Wagner Peyser	A benefit formula which uses an individual's highest quarter of wages in the base period to compute the weekly benefit amount.	ES
Higher Authority Appeal		Wagner Peyser	The higher of two administrative authorities provided by state unemployment compensation law to make decisions with respect to appeals.	ES
Highest School Grade Completed		Wagner Peyser	The highest grade of school successfully finished by the applicant and/or shows the type of post secondary degree/certificate received.  00 - 11 = Applicants who have never received a high school diploma, or its equivalent and does not plan to return to school 12 =High School graduate - Applicants who have	Field Memo 4-92 ETA Handbook 406 Column E Line 11 Less than High School Diploma Line 12 High School Diploma/GED Line 13 Post Secondary Degree/Certificate

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Highest School Grade Completed		Workforce Investment	<p>received a high school diploma and have not achieved a post secondary degree or certificate.            GD = General Education Development -A certificate issued by each state that attests that the person receiving the certificate has met that state's standards for performance on the American Council on Education's battery of five tests designed to show that a person has adequate knowledge to earn the equivalent of a high school diploma.            13 - 19 = Highest Grade completed with no Post-Secondary certificate            C2 - C9 =Highest Grade completed with Post-Secondary Certificate- The applicant has a post secondary degree and the number of specialization certifications (2-9), other than the primary, post-secondary certificate attained.            AD Associate Degree -Usually a degree conferred by a two-year college.            BD = Bachelor Degree -A normal completion degree conferred by a four-year college, university, or professional school.            MD = Master's degree -Signifies that the recipient has passed an integrated course of study in one or more of the humanities or sciences and has sometimes completed a thesis involving research or a creative project that typically requires two years of work beyond a bachelor's degree.            PD = Doctorate- Usually the highest degree conferred by a college, university, or professional school.            Honorary Doctor's Degree, a degree given by a college, university, or professional school which shows that the institution's belief is that a person's life experience has fulfilled the university's requirements for a Doctors degree.</p> <p>An indication of the last grade a job seeker had successfully finished.            00 = No school grade completed            01-11 = Number of elementary/ secondary school grades completed            11 = year in school or in vocational or technical school with no high school diploma            12 = High school graduate or in case of disadvantaged youth completed an Individual Education Program            88 = Attained certificate of equivalency for a high school degree (e.g., GED)            13-15 = Number of school years completed or full-time technical or vocational school</p> <p>13 to 15 include college, I. Code 11 should be used for individuals who are not high school graduates but have</p>	<p>TEGL No. 14-00 Attachment E            (WIASRD)            Section 1            Line 123            OMB #1205-0420</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Hire		Wagner Peyser	<p>been in technical or vocations school.  16 = Bachelor' s degree or equivalent  17 = Education beyond the Bachelor' s degree</p> <p>The actual commencement of employment of an employee for wages or other remuneration.</p>	ES
Hispanic		Wagner Peyser	<p>A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, despite race. Among persons from Central and South American countries, only those who are of Spanish origin, descent, or culture should be included in the Hispanic category.</p> <p>Prior to ORM race-ethnic change ES used this as a stand alone race classification.</p>	Field Memo 4-92 ETA Handbook 406 Column B line 4 (no definition offered). Definition taken from AWTS Data Preparation Handbook
Hispanic		Workforce Investment	<p>See Ethnicity Hispanic or Latino</p> <p>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.</p> <p>NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories.</p> <p>NOTE: Information on ethnicity should be collected before information on race.</p>	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 105 OMB #1205-0420  §185(d)(1)(A)
Hispanic or Latino		9002 FY2003	<p>Registered job seekers may select whether they are of Hispanic or Latino ethnicity.</p> <p>NOTE: Ethnicity information (Hispanic, other) is collected separately from race information. Individuals who indicate that they are Hispanic or Latino should also have the opportunity to select one or more racial categories.</p> <p>NOTE: Information on ethnicity should be collected before information on race.</p> <p>YES -line 5</p> <p>Job seekers who are of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.</p> <p>NO - Line 6</p>	TEGL 01-02 ETA Handbook 406: 9002A Services & 9002C Col D5-Yes, D6-No;

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Homeless Individual		Wagner Peyser	Job seekers who are not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race.  Any persons 14 years or older who lacks a fixed, regular, and adequate nighttime residence. It includes persons whose primary nighttime residence is either a supervised public or private shelter institution that provides temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.	ES
Homeless Individual		Workforce Investment	An individual who lacks a fixed, regular, adequate night time residence; and any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also includes a runaway youth.  NOTE: Does not include a person imprisoned or detained under an Act of Congress or State law.	TEGL No. 14-00 Attach. E Section 1 Line 126 OMB #1205-0420
Homeless Veterans Comprehensive Assistance Act of 2001	HVCAA	Wagner Peyser	The Homeless Veterans Reintegration Programs at 38 U.S.C. Sec. 2021, and provides ``the Secretary * * * shall conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to provide job training, counseling, and placement services (including job readiness and literacy and skills training) to expedite the reintegration of homeless veterans into the labor force.	Public Law 107-95 (2001)
Homeless Veterans' Reintegration Project	HVRP	Wagner Peyser	Authorized under the Stewart B. McKinney Homeless Assistance Act. Grant projects that will assist eligible veterans who are homeless by providing employment, training, supportive and transitional housing assistance.	ES
Homeless Veterans' Reintegration Projects	HVRP	Workforce Investment	A program that leverages resources available in the communities where it operates and results in finding jobs for homeless veterans a job. Uses linkages with both WIA and the public labor exchange entities for training and placement assistance and use their own community linkages to obtain jobs for veterans who are homeless as well. Positioned to coordinate activities with HUD and VA	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			to achieve greater effectiveness in all the programs.	
Honorary Doctorate's Degree		Wagner Peyser	A degree given by a college, university, or professional school which indicates that the institution's belief is that a person's life experience has fulfilled the university's requirements for a Doctors degree.	ES
Hours Worked Per Week		Wagner Peyser	The number of hours an applicant is expected to work regularly each week.	ES
Household		Wagner Peyser	(1) An individual who lives alone or who, while living with others, customarily purchases food and prepares meals for home consumption separate and apart from the others, or else pays compensation to the others for such meals, or (2) a group of individuals who live together and customarily purchase food and prepare meals together for home consumption or else live with others and pay compensation to the others for such meals. In neither event shall any individual or group of individuals constitute a household if they reside in an institution or boarding house. For the purposes of this definition, residents of federally subsidized housing for the elderly and narcotics addicts or alcoholics who live under the supervision of a private nonprofit institution for the purpose of regular participation in a drug or alcoholic treatment program shall not be considered residents of institutions.	ES
Human Services Providers		Wagner Peyser	Agencies and organizations involved in helping welfare recipients and low-income populations to make the transition to work and providing supportive employment services. These agencies and organizations include state and local workforce development organizations, agencies administering TANF and WtW formula and competitive funds, public and assisted housing providers and community development agencies, and, where appropriate, faith-based and community-based organizations providing employment support services.	DOT
I-9		Wagner Peyser	A form developed by the Immigration and Naturalization Service which is used to verify the work eligibility of applicants. This form requires a name, address, date of birth, social security number, a declaration of alien or citizenship status, a listing of documents proving identity and work eligibility and the signature of the applicant and anyone who assists in preparing the form. The form has been modified by AWTS for data processing purposes by	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
INA		Wagner Peyser	adding data element position numbers and dividing the data into parts identified by card codes.  A code used when the race of an job seeker is unknown. For example 1) where state law forbids the entry of race/ethnic information 2) mailed or self-service applications of job seekers, such as UI claimants or Food Stamp applicants, that may not supply the necessary information.	Field Memo 4-92 ETA Handbook 406 Column B line 1 (no definition offered). But is accounted for in the Total line by the difference that exist when the sum of the remaining categories are added together.  Definition taken from AWTS DPH
Identification Card, Applicant		Wagner Peyser	A card given to the applicant on which are recorded identifying information and the dates of the applicant's visits to the local employment office.	ES
Immigrant Certification System	ICS	Wagner Peyser	An AWTS automated system which gathers I-9 data and interfaces it with the ENDS and ADS systems.	ES
Immigration Act of 1990	IMMACT 90	Wagner Peyser	November 29, 1990 amendments to the Immigration and Nationality Act that created the "H-1B visa program" for the temporary employment, in the United States (U.S.) of nonimmigrant in "specialty occupations" and as "fashion models of distinguished merit and ability."  Enforced by the Wage and Hour Division and as amended by the Miscellaneous Technical Amendments to the Immigration and Nationality Act, establishes worker protection provisions, applicable to foreign students, nonimmigrant workers in "specialty occupations" and foreign crewmembers performing longshore work.	<a href="http://www2.dol.gov/esa/aboutesa/esaabot.htm">http://www2.dol.gov/esa/aboutesa/esaabot.htm</a>  REGION 5 ETA IB 001-03
Immigration Certification Program		Wagner Peyser	A DOL labor certification program to carry out the responsibilities of the Secretary of Labor under the Immigration and Nationality Act concerning aliens seeking admission to the United States for employment.	ES
Immigration Nursing Relief Act of 1989		Wagner Peyser	The Wage and Hour Division administers this Act that provides for the enforcement of employment conditions attested to by employers of H-1A temporary alien nonimmigrant registered nurses. Similarly, the Immigration Act of 1990, as amended by the Miscellaneous Technical Amendments to the Immigration and Nationality Act, establishes worker protection provisions, to be enforced by the Wage and Hour Division, applicable to foreign students, nonimmigrant workers in "specialty occupations"	<a href="http://www2.dol.gov/esa/aboutesa/esaabot.htm">http://www2.dol.gov/esa/aboutesa/esaabot.htm</a>  REGION 5 ETA IB 001-03

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Immigration Reform and Control Act of 1986	IRCA	Wagner Peyser	<p>and foreign crewmembers performing longshore work.</p> <p>Legislation also known as the Simpson/Rodino Bill which provides the opportunity for certain aliens to apply for temporary resident status in the United States and under certain conditions to subsequently apply for permanent resident status. Temporary residents are often involved in the Special Agricultural Worker and Legalization programs. On December 22, 1987, with the enactment of the Department of State Authorization Bill, another class of eligible aliens was established who are eligible to apply for temporary residence status as provided by IRCA. This class consists of certain nationals of countries for which extended voluntary departure has been made available and includes Poland, Ethiopia, Afghanistan, and Uganda.</p> <p>Wage and Hour also has certain responsibilities under the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986, the Immigration Nursing Relief Act of 1989, the Immigration Act of 1990, and the Miscellaneous Technical Amendments to the Immigration and Nationality Act. The Immigration Reform and Control Act responsibilities include: (1) enforcement of the labor standards protections for temporary nonimmigrant agricultural workers admitted to the U.S. under the H-2A program; and (2) inspection for compliance with the recordkeeping requirements of the employer sanctions provisions.</p>	<p><a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a></p> <p>REGION 5 ETA IB 001-03</p>
Immigration and Nationality Act	INA	Wagner Peyser	<p>Wage and Hour also has certain responsibilities under the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986, the Immigration Nursing Relief Act of 1989, the Immigration Act of 1990, and the Miscellaneous Technical Amendments to the Immigration and Nationality Act. The Immigration Reform and Control Act responsibilities include: (1) enforcement of the labor standards protections for temporary nonimmigrant agricultural workers admitted to the U.S. under the H-2A program; and (2) inspection for compliance with the recordkeeping requirements of the employer sanctions provisions.</p>	<p><a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a></p> <p>REGION 5 ETA IB 001-03</p>
Immigration and Naturalization Service, Justice Department	INS	Wagner Peyser	<p>The section within the Justice Department which is in charge of issuing the regulations and administering the programs which are used to oversees the orderly use of temporary immigrant labor, as well as the limitations on</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			the number of immigrants allowed and the number of immigrants which are allowed to become citizens.	
Impact Date		Workforce Investment	The date on the Trade Act certification (TAA or NAFTA-TAA) when total or partial layoffs began or threatened to begin. The impact date can be up to one year prior to the date of the petition.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
In Postsecondary Education or Advanced Training		Workforce Investment	<p>An individual's status of enrollment in advanced training or post-secondary education after exit from WIA: This information is tracked at:</p> <p>IN QUARTER AFTER EXIT IN THIRD QUARTER AFTER EXIT</p> <p>Advanced training is an occupational skills employment/training program, not funded under WIA title I, which does not duplicate training received under WIA title I.</p> <p>Post-secondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS).</p> <p>AA or AS - Associates Degree- 2 year degrees AA Associates of Arts AA Associates of Science</p> <p>BA or BS - Bachelor's Degree - Usually the lowest degree conferred by a four year college, university, or professional school. BA Bachelors of Arts BS Bachelors of Science</p>	TEGL No. 14-00 Attachment E (WIASRD) OMB #1205-0420 Section 3a Line 623 IN QUARTER AFTER EXIT Line 624 IN THIRD QUARTER AFTER EXIT EXIT
In School		9002 FY2003	Job seekers who, at time of registration, are currently attending secondary, vocational, technical, or academic school full-time, or who are between terms and intend to return to school.	TEGL 01-02 ETA Handbook 406: 9002A Services & 9002C Outcomes - Col F14
In-Kind Contribution		Wagner Peyser	Non-cash contributions made by the state E&T sponsor to meet federal fund matching requirements.	ES
In-Person Claim		Wagner Peyser	A claim filed in person at an unemployment compensation office.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
In-School Youth		Wagner Peyser	Applicants who are currently attending secondary, vocational, technical, or academic school full time (this may be defined by requirements of agency administering the program) or who are between terms and intend to return to school.	Field Memo 4-92 ETA Handbook 406 Column E Line 10
In-State Wage Rate		Wagner Peyser	The rate below which the Secretary cannot certify that the employment of foreign agricultural workers will not adversely affect the wages and working conditions of domestic agricultural workers similarly employed.	ES
Inactivation		Wagner Peyser	The transfer of an application status from the active to the inactive file.	ES
Inactive		Wagner Peyser	A status used to indicate that an applicant is currently out of the job market.	ES
Inactive Applicant		Wagner Peyser	A person who is currently considered by a local office as no longer in need of a referral to a job opening or employability development services.	ES
Inactive Employer		Wagner Peyser	A unit not currently furnishing employment or paying wages subject to the state's Unemployment Compensation Law that has been terminated, administratively inactivated, or granted permission to suspend filing contribution or payment in lieu of contribution reports (seasonal employers excluded), or who paid no wages during the eight (8) calendar quarters immediately preceding the due date of the ETA 581. The quarter being reported or validated is to be included in the eight (8) quarters time span.	ES
Inactive File		Wagner Peyser	Any file containing documents which are not currently being used but which are not yet ready for purge.	ES
Income Maintenance Unit	IMU	Wagner Peyser	A unit within the Aid to Families with Dependent Children which coordinates monetary eligibility.	ES
Income and Eligibility Verification System	IEVS	Wagner Peyser	System that uses unemployment compensation wage records for verification of employment	ES
Incremental Bonding		Wagner Peyser	A system which allows recovery of excessive benefit costs attributable to large construction projects.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Incumbent Worker		Workforce Investment	<p>An individual who is already employed. Each state has a 15% statewide fund that can be used to attempt to retain workers by providing skill upgrade training.</p> <p>States may establish policies and definitions to determine which workers, or groups of workers, are eligible for incumbent worker services under this subpart. An incumbent worker is an individual who is employed, but an incumbent worker does not necessarily have to meet the eligibility requirements for intensive and training services for employed adults and dislocated workers at 20 CFR 663.220(b) and 663.310. (WIA sec. 134(a)(3)(A)(iv)(I).)</p> <p>SEC. 134. &lt;&lt;NOTE: 29 USC 2864.&gt;&gt; USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES.  (a) Statewide Employment and Training Activities (3) Allowable statewide employment and training activities.--(A) In general (iv)(I) implementation of innovative incumbent worker training programs, which may include the establishment and implementation of an employer loan program to assist in skills upgrading; and (II) the establishment and implementation of programs targeted to empowerment zones and enterprise communities</p> <p>SEC. 195. &lt;&lt;NOTE: 29 USC 2945.&gt;&gt; GENERAL PROGRAM REQUIREMENTS (13) Services, facilities, or equipment funded under this title may be used, as appropriate, on a fee-for-service basis, by employers in a local area in order to provide employment and training activities to incumbent workers--  (A) when such services, facilities, or equipment are not in use for the provision of services for eligible participants under this title;  (B) if such use for incumbent workers would not have an adverse affect on the provision of services to eligible participants under this title; and  (C) if the income derived from such fees is used to carry out the programs authorized under this title.</p> <p>SECTION II - ACTIVITY AND SERVICES INFORMATION  Line 301 ETA-assigned Local Board WIB/Statewide code  309 Incumbent Worker (Statewide (15%) Activities)  310 Other (Statewide (15%) Activities)</p> <p>20CFR665.220-- Sec. 665.220 Who is an "incumbent worker" for purposes of Statewide workforce investment activities?  20CFR665.320-- Sec. 665.320 May other activities be</p>	<p>Pub.L. 105-220 (WIA)  Section 134(a)(3)(A)(iv)(I)  Section 195(13)(A)(B)&amp;©</p> <p>TEGL14-00 Atch E (WIASRD)  Sec 2 Lines 301, 309 &amp; 310</p> <p>20CFR665</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Independent Contractor		Wagner Peyser	<p>undertaken as part of rapid response 20CFR665.210-- Sec. 665.210 What are allowable Statewide workforce investment activities</p> <p>20CFR663.220 Who may receive intensive services? 20CFR663.310 Who may receive training services?</p> <p>Individuals or entities who carry on independent business, contract to do a piece of work according to their own means and methods, and are subject to control only as to results. Factors to be considered in determining whether an individual is an independent contractor include whether the individual or entity: supplies the tools or materials; makes services available to the general public; works for a number of clients at the same time; directs the order or sequence in which the work is to be done and determines the hours during which the work is to be done.</p> <p>The bill, the Independent Contractor Determination Act of 2001 (S. 837), would eliminate the traditional 20-factor test and would allow an individual to be treated as an independent contractor if either of two tests are met: The individual must have a written agreement, demonstrate economic independence such as the risk of loss, and demonstrate workplace</p>	ES
Indian Employment, Training, and Related Services Demonstration Act of 1992	477	Wagner Peyser	<p>A law recently amended by Public Law 106-568, the Omnibus Indian Advancement Act of 2000. Public Law 102-477 is unique among Federal legislation, in that it allows Federally-recognized tribes and Alaska Native entities to combine formula-funded Federal grants funds which are employment and training-related into a single plan with a single budget and a single reporting system.</p> <p>Participation in the demonstration is completely voluntary. No tribe or Alaska Native entity is required to participate. The lead Federal agency for this inter-Departmental demonstration is the Bureau of Indian Affairs (BIA). Formula-funded programs in BIA, the Department of Labor, the Department of Health and Human Services, and the Department of Education are involved. Public Law 102-477 is permanent legislation; it has no expiration date.</p> <p>There is no separate funding associated with Pub. L. 102-477 itself. All the funds involved in a tribe's "477 plan" are those which the tribe would otherwise receive under the authority of the individual programs it chooses to</p>	<p><a href="http://wdsc.doleta.gov/dinap/html/477glncl1.html">http://wdsc.doleta.gov/dinap/html/477glncl1.html</a></p> <p>Pub. L. 102-47</p> <p>REGION 5 ETA IB 001-03</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Indian Self-Determination and Education Assistance Act		Wagner Peyser	<p>consolidate in its 477 plan.</p> <p>Pub. L. 102-477 applies to any Federal formula-funded program dealing with employment, training, or any related area. Each participating tribe decides which programs will be included in its 477 plan. Examples of programs typically included are as follows:</p> <p>U.S. Department of Labor WIA section 166 Comprehensive Services Program WIA section 166 Supplemental Youth Services Program Indian Welfare-to-Work (INA WtW) Program</p> <p>All programs assisted under this section shall be administered in a manner consistent with the principles of the Indian Self-Determination and Education Assistance Act and the government-to-government relationship between the Federal Government and Indian tribal governments.</p>	ES
Indian, Indian Tribe, and Tribal Organization		Workforce Investment	<p>Definitions are contained in subsections (d), (e), and (l), respectively, of section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b).</p>	Pub.L. 105-220 (WIA)
Indicators of Compliance		Wagner Peyser	<p>Reported on the ETA 5148 this report contains information on activities for migrant and seasonal farm workers and makes a comparison to nonmigrant applicants service.</p> <p>EQUITY INDIATORS 9002 A DATA ELEMENTS 1) Referred to Job Replace with "Referred to Employment" (See 9002 A, Column H, Row 15) 2) Provided with Some Service Replace with "Received Staff-Assisted Services" (See 9002 A, Column H, Row 12) 3) Referred to Supportive Services Same. See 9002 A, Column H, Row 17 4) Job Development Contacts Replace with "Received Staff-Assisted Services" (See 9002 A, Column H, Row 12) 5) Counseled Replace with "Career Guidance" (See 9002 A, Column H, Row 13)</p>	20 CFR Part 653, Subpart B. TEGL 9-02
Indirect Cost Rate Proposal		Workforce Investment	<p>The documentation prepared by a governmental unit or component thereof to substantiate its request for the establishment of an indirect cost rate as described in Attachment E of the circular. [OMB Circular A-87] Indirect cost rates are not unique to governmental agencies and are addressed in all the OMB cost circulars.</p>	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Attachment E of OMB Circular A-87

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Individual		Wagner Peyser	Having to do with one person at a time. A measurement of service in Employment Service reports. A service for an individual is identified by a social security number and this count refers to unduplicated count of any service within a specified time period.	ES
Individual Base Period		Wagner Peyser	The base period established under a specific unemployment compensation program by a new or transitional initial claim for benefits by a claimant.	ES
Individual Benefit Year		Wagner Peyser	The benefit year established under a specific unemployment compensation program by a new or transitional initial claim for benefits by a claimant.	ES
Individual Counseling		Wagner Peyser	A one-on-one applicant-to-SESA employee counseling session.	ES
Individual Education Plan	IEP	Workforce Investment	It is jointly developed between the customer and the service provider and it should be continuously relied upon to guide the participant's participation to a successful conclusion. The IEP is a record of the participant's employment, training, and supportive services needs.  Strategy for reaching the participant's goals.	Pub.L. 105-220 (WIA) <a href="http://www.usworkforce.org/finalregs.htm">http://www.usworkforce.org/finalregs.htm</a>
Individual Education Program	IEP	Workforce Investment	Participants with a disability who successfully completed an Individual Education Program (IEP) for youth with disabilities are to be coded as "12" in Highest Grade Completed.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 123 OMB #1205-0420
Individual Identifier		Wagner Peyser	A single Social Security Number or Pseudo Social Security Number used to identify records relating to a job seeker. See Social Security Number or Pseudo Social Security Number.	ES
Individual Identifier		Workforce Investment	An a account number that is unique for each individual.  A unique State developed number for use on each persons records. This identification number may be an encrypted Social Security number The identification number for a person should be the same for every period of participation and in every local area and statewide program in the State.  See Social Security Number and Psuedo Social Security Number	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 101 OMB #1205-0420

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Individual Interview		Wagner Peyser	A one-on-one interview which either gathers new information for an application card, or reviews information from a self-application card, or an application card completed in a group interview. This interview insures that the application card contains information sufficient for purposes of selection to either provide services that will result in employment or for the purpose of referring the individual to employment.	ES
Individual Placed		Wagner Peyser	The unduplicated count of hires by public or private employers of individuals who have meet the requirements for a valid placement.	ES
Individual Service Strategy	ISS	Workforce Investment	A WIA term for a planned approach for service to a particular client.	Pub.L. 105-220 (WIA)
Individual Training Account	ITA	Workforce Investment	Locally determined vouchers that a customer can use to receive training from an approved service provider.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA)
Individual With a Disability		Wagner Peyser	Term does not exist in ES but it is equivalent to Persons with Disabilities defined in the ETA 406 portion of the Field Memo 4-92 that says: Any person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, may be limited in the receipt of services or the participation in programs or activities by a public entity. This term does not include an individual who currently has a contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of currently being contagious may be unable to perform the duties of the job.  NASWA-Any applicant who has a physical or mental disability which for such individual constitutes or results in a substantial barrier to employment	Field Memo 4-92 ETA Handbook 406 Column F- Line 14
Individual With a Disability		Workforce Investment	An individual with (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 104

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			(a) In general, an individual with any disability (as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)); (b) "individuals with disabilities" means more than one individual with a disability.	OMB #1205-0420 WIA Section 101
Individualized Educational Program (youth-diploma)		Wagner Peyser	An evaluation of a disabled youths capabilities and level of educational are made. Short and long term Goals and methods of attaining the high school diploma are established. Upon meeting those goals a high school diploma is earned.	ES
Individuals with Disabilities Education Act	IDEA	Wagner Peyser	(d) PURPOSES- The purposes of this title are -- (1)(A) to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living; (B) to ensure that the rights of children with disabilities and parents of such children are protected; and (C) to assist States, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities;  (2) to assist States in the implementation of a statewide, comprehensive, coordinated, multidisciplinary, interagency system of early intervention services for infants and toddlers with disabilities and their families; (3) to ensure that educators and parents have the necessary tools to improve educational results for children with disabilities by supporting systemic-change activities; coordinated research and personnel preparation; coordinated technical assistance, dissemination, and support; and technology development and media services; and (4) to assess, and ensure the effectiveness of, efforts to educate children with disabilities.	ES
Ineligible Experience-Rated Account		Wagner Peyser	An employer account which has had an insufficient period of experience as of the computation date to qualify for an experience-rating computation.	ES
Inferred Information		Wagner Peyser	Information regarding an element which, although not stated in the fact-finding report, can be inferred from existing, documented information or can be inferred to exist because the information in question is common knowledge.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Informal Determinations		Wagner Peyser	A nonmonetary determination that is not required to be formally written and provided to the interested parties. The case file must, however, be documented with a summary of the facts and the adjudicator's reasoning for the determination outcome.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Information		Wagner Peyser	<p>Any communication or representation of knowledge such as facts or data, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual forms. Dissemination includes agency initiated or sponsored distribution of information to the public, but does not include agency citation to or discussion of information that was prepared by others and considered by the agency in the performance of its responsibilities.</p> <p>OMB guidance directs Federal agencies to publish their draft Information Quality guidelines on their websites by April 1, 2002. OMB further clarified on March 4, 2001 that the website publishing date was extended to May 1, 2002</p> <p><b>INFLUENTIAL</b> Per OMB guidance, this category contains scientific, financial, or statistical information when agencies can reasonably determine that dissemination will have or does have a clear and substantial impact on important public policies or important private sector decisions.</p> <p>Examples: Principal economic indicators, such as Consumer Price Index, the Employment Situation, and Producer Price Index; The Private Pension Bulletin, and Unemployment Insurance Weekly Claims data.</p> <p><b>NON-INFLUENTIAL</b> All information disseminated to the public that does not meet the criteria set forth in the Influential information definition.</p> <p>Examples: Fact sheets (e.g., Disaster Unemployment Assistance, Injury Trends in Mining), OSHA Construction Resource Manual, technical information issuances, accident prevention, bulletins, annual reports, and studies (e.g., Pension and Health Benefits of American workers, Coverage Status of Workers under Employer-Provided Pension Plans, Study of 401(K) Plan Fees and Expenses, Study of Health Insurance Coverage of the Unemployed).</p>	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (hereafter, Agency-wide Guidelines

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Information Dissemination Product		Wagner Peyser	Any book, paper, map, machine-readable material, audiovisual production, or other documentary material, regardless of physical form or characteristic, an agency disseminates to the public. This definition includes any electronic document, CD-ROM, or web page.	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (hereafter, Agency-wide Guidelines)
Information Not Available	INA	Wagner Peyser	This race classification could be used for an applicant when state law forbids the entry of race/ethnic information or for mailed or self-service applications. UI claims and Food Stamp applicants of possible mailed in applications.	ES
Information Technology	IT	Wagner Peyser	(A) with respect to an executive agency means any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. For purposes of the preceding sentence, equipment is used by an executive agency if the equipment is used by the executive agency directly or is used by a contractor under a contract with the executive agency which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product.  (B) Includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.  (C) Does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract.	ES
Initial Claim		Wagner Peyser	Any notice of unemployment filed:(1) to request a determination of entitlement to and eligibility for compensation, or (2) to begin a second or subsequent period of unemployment within a benefit year or period of eligibility.	ES
Inquiries		Wagner Peyser	A request for applicant or order information from a repository of structured data. Inquiries and Searches may be online or on a batch basis depending upon the AWTS system being used.	ES
Institution of Higher Education	IHE	Workforce Investment	has the meaning given the term in § 1201 of the Higher Education Act of 1965 (20 U.S.C. 1141).	Pub.L. 105-220 (WIA) Title II SEC. 203

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Institutional		Wagner Peyser	This program activity is any training of the type normally conducted in an institutional setting, including vocational education, and designed to provide individuals with the technical skills and information required to perform a specific job or groups of jobs. It may be coupled with other employment and training activities and may also include training designed to enhance the employability of individuals by upgrading basic skills through the provision of courses such as remedial education, GED, training in the primary language of persons with limited English-speaking proficiency, or English-as-a-second-language training.	ES
Insured Unemployment		Wagner Peyser	Unemployment during a week for which waiting period credit or benefits are claimed under the regular compensation programs, supplemental extended benefit programs, or the railroad unemployment insurance program.	ES
Intake and Assessment		Workforce Investment	(A) determinations of whether the individuals are eligible to receive assistance (B) outreach, intake (which may include worker profiling), and orientation to the information and other services available through the one-stop delivery system; (C) initial assessment of skill levels, aptitudes, abilities, and supportive service needs; (D) job search and placement assistance, and where appropriate, career counseling; (E) provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including-- (i) job vacancy listings in such labor market areas; (ii) information on job skills necessary to obtain the jobs described in clause (i); and (iii) information relating to local occupations in demand and the earnings and skill requirements for such occupations; and (F) provision of performance information and program cost information on eligible providers of training services as described in section 122, provided by program, and eligible providers of youth activities described in section 123, providers of adult education described in title II, providers of postsecondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.), and providers of vocational rehabilitation program activities described in title I of the Rehabilitation Act of 1973 (29	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			U.S.C. 720 et seq.); (G) provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the one-stop delivery system in the local area; (H) provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate; (I) provision of information regarding filing claims for unemployment compensation; (J) assistance in establishing eligibility for-- (i) welfare-to-work activities authorized under section 403(a)(5) of the Social Security Act (as added by section 5001 of the Balanced Budget Act of 1997) available in the local area; and (ii) programs of financial aid assistance for training and education programs that are not funded under this Act and are available in the local area; and (K) follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.	
Intangible Property and Debt Instruments		Workforce Investment	Include, but are not limited to, trademarks, copyrights, patents, and patent applications; and such property as loans, notes, and other debt instruments; lease agreements; stock; and other instruments of property ownership, whether considered tangible or intangible.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Integrated Employment		Wagner Peyser	Generally refers to those settings that are typically found in the community in which individuals with disabilities have the same opportunity to interact with others as is given to any other person (see 34 CFR 361.5(b)(30)(ii) of the current VR program regulations for a detailed definition).	ES
Integrity		Wagner Peyser	Refers to the security of information - protection of the information from unauthorized access or revision, to ensure that the information is not compromised through corruption or falsification	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies” (hereafter, Agency-wide Guidelines)
Intensive Services		Workforce Investment	Comprehensive and specialized assessments of skill levels and service needs including: - diagnostic testing and use of other assessment tools;	TEGL No. 14-00 Attachment E (WIASRD) Appendix C (For The Standardized

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>and</p> <ul style="list-style-type: none"> <li>- in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;</li> <li>- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals;</li> <li>- Group counseling;</li> <li>- Individual counseling and career planning;</li> <li>- Case management for participants seeking training services;</li> <li>- Short-term prevocational 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;</li> <li>- Out-of-area job search assistance;</li> <li>- Relocation assistance;</li> <li>- Internships; and</li> <li>- Work experience.</li> </ul>	Record Data (WIASRD)) Reporting Services
Intercensal Urbanized Area		Wagner Peyser	An urbanized area delineated as a result of a special census conducted by the Census Bureau during this decade at the request and expense of local government.	2000 Census
Interest Check List		Wagner Peyser	A selected list of job tasks, used in counseling as an aid in determining vocational interests.	ES
Intermediaries		Workforce Investment	Those non-profit, community, and/or faith-based organizations with connections to grassroots faith-based and community organizations with the ability to connect those organizations to the nation's workforce development system in more than one service area. The eligible intermediary does not have to be located in more than one jurisdiction as long as their reach extends beyond one jurisdiction, and the application addresses providing services in more than one jurisdiction.	Pub.L. 105-220 (WIA)
Internal Control		Workforce Investment	A process, effected by an entity's management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (1) effectiveness and efficiency of operations, (2) reliability of financial reporting, and (3) compliance with applicable laws and regulations.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 99.105

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Internal Control Pertaining to the Compliance Requirements for Federal Programs (Internal Control Over Federal Programs)		Workforce Investment	A process, effected by an entity's management and other personnel, designed to provide reasonable assurance regarding the achievement of the following objectives for Federal programs. (1) Transactions are properly recorded and accounted for to (a) permit the preparation of reliable financial statements and Federal reports; (b) maintain accountability over assets; and (c) demonstrate compliance with laws, regulations, and other compliance requirements. (2) Transactions are executed in compliance with (a) laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on a Federal program; and (b) any other laws and regulations that are identified in the compliance supplement. (3) Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 99.105)
Internal Revenue Service	IRS	Wagner Peyser	The Internal Revenue Service (IRS) is responsible for determining, assessing, and collecting internal revenue in the United States. This revenue consists of personal and corporate income taxes, excise, estate, and gift taxes, as well as employment taxes for the nation's Social Security system.	<a href="http://www.treasury.gov/opc/opc0042.html">http://www.treasury.gov/opc/opc0042.html</a> #irs
Interprogram Linkages		Wagner Peyser	To minimize duplicate efforts, and to avoid waste and fraud, each SESA makes an effort to promote and coordinate activities between various agencies which impact on the Employment Service. Coordination efforts come through:	ES
Interstate		Wagner Peyser	A count of registered job seekers who are part of placement activities involving the joint action of local offices or One-Stop Centers in different states. This information should be reported by the job seeker-holding state. This includes agricultural placement activity.	Field Memo 4-92 ETA Handbook 406 Column I Line 17  TEGL 9-02
Interstate Applicants		Wagner Peyser	Applicants that have been the recipients of ES activities, job search and placement activity, involving joint action of local offices in different labor market areas and/or States that distribute job order information and participate in the referring of qualified applicants.	ES
Interstate Claim		Wagner Peyser	A claim filed in one (agent) state based on monetary entitlement to compensation in another (liable) state.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Interstate Clearance Farm Wage Rate		Wagner Peyser	The farm wage rate that meets minimum standards established for application to wage rate offers to be made by employers engaged in interstate clearance recruitment.	ES
Interstate Clearance Placement		Wagner Peyser	A placement of an applicant by a local office which is located in a different state and a different labor market area from the one in which the employer is located.	ES
Interstate Combined-Wage-Claim		Wagner Peyser	A combined-wage claim in which the paying state is not the state in which the claim is filed and the interstate claims procedures are used in making the payment.	ES
Interstate Commerce Commission	ICC	Wagner Peyser	The Federal agency that prescribed regulations governing the transportation of household goods. These regulations were codified at 49 CFR part 1056.  The ICC was terminated, and the responsibility for the household goods regulations was delegated to the Secretary of Transportation pursuant to the ICCTA, Pub. L. 104-88, 109 Stat. 803, effective January 1, 1996.  Enactment of the ICCTA requires deletion from the regulations of all references to the former ICC and repealed sections of the Interstate Commerce Act.	<a href="http://www.fmcsa.dot.gov/rulesregs/fmcsr/final/081298p.txt">http://www.fmcsa.dot.gov/rulesregs/fmcsr/final/081298p.txt</a>
Interstate Conference of Employment Security Agencies	ICESA	Wagner Peyser	The old name for the association of state employment security agency administrators whose name is now National Association of State Workforce Agencies, whose objective is to advance employment security by encouraging the study, development, and acceptance of more efficient methods of administration. In cooperating with the U.S. Employment Service and Unemployment Insurance Service toward attaining this objective, it represents the collective viewpoint of state agencies.	ES
Interstate Connection Network	ICON	Wagner Peyser	Lockheed Martin (LM) developed code, under contract with the Employment and Training Administration that can be embedded into the initial claims processes, to facilitate the exchange of data between State Workforce Organizations' UI departments and the Social Security Administration (SSA). Once notified, SSA checks its various databases to determine the validity of the information submitted and, if available, provides information on pension receipts (amount of the SSA pension being received by the individual) and the results of checks against SSA's death status databases (if the social security number (SSN) matched a SSA benefit recipient).	UIPL 29-02

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>In turn, SSA will be able to access SWAs' UI wage record and claim information for the most recent quarterly wage data and the Weekly UI benefit payments. This data will be used in making Supplemental Security Income (SSI) eligibility determinations while the applicant is being interviewed.</p> <p>Code applications include the  Initial Interstate Claims (IB1),  Request Wage Transfer (IB4),  Report on Determination of Combined Wage Claim Charge (IB5),  planned automation of the Quarterly Combined Wage Claim Charge (IB6),  Interstate Electronic Mail (IB13),  Automated Handbook, Vessels, IB Inquiry system (IBIQ),  UCFE/UCX and Liable Agent Data Transfer System (LADT).</p>	
Interstate Information Stations		Wagner Peyser	<p>A station, operated by a state agency, which provides services to all migrants between intrastate and interstate areas. These stations are usually located at strategic points on major highways traveled by migrants. They usually furnish, in addition to information and guidance services, rest stop facilities such as shelter, bath accommodations, water, and toilet facilities and overnight convenience for migrants and their families.</p>	ES
Interstate Job Bank		Wagner Peyser	<p>A previous name for America's Job Bank</p> <p>A facility collects job order information from all SESAs for interstate clearance. The nationwide compilations are distributed to the SESAs for inclusion in SESA automated systems and to all local employment service offices nationwide. Additional (multi-state commuting areas as well as subdivisions of a state may be organized into separate Job Banks</p>	ES
Interstate Job Order		Wagner Peyser		ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Interstate Processing Center	IPC	Wagner Peyser	A department in the New York State Department of Labor which gathers job openings, referrals and placements from the entire country, processes that data, and then disseminates the information to participating states.	ES
Interstate Program Coordinator	IPC	Wagner Peyser	An individual, sometimes the Job Bank Coordinator, who sets up the mechanisms for processing any job openings, referrals or placements occurring between SESAs.	ES
Interstate Reciprocal Coverage Arrangement		Wagner Peyser	An administrative agreement between state agencies providing for coverage of an individual's services in the state where part of the individual's services are performed, where the individual lives or where the employer maintains a place of business.	ES
Interstate Services		Wagner Peyser	This refers to the interstate clearance requirements of state agencies including the referral and placement of job seekers across state lines. Activities deriving from these requirements include:	ES
Interstate Wage Rate		Wagner Peyser	The wage rate prevailing among interstate migratory domestic farmworkers employed in a given area and activity.	ES
Interview		Wagner Peyser	A meeting between an applicant and an employee of a SESA which is designed to exchange information about the SESA's services and the applicant's capabilities.	ES
Interviewed		Wagner Peyser	The total cumulative number of times an individual is interviewed from the beginning of the program year (July 1).	Field Memo 4-92 ETA Handbook 406 Line 45
Interviewed Transactions		Wagner Peyser	The total cumulative number of times an individual is interviewed from the beginning of the program year (July 1).	ES
Interviewing Aid		Wagner Peyser	Information material which serves as the basis for asking questions that assist the interviewer in obtaining information regarding the applicant's qualifications and interests in relation to an employer's requirements for a specific job.	ES
Interviewing Guide		Wagner Peyser	Information material which serves to acquaint the interviewer with the nature of a specific disability and the medical and psychological aspects of a disease, and which assists in assessing an applicant's employment capabilities in relation to a suitable field of work or specific job.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Intrastate Claim		Wagner Peyser	A claim filed in the same state in which the individual's wage credits were earned or assigned.	ES
Intrastate Clearance Placement		Wagner Peyser	A placement where the state code associated with the applicant is the same as the state code associated with the job order and the local office of the applicant was from a JBID or area within the state that is different from the JBID or area of the order.	ES
Intrastate Combined-Wage Claim		Wagner Peyser	A combined-wage claim in which the paying state is also the state in which the claim is filed and to which the other state or states will transfer wage credits.	ES
Intrastate Job Bank		Wagner Peyser	A Job Bank system that provides a regional listing of job openings, on a regular basis, to local offices in the identified labor market areas within the state.	ES
Intrastate Job Order		Wagner Peyser	A job order describing one or more hard-to-fill job openings, which a local office uses to request recruitment assistance from other local offices within the State.	ES
Island Areas		Wagner Peyser	American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands of the United States.	2000 Census
Issue		Wagner Peyser	An act, circumstance or condition potentially disqualifying under State/Federal law.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Itinerant Point		Wagner Peyser	A location at which employment security services are provided on a scheduled part-time basis by staff from a local office operated at another location.	ES
JBID		Wagner Peyser	A code assigned to a SESA-described service delivery area which represents all or a geographic portion of the SESA. Information about job openings, referrals and placements occurring in that area is collected and made available to all who have access to that portion of the Job Bank.	ES
Job		Wagner Peyser	Performance of a task or multiple tasks in exchange for compensation.	ES
Job Access and Reverse Commute Grant Program	JAEC	Wagner Peyser	A DOT program with the major goal of providing transportation services in urban, suburban and rural areas to assist welfare recipients and other low-income	DOT- Federal Transit Administration (FTA) Section 3037 of Transportation Equity Act

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			individuals in accessing employment opportunities. Another objective of the program is to increase collaboration among regional transportation providers, human service agencies, employers, metropolitan planning organizations (MPOs), states, and affected communities and individuals.	for the 21st Century (TEA-21).
Job Analysis		Wagner Peyser	The process of determining, by observation, interview, and study, the pertinent information relating to a specific job, including such factors as qualifications for employment, relation to other jobs, capability and adjustability of the worker, equipment and material used, education, training, and physical demands and environmental conditions data.	ES
Job Attachment		Wagner Peyser	A situation where an individual is not working but who maintains an attachment to a job to which he plans to return. Such individuals are not working because they are on strike or due to a short-term layoff.	ES
Job Bank	JBK	Wagner Peyser	A system which provides listings of current job openings in the area, on a regular basis, for distribution to offices and to all interested parties. AWTS maintains a computerized system that can be operated locally, statewide or nationally.	ES
Job Bank Identifier	JBID	Wagner Peyser	A code assigned to a SESA-described service delivery area which represents all or a geographic portion of the SESA. Information about job openings, referrals and placements occurring in that area is collected and made available to all who have access to that portion of the Job Bank.	ES
Job Corps	JCC	Wagner Peyser	Established in 1964, Job Corps is America's leading national, residential employment and training program for at-risk young adults. Funded by Congress and administered by the U.S. Department of Labor, Job Corps trains young adults for meaningful work.  Through a nationwide network of campuses, Job Corps offers a comprehensive array of career development services to at-risk young women and men, ages 16 to 24, to prepare them for successful careers. Job Corps employs a holistic career development training approach which integrates the teaching of academic, vocational, employability skills and social competencies through a combination of classroom, practical and work-based learning experiences to prepare youth for stable, long-term, high-paying jobs.	<a href="http://wdsc.doleta.gov/jobcorps/menupageinfo.cfm">http://wdsc.doleta.gov/jobcorps/menupageinfo.cfm</a> Pub.L. 105-220 (WIA) Title I-C

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>Following enrollment, job or further academic placement, follow-up and transitional career development support services are provided for eligible students through organizations contracted by the Department of Labor.</p> <p>Job Corps training is composed of five stages: Outreach and Admissions (OA), Career Preparation Period (CPP), Career Development Period (CDP), Career Transition Period (CTP), and Career. The fundamental goal of the process is to help students achieve their career objective.</p>	
Job Corps Math Screening Test	MJSI	Workforce Investment	This is a test designed to measure actual mathematics level and to express that level in terms of a Job Corps math program.	Pub.L. 105-220 (WIA)
Job Corps Reading Test	RJSI	Workforce Investment	This is a test designed to measure actual reading level and to express that level in terms of a Job Corps reading program.	Pub.L. 105-220 (WIA)
Job Corps' Career Development Services System	CDSS	Wagner Peyser	A comprehensive and integrated management system for equipping all Job Corps enrollees with the skills, competencies, knowledge, training and transitional support required to facilitate entry into and sustain their participation in a competitive labor market, the military or advanced education or training. The system is designed to enhance all aspects of the Job Corps experience, which include the Admissions Process, the Career Preparation Period, the Career Development Period, and the post center Career Transition Period.	<a href="http://www.jccdr.org/resources/CDSS/CDSSpacket.htm">http://www.jccdr.org/resources/CDSS/CDSSpacket.htm</a>
Job Corps' Career Development Services System	CDSS	Workforce Investment	<p>The vehicle for ensuring that Job Corp Office provide quality services to meet individual student needs and get them prepared for their careers. It includes these phases:</p> <p>Outreach/Admissions: Outreach/Admissions staff create networks with youth development agencies and community organizations, including one-stops, to share Job Corps' career development focus and reach prospective students. CDSS begins at a young person's first contact with Job Corps through the admissions process, where applicants learn how Job Corps can assist them in selecting and acquiring training in careers that are appropriate for today's work force. O/A staff work with applicants to determine their enrollment readiness, connect them with a local one- stop, provide them with specific information about the center of assignment, and work with center staff to ensure eligible applicants are fully prepared for successful enrollment.</p>	<a href="http://jcdcf5.jobcorps.org:7102/documents/docu.htm">http://jcdcf5.jobcorps.org:7102/documents/docu.htm</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>Career Preparation Period: Center staff and students welcome new students and help them acclimate to center life. During their first 60 days of enrollment, new students work with staff to identify their needs and interests, and receive personal counseling to identify any problems or issues which need to be resolved so that they can focus on their career development activities. New students begin the career exploration and planning process resulting in a Personal Career Development Plan (PCDP) which serves as a blueprint for all of their Job Corps experiences. Students learn basic social, employability and information technology skills, receive instruction enabling them to obtain a learner's permit, and visit local one-stop centers. Staff works with students to select a mix of career development activities based on individual progress and readiness to participate.</p> <p>Career Development Period: Students pursue their career goals through academic, vocational, social and independent living skills on-center and continue to develop information technology and employability skills related to their career goals. They learn and practice skills, including communication and customer service, at actual work sites under the direction of Job Corps' employer partners. In addition, students learn how to identify and access support services needed to live independently and begin the job search process by connecting with Career Transition staff who will assist them in making a smooth transition from center life to a career.</p> <p>Career Transition Period: Graduates work with Career Transition specialists to find appropriate placements. For an additional 12 months following initial placement, Career Transition specialists assist graduates in finding subsequent placements and connecting with the support services they need to stay employed and live independently. Former enrollees receive initial job placement assistance for up to 90 days following separation.</p> <p>Career: Job Corps graduates are entrenched in their career paths, with livable wages and upward mobility opportunities. They are self-sufficient and remain productive members of the workforce for years to come. CDSS is designed to ensure that Job Corps staff are committed to helping students succeed in the program and in their careers, and to ensure that students are committed</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			to reaching their goals through strong connections with staff and other students.	
Job Description		Wagner Peyser	A description of an occupation which highlights such significant factors as duties, worker trait data, equipment, qualifications, relation to other jobs, training information, physical demands, environmental conditions, and employment factors. The Dictionary of Occupational Titles incorporates job descriptions into a manual and a supplement which codifies the job description by work performed.	ES
			The DOT is being converted to the O*Net system.	
Job Development		Wagner Peyser	The process of securing a job interview with a public or private employer for a specific applicant for whom the local office has no suitable opening on file.	ES
Job Development Bank		Wagner Peyser	A system employed by the states to chart job orders and labor demand in specific local employer establishments.	ES
Job Development Contact		Wagner Peyser	The act of soliciting a public or private employer's job interview for a specific individual for whom an ETA program sponsor has no suitable opening currently on file.	ES
Job Finding Club		Wagner Peyser	Encompasses all elements of the ES Job Search Workshop, plus a one- to two-week period of structured, supervised application where participants attempt to obtain jobs.	ES
Job Information		Wagner Peyser	Information derived from data compiled in the normal course of employment service activities from reports, job orders, applications and the like.	ES
Job Information Services	JIS	Wagner Peyser	A unit or an area within a JS local office where applicants primarily, on a self-service basis or with minimum professional help, can obtain specific and general information on where and how to get a job.	ES
Job Inventory		Wagner Peyser	A continuing or periodic record of jobs, workers, and vacancies in a plant or establishment.	ES
Job Matching		Wagner Peyser	This refers to techniques employed to compare job-seeker qualifications with employer job requirements. AWTS supplies an Applicant Matching Profile (AWTS 511 MP), an Applicant Matching Profile Change (AWTS 511C MP),	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Job Opening		Wagner Peyser	and a Job Order Matching Profile (AWTS 514 MP) facsimile to act as a guide for developing instruments for the gathering and correction of applicant and job order matching information. A listing of a single job opportunity which a local office has on file as a request to select and refer an applicant or applicants.	ES
Job Opening Filled Other State		Wagner Peyser	The same as Opening Filled Other States. The order-holding office is notified of an opening filled other state when through clearance or job bank activity it is discovered that another state's local office has made a placement to a job order held by the office.	ES
Job Openings Filled		Wagner Peyser	An ETA 9002 count of the number of jobs openings that an employer listed with the employment service that had a result either by 1) direct placement by employment service staff or 2) through self placement by individual job seekers registered with the employment service.	Field Memo 4-92 ETA Handbook 406 Line 16-30 Column A-L all Lines Lines 1-15 for Columns of H through M
Job Openings Received		9002 FY2003	A job vacancy which an employer intends to fill and that is listed with the public labor exchange  The format for job openings listed is consistent with the Occupational Information Network – Standard Occupational Classification System (O*NET –SOC) and the North American Industry Classification System (NAICS).  Job openings listed through staff funded under the Wagner-Peyser Act must be included in the count of job openings.  Job openings listed through staff of other partner programs may be included in the count of job openings in accordance with State policy. Job openings initially listed with America's Job Bank and imported into the State job bank may be included in the State's count of job openings.  COL. A Total for intersecting row. ROW. 1 Total Openings Received Count of total job openings received within the reporting period for the column being referenced.  These row 1 sub lines apply to all columns or O*Net codes.	TEGL 01-02 ETA Handbook 406: 9002E Job Openings Received Col A through Col X - Rows to accommodate NAIC

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			11 Agriculture, Forestry, Fishing, and Hunting NAICS code begins with 21 Mining NAICS code begins with 21 22 Utilities NAICS code begins with 22 23 Construction NAICS code begins with 23 31- 33 Manufacturing NAICS code begins with 31 through 33 42 Wholesale Trade NAICS code begins with 42 44- 45 Retail Trade NAICS code begins with 44-45 48- 49 Transportation and Warehousing NAICS code begins with 48-49 51 Information NAICS code begins with 51 52 Finance and Insurance NAICS code begins with 52 53 Real Estate and Rental and Leasing NAICS code begins with 53 54 Professional, Scientific and Technical Services NAICS code begins with 54 55 Management of Companies and Enterprises NAICS code begins with 55 56 Admin. And Spt. Wast Mgt. And Remediation Svcs. NAICS code begins with 56 61 Educational Services NAICS code begins with 61 62 Health Care and Social Assistance NAICS code begins with 62 71 Arts, Entertainment, and Recreation NAICS code begins with 71 72 Accommodation and Food Services NAICS code begins with 72 81 Other Services NAICS code begins with 81 92 Public Administration NAICS code begins with 92  COL. B Management Occupations Count of Management Occupations O* NET SOC code begins with 11. COL. C Business and Financial Operations Occupations O* NET SOC code begins with 13. COL. D Computer and Mathematical Occupations O* NET SOC code begins with 15.	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>COL. E Architecture and Engineering Occupations O* NET SOC code begins with 17.</p> <p>COL. F Life, Physical, and Social Science Occupations O* NET SOC code begins with 19.</p> <p>COL. G Community and Social Services Occupations O* NET SOC code begins with 21.</p> <p>COL. H Legal Occupations Count of Legal Occupations O* NET SOC code begins with 23.</p> <p>COL. I Education, Training and Library Occupations O* NET SOC code begins with 25.</p> <p>COL. J Arts, Design, Entertainment, Sports and Media Occupations O* NET SOC code begins with 27.</p> <p>COL. K Healthcare Practitioner and Technical Occupations O* NET SOC code begins with 29.</p> <p>COL. L Healthcare Support Occupations O* NET SOC code begins with 31.</p> <p>COL. M Protective Service Occupations O* NET SOC code begins with 33.</p> <p>COL. N Food Preparation and Serving Related Occupations O* NETSOC code begins with 35.</p> <p>COL. O Building and Grounds Cleaning and Maintenance Occupations O* NET SOC code begins with 37.</p> <p>COL. P Personal Care and Service Occupations O* NET SOC code begins with 39.</p> <p>COL. Q Sales and Related Occupations O* NET SOC code is between 41- 0000 and 41- 9999.</p> <p>COL. R Office and Administrative Support Occupations O* NET SOC code begins with 43.</p> <p>COL. S Farming, Fishing, and Forestry Occupations O* NET SOC code begins with 45.</p> <p>COL. T Construction and Extraction Occupations O* NET SOC code begins with 47.</p> <p>COL. U Installation, Maintenance, and Repair Occupations O* NET SOC code begins with 49.</p> <p>COL. V Production Occupations Count of Production Occupations O* NET SOC code begins with 51.</p> <p>COL. W Transportation and Material Moving Occupations O* NET SOC code begins with 53.</p> <p>COL. X Military Specific Occupations Count of Military Specific Occupations O* NET SOC code begins with 55.</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Job Openings Received		Wagner Peyser	<p>A count of the available job vacancies which employers intend to fill.</p> <p>They are categorized as Openings that are on affirmative action orders which targeted groups such as qualified minorities, persons with disabilities, veterans and groups that have been identified by law or some guideline as having been the victim of some past discrimination.</p>	ES
Job Openings Received by Occupational Category and Standard Industrial Classification		Wagner Peyser	On the ETA-9002b report, cells which list by occupational category the cumulative number of job openings filled from the beginning of the program year (July 1).	Field Memo 4-92 ETA Handbook 406 Line 16-30 Columns A-L
Job Openings and Labor Turnover Survey	JOLTS	Wagner Peyser	<p>United States Department of Labor Survey which began in 2002. The JOLTS program collects data from 16,000 randomly selected business establishments monthly on a voluntary basis and processes the results to determine job openings rates and labor turnover information. Results collected include employment, job openings, hires, quits, layoffs and discharges, and other separations. The data will be released monthly in a news release format and be made available on the BLS website. Rather than solely looking at the unemployment rate as a measure of labor supply, JOLTS actively determines unfulfilled jobs in an effort to measure the demand for labor. Combining labor supply and demand data gives us a better overall picture of America's economic progression. There are six primary uses for the JOLTS data:</p> <ul style="list-style-type: none"> <li>· National economic policy</li> <li>· Industry retention rates</li> <li>· Industry studies</li> <li>· Wage determination and growth rates</li> <li>· economic research and planning</li> <li>· Education and job training.</li> </ul>	JOLTSInfo@bls.gov
Job Opportunities and Basic Skills Training Program	JOBS	Wagner Peyser	A work Welfare oriented National program which is administered by each State. Recipients of aid to families with dependent children and for which the State has guaranteed child care must participate in this program unless they have been declared exempt under the program guidelines.	ES
Job Order		Wagner Peyser	A single request for referral of developing instruments to gather all needed job order related data one or more applicants to fill one or more job openings in a single occupational classification; also the record of such	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Job Order Characteristic Search		Wagner Peyser	request. AWTS supplies Job Order (AWTS-514) and Job Order Correction (AWTS-514C) facsimiles to act as Job order form/record in input format.  A manual or automated order file search which reviews the employment service job orders on behalf of an applicant, using descriptors including location or type of job. When seeking multiple job orders on behalf of an applicant using various descriptors including experience or education, the search is known as an Applicant-Oriented Search.	ES
Job Order File		Wagner Peyser	A manual or computer file containing employer orders.	ES
Job Order History Files		Wagner Peyser	Provides purged job orders in standardized formats to facilitate job development.	ES
Job Order Master File		Wagner Peyser	A file of computer processable records of job orders with associated characteristics and cumulative totals of referrals and placements made against the job openings. The file will contain both open and closed orders. The closed orders will be purged on a chronological schedule or maintained indefinitely depending on local operating procedures.	ES
Job Order Number		Wagner Peyser	The identifying number assigned to an employer's request for applicants to fill one or more job openings. The first two digits of the number are normally used to indicate the alphabetic state FIPS code for the SESA taking the job order. Special alphabetical codes which are not SESA FIPS codes may be allowed in these two positions to respond to specific needs. The remainder of the job order is usually numeric.	ES
Job Order Statuses		Wagner Peyser	Closed status is when all job order's openings will remain unfilled for any reason.  Open status is when all the requested referrals have not yet been made.  Hold status is when referral activity is to be temporarily suspended even though some requested referrals have not yet been made.  Placed status is when all the requested job openings have been filled by any means.	AWTS Data Preparation Handbook

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			Referred status is when the number of referrals equals the number of referrals requested.	
			Reconciled status is when the job orders openings have been filled or cancelled and when all referrals have been resulted.	
Job Order Wage Rate		Wagner Peyser	Minimum pay specified by the employer on a job order.	ES
Job Order-Holding Office		Wagner Peyser	The local office which has received a job order from an employer for referral of one or more applicants. The local office holding this job order would be the one in whose administrative area the job work site is located or from which the work is directed.	ES
Job Orders Received		Wagner Peyser	Enter by occupational category the cumulative number of job orders received from the beginning of the program year (July 1).	Field Memo 4-92 ETA Handbook 406 Line 1-15 Column A
Job Placement Services and Referrals to Employers		Wagner Peyser	A RES count of profiled claimants who received Job Placement services and Referrals to Employers. These are services to facilitate the matching of job seekers and employers by providing the claimant with information on job openings and by bringing to the attention of an employer a claimant who is qualified and available to fill a job opening. Services might include searching job orders; doing customized job development when no suitable job orders are on file, and contacting and scheduling an interview with an employer.	ES
Job Placements		Wagner Peyser	The hiring of an applicant by a public or private employer after referral to a job by the ES or by other co-located or out stationed staff in cooperation with the ES agency provided that all of the following steps were completed: (a) prepared a job order prior to referral except in the case of a job development contact on behalf of a specific applicant, (b) made prior referral arrangements with the employer, (c) referred an individual who was not designated by the employer except for referrals to agricultural job orders for a specific crew leader or worker; (d) verified from a reliable source, preferably the employer, that the applicant had entered work, and (e) recorded the placement in the agency data base.	Field Memo 4-92 ETA Handbook 406 Line 34

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Job Preparedness		Wagner Peyser	Provides vocational or counseling information and assistance to applicants to improve job readiness.	ES
Job Preparedness Testing		Wagner Peyser	Ascertain an applicant's vocational interests or job readiness.	ES
Job Referral		Wagner Peyser	(1) The act of bringing to the attention of an employer an applicant or group of applicants who are available for a job. (2) The record of bringing to the attention of an employer an applicant or group of applicants who are available for a job.	ES
			Same as referred to Employment	
Job Scout		Wagner Peyser	A feature of America's Job Bank that gives job seekers a mechanism for running job searches at a set interval. When run, the search returns all recently-entered jobs for which the individual is qualified. The results of the search are then e-mailed to the job seeker. For veterans' it allows newly entered jobs to be reported to jobseekers identifying themselves as veterans one day earlier than the jobs are reported to non-veteran job seekers.	ES
Job Search Activities		Wagner Peyser	All applicants provided services which are designed to help the jobseeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, provision of specific labor market information and development of a job search plan.  "Resume Assistance" --Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.  "Job Search Workshops" --A short (1-3 days) organized activity, of at least six hours of active classroom time, that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development.  "Job Finding Clubs" --Has all the elements of the ES Job Search Workshop, plus a one- to two-week period of structured, supervised application where participants attempt to obtain jobs.  "Provision of Specific Labor Market Information"	Field Memo 4-92 ETA Handbook 406 Line 28

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Job Search Plan		Wagner Peyser	<p>--Information concerning occupational staffing patterns, hiring patterns, working conditions, and pay of firms or industries.</p> <p>"Job Search Planning" -- Development of a plan (not a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area."</p>	ES
Job Search Workshop		Wagner Peyser	<p>A term which describes the activity of an employability development plan but no reference is made to a written document.</p> <p>A short (1-3 days) seminar designed to provide the participants with knowledge that will enable them to find jobs. Subjects are not limited to but should include labor market information, application/resume writing, interviewing techniques, and finding job openings. The workshop must have a least six hours of active classroom time.</p>	ES
Job Seekers		9002 FY2003	<p>Individuals who began a registration year or utilizes the public labor exchange, through self services or facilitated self-help, during the four quarter reporting period.</p> <p>Job seekers may be registered upon contacting the labor exchange through the One-Stop delivery system or as required by State law or policy; however, job seekers receiving staff-assisted services funded under the Wagner-Peyser Act must be registered. Job seekers who use self-services or facilitated self-help services also may be registered, but this is not required.</p> <p>A four quarter period constitutes the registration year. A registered job seeker who engages in any labor exchange activity after the registration year has ended (after the third quarter after the quarter in which registration occurs) will begin a new registration year.</p> <p>States are not required to formally re-register the job seeker, but for purposes of reporting, any Labor Exchange activity in which a job seeker engages after initial registration and after a registration year expires will begin a new registration year and will thus be equivalent to re-registration.</p>	TEGL 01-02 ETA Handbook 406: 9002A Services- Col A1 and Row 1; 9002C Outcomes Col A1

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Job Service	JS	Wagner Peyser	The nationwide system of public employment offices funded through the United States Employment Service as grantee state agencies, and the various offices of the state agencies.	ES
Job Service Employers' Committee	JSEC	Wagner Peyser	A group of employers who use the job service centers and meet to make recommendations on improving service.	ES
Job Service Matching System	JSMS	Wagner Peyser	A public employment service system developed by Nevada in the early seventies which uses computer technology to match available job seekers and job openings. AWTS supplies an Applicant Matching Profile (AWTS 511 MP), an Applicant Matching Profile Change (AWTS 511C MP), and a Job Matching Profile (AWTS 514 MP) facsimile to act as a guide for developing instruments for the gathering and correction of applicant and job order matching information.	ES
Job Service Regulations		Wagner Peyser	The Federal regulations at 20 CFR parts 601-604, 620, 621, and 651-658, and at 29 CFR parts 8, 26, and 75.	ES
Job Service Systems	JSS	Wagner Peyser	AWTS Systems which includes: Job Bank, ADS, Veterans Performance Standards, MSFW Indicators of Compliance, Applicant Locator System, JSS/AJB Interface Modules, Immigration Certification System and the State Automated Management System (SAMS).	ES
Job Solicitation		Wagner Peyser	The process of soliciting employer's orders for workers seeking employment through the local office, except that solicitation for a specific applicant is defined as job development.	ES
Job Specification		Wagner Peyser	The job specification is a continuing record which: (1) specifies those observed and verified facts about a specific job which are essential for locating and selecting a worker for that job; and (2) expresses agreement as to the requirements to be used by the employment service in selecting applicants for referral and by the employer in hiring workers for the specific job, usually involving the skills, knowledge, and abilities required.	ES
Job Specification, Employer-Prepared		Wagner Peyser	A statement, prepared by an employer for his own use, which contains information about the content of a job in their establishment, usually with a statement of physical and mental activities included.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Job Tenure		Wagner Peyser	The period of time, measured in years, during which a claimant worked for his/her former employer. This could be either the claimant's separating employer or their primary employer over a specified time period. One of the variables used in the Department's profiling model.	ES
Job Training Partnership Act	JTPA	Wagner Peyser	The forerunner of WIA  Legislation which: (1) established program and interlinked existing programs to prepare youth and unskilled adults for entry into the labor force; and (2) affords job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment.	ES
Job-Ready Applicant		Wagner Peyser	An applicant who does not need employability development services in order to be referred to a job opening.	ES
Joint Claim		Wagner Peyser	A claim for benefits based upon work experience under both state and federal unemployment compensation laws or under two federal unemployment compensation laws.	ES
Keyword		Wagner Peyser	This is a vocabulary used to describe both the job skills of applicants and job requirements of employers. The Job Service Matching System "includes primary, complementary and special output terms which aid in the process of job matching". These terms are listed in a hierarchical, Tree Code index in the Handbook of Occupational Keywords.  A word or phrase which is used to either describe a need or skill on a job order or an application. These terms are then used to match applicants to jobs.	ES
Korean Conflict		Wagner Peyser	The period of time a veteran served beginning on June 27, 1950, and ending on January 31, 1955.	ES
Labor Certification		Wagner Peyser	A Department of Labor process which attests to the Secretary of State and the Attorney General that an alien is eligible to receive a visa to work in the United because: (1) There are not sufficient United States workers who are able, willing, qualified and available at the time of application for a visa and admission into the United States and at the place where the alien is to perform the work, and	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Labor Condition Applications	LAC	Wagner Peyser	(2) The employment of the alien will not adversely affect the wages and working conditions of United States workers similarly employed. Form ETA 9035 (paper) and ETA 9035E(electronic) employer originated request to ETA requesting and justifying the need for hiring foreign workers. ETA then certifies that foreign workers can be recruited.	ES
Labor Dispute		Wagner Peyser	A nonseparation issue pertaining to the unemployment of more than one claimant as a result of controversy about terms or conditions of employment.  Any controversy concerning terms or conditions of employment, or concerning the association or representation of persons in negotiating, fixing, maintaining, changing, or seeking to arrange terms or conditions of employment, regardless of whether or not the disputants stand in the proximate relation of employer and employee.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Labor Exchange	PLEX	Wagner Peyser	An exchange of information about job openings and available labor. At a minimum, each State under the Federal/State employment service shall administer a labor exchange system which has the capacity: (a) To assist job seekers in finding employment; (b) To assist employers in filling jobs; (c) To facilitate the match between job seekers and employers; (d) To participate in a system for clearing labor between the States, including the use of standardized classification systems issued by the Secretary pursuant to WIA Section 462(c)(3); and (e) To meet the work test requirements of the State unemployment compensation system.	ES
Labor Exchange Reporting Sub-System	LEERS	Wagner Peyser	The internet-based Enterprise Information Management System subsystem that gives the capacity to receive the ETA 9002 A through E, and VETS 200 A electronically.	<a href="http://www.workforcesecurity.doleta.gov/employ/laborexchangereport.asp">http://www.workforcesecurity.doleta.gov/employ/laborexchangereport.asp</a> TEGL 9-02
Labor Market Area	LMA	Wagner Peyser	A geographic area consisting of a central city or cities and the surrounding economically integrated territory, within a reasonable commuting distance.	ES
Labor Market Area	LMA	Workforce Investment	An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Labor Market Information	LMI	Wagner Peyser	without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the DOL in defining such areas or similar criteria established by a Governor.  That body of knowledge pertaining to the socioeconomic forces influencing the employment process in specific labor market areas. These forces, which affect labor demand-supply relationships and define the population and growth characteristics, trends in industrial and occupational structure, technological developments, shifts in consumer demands, unionization trade disputes, retirement practices, wage levels, conditions of employment, training opportunities, job vacancies, and job search information.	Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 WIA §101  ES
Labor Surplus Area	LSA	Wagner Peyser	The Secretary of Labor is required to classify labor surplus areas and disseminate this information for the use of all Federal agencies. This information is used by Federal agencies for various purposes including procurement decision, food stamp waiver decisions, certain small business loan decisions, as well as other purposes determined by the agencies. The LSA listings are issued annually, effective October 1 of each year, utilizing data from the Bureau of Labor Statistics. Areas meeting the criteria are classified as Labor Surplus Areas.(20 CFR parts 654 [Federal Register: April 25, 2001Page 20835-20836])	ES
Labor Turnover		Wagner Peyser	The gross movement of wage and salary workers into and out of employed status with respect to individual establishments. This movement, which relates to a calendar month, is divided into two broad types: Additions (new hires and rehires) and separations (terminations of employment initiated by either employer or employee). Each type of action is accumulated for a calendar month and expressed as a rate per 100 employees. The data relate to all employees, whether full-time or part-time, permanent or temporary, including executive, office, sales, other salaried personnel, and production workers. Transfers to another establishment of the company are included.	ES
Labor-Management Reporting and Disclosure Act of 1959	LMRDA	Wagner Peyser	An act that provides for the reporting and disclosure of certain financial transactions and administrative practices of labor organizations and employers, to prevent abuses in the administration of trusteeships by labor organizations, to provide standards with respect to the election of officers of labor organizations, and for other purposes	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a>  Public Law 86-257  REGION 5 ETA IB 001-03

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Lag Quarter (s)		Wagner Peyser	The quarter(s) between the end of a base period and the quarter which includes the beginning date of the benefit year.	ES
Layoffs		Wagner Peyser	A layoff is a suspension from pay status (lasting or expected to last more than seven consecutive calendar days without pay for ES purposes and one or more days for UI purposes) initiated by the employer without prejudice to the worker for such reasons as: lack of orders, model changeover termination of seasonal or temporary employment, inventory-taking, introduction of labor saving devices, plant breakdown, shortage of materials. Includes temporarily furloughed employees and employees placed on unpaid vacations.	ES
Leadership Development Opportunities		Workforce Investment	Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as: (a) Exposure to postsecondary educational opportunities; (b) Community and service learning projects; (c) Peer-centered activities, including peer mentoring and tutoring; (d) Organizational and team work training, including team leadership training; (e) Training in decision-making, including determining priorities; and (f) Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 344 OMB #1205-0420
Leasehold Improvements		Workforce Investment	Improvements to leased property made by the lessee that usually revert to the lessor at the end of the life of the lease. If the lessee constructs new buildings on the land or reconstructs and improves existing buildings, the lessee has the right to use such facilities during the life of the lease, but they become the property of the lessor when the lease expires.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  GAAP
Legalization Office		Wagner Peyser	Local offices of the Immigration and Naturalization Service which accept and process applications for legalization or special agricultural worker status, under the authority of the district directors in whose districts such offices are located.	ES
Less Than High School Diploma		Wagner Peyser	Applicants who have never received a high school diploma, or its equivalent and do not plan to return to school.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Level One Employee		Wagner Peyser	<p>A term used in determining the Prevailing Wage Policy for Nonagricultural Immigration Programs.</p> <p>Level I employees are beginning level employees who have a basic understanding of the occupation through education or experience. They perform routine or moderately complex tasks that require limited exercise of judgment and provide experience and familiarization with the employer's methods, practice, and programs. They may assist staff performing tasks requiring skills equivalent to a level II and may perform high-level work for training and development purposes. These employees work under close supervision and receive specific instruction on tasks and results expected. The level I job can require education and/or experience, but it does not require an advanced level of understanding to perform the job duties. Level I includes "entry level" jobs, but may also include some supervised activities, which exceed those normally, considered as entry level. With a basic understanding gained through education and/or experience, the level I employee will perform tasks that range from routine to moderately complex, relative to the occupation. The level I employee might exercise some independent judgment, but his/her exercise of independent judgment will be on a limited, non-routine basis. The level I employee may assist more advanced employees. A level I employee may perform some higher level work under supervision, but the purpose of such work is primarily to gain experience and exposure to other aspects of the employer's operations. Level I work is closely monitored and reviewed for accuracy. Level I includes those jobs, which are typically referred to as "entry level positions," but may include jobs, which have activities that normally exceed "entry level"</p>	TEGL 5-02 GAL 2-98
Level Two Employee		Wagner Peyser	<p>A term used in determining the Prevailing Wage Policy for Nonagricultural Immigration Programs.</p> <p>Level II employees are fully competent employees who have sufficient experience in the occupation to plan and conduct work requiring judgment and independent evaluation, selection, modification, and application of standard procedures and techniques. Such employees use advanced skills and diversified knowledge to solve unusual and complex problems. They may supervise or provide direction to staff performing tasks requiring skills</p>	TEGL 5-02 GAL 2-98

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			equivalent to a level I. These employees receive only technical guidance and their work is reviewed for application of sound judgment and effectiveness in meeting the establishment's procedures and expectations.	
Liabe State		Wagner Peyser	The state against which a worker files a claim for compensation through the facilities of another (agent) state.	ES
License		Wagner Peyser	Permission to act which is usually accompanied by some official document indicating such permission. Such as:	ES
Limited English Language Proficiency	LEP	Wagner Peyser	Inability of an applicant, whose native language is not English, to communicate in English, resulting in a job handicap.	ES
Limited English Language Proficiency	LEP	Workforce Investment	An adult or out-of-school youth who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.	TEGL No. . 14-00 Attachment E (WIASRD) Section 1 Line 116 OMB #1205-0420  Pub.L. 105-220 (WIA) Title II SEC. 203. <<NOTE: 20 USC 9202.>> DEFINITIONS (10) A and B ETA
Literacy		Workforce Investment	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.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) Title II SEC. 203  20 CFR 660.300
Literacy in Libraries Across America	LILAA	Wagner Peyser	Launched in 1999 and funded by the Wallace—Reader's Digest Funds, this initiative is aimed at helping literacy programs at public libraries across the country implement strategies to improve persistence among adult students. These strategies aim to make program attendance easier by offering child care, transportation, and expanded hours of operation. Instructional priorities include making program instruction more engaging and relevant by adapting curricula (often designed for children) to adult	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Local Area		Workforce Investment	interests and needs, improving teacher and tutor training, and identifying potential barriers to persistence at program entry. A local workforce investment area designated under § 116.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 WIA Sec. 101
Local Area Unemployment Statistics	LAUS	Wagner Peyser	A Federal/State cooperative program which produces employment, labor force, and unemployment estimates for States and local areas.	<a href="http://www.doleta.gov/regions/reg06/pages/LMIterms.cfm">http://www.doleta.gov/regions/reg06/pages/LMIterms.cfm</a>
Local Board		Workforce Investment	In each local area of a State, the Governor of the State certifies a local workforce investment board with a mission to set policy for the portion of the statewide workforce investment system within the local area.  The functions of the local board shall include the following: <ul style="list-style-type: none"> <li>(1) in partnership with the chief elected official for the local area involved, shall develop and submit a local plan to the Governor.</li> <li>(2) Select operators and providers.-- <ul style="list-style-type: none"> <li>(A) Selection of one-stop operators. <ul style="list-style-type: none"> <li>(i) shall designate or certify one-stop operators</li> <li>(ii) may terminate for cause the eligibility of such operators.</li> </ul> </li> <li>(B) identify eligible youth providers and award grants or contracts on a competitive basis, based on the recommendations of the youth council.</li> <li>(C) Identification of eligible providers of training services.</li> <li>(D) Identification of eligible providers of intensive services.</li> </ul> </li> <li>(3) Budget and administration.-- <ul style="list-style-type: none"> <li>(A) Develop a budget for the purpose of carrying out the duties of the local board</li> <li>(B) Administration. <ul style="list-style-type: none"> <li>(i) Grant recipient.-- <ul style="list-style-type: none"> <li>(I) 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.</li> <li>(II) May designate an entity to</li> </ul> </li> </ul> </li> </ul> </li> </ul>	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 (WIA) Sec. 101

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Local Board/Statewide Code		Workforce Investment	<p>serve as a local grant subrecipient for such funds or as a local fiscal agent.</p> <p>(III) shall disburse such funds for workforce investment activities</p> <p>(ii) Employ necessary staff.</p> <p>(iii) Solicit and accept grants and donations from sources other than Federal funds made available under this Act.</p> <p>(4) Shall conduct oversight with respect to local programs of authorized youth activities.</p> <p>(5) Negotiation of local performance measures.</p> <p>(6) Assist in developing the statewide employment statistics system.</p> <p>(7) Coordinate the workforce investment activities authorized under this subtitle and carried out in the local area with economic development strategies and develop other employer linkages with such activities.</p> <p>(8) Shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering, and coaching activities, through intermediaries such as the one-stop operator in the local area or through other organizations, to assist such employers in meeting hiring needs.</p> <p>A local board dealing with Job Corp--The board (A) provides information for a Job Corps center on local employment opportunities and the job skills needed to obtain the opportunities; and) that serves communities in which the graduates of the Job Corps center seek employment.</p> <p>An ETA established coding scheme for a local board's identification.</p> <p>Example for State with FIPS code 36 (New York): For federal funds sent to States for use at the local area: Adults, Youth and Dislocated Workers- 36005, 36010, 36015, etc.</p> <p>For federal funds sent to States for statewide (15%) activities: Statewide activities (Youth, displaced homemakers, incumbent workers, other) - 36903 Rapid Response (including additional assistance) - 36902 National Emergency Grant - 36901</p>	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Local Educational Agency	LEA	Workforce Investment	<p>(A) A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for such combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary or secondary schools.</p> <p>(B) The term includes any other public institution or agency having administrative control and direction of a public elementary or secondary school.</p> <p>(C) The term includes an elementary or secondary school funded by the Bureau of Indian Affairs but only to the extent that such inclusion makes such school eligible for programs for which specific eligibility is not provided to such school in another provision of law and such school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under this chapter with the smallest student population, except that such school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Affairs.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>Section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).</p> <p>Pub.L. 105-220 (WIA)</p>
Local Employment Service Offices		Workforce Investment	<p>All labor exchange services are delivered as a part of the local One-Stop delivery system.</p> <p>Local Employment Service Offices may not exist outside of the One-Stop service delivery system. However, local Employment Service Offices may operate as affiliated sites, or through electronically or technologically linked access points as part of the One-Stop delivery system, provided the following conditions are met.</p> <p>All labor exchange services are delivered as a part of the local One-Stop delivery system in accordance with section 7(e) of the Act;</p> <p>The services described are available in at least one comprehensive physical center, from which job seekers and employers can access them; and</p> <p>A Memorandum of Understanding between the State agency local One-Stop partner and the Local Workforce Investment Board meets the requirements of the ACT.</p>	20CFR 652.2

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Local Fund Transfer Authority		Workforce Investment	For special purposes in a fiscal year, a local board may transfer, if such a transfer is approved by the Governor, not more than 20 percent of the funds allocated to the local area for State adult employment and training activities and statewide workforce investment activities or Adult employment and training discretionary allocations, and 20 percent of the funds allocated to the local area between--adult employment and training activities; and dislocated worker employment and training activities	Pub.L. 105-220 (WIA 133(b)(4))
Local Government		Workforce Investment	<p>Any general purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.</p> <p>A county, municipality, city, town, township, local public authority (including any public and Indian housing agency under the United States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under State law), any other regional or interstate government entity, or any agency or instrumentality of a local government.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>Pub.L. 105-220 (WIA) §101</p> <p>29 CFR 97.3</p>
Local Interstate Placement		Wagner Peyser	A placement with an applicant state code different from the order state local code, but within a multi-state metro area. In this case, the order was from Clearance on one side of the metro area (such as Kansas City, Kansas) and the placement was from the other cooperating side of the metro area (such as Kansas City, Missouri).	ES
Local Office	LOFF	Wagner Peyser	A full-time office of a state agency maintained for the purpose of providing placement and other services of the public employment service system and/or claim taking and related unemployment insurance services.	ES
Local Office Administrative Area		Wagner Peyser	The total geographical area in which a local office has the responsibility for performing the functions assigned to that office.	ES
Local Office Contact		Wagner Peyser	An employment agency service which is entered to check the availability of an applicant and extend an applicant's active status in either or both the matching or non-matching systems.	ES
Local Office Directory	LOD	Wagner Peyser	A handbook of the address, telephone number and type (such as One-Stop, ES, UI, or Alien Certification) of each local office, within each state and territory.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Local Office Management Reports		Wagner Peyser	Documenting local office productivity by compiling employee generated statistics on states.	ES
Local Office Manager		Wagner Peyser	The Job Service official in charge of all Job Service activities in a local office of a state agency.	ES
Local Office Number		Wagner Peyser	A four-digit number used by a state agency to identify a particular local office within its system of local offices. Local office number may include a number assigned to a cooperating agency operating along the lines of a local office.	ES
Local Performance Measure		Workforce Investment	A performance measure established under Section 136(c).	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 WIA Sec. 101
Local Placement		Wagner Peyser	A placement where the local office and state code of the applicant and the order were the same, or were from within the same JBID or labor area.	ES
Local Veterans' Employment Representative	LVER	Wagner Peyser	A member of the State agency staff designated and assigned by the State agency administrator to serve veterans and eligible persons.	ES
Local Workforce Investment Area Grant Recipient		Workforce Investment	The entity that receives WIA Title I financial assistance for a Local Workforce Investment Area directly from the Governor and disburses those funds for workforce investment activities.	Pub.L. 105-220 (WIA) §101
Location		Wagner Peyser	Multiple data elements on the matching profile of an applicant which indicate whether and how far an applicant will move or commute for a job. A location is divided into:	ES
Long-Term Job Opening or Placement		Wagner Peyser	Any job opening or placement expected to last over 150 days.	ES
Long-Term Unemployed		Workforce Investment	Any individual who is unemployed at the time of eligibility determination and has been unemployed for 15 or more of the 26 weeks immediately prior to such determination and has limited opportunities for employment or re-employment in the same or a similar occupation in the area in which such individual resides, including any older	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Longshore and Harbor Workers' Compensation Act of 1927		Wagner Peyser	individual who may have substantial barriers to employment by reason of age.  Administered by The Office of Workers' Compensation Programs, this act covers all maritime workers injured or killed upon the navigable waters of the U.S., as well as employees working on adjoining piers, docks and terminals, plus a number of other groups included through an extension of the Act. Compensation under this Act is paid by employers who are self-insured, or through insurance policies provided by private insurers to employers.	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a>  REGION 5 ETA IB 001-03
Low Earnings Report		Wagner Peyser	A report from an employing unit on the earnings of a worker whose hours of work and earnings have been reduced to the extent that the individual may be eligible for benefits or waiting period credit.	ES
Low Income		Workforce Investment	A registrant in one or more of the following categories (A) receives, or is a member of a family which receives, cash payments under a Federal, State or local income-based public assistance program; (B) received an income, or is a member of a family that received a total family income, for the six-month period prior to registration for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A) and old-age and survivors insurance benefits that, in relation to family size does not exceed the higher of: (I) the poverty line, for an equivalent period; or (II) 70 percent of the lower living standard income level, for an equivalent period; (C) is a member of a household that receives (or has been determined within the 6-month period prior to registration for the program involved to be eligible to receive Food Stamps; (D) qualifies as a homeless individual; or (E) is a foster child on behalf of whom State or local government payments are made.  Even if the family of an individual with a disability does not meet the income eligibility criteria, the individual with a disability is to be considered a low-income individual if the individual's own income: (1) Meets the income criteria established or (B) is a member of a family whose income does not meet those requirements.	TEGL No. 14-00 Atch. E Section 1 Line 119 OMB #1205-0420

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Low Income Home Energy Assistance Program	LIHEAP	Wagner Peyser	Administered by the U.S. Department of Housing and Human Services. Although LIHEAP's mission is to provide direct assistance to the poor-to make sure their heating bills are paid-its rules are flexible and allow up to 25% of funding to the states to go toward weatherization.	<a href="http://www.eren.doe.gov/buildings/weatherization_assistance/funding_history.html">http://www.eren.doe.gov/buildings/weatherization_assistance/funding_history.html</a>
Low Income Individual		Wagner Peyser	An individual whose family income is at or below 150 percent of the poverty line (as that term is defined in Section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) including any revisions required by that section for a family of the size involved, as calculated by HHS. The Latest guidelines are published in the Federal Register, and are available on the web at <a href="http://aspe.hhs.gov/poverty/poverty.htm">http://aspe.hhs.gov/poverty/poverty.htm</a> .	Section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))
Low Income Individual		Workforce Investment	<p>(F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.</p> <p>An individual who</p> <p>(a) receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;</p> <p>(b) received an income, or is a member of a family that received a total family income, for the six-month period prior to</p> <p>application for the program involved (exclusive of July 2002 D-10 Glossary of Terms unemployment compensation,</p> <p>child support payments, payments described in subparagraph (a), and old-age and survivors' insurance benefits</p> <p>received under Section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of</p> <p>(i) the poverty line, for an equivalent period; or</p> <p>(ii) 70 percent of the lower living standard income level, for an equivalent period;</p> <p>(c) is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);</p> <p>(d) qualifies as a homeless individual, as defined in Subsections (a) and (c) of Section 103 of the Stewart B.</p>	<p>DOL One – Stop Comprehensive Financial Management (TAG) July 2002 Appendix D: Pub.L. 105-220 WIA Sec 101(25) [Federal Register: April 8, 2002 [Notices] [Page 16961-16967]</p> <p><a href="http://wdsc.doleta.gov/lsl/lsl2002.asp">http://wdsc.doleta.gov/lsl/lsl2002.asp</a></p> <p>WIA Section 101(25)</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			McKinney Homeless Assistance Act (42 U.S.C. 11302); (e) is a foster child on behalf of whom State or local government payments are made; or (f) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (a) or of subparagraph (b), but who is a member of a family whose income does not meet such requirements. [WIA Section 101]	
Lower Authority Appeal		Wagner Peyser	The lower of two administrative authorities provided by the state unemployment compensation law to make decisions with respect to appeals. A state agency with only one appeals authority should consider that as a lower appeals authority.	ES
Lower Living Standard Income Level	LLSIL	Wagner Peyser	That income level (adjusted for selected Metropolitan Statistical Areas and regional metropolitan and non-metropolitan differences and family size) determined annually by the Secretary based upon the most recent lower living standard budget level issued by the Bureau of Labor Statistics of the Department of Labor.	LLSIL Guidelines - Federal Register, Vol. 66, No. 90, May 9, 2001, pp. 23737-23742  <a href="http://wdsc.doleta.gov/lisil/lisil2002.asp">http://wdsc.doleta.gov/lisil/lisil2002.asp</a>
Lower Living Standard Income Level	LLSIL	Workforce Investment	That income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary.  The Employment and Training Administration (ETA) published the 2000 updates to the LLSIL in the Federal Register of May 12, 2000, at 65 FR 30630. This notice again updates the LLSIL to reflect cost of living increases for 2000 by applying the percentage change in the December 2000 Consumer Price Index for All Urban Consumers (CPI-U), compared with the December 1999 CPI-U, to each of the May 12, 2000, LLSIL figures. Those updated figures for a family of four are listed in Table 1 below by region for both metropolitan and nonmetropolitan areas. Figures in all of the accompanying tables are rounded up to the nearest ten. Since "low income individual," "disadvantaged adult," and "disadvantaged youth" may be determined by family income at 70 percent of the LLSIL, pursuant to WIA § 101(25), 127(b)(2)(C) and 132(b)(1)(B)(v)(IV), respectively.  "Low Income Individual" as one who qualifies under	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  CFR Vol. 66, No. 90, May 9, 2001 LLSIL Guidelines  WIA Section 101

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>various criteria, including an individual who received income for a six-month period that does not exceed the higher of the poverty line or 70 percent of the lower living standard income level.</p> <p>This issuance provides the Secretary's annual LLSIL for 2001 and references the current 2001 Health and Human Services ``Poverty Guidelines."</p> <p>One who qualifies under various criteria, including an individual who received income for a six-month period that does not exceed the higher of the poverty line or 70 percent of the lower living standard income level. This issuance provides the Secretary's annual LLSIL for 2002 and references the current 2002 Health and Human Services "Poverty Guidelines."</p>	
Mail Claim		Wagner Peyser	A claim filed by mail instead of being filed in person at an unemployment insurance office.	ES
Maintenance-of-Effort funds	MOE	Wagner Peyser	Funds that states spend in order to draw down their federal allocations.	ES
Major Airports Adjoining Qualifying Urbanized Areas and Urban Clusters		Wagner Peyser	Those airports that, according to 2000 Federal Aviation Administration statistics, had an annual emplacement of at least 10,000 people, and thus qualified as a primary airport in that year.	2000 Census
Major Market		Wagner Peyser	Those relatively few employing units usually ranging from 15 to 20 percent of all employers in communities which, ranked according to size from the largest downward, account for approximately 75 percent of the non-agricultural employment in the area actively served by an ES local office.	ES
Major Program		Workforce Investment	A Federal program determined by the auditor to be a major program in accordance with Section 99.520 or a program identified as a major program by a Federal agency or pass-through entity in accordance with Section 99.215(c). A threshold of \$300,000 or 3 percent of total Federal expenditures is the usual standard, subject to the requirement of the regulations.	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>29 CFR 99.105</p>
Male/Female		Wagner Peyser	A classification of applicants into self-explanatory male and female categories.	<p>Field Memo 4-92</p> <p>ETA Handbook 406</p> <p>Lines 3/4</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			See Gender and Male/Female characteristic	
Man-Day		Wagner Peyser	The performance during any day of not less than one hour of qualifying agricultural employment for wages. If relating to piece rate units completed, then any day in which piece rate work was performed is counted as a man-day. Work for more than one employer in a single day is considered no more than one man-day.	ES
Mandatory Listing of Job Openings		Wagner Peyser	Job openings required to be listed with Federal/State employment service systems by federal contractors and subcontractors who contract for \$10,000 or more. Federal contractors are required to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam-era, in jobs in all categories that are compensated on a wage or salary basis of less than \$25,000. Full-time employment, temporary employment of more than 3 days duration, and part-time employment are included.	ES
Mass Layoff		Wagner Peyser	A large-scale layoff which has significant impact on a community and which may require intensive service on the part of the local State Employment Security Agency.	ES
Mass Referral		Wagner Peyser	Referral of a group of workers to an employer who has requested workers on a group basis rather than on an individual basis.	ES
Master Job Order		Wagner Peyser	A method states use to access, review, and update prior job orders. A Master Job Order provides a means for retaining specific information for a specific job with a specific employer.	ES
Master Services File		Wagner Peyser	A file of computer records on magnetic (disk, tape) storage of services provided to individual applicants during a fiscal year, or in special cases a predetermined period of time.	ES
Master's Degree	MD	Wagner Peyser	Signifies that the recipient has passed an integrated course of study in one or more of the humanities or sciences and sometimes has completed a thesis involving research or a creative project that typically requires two years of work beyond a bachelor's degree.	ES
Material Fact(S)		Wagner Peyser	A fact that is essential, required, and of consequence to the determination of action. For example, in a termination for excessive absenteeism, the employee's attendance	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			history is material to the issue. (Also see Necessary Information/Facts)	Review (Rev. Jan. 1998)
Maximum Potential Benefit Amount		Wagner Peyser	The largest amount of benefits for weeks of total unemployment that an individual may receive under a state or federal unemployment compensation law.	ES
Maximum Potential Duration		Wagner Peyser	The highest number of weeks of total unemployment for which benefits are payable to any claimant in a benefit year or other period of eligibility under a state or federal unemployment compensation law.	ES
Maximum Weekly Benefit Amount		Wagner Peyser	The highest weekly benefit amount for a week of total unemployment as provided under a state or federal unemployment compensation law.	ES
McNamara-O'Hara Service Contract Act		Wagner Peyser	The Wage and Hour Division is also responsible for laws setting wage and hour standards for federal contractors. The McNamara-O'Hara Service Contract Act applies to workers on federal service contracts.	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a>
				REGION 5 ETA IB 001-03
Method Used to Determine Training-Related Employment		Workforce Investment	Training-related employment may be determined by any appropriate method or methods selected by the State, including comparison of the occupation of employment with the occupation of training, comparison of the industry of employment with the occupation of training using valid crosswalks, by a comparison of the job's activities with the skills taught in the training program, or other method.	TEGL No. 14-00 Attachment E (WIASRD) Section 3a Line 606 OMB #1205-0420
Methods of Administration	MOA	Workforce Investment	An MOA is a document that describes the actions an individual State will take to ensure that its WIA Title I-financially assisted programs, activities, and recipients are complying, and will continue to comply, with the nondiscrimination and equal opportunity requirements of WIA and its implementing regulations. Failure to do so may result in a finding of noncompliance. See 29 CFR 37.65(a).	29CFR37.65(a).
Metro-Intrastate Job Order		Wagner Peyser	A Job Order which originated in a designated multistate metropolitan processing area and is to be distributed to any local offices in the multistate metropolitan area and local offices in any other offices in the order-taking state outside of the processing area. For example, an order taken in a Kansas City, Kansas, metro area local office where Kansas is the non-processing state, will be distributed throughout Kansas.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Metro-intrastate Placement		Wagner Peyser	A placement with an applicant state code the same as the order state code, and within a multi-state metro area.	ES
Metropolitan Planning Organizations	MPO	Wagner Peyser	Comprised of elected officials representing local governments and transportation service providers within the metropolitan area. They are responsible for adopting transportation plans and improvement programs to address a region's unique transportation needs, and working with states to include these priorities in statewide plans	DOT
Metropolitan Statistical Area	MSA	Wagner Peyser	An urban area that meets specified size criteria - either it has a city of at least 50,000 inhabitants within its corporate limits, or it contains an urbanized area of at least 50,000 inhabitants and has a total population of at least 100,000.	ES
Migrant		Wagner Peyser	A person who moves regularly in order to find work.	ES
Migrant & Seasonal Farmworker Programs		Workforce Investment	Nationally administer programs designed to provide job training, employment opportunities, and other services for those individuals who suffer chronic seasonal unemployment and underemployment in the agriculture industry. These conditions have been substantially aggravated by continual advancements in technology and mechanization resulting in displacement and contribute significantly to the Nation's rural employment problem.  These programs should: (1) Enable farmworkers and their dependents to obtain or retain employment; (2) Allow participation in other program activities leading to their eventual placement in unsubsidized agricultural or nonagricultural employment; (3) Allow activities leading to stabilization in agricultural employment; and (4) Include related assistance and supportive services.	Pub.L. 105-220 (WIA)
Migrant Farmworker		Wagner Peyser	Is a seasonal farmworker who had to travel to do the farmwork so that he/she was unable to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded	ES
Migrant Food Processing Worker		Wagner Peyser	A person who during the preceding 12 months has worked at least an aggregate of 25 or more days or parts of days in which some work was performed in food processing (as	Field Memo 4-92 ETA Handbook 406 Column H

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Migrant and Seasonal Agricultural Worker Protection Act	MSPA	Wagner Peyser	<p>classified in the 1972 Standard Industrial Classification (SIC) definitions 201, 2033, 2035, and 2037 for food processing establishments), earned at least half of his/her earned income from processing work and was not employed in food processing year round by the same employer, provided that the food processing required travel such that the worker was unable to return to his/her permanent residence in the same day. Migrant food processing workers who are full-time students but who travel in organized groups rather than with their families are excluded.</p> <p>The North American Industry Classification System also addresses these groupings.</p> <p>An act of Congress whose purpose of this chapter to remove the restraints on commerce caused by activities detrimental to migrant and seasonal agricultural workers; to require farm labor contractors to register under this chapter; and to assure necessary protections for migrant and seasonal agricultural workers, agricultural associations, and agricultural employers.</p>	<p>Line 16</p> <p>29USC1801</p> <p><a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a></p> <p>REGION 5 ETA IB 001-03</p>
Migrant and Seasonal Farmworker	MSFW	9002 FY2003	<p>It sets standards for migrant and seasonal farmworkers regarding wages, housing, and transportation. MSPA requires that contractors of migrant farmworkers register with the federal government, and notify prospective workers of the wages and working conditions before they are hired. MSPA also requires that housing provided for the workers meet certain minimum standards for health and safety, and that workers be transported in vehicles that meet certain safety standards.</p> <p>Registered job seekers who are one of the following:</p> <p>Seasonal Farm Worker - Persons 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 their earned income from farm work, and were not employed in farm work year round by the same employer. For purposes of this definition only, a farm labor contractor is not considered an employer. Non- migrant individuals who are full- time students are excluded.</p> <p>Migrant Farm Worker - Seasonal farm workers who have to travel to do the farm work so that they were unable to</p>	<p>TEGL 01-02 ETA Handbook 406: 9002A Services- Col H19 and Row 3 &amp;</p> <p>9002C Outcomes- Col H19</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Migrant and Seasonal Farmworker	MSFW	Wagner Peyser	<p>return to their permanent residence within the same day. Full- time student traveling in organized groups, rather than with their families, are excluded.</p> <p>Migrant Food Processor - Persons 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 food processing, who earned at least half of his earned income from processing work, and were not employed in food processing year round by the same employer. Migrant food processing workers who are full- time students, but who travel in organized groups rather than with their families, are excluded.</p> <p>A group of individuals identified as migrants and seasonal farmworkers.</p> <p>A seasonal farmworker who had to travel to do the farmwork so that he/she was unable to return to his/her permanent residence within the same day. Full-time students traveling in organized groups rather than with their families are excluded</p> <p>A Seasonal farmworker is 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 farmwork, earned at least half of his/her earned income from farmwork, and was not employed in farmwork year round by the same employer. 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.</p> <p>Farmwork shall mean, for eligibility purposes, work performed for wages in agricultural production or agricultural services as defined in the most recent edition of the Standard Industrial Classification (SIC) Code definitions included in industries 01--Agricultural Production--Crops; 02--Agricultural Production--Livestock excluding 027--Animal Specialties; 07--Agricultural Services excluding 074--Veterinary Services, 0752--Animal Speciality Services, and 078--Landscape and Horticultural Services.</p> <p>The North American Industry Classification System also provides for these groupings.</p>	<p>Field Memo 4-92 ETA Handbook 406 Column H Line 16</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Military Institution		Workforce Investment	A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Virgin Islands, or Guam. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects.	Pub.L. 105-220 (WIA) Sec. 173(c)(1)(D). National Emergency Grants Definitions-- Defense Base Closure and Realignment Act of 1990
Mine Safety and Health Administration	MSHA	Wagner Peyser	The Department of Labor's organization that administers and makes rules, regulations, and certificates of approval, approval plates, labels, and markings prescribed by the Mine Safety and Health Administration to designate and denote equipment, devices, and apparatus approved as "permissible" and suitable for use in mines under the applicable parts of Chapter I of this title.	39 FR 23997  3 FR 12312
Minimum Potential Benefit Amount		Wagner Peyser	The smallest amount of benefits for weeks of total unemployment that an individual may receive under a state or federal unemployment compensation law.	ES
Minimum Weekly Benefit Amount		Wagner Peyser	The lowest weekly benefit amount for a week of total unemployment as provided in a state unemployment compensation law.	ES
Minor Market		Wagner Peyser	Those non-agricultural employing units in the area actively served which are not included in the major market.	ES
Minority Group		Wagner Peyser	Individuals not classified as "White, Not Hispanic", or "INA" (Information Not Available) under Race/Ethnic Group.	ES
Minutes Per Unit	MPU	Wagner Peyser	The unit of time expressed in minutes that it takes to process a contingency-funded workload function.	ES
Misconduct		Wagner Peyser	A willful or controllable breach of an employee's duties, responsibilities, or behavior that the employer has a right to expect. Stated another way, the misconduct may be an act or an omission that is deliberately or substantially negligent, which adversely affects the employer's legitimate business interests. Simple negligence with no harmful intent is generally not misconduct, nor is inefficiency, unsatisfactory conduct beyond the claimant's control, or good-faith error of judgment or discretion.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Monetary Determination		Wagner Peyser	A written notice issued to inform an individual whether or not the individual meets the employment and wage requirements necessary to establish entitlement to compensation under a specific program, and, if entitled, the weekly and maximum benefit amounts the individual may receive.	ES
Monetary Predetermination		Wagner Peyser	A monetary determination made by a uniform benefit year state prior to a claimant's filing a new or transitional claim for the ensuing benefit year.	ES
Monetary Redetermination		Wagner Peyser	A record of a decision made after reconsideration and/or re-computation of a claimant's monetary entitlement based on the receipt of new employment and wage information, a non-monetary determination, or a question raised by an interest party (whether or not the employment and wage requirements necessary to establish entitlement to compensation under a specific program have been met, and, if entitled, the weekly and maximum benefit amounts the individual may receive).	ES
Monitor Advocate MSFW		Wagner Peyser	A State or Federal official appointed as an Administrative Officer to monitor state agency compliance with job service regulations which require the provision of equity in employment services to migrants and farmworkers.	ES
Montgomery GI Bill	MGIB	Wagner Peyser	<p>There are two distinct versions of the Montgomery GI Bill where eligible individuals may pursue a wide variety of training opportunities, including undergraduate and graduate degree programs at colleges and universities. Other types of training such as cooperative training, correspondence courses, vocational-technical training and apprenticeship/on-job training are also available.</p> <p>The first is the Montgomery GI Bill-Active Duty, which provides benefits for those who have been discharged from service (veterans) and those who are still on active duty (service persons).</p> <p>The other portion is the Montgomery GI Bill - Selected Reserve.</p>	ES
More Than One Race		9002 FY2003	Persons who have identified themselves as having origins from more than one racial category.	TEGL 01-02 ETA Handbook 406: 9002A Services- Col E12
Multi-Claimant Appeals Case		Wagner Peyser	A case which, at the time of reporting, involves more than one claimant. A multi-claimant case should be reported whenever a group hearing is held and the resulting	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Multi-Claimant Non-Monetary Determination		Wagner Peyser	<p>decision is applicable to more than one claimant.</p> <p>(Consolidated Appeals Case)</p> <p>A non-monetary determination based upon a set of facts which concern more than one individual and which may result in the issuance of one or more notices, depending upon the number of individual claimants involved in the facts.</p>	ES
Multiple Registration		Wagner Peyser	<p>A SESA practice which allows an applicant to have a registration record in as many local offices as provide the applicant service. The system creates a registration record per local office registered. Any office in which the applicant is registered can update the applicant characteristics (sex, age, ethnic, welfare, etc.). Local office inactivate transactions can be entered only by the office being inactivated. All local offices must be inactivated before the applicant is inactivated. ENDS</p> <p>SESAs are allowed to have one set of work history and profiles for each registration.</p>	ES
Multistate Worker		Wagner Peyser	<p>An individual who performs service for one employer in more than one state.</p>	ES
NASWA Financial Accounting Reporting System	FARS	Wagner Peyser	<p>A uniform computer software accounting system sponsored by National Association of State Workforce Agencies (NASWA) and used by State Employment Security Agencies to track fiscal transactions. In 1985, NASWA recommended replacing the previously DOL sponsored Cost Accounting System with this Computer Data Systems, Inc.'s developed system.</p>	<a href="http://www.workforceatm.org/sections/pdf/2002/farsrfps1.pdf">http://www.workforceatm.org/sections/pdf/2002/farsrfps1.pdf</a>
National Agricultural Workers Survey	NAWS	Wagner Peyser	<p>A scientifically drawn sample of the universe of MSFW designed to develop a National estimate of demographic earnings and mobility patterns.</p> <p>n 1988 via the National Agricultural Workers Survey. The primary focus of the NAWS is to describe the demographic and employment characteristics of hired crop farm workers at the national level.</p> <p>The demographic profile includes age, gender, place of birth, marital status, language ability, use of education and job training programs, and family history working in U.S. agriculture.</p> <p>In place since 1988, approximately 4,0000 interviews are</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>administered to persons 14 years and older. It contains a family/household grid, where the interviewer records the education level and migration patterns of each member of the respondent's household, and an employment grid, where a full year of information on the work and geographic movement of the respondent is recorded. It also contains sections on income, assets and use of public services, experience working with pesticides, including special training, and work authorization status.</p> <p>The employment profile includes the task and crop for agricultural jobs, type and amount of non-agricultural work, periods of unemployment and time spent abroad, and the respondent's location for every week of the year preceding the interview. For the respondent's current job, the NAWS collects information on wages and payment method (piece or hourly), health insurance, workers compensation and unemployment insurance, housing arrangements and other benefits and working conditions.</p> <p>Records are kept for four years</p>	
National Association of Counties	NACo	9002 FY2003	<p>An organization representing county government in the United States. Through its membership, urban, suburban and rural counties join together to build effective, responsive county government. The goals of the organization are to: improve county government; serve as the national spokesman for county government; serve as a liaison between the nation's counties and other levels of government; achieve public understanding of the role of counties in the federal system.</p>	
National Association of State Workforce Agencies	NASWA	Wagner Peyser	<p>Formerly International Association of Employment Security Administrators.</p> <p>It is the national organization of state administrators of unemployment insurance, employment and training services, and labor market information programs in the 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands.</p> <p>The mission of NASWA is to strengthen the National Workforce Development Network through information exchange, liaison and advocacy.</p>	<a href="http://www.naswa.org/about.cfm">http://www.naswa.org/about.cfm</a>
National Coalition for Women and Girls in Education	NCWGE	Wagner Peyser	<p>A nonprofit organization comprised of approximately 50 organizations dedicated to improving educational opportunities for women and girls. Its mission is to provide</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
National Data Systems	NDS	Wagner Peyser	leadership in and advocate for the development of national education policies that benefit all women and girls. Its Task Force on Vocational Education and Training ("the Task Force") advocates for policies that will improve the academic, vocational and technical skills of women and girls to better prepare them for lasting and rewarding employment in today's changing workplace  A group of complex computer software systems supported by AWTS. Presently NDS is composed of ADS, ALS, ENDS, ESARS, Job Bank, ICS, ODDS, SAMS, SAS, PEER, CAPS and Report 22B and their related interfaces.	ES
National Electronic Tools Board	NET	Wagner Peyser	The state-federal governance board responsible for oversight of all the national electronic tools including America's Job Bank, America's Career InfoNet, and America's Learning Exchange. The NET Board consists of six federal members with three federal alternates and six state members with three state alternates.	ES
National Emergency Grant	NEG	Workforce Investment	Grants (1) to an entity to provide employment and training assistance to workers affected by major economic dislocations, such as plant closures, mass layoffs, or closures and realignments of military installations; (2) to provide assistance to the Governor of any State within the boundaries of which is an area that has suffered an emergency or a major disaster such as defined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122)	Pub.L. 105-220 (WIA) Title I-D Sec. 173  TEGL No. 14-00 Attach. E (WIASRD) Section 2 Line 313a first, 313b second and 313c third  20CFR665-Statewide Workforce Investment Activities Under Title I Of WIA
National Farmworker Jobs Program	NFJP	Workforce Investment	A nationally directed program created by Congress in response to the chronic seasonal unemployment and underemployment experienced by migrant and seasonal farmworkers (MSFWs). The NFJP offers assistance that strengthens the ability of farmworkers and their families to achieve economic self-sufficiency. Since its inception with the passage of the Economic Opportunity Act of 1964, the farmworker program has been an integral part of the national workforce strategy. It is a required partner of the local One-Stop delivery system. The program was formerly authorized by section 402 of JTPA.	Pub.L. 105-220 (WIA) section 167  <a href="http://wdsc.doleta.gov/msfw/html/facts.asp">http://wdsc.doleta.gov/msfw/html/facts.asp</a>  20CFR Part 669 § 660.300

On August 27, 1999, the Secretary's Migrant and Seasonal Farmworker Advisory Committee voted to name the job training portion of the workforce investment

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			program for farmworkers, "The National Farmworker Jobs Program (NFJP)". The NFJP is the farmworker training and assistance program that is a required One-Stop partner, and to distinguish the NFJP from the other workforce investment grants and activities funded under WIA section 167, such as the farmworker housing assistance grants.	
National Governors Association	NGA	Wagner Peyser	Is the collective voice of the nation's governors and one of Washington, D.C.'s, most respected public policy organizations. NGA provides governors and their senior staff members with services that range from representing states on Capitol Hill and before the Administration on key federal issues to developing policy reports on innovative state programs and hosting networking seminars for state government executive branch officials.	<a href="http://www.nga.org/nga/1,1169,C_FAQ,00.html">http://www.nga.org/nga/1,1169,C_FAQ,00.html</a>
National Institute of Standards and Technology	NIST	Wagner Peyser	Founded in 1901, NIST is a non-regulatory federal agency within the U.S. Commerce Department's Technology Administration. NIST's mission is to develop and promote measurements, standards, and technology to enhance productivity, facilitate trade, and improve the quality of life.	<a href="http://www.nist.gov/public_affairs/general2.htm">http://www.nist.gov/public_affairs/general2.htm</a>
National Veterans' Training Institute	NVTI	Wagner Peyser	The U.S. Department of Labor, through the Office of the Assistant Secretary for Veterans' Employment and Training, established the National Veterans' Training Institute in 1986 to provide specialized training and professional skills enhancement of State Employment Security Agency and other veterans' service providers' staff.  Employment Security Agencies' local job service office and other program management staff need more generalized training. The NVTI strives to meet this need by offering basic training that focuses on improving employment services for veterans through a professional skills-development program. About 70 percent of participants are Disabled Veterans' Outreach Program specialists and Local Veterans' Employment Representatives; the remaining participants are state employees and administrative staff, Federal employees and others involved with veterans' employment and training issues.	ES
Native American Program Waivers		Workforce Investment	A) In general.--With respect to an entity described in subsection (c), the Secretary, notwithstanding any other provision of law, may, pursuant to a request submitted by such entity that meets the requirements established, may waive any of the statutory or regulatory requirements of	WIA sec 166(h)(3)  <a href="http://wdsc.doleta.gov/waivers/Indian-ws.htm#Indian">http://wdsc.doleta.gov/waivers/Indian-ws.htm#Indian</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Native American Programs		Workforce Investment	<p>this title that are inconsistent with the specific needs of the entities described, except that the Secretary may not waive requirements relating to wage and labor standards, worker rights, participation and protection of workers and participants, grievance procedures, and judicial review.</p> <p>DOL sponsored programs designed to support employment and training activities for Indian, Alaska Native, and Native Hawaiian individuals in order--(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 (C) 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.</p>	Pub.L. 105-220 (WIA)
Needs-Related Payments (Adults/Dislocated Workers in training services) or Stipends (Youth in training)	NRP	Workforce Investment	<p>Payments that provide financial assistance to participants for the purpose of enabling individuals to participate in training and are one of the supportive services.</p> <p>Income Support is otherwise known as Income Support, Needs Related Payment are weekly payments that may be available for up to 52 weeks after the worker's Unemployment Compensation benefit is exhausted and during the period in which the worker is participating in an approved full-time training program.</p>	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 331 OMB #1205-0420
Negative Action		Wagner Peyser	A report provided to the welfare agency by the Job Service stating that a Food Stamp work registrant has failed to comply with one or more of the Food Stamp work requirements.	ES
New Application Card		Wagner Peyser	The application card of a person for whom a local office has not previously prepared an application card or whose previously prepared application card has become obsolete or unusable.	ES
New Hires		Wagner Peyser	Temporary or permanent additions to the employment roll of persons who have never before been employed in the establishment except employees transferring from another establishment of the same company or former employees not recalled by the employer.	ES
New Hires Penetration Rate		Wagner Peyser	Placements divided by Employment Service Potential, wherein placements are defined as non-agricultural job openings filled (excluding private household domestic, railroad, and Federal openings filled).	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Newly Separated Veterans		9002 FY2003	A Title 38 eligible veteran whose date of separation from active U. S. military service is within the 12 months prior to the beginning of the registration year.	TEGL 01-02 ETA Handbook 406: 9002B Service to Vets Col F21; 9002D Vets Outcomes Col F21: Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Col G
Newly Separated Veterans		Wagner Peyser	For the purpose of reporting public labor exchange services we have changed the definition of those registering within one year after separation.	TEGL 9-02
Night Shift		Wagner Peyser	A work shift that begins after 8:00 pm.	ES
Non-Agricultural		Wagner Peyser	A classification of Worker, Job Orders, Job Openings, Referrals or Placements related to an establishment primarily engaged in mining, construction, manufacturing, transportation, wholesale trade, retail trade, finance, insurance and real estate, services, public administration and all other nonclassifiable industries.	ES
Non-Covered Employment		Wagner Peyser	Services which are excluded from employment as defined in the state unemployment compensation law.	ES
Non-Fraud Overpayment		Wagner Peyser	An overpayment which the state UI agency determines is not due to willful misrepresentation.	ES
Non-Monetary Determination		Wagner Peyser	A decision made by the initial authority based on facts related to an "issue" under the following conditions:(1) the present, past, or future benefit rights of a claimant or claimants are involved;(2) a week of unemployment is claimed and the determination affects such week or could result in a reduction of the monetary award;(3) there are identifiable documents showing the type and disposition of an issue, the material facts considered in arriving at the determination, and the legal result; and (4) the determination, if it involves the denial of benefits, is issued in the form of a written determination notice to the claimant. No determination denying benefits may be considered to be a non-monetary determination until the claimant has been afforded an opportunity to furnish any facts he/she may have relating to disqualifying information received from other sources.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Non-Monetary Issue		Wagner Peyser	An act, circumstance or condition included in the definition of a non-monetary determination as reportable workload in which there is a potential for a denial of benefits under state law.	ES
Non-Monetary Redetermination		Wagner Peyser	A decision made under statute, regulation or well defined policy specifically requiring the reopening of a non-monetary determination prior to its finality or the administrative appeal stage, and which affirms, reverses, or modifies such determination.	ES
Non-Reading Aptitude Test Battery	NATB	Wagner Peyser	A nonreading version of the GATB for use with educationally deficient individuals who do not have the literacy skills to take the GATB.	ES
Non-Traditional Employment		Workforce Investment	Employment in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work. Nontraditional employment can be based on either local or national data. Both males and females can be in nontraditional employment.	TEGL No. 14-00 Attachment E (WIASRD) Section 3a Line 607 OMB #1205-0420
Nonmonetary Determination		Wagner Peyser	A decision made by the initial authority based on facts related to an "issue" detected: (1) which had the potential to affect the claimant's past, present, or future benefit rights, and (2) for which a determination of eligibility was made.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Nonprofit Organization		Workforce Investment	Any corporation, trust, association, cooperative, or other organization which, (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "nonprofit organization" excludes (a) colleges and universities; (b) hospitals; (c) State, local, and Federally recognized Indian tribal governments; and (d) those nonprofit organizations that are excluded from coverage of this circular in accordance with Paragraph 5.  The organizations excluded from coverage are large and operate as commercial concerns for purposes of applicability of cost principles. They are listed in Attachment C to the circular.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-122

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Nontaxable Wages		Wagner Peyser	That part of total wages which is exempt or is in excess of wages taxable under the state unemployment compensation law and/or the Federal Unemployment Tax Act.	ES
Nontraditional Employment		Workforce Investment	Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  WIA Section 101
Normal Credit Allowance		Wagner Peyser	A credit against the employer's tax liability under the Federal Unemployment Tax Act for contributions paid by the employer to a state unemployment fund.	ES
North American Free Trade Agreement Transitional Adjustment Assistance Program	NAFTA-TAA	Wagner Peyser	This program provides needed adjustment assistance to workers adversely affected because of imports from Canada or Mexico or shifts of production from the United States to those countries. Subchapter D--NAFTA. Section 250 of the Act authorizes the Governor of each State to accept petitions for certification of eligibility to apply for adjustment assistance. Once a petition for NAFTA adjustment assistance is filed with the Governor in the State where the firm is located, the law gives the Governor ten days to make a preliminary finding of whether the petition meets the group eligibility requirements under.	ES
North American Free Trade Agreement Transitional Adjustment Assistance Program	NAFTA-TAA	Workforce Investment	A federal program to assist workers to re-enter the workforce after they have become unemployed because of imports from or shift in production to Mexico and/or Canada	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
North American Industry Classification System	NAICS	Wagner Peyser	The Office of Management and Budget (OMB), through its Economic Classification Policy Committee (ECPC), developed this comprehensive and integrated classification system for products produced by North American industries.	ES
Not Working		Wagner Peyser	A situation where an individual does not have a job attachment at which they are working some portion of each week. Individuals in this status are referred to as unemployed.	ES
Not in Labor Force		Wagner Peyser	A civilian 14 years of age or over who is not classified as employed or unemployed. This term includes persons who never worked at a full-time job lasting 2 weeks or	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Not in School		Wagner Peyser	longer and "discouraged workers" who have been unemployed for a substantial length of time and are no longer actively seeking employment.  A status of an applicant that indicates that at the time of the first visit of the year the applicant is not currently attending secondary, vocational, technical, or academic school full time or who is not between terms and do not intend to return to school.	ES
Notice of Intent to Fine		Wagner Peyser	The Immigration and Naturalization Service 30-day notice of intent to impose penalties for having hired illegal immigrants. A hearing may be requested within that 30-day period.	ES
Number of Completed Surveys		9002 FY2003	<p>Five hundred completed job seeker surveys must be obtained each year (four consecutive quarters) for calculation of the measure of customer satisfaction.</p> <p>Job seekers should be contacted within 60-90 days of the date of registration or the beginning of a new registration year. A completed job seeker survey is defined as a survey in which all three questions regarding overall satisfaction have been answered. The response rate from the sample with valid contact information must be a minimum of 50 percent. The standard of 500 from a sample of the whole population of customers provides accuracy such that there is only a 5 in 100 chance that the results would vary by more than <math>\pm 5</math> points from the score obtained from surveying the whole population.</p> <p><b>JPB SEEKER CUSTOMER SATISFACTION</b>  Specifications for the labor exchange job seeker customer satisfaction survey are as follows:  The job seeker customer satisfaction score is a weighted average of job seeker ratings on each of three questions regarding overall satisfaction, and is reported on a 0-100 point scale. The score is a weighted average, not a percentage.</p> <p>All registered job seekers of labor exchange services are eligible to be chosen for inclusion in the random sample. As the population of job seekers registering with the labor exchange is different from the population of participants exiting WIA services, a separate survey is required to adequately gauge the satisfaction of job seeker customers.</p>	TEGL 01-02 ETA Handbook 406: 9002C Outcomes Job Seekers Row 13 and See Appendix F, Section I; Employers Row 16 and See Appendix F, Section II

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Number of Federal Contractors		Wagner Peyser	<p>The surveys should be conducted using a uniform telephone methodology. The rationale for only using telephone surveys is that (1) the comparability of the measure for assessing performance levels is most reliably obtained with a telephone survey, (2) telephone surveys are easily and reliably administered, and (3) defining procedures for mailed surveys is more difficult than defining procedures for telephone surveys.</p> <p><b>EMPLOYER CUSTOMER SATISFACTION</b>  The results of the American Customer Satisfaction Index (ACSI) used to measure employer customer satisfaction under WIA also is used to measure employers' satisfaction with labor exchange services. Accordingly, States are encouraged to conduct one survey of employers to measure their satisfaction with One-Stop employer services to meet both the WIA and the public labor exchange employer customer satisfaction measurement requirements.</p> <p>Using a uniform telephone methodology, States must achieve at least 500 completed interviews and meet the minimum required response rates. The surveys should be conducted on a rolling basis throughout the program year. To obtain sufficient numbers, smaller States will need to survey on an ongoing basis. Employers should be contacted within 60 days of the completion of the service or 30-60 days after a job order has been listed where no referrals have been made.</p> <p>The employer customer satisfaction score is a weighted average of employer ratings on each of three questions regarding overall satisfaction, and is reported on a 0-100 point scale. The score is a weighted average, not a percentage.</p>	Field Memo 4-92 ETA Handbook 406 Line 32 Column A
Objectivity		Wagner Peyser	<p>Involves two distinct elements, presentation and substance.</p> <p>"Objectivity" includes whether disseminated information is being presented in an accurate, clear, complete, and unbiased manner. This involves whether the information is</p>	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (hereafter, Agency-wide Guidelines)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>presented within a proper context. Sometimes, in disseminating certain types of information to the public, other information must also be disseminated in order to ensure an accurate, clear, complete, and unbiased presentation.</p> <p>Also, the agency needs to identify the sources of the disseminated information (to the extent possible, consistent with confidentiality protections) and, in scientific, financial, or statistical context, the supporting data and models, so that the public can assess for itself whether there may be some reason to question the objectivity of the sources. Where appropriate, supporting data should have full, accurate, transparent documentation, and error sources affecting data quality should be identified and disclosed to users.</p> <p>b. In addition, "objectivity" involves a focus on ensuring accurate, reliable, and unbiased information. In a scientific, financial, or statistical context, the original and supporting data shall be generated, and the analytical results shall be developed, using sound statistical and research methods.. If data and analytic results have been subjected to formal, independent, external peer review, the information may generally be presumed to be of acceptable objectivity.</p> <p>However, this presumption is rebuttable based on a persuasive showing by the petitioner in a particular instance. If agency-sponsored peer review is employed to help satisfy the objectivity standard, the review process employed shall meet the general criteria for competent and credible peer review recommended by OMB-OIRA to the President's Management Council (9/20/01) (<a href="http://www.whitehouse.gov/omb/inforeg/oira_review-process.html">http://www.whitehouse.gov/omb/inforeg/oira_review-process.html</a>), namely, "that</p> <ul style="list-style-type: none"> <li>(a) peer reviewers be selected primarily on the basis of necessary technical expertise,</li> <li>(b) peer reviewers be expected to disclose to agencies prior technical/policy positions they may have taken on the issues at hand,</li> <li>(c) peer reviewers be expected to disclose to agencies their sources of personal and institutional funding (private or public sector), and</li> <li>(d) peer reviews be conducted in an open and rigorous manner.</li> </ul> <p>ii. If an agency is responsible for disseminating influential</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>scientific, financial, or statistical information, agency guidelines shall include a high degree of transparency about data and methods to facilitate the reproducibility of such information by qualified third parties. A. With regard to original and supporting data related thereto, agency guidelines shall not require that all disseminated data be subjected to a reproducibility requirement. Agencies may identify, in consultation with the relevant scientific and technical communities, those particular types of data that can practicable [sic] be subjected to a reproducibility requirement, given ethical, feasibility, or confidentiality restraints. It is understood that reproducibility of data is an indication of transparency about research design and methods and thus a replication exercise (i.e., a new experiment, test, or sample) shall not be required prior to each dissemination. B. With regard to analytic results related thereto, agency guidelines shall generally require sufficient transparency about data and methods that a qualified member of the public could undertake an independent reanalysis. These transparency standards apply to agency analysis of information from multiple studies. I Making the data and methods publicly available will assist in determining whether analytic results are reproducible. However, the objectivity standard does not override other compelling interests such as privacy, trade secrets, intellectual property, and other confidentiality protections.</p> <p>ii In situations where public access to data and methods will not occur due to other compelling interests, agencies shall apply especially rigorous robustness checks to analytic results and document what checks were undertaken. Agency guidelines shall, however, in all cases, require a disclosure of the specific quantitative methods and assumptions that have been employed. Each agency is authorized to define the type of robustness checks, and the level of detail for documentation thereof, in ways appropriate for it given the nature and multiplicity of issues for which the agency is responsible.</p> <p>C. With regard to analysis of risks to human health, safety, and the environment maintained or disseminated by the agencies, agencies shall either adopt or adapt the quality principles applied by Congress to risk information used and disseminated pursuant to the Safe Drinking Water Act Amendments of 1996 (42 U.S.C. 300g-1(b)(3)(A) and (B)). Agencies responsible for dissemination of vital health and medical information shall interpret the reproducibility and</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			peer review standards in a manner appropriate to assuring the timely flow of vital information from agencies to medical providers, patients, health agencies, and the public. Information quality standards may be waived temporarily by agencies under urgent situations (e.g., imminent threats to public health or homeland security) in accordance with the latitude specified in agency-specific guidelines.	
Obligations		Workforce Investment	The amounts of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms
			For purposes of the reallocation process described at 20 CFR 667.150, the Secretary also treats as State obligations any amounting allocated by the State under WIA Sections 128(b) and 133(b) to a single area State or to a July 2002 D-11 Glossary of Terms balance of State local area administered by a unit of the State government, and inter-agency transfers and other actions treated by the State as encumbrances against amounts reserved by the State under WIA Sections 128(a) and 133(a) for Statewide workforce investment activities.	29 CFR 97.3 20 CFR 667.300
Obtained Employment		Wagner Peyser	An ETA 9002 count of the total cumulative number of times individuals obtained employment from the beginning of the program year (July 1). Use the same criteria as found in item 42.	Field Memo 4-92 ETA Handbook 406 Line 50
Obtained Employment Transaction		Wagner Peyser	The total cumulative number of times individuals obtained employment from the beginning of the program year (July 1).	ES
Occupation (Claimant's)		Wagner Peyser	The major group for the claimant's primary former occupation. One of the variables to which a value is assigned in the Department's profiling model.	ES
Occupation Analysis and Search Information System	OASIS	Wagner Peyser	An AWTS product that provides search mechanisms for state's occupational coding systems. It has crosswalk mechanisms for O*NET-SOC Center, The Dictionary Of Occupational Titles, the Military Occupation System, the North American Industrial Classification System, and the Standard Industrial Classification codes.	ES
Occupation Code		Wagner Peyser	A numeric representation of a given occupation or group of occupations. A numeric code of up to nine digits in length which is used to represent a given occupation or	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Occupation Code		Workforce Investment	group of occupations.  The occupational code that best describes the individual's employment. Occupation can be recorded using 6-digit Standard Occupational Classification (SOC) codes, 8 digit O*Net 3.0 codes, 9-digit DOT codes, 5-digit OES codes or 5- or 6-digit O*Net98 codes.	TEGL No. 14-00 Attachment E (WIASRD) Section 3a Line 603 OMB #1205-0420
Occupation Employment Statistics (Wage Survey)	OES	Wagner Peyser	The occupation code should be reported if an occupation code was obtained for the job.  A standardized wage survey which allowed comparability across state borders in a mix of occupations that covers virtually the entire economy. The OES survey produces a valid "mean" and a median earning for over 800 occupations in over 500 sub-state areas.	ES
Occupation, Specialty		Wagner Peyser	An occupation that requires-(1) theoretical and practical application of a body of highly specialized knowledge and, (2) attainment of a bachelor's or higher degree in the specific specialty (or its equivalent) as a minimum for entry into the occupation in the United States.  (A) full state licensure to practice in the occupation, if such licensure is required. (B) completion of the degree described in paragraph (1)(B) for the occupation, or (C) (i) experience in the specialty equivalent to the completion of such degree, and (ii) recognition of expertise in the specialty through progressively responsible positions relating to the specialty.	INS (Section 214(i))
Occupational Aptitude Pattern	OAP	Wagner Peyser	The most significant aptitudes of the General Aptitude Test Battery and the critical scores of these aptitudes established as minimum scores for a group of occupations having similar aptitude requirements.	ES
Occupational Category		Wagner Peyser	The DOT codes by position of values of a code divide the occupations into the following major categories: (1) Professional, Technical, and Managerial (2) Clerical (3) Sales (4) Domestic (5) Other Service (6) Agricultural, Fishery, Forestry and related (7) Processing (8) Machine Trades (9) Bench Work (10) Structural (11) Motor Freight, Transportation (12) Packaging and Materials Handling (13) Other	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Occupational Classification		Wagner Peyser	<p>(1) An identification of jobs according to similar significant factors involved in the job or group of jobs.</p> <p>(2) The process of determining a title and code number to be assigned to an applicant or job.</p> <p>(3) The title or code of a job or group of jobs for which an applicant is qualified, as contained in the Dictionary of Occupational Titles.</p> <p>These titles and codes are being converted to the O*Net system.</p>	ES
Occupational Code Type		Workforce Investment	<p>The type of occupation code used.</p> <p>1 = 6 digit SOC code</p> <p>2 = 8 digit O*Net 3.0 Code</p> <p>4 = 9-digit DOT code</p> <p>5 = 5-digit OES code</p> <p>6 = 5 or 6-digit O*Net98 code</p>	TEGL No. 14-00 Attachment E (WIASRD) Section 3a Line 604 OMB #1205-0420
Occupational Information Network	O*NET	Wagner Peyser	Is a comprehensive Department of Labor database of worker attributes and job characteristics. It is the replacement for the Dictionary of Occupational Titles, and is becoming the nation's primary source of occupational information.	ES
Occupational License		Wagner Peyser	A permission granted by competent authority to engage in a business or occupation or in an activity otherwise unlawful.	ES
Occupational Safety & Health Administration	OAHA	Wagner Peyser	An office within the Department of Labor that administers the Occupational Safety and Health Act of 1970. That Act was passed to assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.	<a href="http://www.osha.gov/about.html">http://www.osha.gov/about.html</a> 84 STAT. 1590
Occupational Skills Goals		Workforce Investment	Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.	TEGL No. 14-00 Attachment E (WIASRD) Appendix A

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Occupational Skills Training Code		Workforce Investment	<p>The code that best describes the training occupation for adults and dislocated workers who received on-the-job training or occupational skills training and youth who received employment services related to a specific occupation.</p> <p>5-digit OES code, 5 or 6-digit O*NET 6 digit Standard Occupational Classification (SOC) code, 8 digit O*Net 3.0 Code, 9-digit DOT code,</p> <p>The 6-digit Classification of Instructional Programs (CIP) can be used If the participant received classroom occupational skills training.</p>	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 338 Code, Line 339 Type of Code OB #1205-0420
Occupational Skills Training or Skills Upgrading/Retraining, and/or Workplace Training		Workforce Investment	<p>Programs that combine workplace training with related instruction, which may include cooperative education programs;</p> <ul style="list-style-type: none"> <li>- Training programs operated by the private sector;</li> <li>- Skill upgrading and retraining;</li> <li>- Entrepreneurial training;</li> <li>- Job readiness training; and</li> <li>- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.</li> </ul>	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 337 OMB #1205-0420
Offender		Workforce Investment	<p>An individual:</p> <p>(1) who is or has been subject to any stage of the criminal justice process, for whom services under WIA may be beneficial; or</p> <p>(2) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.</p>	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 WIA Section 101
Office of Adult Services	OAS	Wagner Peyser	The major areas of responsibility for this ETA office are: Workforce Investment Act implementation, Dislocated Workers, Adult Training Programs, Welfare-to-Work (WtW), and Technical Assistance and Training (TAT) Grants.	<a href="http://www.doleta.gov/org.asp#oas">http://www.doleta.gov/org.asp#oas</a>
Office of Apprenticeship Training, Employer and Labor Services	OATELS	Wagner Peyser	is a consolidation of the Bureau of Apprenticeship and Training and the new responsibilities of the employer and labor liaison. OATELS engages in partnership activities both internally and externally, ensuring quality service and customer satisfaction.	<a href="http://www.doleta.gov/atels_bat/">http://www.doleta.gov/atels_bat/</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Office of Disability Employment Policy	ODEP	Wagner Peyser	Congress approved an Office of Disability Employment Policy (ODEP) to be headed by an Assistant A federal agency in the Department of Labor since 2001 provides national leadership to increase employment opportunities for adults and youth with disabilities while striving to eliminate barriers to employment. ODEP will support the creation of expanded work options and meaningful employment, promote economic opportunities and independence, encourage self-determination, and support inclusion of people with disabilities in their communities	<a href="http://www.dol.gov/odep/about/about.htm">http://www.dol.gov/odep/about/about.htm</a>
Office of Federal Contract Compliance Programs	OFCCP	Wagner Peyser	<p>Since 1965, this office has had the responsibility of assuring that employers doing business with the federal government comply with the equal employment opportunity (EEO) and the affirmative action provisions of their contracts. OFCCP administers and enforces three equal employment opportunity programs that apply to federal contractors and subcontractors: Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and the affirmative action provisions of the Vietnam Era Veteran's Readjustment Assistance Act of 1974.</p> <p>OFCCP enforces these equal employment opportunity and affirmative action requirements primarily through compliance reviews and complaint investigations. OFCCP's enforcement activities are carried out by compliance officers in district and regional offices across the nation, who conduct more than 4,000 compliance reviews and investigate more than 800 complaints each year.</p>	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a> REGION 5 ETA IB 001-03
Office of Inspector General	OIG	Wagner Peyser	The Office of Inspector General serves the American Worker and Taxpayer by conducting audits, investigations, and evaluations that result in improvements in the effectiveness, efficiency, and economy of Departmental programs and operations. We detect and prevent fraud and abuse in DOL programs and labor racketeering in the American workplace. We provide advice to the Secretary and the Congress on how to attain the highest possible program performance.	<a href="http://www.oig.dol.gov/">http://www.oig.dol.gov/</a>
Office of Labor-Management Standards	OLMS	Wagner Peyser	This office administers and enforces provisions of the Labor-Management Reporting and Disclosure Act of 1959, as amended (LMRDA), and sections of various other acts (Postal Reorganization Act, Civil Service Reform Act and Foreign Service Act) within the responsibility of the Secretary of Labor. OLMS seeks to promote internal union	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a> REGION 5 ETA IB 001-03

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Office of Management and Budget	OMB	Wagner Peyser	<p>democracy and financial integrity and to protect the rights of union members. OLMS also administers the Secretary of Labor's statutory responsibilities for the Transit Employee Protection Program and for other employee protection programs.</p> <p>Predominant mission is to assist the President in overseeing the preparation of the Federal budget and to supervise its administration in Executive Branch agencies. It helps to formulate the President's spending plans, OMB evaluates the effectiveness of agency programs, policies, and procedures, assesses competing funding demands among agencies, and sets funding priorities. OMB ensures that agency reports, rules, testimony, and proposed legislation are consistent with the President's budget and with Administration policies.</p> <p>In addition, OMB oversees and coordinates the Administration's procurement, financial management, information, and regulatory policies. In each of these areas, OMB's role is to help improve administrative management, to develop better performance measures and coordinating mechanisms, and to reduce any unnecessary burdens on the public.</p>	<p><a href="http://w3.access.gpo.gov/usbudget/index.html">http://w3.access.gpo.gov/usbudget/index.html</a></p> <p>29 CFR 97.3</p>
Office of Policy and Research	OPR	Wagner Peyser	<p>The Office of Policy and Research, Division of Policy, Legislation, provides information on major worker groups--youth, adult, aging baby boomers, the homeless, employers, and others. Work is also involved in looking at lifelong learning demonstrations, worker profiling, worker dislocation, the Job Corps program, performance standards and other employment and training initiatives and programs, including the Standardized Program Information Reports (SPIR).</p>	<p><a href="http://wdr.doleta.gov/research/">http://wdr.doleta.gov/research/</a></p>
Office of Small Business Programs	OSBP	Wagner Peyser	<p>Administered by the Department of Labor this organization's responsibilities are to ensure procurement opportunities for small, small disadvantaged and women-owned small businesses. It serves as the Department's central referral point for small business regulatory compliance information and questions. It manages the Department's minority colleges and universities program, and provides management oversight and guidance for the Department's advisory committees and other similar committees and agreements to assure compliance with applicable statutes and related requirements.</p>	<p><a href="http://www.dol.gov/osbp/aboutosbp/mission.htm">http://www.dol.gov/osbp/aboutosbp/mission.htm</a></p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Office of Special Counsel for Immigration Related Unfair Employment Practices	OSC	Wagner Peyser	Investigates immigration-related employment discrimination and protects work-authorized individuals against national origin and citizenship status discrimination in hiring and firing, as well as against unfair employment verification or documentary practices.	ES
Office of Special Education and Rehabilitative Services	OSERS	Wagner Peyser	<p>An Office in the Department of Education that is committed to improving results and outcomes for people with disabilities of all ages. OSERS provides a wide array of support to parents and individuals, school districts and states in three main areas: special education, vocational rehabilitation and research.</p> <p>By providing funding to programs that serve infants, toddlers, children and adults with disabilities, OSERS works to ensure that these individuals are not left behind ... in school, in employment, in life. OSERS also provides funds to programs that offer information and technical assistance to parents of infants, toddlers and children with disabilities, as well as members of the learning community who serve these individuals.</p> <p>Through identifying what works based on the best available science and research, providing guidelines for early identification and intervention in schools, and fostering integrative employment opportunities and independent living, OSERS is at the forefront of guiding policy designed to improve results and outcomes for persons with disabilities in the United States and throughout the world.</p> <p>OSERS is committed to working with internal and external partners in ensuring that every individual with a disability maximizes their potential to participate in school, work, and community life. Recognizing our legacy of accomplishment, OSERS understands the many challenges still facing individuals with disabilities and their families. We are dedicated to identifying and using what works and collaborating with the scientific community to conduct and disseminate the highest quality research in areas where more knowledge is needed.</p>	ES
Office of Workers' Compensation Programs	OWCP	Wagner Peyser	With its origins in an organization established in 1916 to administer claims under the Federal Employees' Compensation Act, the program has existed since then under various names. Benefits are available under this Act and its amendments to more than three million federal white and blue collar employees, members of the Peace	<p><a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a></p> <p>REGION 5 ETA IB 001-03</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Office of Workforce Security, Employment and Training	OWS	Wagner Peyser	<p>Corps and Vista volunteers.</p> <p>This office administers; The Longshore and Harbor Workers' Compensation Act of 1927; and The Black Lung Benefits Reform Act of 1977</p> <p>It's compensation assistance is carried out by claims examiners in district offices across the nation.</p> <p>Office with in the Employment and Training Administration that deals with policy on issues related to impacts, trends and challenges of the macro-economy to workforce development, the significance of recent changes in workforce development, workforce competitiveness in a global economy, workforce security in our new economy, and major policy options to promote economic opportunities for our workforce. (National Association of State Workforce Agencies 01-12)</p>	ES
Office of Youth Programs	OYP	Workforce Investment	<p>Is an office located within the U.S. Department of Labor's Office of Apprenticeship Training, Employer and Labor Services Bureau of Apprenticeship and Training.</p> <p>It's mission is to help all youth, particularly those most in need, to acquire the necessary skills and work experience to grow into successful adults and explore careers, further education and training.</p> <p>This mission involves work Youth Opportunity Grants, Opportunity Areas for Out of School Youth Pilot Projects, Youth Offender Grants, Job Corps, School-to-Work, Year-Round Youth Employment Training Programs and Boys and Girls Clubs of America.</p>	<p>THE WORKFORCE INVESTMENT ACT STRATEGIES AND OPPORTUNITIES for THE U.S. DEPARTMENT OF LABOR'S Office of Apprenticeship Training, Employer and Labor Services Bureau of Apprenticeship and Training</p> <p>AUGUST 2000</p>
Office of the Administrative Law Judge	OALJ	Workforce Investment	<p>The Secretary of Labor has been given by statute and regulation the authority and responsibility to decide certain appeals from administrative decisions. The Secretary created the Administrative Review Board ("Board" or "ARB") in Secretary's Order 02-96, which delegated authority and assigned responsibilities to the Board. Canceling Secretary's Order 02-96, this Secretary's Order delegates authority and assigns responsibility to the ARB with certain modifications to the earlier Order. Specifically, this Order: (1) Increases the total membership of the Board from a maximum of four (three Members and one Alternate Member) to a maximum of five Members; and (2) clarifies ARB</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p><a href="http://www.oalj.dol.gov/">http://www.oalj.dol.gov/</a></p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>procedural authority and further delineates the authority and responsibilities of the Secretary. In addition, the Order codifies the location of the ARB in the Department's organizational structure.</p> <p>4. Delegation of Authority and Assignment of Responsibilities</p> <p>The Board is hereby delegated authority and assigned responsibility to act for the Secretary of Labor in review or on appeal of the matters listed below, including, but not limited to, the issuance of final agency decisions. The Board shall report to the Secretary of Labor through the Deputy Secretary of Labor.</p> <p>a. Final decisions of the Administrator of the Wage and Hour Division or an authorized representative of the Administrator, and final decisions of Administrative Law Judges ("ALJs"), under the following:</p> <p>(1) The Davis-Bacon Act, as amended (40 U.S.C. 276a et seq.); any laws now existing or which may be subsequently enacted, providing for prevailing wages determined by the Secretary of Labor in accordance with or pursuant to the Davis-Bacon Act; the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) (except matters pertaining to safety); the Copeland Act (40 U.S.C. 276c); Reorganization Plan No. 14 of 1950; and 29 CFR parts 1, 3, 5, 6, subpart C and D.</p> <p>b. Final decisions of the Administrator of the Wage and Hour Division or an authorized representative of the Administrator, and from decisions of ALJ, arising under the McNamara-O'Hara Service Contract Act, as amended (41 U.S.C. 351); the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) (except matters pertaining to safety) where the contract is also subject to the McNamara-O'Hara Service Contract Act; and 29 CFR parts 4, 5, 6, subparts B, D, E.</p> <p>c. Decisions and recommended decisions by ALJs as provided for or pursuant to the following laws and implementing regulations:</p> <p>(1) Age Discrimination Act of 1975, 42 U.S.C. 6103;</p> <p>(2) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-1; 29 CFR part 31;</p> <p>(3) Clean Air Act, 42 U.S.C. 7622; 29 CFR part 24;</p> <p>(4) Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. 9610; 29 CFR part 24;</p> <p>(5) Title IX of the Education Amendments of 1972, 20 U.S.C. 1682; 29 CFR part 36;</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>(6) Employee Polygraph Protection Act of 1988, 29 U.S.C. 2005(a); 29 CFR part 801, subpart E;</p> <p>(7) Energy Reorganization Act of 1974, as amended, 42 U.S.C. 5851; 29 CFR part 24;</p> <p>(8) Equal Access to Justice Act, 5 U.S.C. 504; 29 CFR part 16;</p> <p>(9) Executive Order No. 11246, as amended, 3 CFR 339 (1964-1965 Comp.); reprinted in 42 U.S.C. 2000e app.; 41 CFR parts 60-1 and 60-30;</p> <p>(10) Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 203(m); 29 CFR part 531, sections 531.4, 531.5;</p> <p>(11) Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 211(d); 29 CFR part 530, subpart E;</p> <p>(12) Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 214(c) 29 CFR part 525, sections 525.22;</p> <p>(13) Fair Labor Standards Act of 1938, as amended, 29 U.S.C. 216(e); 29 CFR part 580;</p> <p>(14) Federal Unemployment Tax Act, 26 U.S.C. 3303(b)(3), 3304(c);</p> <p>(15) Federal Unemployment Tax Act (addressing agreements under the Trade Act of 1974, as amended), 26 U.S.C. 3302(c)(3); 20 CFR part 617;</p> <p>(16) Federal Water Pollution Control Act, 33 U.S.C. 1367; 29 CFR part 24;</p> <p>(17) Immigration and Nationality Act, as amended, 8 U.S.C. 1188(g)(2); 29 CFR part 501, subpart C;</p> <p>(18) Immigration and Nationality Act, as amended, 8 U.S.C. 1182(n); 20 CFR part 655, subpart I;</p> <p>(19) Immigration and Nationality Act as amended, 8 U.S.C. 1182(m) (1989); 20 CFR part 655, subpart E;</p> <p>(20) Immigration and Nationality Act as amended, 8 U.S.C. 1182(m); 20 CFR part 655, subpart M;</p> <p>(21) Immigration and Nationality Act, as amended, 8 U.S.C. 1288(c) and (d); 20 CFR part 655, subpart G;</p> <p>(22) Job Training Partnership Act, 29 U.S.C. 1576; 20 CFR part 627; 20 CFR part 636; 29 CFR part 34;</p> <p>(23) Longshore and Harbor Workers' Compensation Act, 33 U.S.C. 907(j)(2); 20 CFR part 702;</p> <p>(24) Migrant and Seasonal Agricultural Worker Protection Act, 29 U.S.C. 1813, 1853; 29 CFR part 500, subpart F;</p> <p>(25) National Apprenticeship Act, 29 U.S.C. 50; 29 CFR parts 29 and 30;</p> <p>(26) Older Americans Senior Community Service Employment Program, 42 U.S.C. 3056, 20 CFR 641.415(c)(5);</p> <p>(27) Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3803; 29 CFR part 22;</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>(28) Reports of alleged unlawful discharge or discrimination under Section 428 of the Black Lung Benefits Act, 30 U.S.C. 938;</p> <p>(29) Section 503 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 793; 41 CFR part 60-741, subpart B;</p> <p>(30) Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; 29 CFR part 32;</p> <p>(31) Safe Drinking Water Act, 42 U.S.C. 300j-9(i); 29 CFR part 24;</p> <p>(32) Single Audit Act of 1984, 31 U.S.C. 7505; OMB Circular Nos. A-128 and A-110; 29 CFR part 96;</p> <p>(33) Social Security Act, 42 U.S.C. 503; 20 CFR part 601;</p> <p>(34) Solid Waste Disposal Act, 42 U.S.C. 6971; 29 CFR part 24;</p> <p>(35) Surface Transportation Assistance Act, 49 U.S.C. 31105; 29 CFR part 1978;</p> <p>(36) Toxic Substances Control Act, 15 U.S.C. 2622; 29 CFR part 24;</p> <p>(37) Vietnam Era Veterans Readjustment Assistance Act, as amended, 38 U.S.C. 4211, 4212; 41 CFR part 60-250, subpart B;</p> <p>(38) Wagner-Peyser Act, as amended, 29 U.S.C. 49; 20 CFR part 658;</p> <p>(39) Walsh-Healey Public Contracts Act, as amended, 41 U.S.C. 38; 41 CFR part 50-203;</p> <p>(40) Welfare to Work Act, 20 CFR 645.800(c);</p> <p>(41) Wendell H. Ford Aviation Investment and Reform Act of the 21st Century, 49 U.S.C. 42121; 29 CFR part 1979;</p> <p>(42) Workforce Investment Act, 29 U.S.C. 2936(b), 20 CFR 667.830; 29 CFR part 37 (see 37.110-112);</p> <p>(43) Sarbanes-Oxley Act of 2002, 18 U.S.C. 1514A; and</p> <p>(44) Any laws or regulation subsequently enacted or promulgated that provide for final decisions by the Secretary of Labor upon appeal or review of decisions, or recommended decisions, issued by ALJs.</p> <p>The Board shall not have jurisdiction to pass on the validity of any portion of the Code of Federal Regulations that has been duly promulgated by the Department of Labor and shall observe the provisions thereof, where pertinent, in its decisions. The Board also shall not have jurisdiction to review decisions to deny or grant exemptions, variations, and tolerances and does not have the authority independently to take such actions. In issuing its decisions, the Board</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Office of the Assistant Secretary for Administration and Management	OASAM	Wagner Peyser	<p>shall adhere to the rules of decision and precedent applicable under each of the laws enumerated in Sections 4(a), 4(b), and 4(c) of this Order, until and unless the Board or other authority explicitly reverses such rules of decision or precedent. The Board's authority includes the discretionary authority to review interlocutory rulings in exceptional circumstances, provided such review is not prohibited by statute.</p> <p>The Assistant Secretary for Administration and Management provides leadership and policy guidance to the Secretary of Labor in the areas of budget, human resources, information technology, safety and health, facilities management, and administration in order to provide the Department's program agencies the resources (financial, staff, technology) necessary for them to perform their program missions and serve working men and women, and to assure overall compliance with non-discrimination statutes that apply to DOL employees and/or applicants for employment and DOL financial assistance programs. OASAM also provides administrative and support services to the program agencies and DOL employees to ensure that they can perform their jobs.</p>	<a href="http://www.dol.gov/oasam/">http://www.dol.gov/oasam/</a>
Office of the Assistant Secretary for Policy	OASP	Wagner Peyser	<p>Advises and assists the Secretary of Labor in, and coordinates and provides leadership to, the Department's activities in economic policy issues, both short term and long term, economic research, and regulatory policies and procedures bearing on the welfare of all American workers. OASP also provides leadership and has responsibility for the coordinating and managing of the Department's public Web site to ensure its information and services are cohesive, accessible, timely, accurate, and authoritative.</p> <p>Projects &amp; Initiatives</p> <p>20th Century OSHA Enforcement Data          elaws: Employment Laws Assistance Tool          National Agricultural Workers Survey          Alternative Dispute Resolution          Department of Labor Historical Information          Reinventing Labor Regulations          Negotiated Rulemaking          Employment Law Guide          Working Partners for an Alcohol- and Drug-Free American Workplace</p>	<a href="http://www2.dol.gov/asp/welcome.html">http://www2.dol.gov/asp/welcome.html</a>  REGION 5 ETA IB 001-03

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Office of the Assistant Secretary for Veterans' Employment and Training	OASVET	Wagner Peyser	<p>Family and Medical Leave Act Report: Balancing the Needs of Families and Employers Information Quality Guidelines</p> <p>As the principal veterans' advisor to the Secretary of Labor, the OASVET shall formulate, promulgate, and administer policies, regulations, grant procedures, grant agreements and administrative guidelines and administer them through the Veterans' Employment and Training Service (VETS) so as to provide eligible veterans and eligible persons the maximum of employment and training opportunities, with priority given to the needs of disabled veterans and veterans of the Vietnam era, through existing programs, coordination, and merger of programs and implementation of new programs.</p>	ES
Office of the Chief Financial Officer	OCFO	Wagner Peyser	<p>This is a component agency of the Office of the Secretary. Led by a Presidentially-appointed, Senate-confirmed Chief Financial Officer, and supported by the Deputy Chief Financial Officer, a career senior executive of the Department.</p> <p>With the enactment of the Chief Financial Officers' Act of 1990, the financial management functions of the Department of Labor (and other Federal agencies) have been challenged to meet ever-increasing demands for better accountability and greater efficiency. The Department became one of the first cabinet level agencies to receive a clean audit opinion on its FY 1997 financial statements.</p>	<a href="http://www.dol.gov/ocfo/">http://www.dol.gov/ocfo/</a>
Office of the Chief Information Officer	OCIO	Wagner Peyser	<p>The Chief Information Officer (CIO) has specific responsibilities for implementation of the Clinger-Cohen Act. Additional laws related to CIO duties include the Paperwork Reduction Act, the Computer Security Act of 1987 as amended, and other laws, regulations, and guidance. The Secretary of Labor sets priorities and provides guidance for the overall efforts of CIO programs.</p> <p>Specific areas of responsibility of the CIO include:</p> <p>Information Technology (IT) Management encompassing enterprise architecture, plans, and accountability for our IT investments and results</p> <p>Information Management to limit the amount of information required from the public and to report progress in</p>	<a href="http://www.dol.gov/cio/">http://www.dol.gov/cio/</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Office of the Federal Register	OFR	Wagner Peyser	restricting paperwork to that required by law or other essential need	ES
			Information Security to protect the availability of the Department's computer systems, the integrity of business operations, and the confidentiality of sensitive information	
Office of the Inspector General	OIG	Wagner Peyser	Information Quality Guidelines oversight and maintenance to ensure and maximize the quality, objectivity, utility, and integrity of information, including statistical information, disseminated by the Department	<a href="http://www.oig.dol.gov/">http://www.oig.dol.gov/</a>
			We seek to serve our customers better by becoming a Digital Department. We support the mission and programs of our Department's agencies by assisting them in taking advantage of the rapidly changing technological environment to improve customer service, manage the customer relationship, and adapt to future changes brought forth by the digital economy	
Office of the Secretary	OSEC	Workforce Investment	The OFR was established in 1935 by the Federal Register Act. The Federal Register system operates under the authority of the Administrative Committee of the Federal Register.	<a href="http://www.dol.gov/_sec/welcome.html">http://www.dol.gov/_sec/welcome.html</a>
			The OFR is also responsible for coordinating the functions of the Electoral College and for administering the constitutional amendment process .	
Office of the Inspector General	OIG	Wagner Peyser	Informs citizens of their rights and obligations by providing ready access to the official text of Federal laws, Presidential documents, administrative regulations and notices, and descriptions of Federal organizations, programs and activities.	<a href="http://www.oig.dol.gov/">http://www.oig.dol.gov/</a>
			Serves the American Worker and Taxpayer by conducting audits, investigations, and evaluations that result in improvements in the effectiveness, efficiency, and economy of Departmental programs and operations. This office detects and prevents fraud and abuse in DOL programs and labor racketeering in the American workplace. It also provides advises the Secretary and the Congress on how to attain the highest possible program performance	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Office of the Solicitor's	SOL	Wagner Peyser	<p>This office provides legal advice regarding how to achieve the DOL's goals. In doing so, SOL ensures that the Nation's labor laws are forcefully and fairly applied to protect the Nation's workers.</p> <p>SOL represents the Secretary and the client agencies in all necessary litigation, including both enforcement actions and defensive litigation, and in alternative dispute resolution activities; by assisting in the development of regulations, standards and legislative proposals; and by providing legal opinions and advice concerning all the Department's activities.</p>	<a href="http://www.dol.gov/sol/">http://www.dol.gov/sol/</a>
Old Age and Survivors Disability Insurance	OASDI	Wagner Peyser	<p>For most Americans means Social Security— It is the largest income- maintenance program in the United States. Based on social insurance principles, the program provides monthly benefits designed to replace, in part, the loss of income due to retirement, disability, or death. Workers finance the program through a payroll tax that is levied under the Federal Insurance and Self- Employment Contribution Acts (FICA and SECA). The revenues are deposited in two trust funds (the Federal Old- Age and Survivors Insurance Trust Fund and the Federal Disability Insurance Trust Fund), which pay benefits and the operating expenses of the program.</p>	ES
Older Americans Act Amendments of 2000		Wagner Peyser	<p>Legislative Changes to the Senior Community Service Employment Program</p> <p>The Older Americans Act is the major vehicle for the organization and delivery of supportive and nutrition services to older persons, authorizing funding for programs including SCSEP, Meals on Wheels, elder abuse prevention activities, and a new National Family Caregiver Support Program.</p> <p>SCSEP, administered by the U.S. Department of Labor, is the only Federally sponsored job creation program targeted to low-income older Americans. The program subsidizes part-time community service jobs for low-income persons age 55 years and older who have poor employment prospects.</p>	<a href="http://wdsc.doleta.gov/seniors/html_docs/OAamend.cfm">http://wdsc.doleta.gov/seniors/html_docs/OAamend.cfm</a>
Older Americans Act of 1965	OAA	Wagner Peyser	<p>Calls for a range of programs that offer services and opportunities for older Americans, especially those at risk of losing their independence. The Act established the Administration on Aging (AoA), an agency of the U.S.</p>	<p><a href="http://www.aoa.dhhs.gov/aoa/pages/aoafa.ct.html">http://www.aoa.dhhs.gov/aoa/pages/aoafa.ct.html</a></p> <p>PUBLIC LAW 106-501</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>Department of Health and Human Services, which is headed by the Assistant Secretary for Aging in the Department</p> <p>Title V is known as the Older American Community Service Employment Act. It was designed to foster and promote useful part-time opportunities in community service activities for unemployed low-income persons who are 55 years or older and who have poor employment prospects, and in order to foster individual economic self-sufficiency and to increase the number of persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors, the Secretary of Labor is authorized to establish an older American community service employment program.</p>	
Older Americans Act of 1965	OAA	Workforce Investment	The Department of Labor allocates funds to operate the program to State agencies on aging and 10 national organizations. SCSEP grantees are represented on State and local business-led boards (Workforce Investment Boards) that provide strategic planning and oversight of workforce development activities, established under the bipartisan Workforce Investment Act of 1998 (WIA).	
Older Individual		Wagner Peyser	An individual who is 60 years of age or older.	42USC > CHAPTER 35 > SUBCHAPTER I > Sec. 3002
Older Individual		Workforce Investment	An individual age 55 or older.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms
Older Worker		Wagner Peyser	Age Discrimination in Employment Act of 1967 prohibits discrimination for individuals who are at least forty years of age but less than sixty-five years of age.	Pub.L. 105-220 WIA Section 101 <a href="http://wdsc.doleta.gov/seniors/html_docs/adea.html">http://wdsc.doleta.gov/seniors/html_docs/adea.html</a>
Older Worker		Workforce Investment	55 or older whose significant visual impairment makes competitive employment extremely difficult to attain but for whom independent living goals are feasible.	Pub.L. 105-220 (WIA) Title VII--Independent Living Services and Centers for Independent Living CHAPTER 1--Individualw with Significant Disabilities
On-the-Job Training	OJT	Wagner Peyser	Training in the public or private sector given to an individual who has been hired first by the employer, while he or she is engaged in productive work which provides	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
On-the-Job Training	OJT	Workforce Investment	<p>knowledge or skills essential to the full and adequate performance of the job. This does not preclude a participant who has been hired by and received On-the-Job Training (OJT) from one employer from being ultimately placed with another employer. Innovative approaches to financing, particularly involving the sharing of training costs by the private sector are to be encouraged. OJT may be coupled with other WIA employment and training activities. As needed, OJT participants may receive any of the employment and training services or supportive services through the community resources, or through employer resources.</p> <p>OJT may be coupled with other WIA employment and training activities. As needed, OJT participants may receive any of the employment and training services or supportive services available through community resources, or employer resources. OJT includes WIA summer youth employment and training program openings.</p> <p>Training by an employer that is provided to a paid participant while engaged in productive work in a job that:</p> <p>A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and</p> <p>(C) is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D:Glossary</p> <p>WIA sec 101 TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 336 OMB #1205-0420</p> <p><a href="http://www.doleta.gov/tradeact/definitions.asp#1">http://www.doleta.gov/tradeact/definitions.asp#1</a></p>
One-Stop Center		Wagner Peyser	<p>Be a representative to the Workforce Investment Boards that oversee the local and State One-Stop delivery system and be a party to the Memorandum of Understanding, addressing the operation of the One-Stop delivery system;</p>	20CFR652.201
One-Stop Center		Workforce Investment	<p>A required (at least one) comprehensive physical center in each local workforce area that must provide the WIA core services, and must provide access to other programs and activities carried out by the One-Stop partners that are</p>	Pub.L. 105-220 (WIA) §142

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
One-Stop Operator		Workforce Investment	<p>delivering the services of the One-Stop Delivery System.</p> <p>The One-Stop Delivery System is a system under which entities responsible for administering separate workforce investment, educational, and other human resource programs and funding streams (referred to as One-Stop partners) collaborate to create a seamless system of service delivery that will enhance access to the programs' services and improve long-term employment outcomes for individuals receiving assistance.</p> <p>While each local area must have at least one comprehensive center (and may have additional comprehensive centers), arrangements to supplement the center can be made. These arrangements may include (1) A network of affiliated sites that can provide one or more partners' programs, services and activities at each site; (2) A network of One-Stop partners through which each partner provides services that are linked, physically or technologically, to an affiliated site that assures individuals are provided information on the availability of core services in the local area; and (3) Specialized centers that address specific needs, such as those of dislocated workers.</p> <p>Any center can provide services, such as referral, intake, recruitment, and placement, to a Job Corps center.</p> <p>One or more entities designated or certified by the Governor or a local board to offer specified WIA services.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p>
One-Stop Partner		Wagner Peyser	<p>The role of the State agency in the One-Stop delivery system is to ensure the delivery of services authorized under section 7(a) of the Act. The State agency is a required One-Stop partner in each local One-Stop delivery system and is subject to the provisions relating to such partners.</p>	<p>Pub.L. 105-220 WIA Section 101 SEC. 194. (a)(3)</p> <p>20CFR652.201</p>
One-Stop Partner		Workforce Investment	<p>An entity that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
				Acronyms
				Pub.L. 105-220 WIA Section 101 and SEC. 194. (a)(3)
Online Data Entry and Display System	ODDS	Wagner Peyser	A computer software system supported by AWTS that is used for entry, preprocessing and recall for display on a CRT screen, applicant and job order characteristics and services within the ENDS system.	ES
Open Job Order		Wagner Peyser	A job order with openings which have not been filled or canceled.	ES
Opening Filled Other State	OFOS	Wagner Peyser	Placements to one states Job order made through the interstate process from another state.	AWTS Data Preparation Handbook
Operating Lease		Workforce Investment	A lease that does not qualify as a capital lease.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms
				GAAP
Operator		Workforce Investment	An entity selected by the Governor or a local board to provide designated WIA services. An example is an entity that operates a Job Corps center.	Pub.L. 105-220 (WIA) §142
Opportunities Act of 1998		Wagner Peyser	The Act requires most Federal contractors and subcontractors with contracts in the amount of \$25,000 or more to report their efforts toward hiring and employment of qualified veterans	ES
Order File Search with Local Office Contact (State Option)		Wagner Peyser	(State Option) Order files are searched on behalf of an ES applicant for possible jobs for which that applicant has contacted the local office indicating their availability for referral.	ES
Order File Search with No Local Office Contact (State Option)		Wagner Peyser	(State Option) Order files are searched on behalf of an ES applicant whose registration is in the active file. This search occurs without the stimulus of a local office contact.	ES
Order Inquiries		Wagner Peyser	A request for job orders with specific qualifications or characteristics. Usually used to compile lists of job orders having specific requirements or to find job orders that specific applicants may be interested. Vocational	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Other Claimant		Wagner Peyser	Guidance and follow-ups performed by ES, DVOP and LVER staff for veterans are also reported on the Vets report. Service activity is reported in this category when the service occurs prior to a placement.  An applicant who is monetarily eligible for benefits under other programs.	ES
Other Non-WIA Programs		Workforce Investment	Non-WIA program that fund activities coordinated with the individual' s WIA title I activities, possibly through a formal co enrollment, by inclusion in the individual' s WIA service plan, or through follow-up services.	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 329 OMB #1205-0420
Other Reasons For Exit		Workforce Investment	Uncontrolled reasons for early exit (without goal attainment) that are expected longer than 90 days.  Institutionalized: The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days.  Health/medical: The participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in WIA. Does not include temporary conditions expected to last for less than 90 days.  Reservists called to active duty who choose not to return to WIA. Note: States may define and use additional codes for this item.	TEGL No. 14-00 Change 1 Attachment E (WIASRD) Section 3a Line 622 OMB #1205-0420
Other Separations		Wagner Peyser	Terminations of employment for military duty lasting or expected to last more than 30 calendar days, retirement, death, permanent disability, failure to meet the physical standards required, and transfers of employees to another establishment of the company.	ES
Other Services		Wagner Peyser	An ETA 9002 count of individuals referred to skills training, educational and/or supportive services provided by other service delivery organizations.  These services are other than placement in a job or enrollment in training.  Other services include bonding assistance, referral to a job, referral to training (Job Corps and other State and	Field Memo 4-92 ETA Handbook 406 Line 19

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Other Termination		Wagner Peyser	Federal), referral to supportive services, Job Finding Club, Job Search Workshop, counseling, testing, and job development contacts. A WIA class of termination of a participant who left the recipient's/ sub-recipient's program for a positive or non-positive reason other than: (1) to enter unsubsidized employment; or (2) for a reason not specified in the definition of "Youth Employability Enhancement Termination".	ES
Other Than Special or Training Job Openings		Wagner Peyser	Regular (other than domestic) or Domestic category of Job Order openings.	AWTS Data Preparation Handbook
Other Training		Wagner Peyser	Any employment and/or training service funded with federal or state dollars other than from WIA Title I.	ES
Other Welfare		Wagner Peyser	A broad collection of welfare programs, that are other than the TANF program.	ES
Other Youth		Wagner Peyser	A broad category of a job order that is used to identify job openings for WIA supported youth jobs that are not WIA/on-the-job training or work experience.	ES
Out-of-School Youth	OSY	Workforce Investment	(A) an eligible youth who is a school dropout; or (B) an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.  All youth except those who are attending any school and have not received a secondary school diploma or its recognized equivalent and except those who are attending post-secondary school and are not basic skills deficient.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  TEGL No. 14-00 change 1 WIA Section 101
Outlays (Expenditures)		Workforce Investment	Charges made to the project or program. They may be reported on a cash or accrual basis. For reports prepared on a cash basis, outlays are the sum of actual cash disbursement for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and subgrantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of inkind contributions applied, and the new increase (or decrease) in the amounts owed by the	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 97.3

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			grantee for goods and other property received, for services performed by employees, contractors, subgrantees, subcontractors, and other payees, and other amounts becoming owed under programs for which no current services or performance are required, such as annuities, insurance July 2002 D-12 Glossary of Terms claims, and other benefit payments. ETA requires outlays (expenditures) to be reported on an accrual basis.	
Outlying Area		Workforce Investment	The United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 WIA Section 101] 20 CFR 660.300
Outreach		Wagner Peyser	An active effort on the part of program sponsor staff to encourage persons in the designated program administrative area to avail themselves of program services, such as counseling, employment, employment services, training, and other special program services, as appropriate.	ES
Outreach & Admission Student Input System-Job Corps	OASIS	Workforce Investment	A Job Corp online system that manages student applications during the intake process.	<a href="https://oasis.jobcorps.org/">https://oasis.jobcorps.org/</a>  Policy & Requirements Handbook DOL Office of Job Corps Chapter 1
Outreach and Admissions		Workforce Investment	Job Corps efforts to ensure that the program maintains a positive public image, strong community and employer partnerships, a pool of eligible and committed applicants, and full utilization of Job Corps training opportunities.	<a href="http://jcdcf5.jobcorps.org:7102/documents/docu.htm">http://jcdcf5.jobcorps.org:7102/documents/docu.htm</a>
Outstanding Referral Results Report	ORR	Wagner Peyser	A report of job orders to which applicants have been referred, but no result has been posted.	ES
Overpayment		Wagner Peyser	An amount of benefits paid to an individual to which the individual is not legally entitled, regardless of whether or not the amount is subsequently recovered or waived.	ES
Overpayment Due to Willful Misrepresentation		Wagner Peyser	An overpayment for which facts material to the determination or payment of a claim are found to have been knowingly misrepresented or concealed by the claimant (claimant fraud) in order to obtain benefits to which the individual is not legally entitled.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Overseas Processing Office		Wagner Peyser	Offices outside the U.S. at which applications for adjustment to temporary resident status as a special agricultural worker are received, processed and referred to the INS for adjudication or denial.	ES
Ownership		Wagner Peyser	A data element on a job order form which can be coded to indicate whether the entity listing the opening is from the private sector, or from the federal, state, local, international or foreign government.	ES
Part-Total Unemployment		Wagner Peyser	A week of otherwise total unemployment as defined in State Unemployment Insurance law during which individuals:  (1)no longer have an affiliation with their regular employers; and (2)have earnings from odd jobs and/or subsidiary work in excess of the amount that State Unemployment Insurance law permits without a reduction in their weekly benefit amount.	ES
Part-time Employment		Wagner Peyser	Employment in which a worker is regularly scheduled to work less than 30 hours a week.	ES
Partial Application		Wagner Peyser	The application record of a person that and does not include a full occupational classification or DOT code. Partial applications prepared for Migrants and Seasonal Farmworkers must include a signed waiver for full services.	ES
Partial Benefits		Wagner Peyser	Unemployment compensation of less than the full weekly benefit amount payable to a claimant.	ES
Partial Unemployment		Wagner Peyser	Partial unemployment is defined in state Unemployment Insurance law. In most states workers are partially unemployed in a week of less than full-time work for their regular employers during which they earn less than their weekly benefit amount but more than the partial earning allowance, so that if eligible for benefits they receive less than their full weekly benefit amount.	ES
Partially Registered Applicant		Wagner Peyser	Same definition as (partial applicant).	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Participant		Workforce Investment	<p>An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under this title) under a program authorized by this title. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under this title.</p> <p>Also, a participant is a person registered under 20 CFR 663.105 or 664.215.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>Pub.L. 105-220 WIA Section 101</p> <p>20 CFR 660.300</p>
Participant Carried Over		Workforce Investment	A participant for whom there was an active participant record on file at the end of the previous program year.	Pub.L. 105-220 (WIA)
Pattern or Practice		Wagner Peyser	Regular, repeated, and intentional activities, but does not include isolated, sporadic, or accidental acts.	ES
Pay Unit		Wagner Peyser	A measurement of a period of time or other criteria by which a salary is determined. The most common measurements are hour, day, week, month and year. Other measurements may be by piece work.	ES
Paying State		Wagner Peyser	Either:(1) the state in which a claimant files a claim after qualifying in that state on the basis of combined employment and wages (thus filing an intrastate combined-wage claim); or (2) if a claimant files a claim in a state that is not the paying state under the criterion set forth in (a) or files a claim in Canada, the last state in which the claimant qualifies for unemployment benefits on the basis of combined employment and wages (thus filing an interstate combined-wage claim).	ES
Pell Grant Recipient		Workforce Investment	<p>A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree is typically earned after earning a bachelor's degree in a field such as medicine, law, or dentistry.) In some cases, you may receive a Pell Grant for attending a post baccalaureate teacher certification program.</p> <p>This item may be updated at any time while the individual is receiving WIA services (except follow-up services).</p> <p>NOTE: § 663.310 of the WIA Final Rule (title 65 FR 49404 - 49405, August 11, 2000) describes which adults and</p>	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>dislocated workers may receive WIA-funded services. Those who are unable to obtain grants assistance from other sources, including Pell grants are discussed in paragraph (d) of §663.310. § 663.320 of the same document lists the requirements for coordination of WIA funds with Pell Grants.</p> <p>NOTE: The receipt of a Pell grant may not disqualify a participant from eligibility for WIA-funded training, if the Pell Grant recipient chooses to use the grant for experiences other than tuition.</p>	
Pension and Welfare Benefits Administration	PWBA	Wagner Peyser	The DOL organization responsible for administering and enforcing the fiduciary, reporting and disclosure provisions of Title I of the Employee Retirement Income Security Act of 1974 (ERISA). Prior to January 1986, PWBA was known as the Pension and Welfare Benefits Program. At the time of its name change, PWBA was upgraded to a sub-cabinet position with the establishment of Assistant Secretary and Deputy Assistant Secretary positions.	<a href="http://www.dol.gov/pwba/aboutpwba/history.html">http://www.dol.gov/pwba/aboutpwba/history.html</a>
Performance Accountability and Customer Information Agency	PACIA	Wagner Peyser	A state agency-level organization responsible for conducting performance accountability reporting under Section 136 of the Workforce Investment Act and certifying eligible training providers under Section 122 of the Workforce Investment Act. The Director of the PACIA will also sign the Wage Record Interchange System (WRIS) Data Sharing Agreement along with the State Unemployment Insurance Agency (SUIA) Director.	ES
Performance Indicator		Wagner Peyser	Qualitative and quantitative analytical measures of major ES activities, available quarterly on a statewide, regional, and national basis for the purpose of evaluating employment service performance at all levels.	ES
Performance Requirements		Wagner Peyser	The basic skills, knowledge, abilities, and responsibilities required of a worker for successful job performance.	ES
Performance Standards		Wagner Peyser	A measurement tool which is designed to assist SESA, Local Employment Service Offices and Veterans' Employment Service management in determining whether procedures established to provide the mandated priority of services are effectively employed. The five service categories to be evaluated and efforts directed to are: (1) Individuals Placed/Obtained Employment. (2) Placed in Jobs Listed by Federal Contractors. (3) Counseled. (4) Placed in training. (5) Received some reportable service.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Period of Eligibility		Wagner Peyser	The weeks in the benefit year which begin in an extended benefit period or an additional eligibility period, and, if the benefit year ends within the extended benefit period, any weeks thereafter which begin in the extended benefit period or the additional eligibility period.	ES
Period of War		Wagner Peyser	For Title 38 purposes "period of war" is defined as the Spanish-American War, the Mexican border period, World War I, World War II, the Korean conflict, the Vietnam era, the Persian Gulf War, the period beginning on the date of any future declaration of war by the Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of the Congress.	ES
Periodic Interview		Wagner Peyser	An interview conducted intermittently during an active claims series to explore the eligibility of the claimant and the degree of the claimant's attachment to the labor force and the possibilities for the claimant's re-employment.	ES
Periodic Shift		Wagner Peyser	A work shift that rotates on a periodic basis.	ES
Permanent		Wagner Peyser	A classification of Job Orders, or Job Openings, or Job Referrals or Job Placements that are expected to have a duration of longer than 150 days.	ES
Permanent Mass Layoff and Plant Closing	PMLPC	Wagner Peyser	<p>"Mass layoff" means a reduction in force which -</p> <p>(A) is not the result of a plant closing; and</p> <p>(B) results in an employment loss at the single site of employment during any 30-day period for -</p> <p>(i) (I) at least 33 percent of the employees (excluding any part-time employees); and</p> <p>(II) at least 50 employees (excluding any part-time employees); or</p> <p>(ii) at least 500 employees (excluding any part-time employees);</p> <p>Permanent "plant closing" means the final shutdown of a single site of employment, or one or more facilities or operating units within a single site of employment, if the shutdown results in an employment loss at the single site of employment during any 30-day period for 50 or more employees excluding any part-time employees;</p>	ES
Permanently Residing in the United States Under Color of Law	PRUCOL	Wagner Peyser	For the purpose of determination of eligibility for unemployment compensation the Department's has a two-part test for aliens.	UIPL 1-86; Change 1, and Supplement #3 of Draft Language and Commentary to Implement the UI Amendments of 1976-P.L. 94-566, and

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>First to be residing under "color of law." As stated in UIPL 1-86, Change 1, the Immigration and Naturalization Service (INS) must know of the alien's presence and must provide the alien with written assurance that enforcement of deportation is not planned.</p> <p>Second, to be "permanently residing", the INS must give the alien permission to remain in the U.S. for an indefinite period of time.</p> <p>Specifically, in the case of refugees and asylees, the INS has affirmatively acted to grant status under the relevant provisions of the INA. The granting of such status in either case gives "color of law" to the alien's presence in the United States for an indefinite period of time. Therefore, both groups of aliens are residing under "color of law" and are also "permanently residing" because they retain such status until revoked by the INS.</p>	UIPL 14-91
Permanently Separated		Wagner Peyser	A person separated from a job with "no definite recall date" and who is "not being hired through an exclusive union hiring hall".	UI REPORTS HANDBOOK NO. 401 ETA 207, Nonmonetary Determination Activities
Persian Gulf War		Wagner Peyser	The period of time a Veteran served beginning August 2, 1990, through date to be prescribed by Presidential proclamation or law.	ES
Person with a Disability	PWD	Wagner Peyser	<p>Any applicant who has a physical or mental disability which for such individual constitutes or results in a substantial barrier to employment</p> <p>Any person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, may be limited in the receipt of services or the participation in programs or activities by a public entity. This term does not include an individual who currently has a contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of currently being contagious may be unable to perform the duties of the job.</p>	ES
Person with a Disability	PWD	Workforce Investment	<p>In WIA this terms is referred to as Individuals with Disabilities</p> <p>An individual with (A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.</p>	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 104 OMB (Individuals with Disabilities) #1205-0420

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Personal Property		Workforce Investment	Property of any kind except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Personal Responsibility and Work Opportunity Reconciliation Act	PRWORA	Wagner Peyser	A comprehensive welfare reform plan that dramatically changed the nation's welfare system into one that requires work in exchange for time-limited assistance. The law contains strong work requirements, a performance bonus to reward states for moving welfare recipients into jobs, state maintenance of effort requirements, comprehensive child support enforcement, and supports for families moving from welfare to work -- including increased funding for child care and guaranteed medical coverage.	P.L. 104-193
Personal Responsibility and Work Opportunity Reconciliation Act	PRWORA	Workforce Investment	A 1996 act signed into law on August 7, 1998, that reformed the welfare system by replacing the Aid to Families with Dependent Children Program with a new welfare block grant program, known as the Temporary Assistance for Needy Families program, or TANF. TANF provides states with funding for the provision of welfare services.	
Personally Identifiable Information		Wagner Peyser	Information that the Education department deems that it is appropriate to share with its partners. These items include but is not limited to: (a) the student's name; (b) the name of the student's parent or other family member; (c) the address of the student or the student's family; (d) a personal identifier, such as the student's social security number or student number; (e) a list of personal characteristics that would make the student's identity easily traceable; or (f) other information that would make the student's identity easily traceable.	34CFR99.3
Personnel Records		Wagner Peyser	Data kept by an employer pertaining to the workers in the establishment, their jobs, performance, work history, attendance, vacancies, and other information necessary for effective personnel management. Of particular interest to employment security operations are the following types of personnel records:	ES
Persons With Disabilities		9002 FY2003	Job seekers with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U. S. C.12102). The term "disability" means, with respect to an individual (a) a physical or mental impairment that substantially limits	TEGL 01-02 ETA Handbook 406: 9002A Services & 9002C Outcomes- Col G18

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Persons With Disabilities		Wagner Peyser	<p>one or more of the major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment.</p> <p>Individuals with disabilities who have active registration as of July 1, plus all applicants with disabilities who register for services during the program year.</p> <p>Any applicant who has a physical or mental disability which for such individual constitutes or results in a substantial barrier to employment.</p> <p>In WIA it is referenced as Individuals With a Disability</p>	Field Memo 4-92 ETA Handbook 406 Column F Line 14
Physical Demands Analysis		Wagner Peyser	That phase of job analysis by which the physical activities and environmental conditions involved in jobs are determined	ES
Physical Demands Information Series		Wagner Peyser	Volume of composite descriptions of the physical demands of occupations.	ES
Placed		9002 FY2003	<p>Registered job seekers who are:</p> <p><b>FEDERAL TRAINING</b> veterans placed to any intensive service or training program supported by the Federal Government, such as WIA funded projects, TAA, NAFTA, and Job Corps. This does not include DVA- OJT.</p> <p>9002 B Row 12 VETS 200 A-Services/Outcomes by DVOP Staff VETS 200 B Services/Outcomes by LVER Staff VETS 200 C Unduplicated Counts of Services/ outcomes Provided by DVOP/LVER Staff Rows 29</p> <p><b>FEDERAL JOB</b> veterans placed in a job opening filed with a placement office by a department or agency or other entity under the jurisdiction of the U. S. Office of Personnel Management.</p> <p>9002 B Row 14 VETS 200 A-Services/Outcomes by DVOP Staff VETS 200 B Services/Outcomes by LVER Staff VETS 200 C Unduplicated Counts of Services/</p>	TEGL 01-02 ETA Handbook 406: 9002B Service to Vets VETS 200 A-Services/Outcomes by DVOP Staff VETS 200 B Services/Outcomes by LVER Staff VETS 200 C Unduplicated Counts of Services/Outcomes Provided by DVOP/LVER Staff

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>outcomes Provided by DVOP/LVER Staff Rows 30</p> <p>FCJL JOB who are special disabled veterans placed in a FCJL Job.</p> <p>9</p> <p>9002 B Row 16 VETS 200 A-Services/Outcomes by DVOP Staff VETS 200 B Services/Outcomes by LVER Staff VETS 200 C Unduplicated Counts of Services/ outcomes Provided by DVOP/LVER Staff Rows 31</p>	
Placed		Wagner Peyser	Total cumulative number of placements of individuals into job openings from the beginning of the program year (July 1). Include multiple placements of the same individual, provided that the job placements meet the conditions prescribed in the definition of an ES placement, including Interstate. (Also, include placements in OJT, work experience and PSE.)	Field Memo 4-92 ETA Handbook 406 Line 49
Placed Transactions		Wagner Peyser	The total cumulative number of placements of individuals into job openings from the beginning of the program year (July 1). It Includes multiple placements of the same individual, provided that the job placements meet the conditions prescribed in the definition of an ES placement, including Interstate. (Also, it includes placements in OJT, work experience and PSE.)	ES
Placed in Federal Jobs		Wagner Peyser	An ETA 9002 count of all veterans placed in a job opening filed with a placement office by a department or agency or other entity under the jurisdiction of the U.S. Office of Personnel Management.	Field Memo 4-92 ETA Handbook 406 Line 39
Placed in a FCJL Job		Wagner Peyser	All veterans placed in FCJL Job- jobs listed by Federal contractors.	Field Memo 4-92 ETA Handbook 406 Line 40
Placements by Age		Wagner Peyser	A breakout of placements by the age of the applicant. 22-44, 45-54, 55 & over.	Field Memo 4-92 ETA Handbook 406 Lines 35-38
Pooled Account		Wagner Peyser	A fund in which all contributions are mingled and undivided and from which benefits are payable to all eligible claimants.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Positive Terminal Service		Wagner Peyser	This is a measurement which counts the placements to a job, obtained employment from ES service, or placed in training. Some reportable service must have been performed prior to the performance of the positive terminal service.	ES
Post Mark		Workforce Investment	A printed, stamped or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable, without further action, as having been supplied or affixed on the date of mailing by an employee of the U.S. Postal Service.	Pub.L. 105-220 (WIA)
Post Secondary Degree or Certification		9002 FY2003	Job seekers who, at time of registration, are not attending any school and have either graduated from high school or hold a GED.	TEGL 01-02 ETA Handbook 406: 9002A Services & 9002C Outcomes- Col F17
Postsecondary Degree/Certificate		Wagner Peyser	Applicants who have received a post secondary vocational, technical, academic degree or certificate of successful completion  13 - 19 = Highest Grade completed with no Post-Secondary certificate C2 - C9 =Highest Grade completed with Post-Secondary Certificate- The applicant has a post secondary degree and the number of specialization certifications (2-9), other than the primary, post-secondary certificate attained. AD Associate Degree -Usually a degree conferred by a two-year college. BD = Bachelor Degree -A normal completion degree conferred by a four-year college, university, or professional school. MD = Master's degree -Signifies that the recipient has passed an integrated course of study in one or more of the humanities or sciences and has sometimes completed a thesis involving research or a creative project that typically requires two years of work beyond a bachelor's degree. PD = Doctorate- Usually the highest degree conferred by a college, university, or professional school. Honorary Doctor's Degree, a degree given by a college, university, or professional school which shows that the institution's belief is that a person's life experience has fulfilled the university's requirements for a Doctors degree.	Field Memo 4-92 ETA Handbook 406 Column E Line 13
Postsecondary Educational		Workforce Investment	A program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS).	Pub.L. 105-220 (WIA) §101

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Postsecondary Educational Institution		Workforce Investment	(A) an institution of higher education that provides not less than a 2-year program of instruction that is acceptable for credit toward a bachelor's degree; (B) a tribally controlled community college; or (C) a nonprofit educational institution offering certificate or apprenticeship programs at the postsecondary level.  An institution of higher education, as defined in Section 481 of the Higher Education Act of 1965 (20 U.S.C. 1088). [WIA Section 101]	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 WIA Section 101 Title II SEC. 203 Section 481 of the Higher Education Act of 1965 (20 U.S.C. 1088)
Potential Duration		Wagner Peyser	The total number of weeks of total unemployment for which an individual claimant may receive benefits in a benefit year or period of eligibility under the entitlement provisions of a state or federal unemployment compensation program or any other program administered by a state agency.	ES
Poverty Level		Wagner Peyser	The annual income level at or below which families are considered to live in poverty, as annually determined by the Office of Management and Budget.	INFORMATION BULLETIN 117-01 REGION 5 ETA Poverty Guidelines - Federal Register, Vol. 66, No. 33, February 16, 2001, pp. 10695-10697
Poverty Line		Workforce Investment	The poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with § 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)) applicable to a family of the size involved.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Pub.L. 105-220 WIA Sec. 101
Pre-Employment Skills Training Program		Wagner Peyser	A former WIA skills training program with the following restrictions and limitations apply to this activity: (1) The job training plan may provide for the conduct of a "pre-employment skills training program" for youth, and individuals aged 14 and 15, with priority being given to those individuals who do not meet established levels of academic achievement and who plan to enter the full-time labor market upon leaving school. (2) The pre-employment skill training program may provide youth up to 200 hours of instruction and activities. (3) The instruction and activities may include: (a) assessment, testing and counseling (b) occupational career and vocational exploration (c) job search assistance (d) job holding and survival skills training (e) basic life skills training (f) remedial education (g) labor market information (h) job-seeking skills training	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Pre-Referral Interview		Wagner Peyser	A meeting between an employment service interviewer and an applicant to determine the applicant's qualifications for an interest in a specific job opening.	ES
Pregnant or Parenting Youth		Workforce Investment	An individual who is under 22 years of age and who is pregnant, or a youth (male or female) who is providing custodial care for one or more dependents under age 18.	Pub.L. 105-220 (WIA)
Presidential Task Force on Employment of Adults With Disabilities	PTFEAD	Wagner Peyser	This task force was created in 1998 pursuant to Executive Order 13078. Its overall purpose is to develop a coordinated national strategy to ensure that people with disabilities are employed at a rate as close as possible to that of the general adult population. The committee's purpose is to provide, through the Task Force, advice and recommendations to the Secretary of Labor and her designees (including the Office of the 21st Century Workforce and the Office of Disability Employment [[Page 40730]] Policy) on issues that effect the employment of young people with disabilities.	Executive Orders 13078 and 13172 <a href="http://www.dol.gov/_sec/programs/ptfead/">http://www.dol.gov/_sec/programs/ptfead/</a>
Pretesting Orientation Booklets		Wagner Peyser	Two booklets given to applicants scheduled for testing: "Doing Your Best on Aptitude Tests" and "Doing Your Best on Reading and Arithmetic Tests".	ES
Pretesting Orientation Exercises	POE	Wagner Peyser	Exercises designed to provide supervised practice on the type of items to be found in the General Aptitude Test Battery, and to develop ease in the use of a separate answer sheet.	ES
Pretesting Orientation Techniques		Wagner Peyser	Protesting Orientation Exercises, Protesting Orientation on the Purpose of Testing, Protesting Orientation Booklets,	ES
Pretesting Orientation on the Purpose of Testing	POPT	Wagner Peyser	A group lecture discussion method of orienting applicants to test taking (English and Spanish).	ES
Prevailing Wage Rate for Agriculture Worker		Wagner Peyser	The rate or rates, including bonuses promised and earnings guaranteed, which most adequately represent (s) the wages paid to agricultural workers in a wage-finding class of activity in a specified area of employment. The rate is ascertained by a formula, prescribed by the Secretary of Labor, applied to the field data obtained by the State Employment Security Agency involved.	ES
Primary Application Card		Wagner Peyser	The application card which is classified under the primary occupational classification assigned to an applicant.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Primary Firm		Workforce Investment	A firm directly affected by increased imports from or shift in production to Canada and/or Mexico.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Primary Metropolitan Statistical Area	PMSA	Wagner Peyser	An urban area within a very large metropolitan area. A PMSA either was recognized as a separate metropolitan area as of January 1, 1980, or has a population of at least 100,000 with at least 60 percent of the population urban and less than 50 percent of the resident workers commuting to jobs outside the area.	ES
Primary Occupational Code		Wagner Peyser	A nine-digit code indicating the primary occupational classification assigned to an applicant. This classification reflects the occupation or field of work for which the applicant is best suited and in which the applicant has the best opportunity for employment.	ES
Prior Approval		Workforce Investment	Securing the awarding agency's permission in advance to incur cost for those items that are designated as requiring prior approval by the circular. Generally, this permission will be in writing. Where an item of cost requiring prior approval is specified in the budget of an award, approval of the budget constitutes approval of that cost.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  [OMB Circular A-122]
Priority of Applicant Service		Wagner Peyser	In making referrals of qualified applicants to job openings and training opportunities, to provide maximum employment and raining opportunities under 38 U.S.C., SDPs shall observe the following order of priority: <ol style="list-style-type: none"> <li>(1) Special disabled Veterans, veteran;</li> <li>(2) Veterans of the Vietnam Era</li> <li>(3) Disabled veterans other than special disabled veterans;</li> <li>(4) All other veterans and eligible persons; and</li> <li>(5) Nonveterans.</li> </ol> <p>This priority of service should not be confused with the veteran equality that was designed into the Federal Contractor Listing Program. See Federal Contractor Listing</p>	20CFR1001.120(b) CHAPTER IX-- Office ASVET- Services for Veterans Subpart C--Standards of Performance
Private Driver's License		Wagner Peyser	The basic driver's license issued to most people who meet the minimum skills required to operate a motor vehicle.	ES
Private Household Placement		Wagner Peyser	A placement in an establishment which is coded to indicate that the filled job openings are classified in the domestic industry group.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Private Industry Council	PIC	Wagner Peyser	The purpose of the private industry council, established by JTPA legislation, is to provide policy and program guidance for all activities under the job training plan for the SDA.	ES
Private Sector		Wagner Peyser	For purposes of the state job training councils and private industry councils, persons who are owners, chief executives or chief operating officers of private for-profit employers and major non-governmental employers, such as health and educational institutions or other executives of such employers who have substantial management or policy responsibility.	ES
Private Sector Initiatives Program	PSIP	Wagner Peyser	An attempt to redirect CETA toward placing the unemployed in jobs in the private sector. To do this, PSIP sought to increase the participation of private employers in CETA programs. Enacted as a two-year demonstration program, PSIP helped private firms provide job training for disadvantaged persons and the long-term unemployed. Business executives, labor leaders and others set up Private Industry Councils in the local areas to work with CETA prime sponsors.	ES
Probable Placement Reports		Wagner Peyser	A means of tracking applicants to job order referral made by the state employment service.	ES
Professional Athlete Claimant		Wagner Peyser	An individual whose services substantially consist of participating in sports or athletic events or training or preparing to so participate and whose eligibility for unemployment compensation is determined under appropriate sections of the Federal Unemployment Tax Act.	ES
Professional Athletes Between Seasons		Wagner Peyser	The Federal Unemployment Tax Act, Section 3304(a)(13), requires that compensation shall not be payable to any individual on the basis of services, substantially all(1) of which consist of participating in sports or athletic events, or training or preparing to participate, for any week between two successive sports seasons, if the individual performed services in the first season (or similar period), and there is a reasonable assurance that the individual will perform services in the second season (or similar period).	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Professional Tests		Wagner Peyser	Usually state developed or purchased, provide direct measurement of specific managerial administrative skills.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Proficiency Tests		Wagner Peyser	Devices to measure the skill or knowledge that a person has acquired:	ES
Profiling		Wagner Peyser	Participants characteristic and orientation information are reviewed and estimation of a probability of returning to work is translated into a ranking scores. These probability scores are used especially to identify those claimants who are most likely to exhaust their UI benefits before returning to work, and becoming dislocated workers. Available needed services are then scheduled in an attempt to return the applicant to work.	ES
Program Budget Plan	PBP	Wagner Peyser	The annual planning document for the SESA required by Sec. 8 of the Wagner-Peyser Act containing the SESA's detailed planning, programming and budget for carrying out employment security activities. For the purpose of JS regulations, this definition shall be restricted to the employment service portion of the PBP.	ES
Program Database		Wagner Peyser	Provides a computer assisted system for compiling and analyzing information regarding services offered by ES agencies at the local and state levels.	ES
Program Income		Workforce Investment	Gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award (see exclusions in Section 95.24(e) and (h)). Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federally funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal awarding agency regulations or the terms and conditions of the award, program income does not include the receipt of principal on loans, rebates, credits, discounts, etc., or interest earned on any of them.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms 29 CFR 95.2
Program Year Federal	PY	Wagner Peyser	The federal program year is July 1st through June 30th	TEGL 9-02
Program Year Federal	PY	Workforce Investment	The period between July 1 of a calendar year and June 30 of the following calendar year. The PY designator is the year the period begins. For example, Program Year 2001 or PY2001 is the period between July 1, 2001 and June 30, 2002.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Programs For Equal Opportunity Evaluation Reports	PEER	Wagner Peyser	<p>PEER 3.0 uses ESARS or ENDS and Job Bank data to produce reports reflecting local office service to minorities. Reports are used by EO specialists in compliance reviews or complaint investigations. This program significantly reduces the amount of "handwork" for the EO specialists by showing them deviations from predetermined norms.</p> <p>The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p>	TEGL 9-02
Progress Performance Evaluation Panel	P/PEP	Wagner Peyser	A group of individuals that evaluates a participants progress towards goal achievement in the Job Corp program.	ES
Project		Wagner Peyser	A service or a set of services aimed at a low-income population located in a specific geographic area. A project may cover the entire area outlined in the Area-Wide Transportation Plan, or it may be aimed at a specific geographic area within that plan. Projects in areas with a population of over 200,000 frequently include services directed toward the low-income population segments of a political jurisdiction within the metropolitan region, but they may address the entire low-income population throughout the metropolitan region. Small urban (between 50,000 and 200,000 in population) and rural areas (populations of below 50,000) can propose projects that may be directed at low-income populations located in a specific area, or throughout a small urban area, county, or even at multi-county populations. State-wide proposals should be divided into specific locations with specific subregions.	DOT
Project Costs		Workforce Investment	All allowable costs, as set forth in the applicable Federal cost principles, incurred by a recipient, and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>29 CFR 95.2</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Project Period		Workforce Investment	The period established in the award document during which Federal sponsorship begins and ends.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Projects with Industry Program	PWI	Wagner Peyser	Department of Education grants used to expand job and career opportunities for individuals with disabilities by engaging private industry as partners.	ES
Promotional Telephone Contact		Wagner Peyser	A telephone call by a local office staff member to an employer's establishment (including union and employer organizations that are either employers or serve as hiring agencies for employers, or that influence the hiring practices of employers) for one or more of the following purposes: To explain or emphasize the services available to the employers through the employment service, and to solicit their cooperation and participation in Employment and Training programs by listing their job openings with the ES local office.	ES
Proof of Credit		Wagner Peyser	A certification to the Internal Revenue Service of the amount of taxable wages reported and contributions paid to the state unemployment fund by a subject employer during a calendar year.	ES
Property		Workforce Investment	Unless otherwise stated, real property, equipment, intangible property, and debt instruments.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Provided Case Management Services		Wagner Peyser	All veterans included in "Assigned Case Manager" who received counseling, referral to supportive services, job development contacts, referral to jobs, placed in jobs, referral to training, placed in training, vocational guidance service, or any combination of those services provided by assigned case manager. (Not a transactions count). (Veteran applicants only).	Field Memo 4-92 ETA Handbook 406 Line 17
Provision of Specific Labor Market Information		Wagner Peyser	A cumulative report count for applicants with registrations that were either active July 1, or those who have registered or renewed their application for services during the program year, and received specific labor market information about occupation availability in an area.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Pseudo Local Office Number		Wagner Peyser	A four-digit number assigned to a cooperating agency, which is used in the National Data Systems for identification and processing of data from such agencies.	ES
Pseudo Social Security Account Number		Wagner Peyser	<p>The pseudo SSN is used if an applicant does not have or does not wish to divulge his Social Security Number.</p> <p>A temporary or a substitute Social Security Number made by using the first three letters of the applicant's surname, followed by applicant's date of birth in the form YYMMDD (YY=year of birth, MM=month and DD is the day of the month). For a two-letter last name, the third position in pseudo SSN should be blank;</p> <p>The Department can require states to ask a job seeker for his/her social security number as part of the registration process for public labor exchange services. States have to disclose the reason for request of the SSN. Social security number disclosure must be voluntary and states cannot deny access to job seeker services if the SSN is not provided. In such instances, an alternate participant identifier is to be used. States are not expected to report any individual identifiers (e.g., SSN, alternate) to DOL, and will report aggregate data only. States should ensure that job seeker confidentiality is maintained in accordance with state and federal law. We are aware that the 9002 entered employment and employment retention performance measures will be determined through wage records. We feel, however, that the lack of a SSN will inhibit the employer wage record file cross matching process for only a small percentage of labor exchange registrants.</p>	<p>AWTS Data Preparation Handbook</p> <p>TEGL 9-02</p>
Pseudo Social Security Account Number		Workforce Investment	<p>See Individual Identifier</p> <p>TEGL 14-01 change 1 SUPPORTING STATEMENT (Attachment D) Customer Satisfaction Survey, (Attachment E) Workforce Investment Act Standardized Record Data (WIASRD), (Attachment F) Quarterly Summary Report, and (Attachment G) Annual Report</p> <p>A. Justification 11. Justification for Sensitive Questions Individual records, which contain wage record information, may be submitted using a unique personal identifier or pseudo-social security number.</p>	<p>Pub.L. 105-220 (WIA) Reporting Section 185(a)(2)); section 185(d)(2)); Section 188 (WIA section 185(c)(2));</p> <p>TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 14-00, CHANGE 1</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Public Assistance		Wagner Peyser	Federal, state, or local government cash payments for which eligibility is determined by a needs or income test. Note: This term is used for eligibility determination and includes the three groups; included in "welfare recipient", plus recipients of SSI, but is not limited to these assistance programs.	ES
Public Assistance		Workforce Investment	Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  WIA Section 101
Public Assistance Cost Allocation Plan		Workforce Investment	A narrative description of the procedures that will be used in identifying, measuring, and allocating all administrative costs to all of the programs administered or supervised by State public assistance agencies as described in Attachment D of the circular.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  OMB Circular A-87
Public Law	PL	Wagner Peyser	A law enacted during a session of Congress. The header of each section indicates when a recent Public Law affects that particular section but the text remains unchanged until the annual revision cycle. Prepared and published by the Office of the Federal Register (OFR), National Archives and Records Administration, each law is first published as a slip law and then later compiled into a volume of the Statutes at Large. The Public Laws database contains the text of each law enacted, and is updated irregularly as the publication of a slip law is authorized by the OFR.	<a href="http://www.access.gpo.gov/su_docs/aces/dcff001.html#pl">http://www.access.gpo.gov/su_docs/aces/dcff001.html#pl</a>
Purchasing/Receiving	P/O	Wagner Peyser	A FARS module that assists in tracking the purchase and receipt of good or services through the financial system. This cycle begins with the recording of funds, establishing an available balance. Subsequently, monies are encumbered via the establishment of a purchase order or contract. The amount of the encumbrance transaction will reduce the amount of funds available. The purchase order or contract documents are then printed. When goods are received the quantity is entered into the system indicating the document is ready to be invoiced.	
Purge		Wagner Peyser	The removal of a record from an ES file or system. For example, the removal of a job order record from the Employment Security Automated Reporting System or from a Job Bank, and the removal of an applicant record	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Purge Of Application Card		Wagner Peyser	from ESARS or from the employment service operating system, such as destruction of applications that have been in the inactive file for a specified period of time. In Automated Data Processing operations, purged records may be retained on magnetic tape but are not a part of the regular operating or reporting system The removal of an application record from the applicant file.	ES
Purged Job Order		Wagner Peyser	A job order which has been removed from the job order file and placed on a job order history file.	ES
Qualified Activity		Wagner Peyser	An activity specified by the State (subject to the exclusion described in paragraph (1)) that meets such standards and criteria as the State may specify, including-- (I) substance abuse counseling or treatment; (II) rehabilitation treatment and services; (III) work-related education or training directed at enabling the family member to work; (IV) job search or job readiness assistance; and (V) any other activity that addresses a purpose specified in section 401(a).	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 407. Work Participation Requirements (c) Superachiever Credit (3) Special Rules(A)(ii) defined
Qualified Cooperative Education Program		Wagner Peyser	Program of vocational education for individuals who, through written cooperative arrangements between a qualified school and one or more employers, receive instruction (including required academic instruction) by alternation of study and school with a job in any occupational field (but only if these two experiences are planned by the school and employer so that each contributes to the student's education and employability).	ES
Qualified Designated Entity		Wagner Peyser	Any state, local, church, community, or voluntary agency, farm labor organization, association of agricultural employers or individual designated by the Service to assist aliens in the preparation of applications for Legalization and/or Special Agricultural Worker status.	ES
Qualified First-Year Wages		Wagner Peyser	TJTC wages attributable to services rendered by a member of a targeted group during the one-year period beginning with the date the individual first begins work for the employer.	ES
Qualified Health Insurance		Workforce Investment	An insurance which constitutes medical care offered to individuals other than in connection with a group health plan and does not include Federal- or State-based health	TEGL 10-02

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Qualified Individual with a Disability		Wagner Peyser	insurance coverage.  An individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities by a public entity.	ES
Qualified Program		Wagner Peyser	(A) a program under part A of title IV of the Social Security Act; (B) the program under title XX of such Act; (C) activities funded under title I of the Workforce Investment Act of 1998, except subtitle C of such title; (D) a demonstration project authorized under section 505 of the Family Support Act of 1988; (E) activities funded under the Wagner-Peyser Act; (F) activities funded under the Adult Education and Family Literacy Act; (G) activities funded under the Child Care and Development Block Grant Act of 1990; (H) activities funded under the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.), except that such term shall not include-- (i) any program for rental assistance under section 8 of such Act (42 U.S.C. 1437f); and (ii) the program under section 7 of such Act (42 U.S.C. 1437e) for designating public housing for occupancy by certain populations; (I) activities funded under title I, II, III, or IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301 et seq.); or (J) the food stamp program as defined in section 3(h) of the Food Stamp Act of 1977 (7 U.S.C. 2012(h)).	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 701. Program Coordaintaion Demonstration Projects (b)(2) definition
Qualified School		Wagner Peyser	(1)a specialized high school used exclusively or principally for the provision of vocational education to individuals who are available for study in preparation for entering the labor market; or (2)the department of a high school exclusively or principally used for providing vocational education to persons who are available for study in preparation for entering the labor market; or	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			(3)a technical or vocational school used exclusively or principally for the provision of vocational education to persons who have completed or left high school and who are available for study in preparation for entering the labor market.	
Qualified Second-Year Wages		Wagner Peyser	Wages attributable to services rendered by a member of a targeted group during the one-year period which begins on the date after the last day of the first year.	ES
Qualifying Agricultural Employment		Wagner Peyser	The performance of "seasonal agricultural services" as described at section 210 (h) of the IRCA as that term is defined in regulations by the Secretary of Agriculture a 7 CFR Part 1d.	ES
Qualifying Dislocations		Wagner Peyser	A State recognized permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation that qualifies for State assistance. The Governor establishes the qualifying event and entities with the capability to effectively respond to the circumstances relating to particular dislocations.	ES
Qualifying Employment and Wages		Wagner Peyser	The amount of employment and/or wages an individual must have within a specified period in order to be entitled to compensation under a specific program.	ES
Qualifying Family Member		Workforce Investment	For WIA sponsored dislocated worker health insurance tax credit (i) the eligible individual's spouse, and (ii) any dependent of the eligible individual with respect to whom the individual is entitled to a deduction under section 151(c) of the Internal Revenue Code of 1986. Such term does not include any individual who has other specified coverage. SPECIAL DEPENDENCY TEST IN CASE OF DIVORCED PARENTS, ETC- If paragraph (2) or (4) of section 152(e) of such Code applies to any child with respect to any calendar year, in the case of any taxable year beginning in such calendar year, such child shall be treated as described in subparagraph (A)(ii) with respect to the custodial parent (within the meaning of section 152(e)(1) of such Code) and not with respect to the noncustodial parent.	TEGL 10-02 Trade Adjustment Assistance Reform Act of 2002 Sec 203 UIPL 02-03 Health Insurance Tax Credit for Eligible Trade Adjustment
Qualifying Wage		Wagner Peyser	The amount of wages a worker must have earned in insured work within a specified period in order to be an insured worker.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Qualifying Wages		Wagner Peyser	The method used by a state agency to obtain a wage and separation report from a base period employer (s) after the claimant files a new or transitional claim.	ES
Quality		Wagner Peyser	An encompassing term comprising utility, objectivity, and integrity. Therefore, the guidelines sometimes refer to these four statutory terms, collectively, as "quality."	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (hereafter, Agency-wide Guidelines
Quality Appraisal		Wagner Peyser	State self-appraisal to measure performance and promptness in the areas of UI benefits, appeals, and tax.	ES
Questioned Cost		Workforce Investment	A cost that is questioned by the auditor because of an audit finding (1) that resulted from a violation or possible violation of a provision of a law, regulation, contract, grant, cooperative agreement, or other agreement or document governing the use of Federal funds, including funds used to match Federal funds; (2) where the costs, at the time of the audit, are not supported by adequate documentation; or (3) where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 99.105
Quits		Wagner Peyser	An employee-initiated voluntary termination of the employment relationship. If unemployment benefits are being received or an application for these benefits is being planned, each SESA staff will make a determination as to whether the quit occurred without good cause as defined by state statutes.	ES
Race		Wagner Peyser	See Race/Ethnic Group  The basic racial and ethnic categories for all ETA programs. The assignment of a category is done on the basis of observation of a client with the application of knowledge of the common characteristics of a race/ethnic group. An individual may volunteer race/ethnic information but it is not required, nor can it be used as a basis of referral selection. The information is gathered for statistical purposes only and the defined groups are as follows: American Indian or Alaskan Native, Asian and Pacific Islander, Black or African American, Non-Hispanic, Hispanic, INA and White, not Hispanic	Field Memo 4-92 ETA Handbook 406 Columns B2 thorough B6 (no definition) Definition taken from AWTS Data Preparation Handbook

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Race - Other		9002 FY2003	<p>Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p>	TEGL 01-02 ETA Handbook 406: 9002A Services- Col E13
Race - Other		Workforce Investment	<p>Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p>	TEGL 09-02
Race/Ethnic Group		Wagner Peyser	<p>The basic racial and ethnic categories for all ETA programs. The assignment of a category is done on the basis of observation of a client with the application of knowledge of the common characteristics of a race/ethnic</p>	Field Memo 4-92 ETA Handbook 406

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Race/Ethnic Group		Workforce Investment	<p>group. An individual may volunteer race/ethnic information but it is not required, nor can it be used as a basis of referral selection. The information is gathered for statistical purposes only and the defined groups are as follows: American Indian or Alaskan Native, Asian and Pacific Islander, Black or African American, Non-Hispanic, Hispanic, INA and White, not Hispanic]</p> <p>Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p> <p>Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p>	TEGL 09-02

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Railroad Retirement Board	RRB	Wagner Peyser	An organization which oversees the distribution of funds to retired railroad workers.	ES
Range		Wagner Peyser	A SESA defined area which is a subdivision of a zone.	ES
Rapid Response		Workforce Investment	<p>Early intervention service provided by the state or by an entity designated by the state with funds provided by the state, in the event of a permanent closure or mass layoff at a plant, facility or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible</p> <p>Programs carried out in local areas by the State or by an entity designated by the State, working in conjunction with the local boards and the chief elected officials in the local areas to provide assistance to local areas that experience disasters, mass layoffs or plant closings, or other events that precipitate substantial increases in the number of unemployed individuals.</p>	<p><a href="http://www.doleta.gov/tradeact/definitions">http://www.doleta.gov/tradeact/definitions</a> TEGL No. 14-00 Attach. E (WIASRD) WIA Title I –B Sec II - Act &amp; Serv Info. line 311 &amp; 312 Pub.L. 105-220 (WIA secs. 101(38), 112(b)(17)(A)(ii) and 134(a)(2)(A).) WIA Regulations 20 CFR Section 665.310</p>
Rapid Response - Additional Assistance		Workforce Investment	<p>Up to 25 percent of dislocated worker funds may be reserved for rapid response activities. Once the State has reserved adequate funds for rapid response activities, such as those described in Secs. 665.310 and 665.320, the remainder of the funds may be used by the State to provide funds to local areas, that experience increased numbers of unemployed individuals due to natural disasters, plant closings, mass layoffs or other events, for provision of direct services to participants (such as intensive, training, and other services) if there are not adequate local funds available to assist the dislocated workers.</p>	<p>TEGL No. 14-00 Attach. E (WIASRD) WIA Title I –B Sec II - Act &amp; Serv Info. line 311 &amp; 312  Pub.L. 105-220 (WIA secs. 101(38), 112(b)(17)(A)(ii) and 134(a)(2)(A).)1</p>
Rapid Response Activity		Workforce Investment	<p>An activity provided by a State, or by an entity designated by a State, with funds provided by the State under Section 134(a)(1)(A), in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including</p> <p>(a) the establishment of on-site contact with employers and employee representatives</p> <p>(i) immediately after the State is notified of a current or projected permanent closure or mass layoff; or</p>	<p>DOL One – Stop Comprehensive Financial Management (TAG) 07-2002  TEGL No. 14-00 Attach. E (WIASRD) WIA Title I –B Sec II - Act &amp; Serv Info. line 311 &amp; 312  Pub.L. 105-220 (WIA secs. 101(38), 112(b)(17)(A)(ii), 133(a) (2) and 134(a)(2)(A)(I).</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>(ii) in the case of a disaster, immediately after the State is made aware of mass job dislocation as a result of such disaster</p> <p>(b) the provision of information and access to available employment and training activities</p> <p>(c) assistance in establishing a labor-management committee, voluntarily agreed to by labor and management, with</p> <p>the ability to devise and implement a strategy for assessing the employment and training needs of dislocated</p> <p>workers and obtaining services to meet such needs</p> <p>(d) the provision of emergency assistance adapted to the particular closure, layoff, or disaster</p> <p>(e) the provision of assistance to the local community in developing a coordinated response and in obtaining access to</p> <p>State economic development assistance.</p>	
Rate of Insured Unemployment		Wagner Peyser	The number of insured weeks claimed, as a percentage of UI covered workers. The race/ethnic group of an individual is determined from observation only, and is based on the interviewer's knowledge of characteristics of each ethnic group.	ES
Rate of Pay		Wagner Peyser	The amount in money per unit of time (not including commissions, tips or other perquisites) to be paid to workers for their services if placed on a job specified in an order.	ES
Re-Qualifying Wages		Wagner Peyser	An amount of earnings from employment after filing a new or transitional claim required of a claimant to establish a subsequent new or transitional claim.	ES
Re-Register		9002 FY2003	For purposes of reporting, any Labor Exchange activity in which a job seeker engages after initial registration and after a registration year expires will begin a new registration year and will thus be equivalent to re-registration.	TEGL 01-02 ETA Handbook 406
Re-employment Services System Pool/queue		Wagner Peyser	Records of claimants with a high probability of dislocation that are selected and referred to reemployment services	ES
Real Property		Workforce Investment	Land, including land improvements, structures, and appurtenances thereto, excluding movable machinery and equipment. [29 CFR 97.3] Real property includes, but is not limited to, real property acquired before publication of these regulations and real property transferred from prior	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			years.	29 CFR 95.2
Real-Time Matching		Wagner Peyser	A form of matching where data is collected, entered and processed immediately for almost instant recall. The length of response time is dependant upon the size of the hardware, the workload being experienced by that hardware and the design of the software being used.	ES
Realignment		Workforce Investment	Includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, skill imbalances, or other similar causes.	Pub.L. 105-220 (WIA) Sec. 173. National Emergency Grants  Sec 173 (c)(1)(D) Defense Base Closure and Realignment Act of 1990
Received Follow-Up Services		Workforce Investment	Services provided after initial registration toward assuring job placement, etc. Follow-up services for youth may include: the leadership development and supportive service activities listed in § 664.420 and 664.440; regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; assistance in securing better paying jobs, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 345 OMB #1205-0420
Received Some Reportable Service		Wagner Peyser	An applicant count of those who received some reportable service during the current program year. Services include: (a) referral to job, (b) job placement, (c) placement in training, (d) obtaining employment, (e) assessment services, including an assessment interview, testing, counseling and employability planning. (f) case management services, (g) vocational guidance services (h) job search activities, including resume assistance, job search workshops, job finding clubs, specific labor market information and job search planning, (i) federal bonding program, (j) job development contacts, (k) Tax credit eligibility determination. (l) referral to other services, including skills training, educational services, and supportive services. (m) any other service requiring expenditure of staff time although not required to be reported.	Field Memo 4-92 ETA Handbook 406 Line 43
			Application taking and/or registration are not included as in	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Received Staff-Assisted Services		9002 FY2003	<p>this reportable services count.</p> <p>Job seekers who have received staff- assisted services during the current registration year. Staff- assisted services include:</p> <ul style="list-style-type: none"> <li>(a) referral to a job,</li> <li>(b) placement in training,</li> <li>(c) reemployment services</li> <li>(d) assessment services, including an assessment interview, testing, counseling, or employability planning,</li> <li>(e) case management,</li> <li>(f) career guidance,</li> <li>(g) job search activities,</li> <li>(i) federal bonding program,</li> <li>(h) job development contacts,</li> <li>(i) tax credit eligibility determination,</li> <li>(j) referral to other services, including skills training, educational services, and supportive services, or</li> <li>(k) any other service requiring significant expenditure of staff time. Application taking/ registration and the use of self- service or facilitated self- help services are not included as staff- assisted services.</li> </ul>	TEGL 01-02 ETA Handbook 406: 9002A Services- Row 12; 9002B Service to Vets Row 4: Vets 200(A-DVOP,B-LVER,C-Unduplicated DVOP & LVER) Row 7
Received Summer Youth Employment Opportunities		Workforce Investment	Indicates that a youth applicant received summer employment opportunities. Summer employment opportunities are directly linked to academic and occupational learning.	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 342 OMB #1205-0420
Recently Separated Veteran	RSV	Wagner Peyser	Veterans registering for services within one year (12 months) of their separation from military service.	P.L. 106-419 amended U.S.C. Title 38, Section 4212, Subsections (a) and (d)
Recently Separated Veteran	RSV	Workforce Investment	A veteran who applied for participation under WIA Title 1B within 48 months after discharge or release from active U.S. military, naval, or air service.	TEGL 9-02  TEGL No. 14-00 change 1 Attachment E (WIASRD) Section 1 Line 114 OMB #1205-0420  TITLE I Subtitle A-- Definitions SEC. 101 49B
Recession		Wagner Peyser	A significant decline in activity spread across the economy, lasting more than a few months, visible in industrial production, employment, real income, and wholesale-retail trade. A recession begins just after the	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Recipient		Wagner Peyser	<p>economy reaches a peak of activity and ends as the economy hits bottom or its "trough." Between trough and peak, the economy is in an expansion.</p> <p>A recession involves a substantial decline in output and employment. In the past 6 recessions, industrial production fell by an average of 4.6 percent and employment by 1.1 percent.</p> <p>A state or local government, a federally recognized Indian tribal government, a public or private institution of higher education, a public or private hospital, an Indian or Native American entity other than a federally recognized Indian tribal government, or other quasi-public or private profit or nonprofit organization which receives financial assistance directly from DOL, through a grant to perform substantive work under ETA's authorizing legislation (employment, training, supportive services, etc.).</p>	ES
Recipient		Workforce Investment	<p>An organization receiving financial assistance directly from the DOL to carry out a project or program. The term includes public and private institutions of higher education, public and private hospitals, and other quasi-public and private nonprofit organizations such as, but not limited to, community action agencies, research institutes, educational associations, and health centers. The term also includes commercial organizations and foreign or international organizations (such as agencies of the United Nations) that are recipients, sub recipients, or contractors or subcontractors of recipients or sub recipients.</p> <p>The State is the recipient of funds awarded under WIA Sections 127(b)(1)(C)(i)(II), 132(b)(1)(B) and 132(b)(2)(B).</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>29 CFR 95.2</p> <p>20 CFR 660.300</p>
Reconciled Job Order		Wagner Peyser	<p>A job order which has all the results of the job opening referrals posted to the job order.</p>	ES
Record		Wagner Peyser	<p>A hard copy or electronic collection of data elements which contains a defined amount of data and an identity whether by data collected or by an identifying code or codes.</p>	ES
Records Retention		9002 FY2003	<p>Unless otherwise noted in specific instructions, source data supporting counts should be retained for at least two years after the report due date.</p> <p>[Note: 20 CFR 652.8(5) requires that State agencies retain basic documents (Work Application and Job Order) for</p>	TEGL 01-02 ETA Handbook 406

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Recruit for a Fee		Wagner Peyser	one year. 20 CFR 658.604(c)(4) also refers to a State's requirement to retain data, but provides no time frame.]  The act of soliciting a person, directly or indirectly, and referring that person to another with the intent of obtaining employment for that person, for remuneration whether on a retainer or contingency basis; however, this term does not include union hiring halls that refer union members or non-union individuals who pay union membership dues.	ES
Recruitment		Wagner Peyser	Act of soliciting applicants for specific or anticipated openings, using mail, radio, newspaper, and other promotional devices.	ES
Reemployment Services		Wagner Peyser	Reemployment services that can be scheduled, recorded and stored for profiled workers include: Orientation, Testing, Assessment, Supportive Service, Counseling, Job Search Workshops, and Job Finding Clubs.  Reemployment services that can be recorded and stored for the target groups, but at the time they are input will have already occurred include: In Training, Reportable Service, Tax Credit, Obtained Employment, Exemptions, Job Development Contacts, Work Test, Termination From Training and Case Management.	ES
Reemployment Services		Workforce Investment	Basic services provided to trade-affected workers by workforce development agencies include the following: employment registration, employment counseling, vocational testing, job referral, job development, supportive services, job search workshop, and job finding club.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Reemployment Services System	RES	Wagner Peyser	An America's Workforce Technology Solutions computer system that as a part of the worker profiling initiative, serves as a feedback mechanism between the Unemployment Insurance (UI) and Employment Services (ES) staff to track dislocated workers through the reemployment process. The RES is a stand-alone mainframe based system which can also be tied to existing mainframe systems like the Enhanced National Data System (ENDS) and Online Data Entry and Display System (ODDS)	ES
Refer for a Fee		Wagner Peyser	The act of sending or directing a person or transmitting documentation or information to another, directly or indirectly, with the intent of obtaining employment in the United States for that person, for remuneration whether on	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Referral		Wagner Peyser	a retainer or contingency basis. This does not include union hiring halls that refer union members or non-union individuals who pay union membership dues. The act of bringing to the attention of an employer, a local office, a training sponsor, or a supportive service agency, an individual (or group of individuals) who needs jobs, training, or related supportive services.	ES
Referral Agreement		Wagner Peyser	The coordinated and ongoing interaction between the UI component and service providers in the referral of UI claimants to a set of quality re-employment services consistent with the supply of re-employment services and the demand for such services by referred UI claimants	ES
Referral Control		Wagner Peyser	A method to limit the number of jobseekers sent to a specific job according to the number requested by the employer.	ES
Referred Claimant		Wagner Peyser	A claimant who, as a result of being profiled, has been identified as a dislocated worker, and selected and asked to report to a re-employment service provider.	ES
Referred Job Order		Wagner Peyser	A job order which has not yet been reconciled but has had all the requested referrals made to the available openings.	ES
Referred To		9002 FY2003	EMPLOYMENT is (a) the act of bringing to the attention of an employer an applicant or group of registered job seekers who are available for a job and (b) the record of such a referral. It means the same as "referral to a job."  9002 A Row 15 9002 B Row 7 VETS 200 A-Services/Outcomes by DVOP Staff Row 14 VETS 200 B Services/Outcomes by LVER Staff Row 14 VETS 200 C Unduplicated Counts of Services/ outcomes Provided by DVOP/LVER Staff Row 14  A SERVICE DELIVERY COMPONENT FUNDED BY THE WORKFORCE INVESTMENT ACT OF 1998. 9002 A	TEGL 01-02 ETA Handbook 406: 9002A Services, Job Seekers 9002B Services, Vets VETS 200 A-Services/Outcomes by DVOP Staff VETS 200 B Services/Outcomes by LVER Staff VETS 200 C Unduplicated Counts of Services/Outcomes Provided by DVOP/LVER Staff

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>Row 16 9002 B</p> <p>Row 8 VETS 200 A-Services/Outcomes by DVOP Staff</p> <p>Row 11 VETS 200 B Services/Outcomes by LVER Staff</p> <p>Row 11 VETS 200 C Unduplicated Counts of Services/ outcomes Provided by DVOP/LVER Staff</p> <p>Row 11</p> <p>SERVICES DESIGNED TO ASSIST an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include health and medical services, child care, emergency financial services, relocation assistance, residential support, nutritional and legal services.</p> <p>9002 A</p> <p>Row 17 9002 B</p> <p>Row 9 VETS 200 A-Services/Outcomes by DVOP Staff</p> <p>Row 12 VETS 200 B Services/Outcomes by LVER Staff</p> <p>Row 12 VETS 200 C Unduplicated Counts of Services/ outcomes Provided by DVOP/LVER Staff</p> <p>Row 12</p> <p>FEDERAL TRAINING Registered Job seekers who are veterans referred to any job training program supported by the Federal government such as WIA, Job Corps, etc. This does not include placements in DVA- OJT.</p> <p>9002 B</p> <p>Row 11 VETS 200 A-Services/Outcomes by DVOP Staff</p> <p>Row 10 VETS 200 B Services/Outcomes by LVER Staff</p> <p>Row 10 VETS 200 C Unduplicated Counts of Services/ outcomes Provided by DVOP/LVER Staff</p> <p>Row 10</p> <p>FEDERAL JOB registered job seekers who are veterans referred to a job opening filed with a placement office by a department or</p>	



TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>All applicants in each category who meet the definition for Referred to Employment who are referred to a job expected to last over 150 days.</p> <p>EMPLOYMENT is (1) the act of bringing to the attention of an employer an applicant or group of applicants who are available for a job and (2) the record of such a referral. The same as "referral to a job."</p> <p>FCJL JOB - All veterans referred to a job opening listed by an employer identified as a Federal contractor required to list Job opening with the Employment Service.</p> <p>FEDERAL JOB - All veterans who are referred to a job opening filed with a placement office by a department or agency of the Federal Government or other entity under the jurisdiction of the U. S. Office of Personnel Management. This includes DVA-OJT or VJTA opportunities</p> <p>OTHER SERVICES - Individuals referred to skills training, educational and/or supportive services provided by other service delivery organizations</p> <p>SKILLS TRAINING - any State or Federal training program such as JPTA institutional, Trade Act, Job Corps, etc. An unduplicated count of all applicants referred to training, both successful and unsuccessful is reported.</p> <p>FEDERAL TRAINING is a subgroup of "Referred to Skills Training" for veterans who are referred to any job training program supported by the Federal Government. This includes WIA funded projects, TAA JOBS, and Job Corps.</p> <p>WIA - a service delivery component funded with monies from the Work Incentive Act</p> <p>OTHER TRAINING- any employment and/or training service funded with Federal or State dollars other than from WIA</p> <p>SUPPORTIVE SERVICES -services designed to assist an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include health and medical services, child care, emergency financial services, relocation assistance, residential support, nutritional and legal services.</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Referred to Job		Wagner Peyser	Applicants with a registrations that received a referral to employment.	ES
Refusal of Suitable Work or Referral or Failure to Apply		Wagner Peyser	With an employer after accepting referral, without good cause, is reason for disqualification. Three major considerations determine whether or not to impose a denial. (1) Was there a bona fide offer of work or referral to work? (2) Was the work suitable? (3) Was there good cause for the refusal?  All State laws exempt claimants from the refusal of work provisions of their laws when claimants are enrolled in training programs approved by the State while receiving benefits. (3304(a)(8) FUTA)	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Region		Wagner Peyser	An administrative area of the United States defined by the chief DOL Employment and Training Administrator. There are ten regions.	ES
Region		Workforce Investment	An area served by a regional office of the Employment and Training Administration.	Pub.L. 105-220 (WIA) Section 142
Regional Administrator, Employment and Training Administration	RA	Wagner Peyser	The chief DOL Employment and Training Administration (ETA) official in each DOL regional office.	ES
Regional Director for Veterans' Employment and Training Service	RDVETS	Wagner Peyser	The representative of the OASVET on the staff of the Veterans' Employment and Training Service at the regional level; supervises all other VETS staff within the region to which assigned; and shall report to, be responsible to, and be under the administrative direction of the OASVET.	ES
Regional Processing Facility		Wagner Peyser	Immigration and Naturalization Service offices established in each of the four service regions to adjudicate, under the authority of the Directors of the Regional Processing Facilities, applications for adjustment of status under the IRCA.	ES
Register		Workforce Investment	The process for collecting information to determine an individual's eligibility for services under WIA Title I. Individuals may be registered in a variety ways, as described in 20 CFR 663.105 and 20 CFR 664.215.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
				20 CFR 660.300]
Registration		Wagner Peyser	The act of officially recording a person's availability for referral to job opportunities, training, and/or employability development services on an application.	ES
Registration		Workforce Investment	Registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application. Adults and dislocated workers who receive services funded under title I other than self-service or informational activities must be registered and determined eligible. (20 CFR 663.105(a) and (b), 65 FR49403, August 11, 2000) All youth participants must be registered. Thus, youth must be registered when they start to receive any youth services. (20CFR 664.215, 65 FR 49412, August 11, 2000)	Pub.L. 105-220 (WIA)
			The registration date should be the date of the first WIA title I-B service (other than informational or self-service activities for adults and dislocated workers).	
Registration Quarter		9002 FY2003	The calendar quarter in which a job seeker completed an initial registration with the labor exchange or in which a previously registered job seeker began a new registration year.	TEGL 01-02 ETA Handbook 406
Registration Quarter		Wagner Peyser	the quarter in which a job seekers registration occurs.	TEGL 9-02
Registration Year		9002 FY2003	A four quarter period constitutes the registration year. A registered job seeker who engages in any labor exchange activity after the registration year has ended (after the third quarter after the quarter in which registration occurs) will begin a new registration year.	TEGL 01-02 ETA Handbook 406:
			States are not required to formally re-register the job seeker, but for purposes of reporting, any Labor Exchange activity in which a job seeker engages after initial registration and after a registration year expires will begin a new registration year and will thus be equivalent to re-registration.	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Registration Year		Wagner Peyser	The quarter in which registration occurs (registration quarter) and the subsequent three quarters.	TEGL 9-02
Regular Compensation		Wagner Peyser	Benefit payments to individuals with respect to their unemployment under any state unemployment compensation law, including payments pursuant to Chapter 85, but not including additional, extended benefits, Disaster Unemployment Assistance, or Trade Readjustment Allowances.	ES
Regular Job Opening		Wagner Peyser	Job openings which are identified as other than domestic, training or special class of job openings.	ES
Rehabilitation, Vocational		Wagner Peyser	Under the auspices of a state agency, assistance to an individual through treatment and/or training in overcoming a physical or mental disability which constitutes a substantial barrier to suitable employment.	ES
Rehire		Wagner Peyser	When an employer rehires an individual within three years of the initial execution of Form I – 9, that form will be acceptable if an inspection of the form shows that the form relates to the individual and that the individual is eligible to work; or if the individual is no longer eligible to work in the United States, the employer updates the form.	ES
Reimbursable Employer		Wagner Peyser	Certain nonprofit organizations, state or local government and political subdivisions which elect or are required to pay into the state unemployment fund a sum in lieu of contributions as provided in the state unemployment compensation law (usually an amount equal to unemployment benefits drawn against such employer account).	ES
Relocation		Wagner Peyser	A system by which a worker moves self, family, and household goods outside the commuting area to an area in which the worker has secured employment.	ES
Relocation Assistance		Workforce Investment	The activities necessary to arrange for a family to move to a new abode for the purpose of accepting long-duration employment. Activities may include, but are not limited to, the cost of the actual transfer of goods and property, including mileage for the family's travel, emergency assistance, rent subsidies, and other supportive services.	Pub.L. 105-220 (WIA)
Remedial Education		Workforce Investment	Courses designed to increase educational level in certain areas of study (such as reading, math and language), that allow the participant to meet entry level requirements of a	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			training program.	
Renewal		Wagner Peyser	The transfer from the inactive to the active file of the application of an applicant who is again considered to be available for referral to job openings.	ES
Renewal Of Application Card		Wagner Peyser	The transfer from the inactive to the active file of an application card for an applicant who again is considered to be available for referral to job openings or employability development services.	ES
Reopened Claim		Wagner Peyser	The first claim filed following a break in claim series during a benefit year which was caused by other than intervening employment i.e., illness, disqualification, unavailability, or failure to report for any reason other than job attachment.	ES
Report		Wagner Peyser	A formatted copy or on-screen output listing which is produced either on demand or at predetermined intervals to communicate the contents of information on a data collection system. Applicant and Job Order inquiries are examples.	ES
Reporting Requirements		Wagner Peyser	The rules, regulations or procedures of a state agency concerning the manner, frequency and time required for claimants to report to offices of the state agency. This can be in person, by mail, by telephone, weekly, biweekly or less frequently.	ES
Reports and Analysis Letter	RAL	Wagner Peyser	<p>The Reports and Analysis Letter (RAL) is used to transmit instructions and samples of forms for statistical reports (except budget and fiscal reports) which state agencies submit to ETA National and Regional Offices. It may also be used to supplement statistical reporting requirements. It is sent to State Workforce Agencies.</p> <p>The GAL advisories are eliminated. Information and guidance previously issued via these series will now be issued via the TEGL, UIPL, or TEN. Currently active advisories in those series will continue in effect as long as needed. At the beginning of each program year (TEINs) and fiscal year (all others), checklists will be issued, by series, rescinding obsolete advisories and listing those remaining active. Series checklists will be issued until all advisories in the eliminated series have been rescinded. Hard copies of advisories in the eliminated series are</p>	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01 November 14, 2001

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Reproducibility		Wagner Peyser	available upon request from the Office of Policy and Research at (202) 693-3669. Electronic copies are also available on the advisory web site at: wdr.doleta.gov/directives.  Information is capable of being substantially reproduced, subject to an acceptable degree of imprecision. For information judged to have more (less) important impacts, the degree of imprecision that is tolerated is reduced (increased). If agencies apply the reproducibility test to specific types of original or supporting data, the associated guidelines shall provide relevant definitions of reproducibility (e.g., standards for replication of laboratory data). With respect to analytic results, "capable of being substantially reproduced" means that independent analysis of the original or supporting data using identical methods would generate similar analytic results, subject to an acceptable degree of imprecision or error.	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (hereafter, Agency-wide Guidelines)
Request For Funds		Workforce Investment	A solicitation for funds that is completed and submitted in accordance with Federal agency guidelines. Request for funds also means a properly and fully completed application requesting funds that is submitted by the subrecipient in accordance with State guidelines.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  31 CFR 205.3 (CMIA)
Requirements for Claimant Reporting		Wagner Peyser	State policy (conforming to and complying with the Federal Claim Filing Standards - ESM 5000-5001) dictates when, where, and how claimants are to file claims to maintain their continuing eligibility. State law, interpreted through State policy, also sets requirements for claimant reporting to provide information regarding a potentially disqualifying issue.  If a claimant does not report as required by State law and policy, a potentially disqualifying issue exists. Examples of failing to report are: reporting at a time other than that assigned by the SESA, failing to report at an appointed time to provide needed claim information to resolve another potential issue, failing to respond to a call-in notice from the SESA for fact-finding or from the Employment Service office for placement or referral considerations, etc.  Failure to report may be due to the illness of the claimant. State law may permit the claimant to receive benefits for a specific period under these circumstances. However, there	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			may be other factors which cause the claimant to be disqualified totally or partially for the week. For example, State law may require that benefits be denied or proportionately reduced if suitable work was offered to the claimant during the week(s) being claimed and the claimant was unable to accept the work because of the illness.	
Reservation		Wagner Peyser	The geographically defined area or areas over which an American Indian or Alaska Native tribal organization exercises governmental jurisdiction.	ES
Reserve Account		Wagner Peyser	A separate account maintained in a state unemployment fund with respect to a subject employer to which are credited contributions paid by such employer and from which are payable all and only those benefits which are based on services performed for such employer.	ES
Residence		Wagner Peyser	An individual's principal dwelling or home. Maintenance of an address is not necessarily the same as residence. A mailing address alone is insufficient to determine residency; however, P.O. Box and R.F.D. numbers are acceptable in rural areas.	ES
Resource Justification Model	RJM	Wagner Peyser	A new budget formulation and allocation system. DOL believes RJM will give states an opportunity to demonstrate what administrative resources are needed to operate their UI programs. The RJM is replacing the Cost Model Management System that has been in effect since 1974	<a href="http://www.ows.doleta.gov/dmstree/misc_papers/rjm/vol_1_toc.pdf">http://www.ows.doleta.gov/dmstree/misc_papers/rjm/vol_1_toc.pdf</a>
Respondent		Wagner Peyser	The person who responds to a survey such as the Survey of hired farm workers.  Or  The employer or state agency (including a state agency official) who is alleged to have committed the violation described in a complaint.	ES
Resume Bank		Wagner Peyser	An organization which distributes job seeker qualifications and experience to other local ES jurisdictions primarily on an area basis.	ES
Resume Preparation Assistance		Wagner Peyser	Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Retention and Inspection of Form I-9		Wagner Peyser	The I-9 must be retained by an employer for three years after the date of the hire or for one year after the employee leaves the job (whichever is later); or in the case of a recruiter or referrer for a fee, three years after the date of the hire. If the employee is being rehired, then the employer shall retain the Form I-9 for a period of three years counted from the date of the initial execution of the Form or one year after the individual's employment ends (whichever is later). At least three days notice will be given by the authorized Department of Labor or INS inspector before an inspection of the Forms is made. The Forms I-9 must be available in original form or on microfilm or microfiche at the location where the request was made. If the Form I-9 are kept at another location, the person or entity must inform the authorized inspector of the location where the forms are kept and make arrangements for the inspection. Inspection may be made at an INS office. No subpoena or warrant is required for inspection and any refusal or delay in presenting the forms for inspection is a violation of the retention requirements of the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986.	ES
Runaway Youth		Workforce Investment	An individual who lacks a fixed, regular, adequate night time residence; and any individual who has a primary night time residence that is a publicly or privately operated shelter for temporary accommodation; an institution providing temporary residence for individuals intended to be institutionalized; or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings. Also includes a runaway youth. NOTE: Does not include a person imprisoned or detained under an Act of Congress or State law.	TEGL No. 14-00 Attch. E Section 1 Line 126 OMB #1205-0420
Rural Applicant		Wagner Peyser	An applicant not living in the urbanized area of an SMSA, as defined by the decennial census, or not living in a place having a population of 10,000 or more outside of the urbanized area of an MSA.	ES
Rural Area		Wagner Peyser	An area which is not included in the urban area of a Standard Metropolitan Statistical Area (SMSA) and which has a population of less than 10,000.	ES
SESA Automated Management System	SAMS	Wagner Peyser	An AWTS data extraction system from which reports may be produced for any time period the user chooses. Also, SESAs may tailor reports to their own needs or produce special reports. This system interfaces with both ENDS	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			and ADS/Job Bank.	
Salary		Wagner Peyser	Fixed compensation paid regularly for services.	ES
Sample Size		9002 FY2003	<p>States may randomly sample job seekers (and employers) to obtain the desired number of completed surveys. States are required to determine the appropriate sample sizes and sampling percentages using the required response rate and the required number of interviews.</p> <p>The standard of 500 from a sample of the whole population of customers provides accuracy such that there is only a 5 in 100 chance that the results would vary by more than <math>\pm 5</math> points from the score obtained from surveying the whole population.</p> <p>Employer Sample: Using a uniform telephone methodology, States must achieve at least 500 completed interviews and meet the minimum required response rates. The surveys should be conducted on a rolling basis throughout the program year. To obtain sufficient numbers, smaller States will need to survey on an ongoing basis. Employers should be contacted within 60 days of the completion of the service or 30-60 days after a job order has been listed where no referrals have been made.</p>	<p>TEGL 01-02 ETA Handbook 406: 9002C Outcomes Job Seekers Row 14; Employers Row 17 and</p> <p>Training and Employment Guidance Letter No. 6-00, Change 1,</p>
School Dropout		Workforce Investment	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.	Pub.L. 105-220 (WIA) Sec. 101
School Employee Claimant Between Terms		Wagner Peyser	An individual who is employed by elementary or secondary schools or institutions of higher education and whose eligibility for unemployment compensation is determined under appropriate sections of the Federal Unemployment Tax Act.	ES
School Program		Wagner Peyser	Formal arrangement between a local ES office and a school for the employment counseling and placement of youth, including graduates and dropouts, who are entering the job market.	ES
Seasonal Farmworker		Wagner Peyser	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 farmwork, earned at	Field Memo 4-92 ETA Handbook 406 Column H

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			least half of his/her earned income from farmwork, and was not employed in farmwork year round by the same employer. 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.	Line 16
Seasonality Determination		Wagner Peyser	A determination made as to whether the seasonality provision of the state unemployment compensation law shall be applied to the benefit rights of workers employed in seasonal operations of an industry, occupation, establishment or employer.	ES
Secondarily Affected Workers		Workforce Investment	A group of workers employed by supplier firms, upstream producers and farmers or farm workers employed by family farms whose employment has been adversely affected by the primary firm's trade with or shifts in production to Canada or Mexico.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Secondary Firm		Workforce Investment	Firms that supply materials and/or components to a primary firm (supplier firm), firms that assemble or finish products made by a primary firm (upstream producers) and family farmers or farm workers who do not meet the "group of workers" eligibility requirements.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Secondary School		Workforce Investment	A nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under State law, except that such term does not include any education beyond grade 12.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Section 14101 of the Elementary and Secondary Education Act of 1965 20 U.S.C. 8801  Pub.L. 105-220 WIA Sect 101
Secretarial Tests		Wagner Peyser	Measure typing, shorthand, and word processing skills essential to secretarial duties.	ES
Secretary		Wagner Peyser	The Secretary of the U.S. Department of Labor or the Secretary's designee.	UIPL 21-99
Section 503 of the 1973 Rehabilitation Act		Wagner Peyser	Administered by the Office of Federal Contract Compliance, as amended, this act prohibits employment discrimination against qualified individuals with disabilities. Section 503 also imposes an affirmative duty upon	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a>  REGION 5 ETA IB 001-03

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			contractors to accommodate the limitations of their employees with disabilities and to take steps to recruit, hire and advance in employment qualified individuals with disabilities.	
Sectoral Interventions		Wagner Peyser	Require an in-depth knowledge of and extensive work with a particular industry as well as a substantial knowledge of and commitment to assisting targeted populations needing improved employment opportunities. Solicitation for Grant April 13, 2001 (Volume 66, Number 72) [Notices] [Page 19223-19233	ES
Selection		Wagner Peyser	The process of choosing an applicant for referral to a job, a training opportunity, or a supportive service by careful analysis of the applicant's work experience, training, interests, and needs in relation to the requirements of the job market.	ES
Selection Interview		Wagner Peyser	An interview where:  (1) the qualifications of an applicant or group of applicants represented by a leader, are reviewed in relation to specific job openings which are available in the local office and for which the applicant or applicants may be qualified; and (2) the participating applicant or representative of a group of applicants and a staff member who is responsible for deciding whether to refer or reject the applicant or applicants for available job openings, agree upon completing the referral process.	ES
Selective Placement		Wagner Peyser	The specialized technique used in placing persons with disabilities in jobs suited to their physical capacities, which includes individual appraisal, job analysis, and selective matching of the physical capacities and other qualifications of the applicant with the physical and other requirements of a job.	ES
Selective Service Registrant		Wagner Peyser	Any individual who has register for Military Selective Service, as required by Section 3 of the Military Selective Service Act.	ES
Self-Application		Wagner Peyser	The completion an application by the applicant	ES
Self-Application Interview		Wagner Peyser	A meeting between an employment service interviewer and an applicant to review the applicant's self-application card to insure that it contains information sufficient for	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			purposes of selection.	
Self-Certification		Workforce Investment	An individual's signed attestation that the information he/she submits to demonstrate eligibility for a program under Title I of WIA is true and accurate.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  20 CFR 660.300
Self-Filing		Wagner Peyser	The partial or full completion of a claim form	ES
Self-Service and Informational Activities		Workforce Investment	Are core services that are made available and accessible to the general public, that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situation, and that do not require significant staff involvement with the individual.	TEGL No. 14-00 Attachment E (WIASRD) Appendix C (For The Standardized Record Data (WIASRD)) Reporting Services
Senior Community Service Employment Program	SCSEP	Wagner Peyser	A part-time employment program for low-income persons age 55 or over. Program participants work at community and government agencies and are paid the Federal or State minimum wage, whichever is higher. They may also receive training, and can use their participation as a bridge to other employment positions which are not supported with Federal funds.	<a href="http://wdsc.doleta.gov/seniors/">http://wdsc.doleta.gov/seniors/</a>  TEIN # 15-00
Separate Administrative Unit	SAU	Wagner Peyser	The Human Health and Services unit that makes a determination whether social services are needed for an individual to become employed or enter training. In some cases the registrant may be found unsuited for employment.	ES
Separation Notice		Wagner Peyser	An employer's report of the separation of one or more of his workers showing the date and reason for the separation and such other information as may be requested by the State Employment Security Agency.	ES
Separations		Wagner Peyser	All terminations of employment, generally classifiable as layoffs, quits, discharges, or other separations, as provided under applicable state laws. Transfers within the establishment or from regular activities to temporary construction activities are not considered as separations. Also, for ES purposes, a suspension from pay status with definite instructions for the employee to return to work	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Sequence of Services		Workforce Investment	<p>within seven consecutive days is not considered a separation. Transfers from one establishment to another establishment of the same company are included in "other separations". When requesting information from employers, the following definitions should be used:</p> <p>At a minimum, an individual must receive at least one core service, such as an initial assessment or job search and placement assistance, before receiving intensive services. The initial assessment provides preliminary information about the individual's skill levels, aptitudes, interests, and supportive services needs. The job search and placement assistance helps the individual determine whether he or she is unable to obtain employment, and thus requires more intensive services to obtain employment. The decision on which core services to provide, and the timing of their delivery, may be made on a case-by-case basis at the local level depending upon the needs of the participant.</p> <p>A determination of the need for intensive services, as established by the initial assessment or the individual's inability to obtain employment through the core services provided, must be contained in the participant's case file.</p>	WIA Regulations 20 CFR Section 663.160,165, 240, 250, 310 (a)
Service Delivery Area	SDA	Wagner Peyser	<p>A governor-designated area of a state which is responsible for delivery of JTPA employment services. Each state must service all areas of the state even if done only by one SDA.</p>	ES
Service Delivery Area Program Coordination		Wagner Peyser	<p>Performed in accordance with the Job Training Partnership Act, it provides for cooperative efforts between the employment service and state JTPA jurisdictions.</p>	ES
Service Delivery Point	SDP	Wagner Peyser	<p>A designated local employment service office which serves an area that may also contain extended service locations.</p>	ES
Service Provider		Workforce Investment	<p>An local board approved public, private for-profit, and private nonprofit entity that contracts or provides services to workforce clients including Job Corp centers.</p>	Pub.L. 105-220 (WIA) §142
Service-Connected		Wagner Peyser	<p>The term "service-connected" means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated in line of duty in the active military, naval, or air service.</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Servicemember		Wagner Peyser	<p>An individual who is a member of the Armed Forces as defined in section 101(10) of title 38, United States Code, and who is being separated from the Armed Forces within the time periods specified in section 1142(a)(3) of title 10, United States Code.</p> <p>38USC101(10) The term "Armed Forces" means the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof</p> <p>10USC1142. Preseparation counseling;</p>	38USC101(10) Veterans' Employment, Business Opportunity, and Training Act of 2002'. SEC. 101(4)
Services		Wagner Peyser	<p>Services refer to activities related to training and employment efforts, such as those listed below, which are provided by employment service offices and which are designed to result in the training and/or employment of the applicant. Included among these services are the following: counseling, testing, job development contact, referral to training, referral to supportive service, job referral, and placement.</p>	ES
Sex		Wagner Peyser	<p>A classification of applicants into self-explanatory male and female categories.</p> <p>See Gender and Male/Female characteristic</p> <p>Department of Labor's Equal Opportunity regulations (29 CFR Part 37.37(b)(2)) require the collection and retention of demographic information about individuals participating in programs or activities funded by DOL: race and ethnicity, age, gender and disability status. Specifically, the state must ensure that a data collection and retention system for its state programs is established and maintained (29 CFR Part 37.53 and 37.37(b)(2)). Part 37 also requires that each state develop and implement a Methods of Administration (MOA) document. The MOA, which covers a state's Workforce Investment Act Title I, Wagner-Peyser, and Unemployment Insurance programs, shows how the state has complied with and will continue to comply with the non-discrimination and equal opportunity provisions of the Workforce Investment Act and its implementing regulations. The sixth requirement of the state's MOA asks for a description of how the state's data collection and retention system will be maintained and used for equal opportunity purposes.</p>	Field Memo 4-92 ETA Handbook 406 Lines 3/4

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Share		Workforce Investment	When referring to the awarding agency's portion of real property, equipment, or supplies, means the same percentage as the awarding agency's portion of the acquiring party's total costs under the grant to which the acquisition cost of the property was charged. Only costs are to be counted, not the value of third-party in-kind contributions.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 97.3
Shifts		Wagner Peyser	A scheduled period of work or duty. Day Shift, Evening Shift, Night Shift, Periodic Shift, and Split Shift	ES
Short-Term Job		Wagner Peyser	A job expected to be less than 150 days duration	ES
Short-Term Job Opening or Placement		Wagner Peyser	Any job opening or placement expected to last less than 150 days.	ES
Short-Term Layoff		Wagner Peyser	Unemployment, categorized as a layoff, for a brief period with assurance of returning to work with the same employer.	ES
Short-Term Pre-Vocational Services		Wagner Peyser	Include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment.  Anecdotal information indicates that in many local areas, skill enhancement training such as computer skills courses that are short in length, are being provided as intensive services rather than as training. As defined in STATUS OF WIA READINESS IMPLEMENTATION REPORT A "SNAPSHOT" Prepared by Office of Field Operations March 20, 2001)	ES
Shortage List		Wagner Peyser	A local office list showing the occupational titles and codes of jobs for which current demand for applicants cannot be satisfied by selection from the application file.	ES
Significant Bilingual MSFW Local Offices		Wagner Peyser	Shall be those designated annually by ETA and include those significant MSFW offices where 10% or more of MSFW applicants are estimated to require service provisions in Spanish unless the Administrator determines other local offices also should be included due to special circumstances.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Simpson/Rodino Bill		Wagner Peyser	Known as the Immigration Reform and Control Act of 1986.  This act, which was particularly aimed at issue of illegal immigration, set up a system so that certain aliens could obtain temporary, and then permanent, resident status. It also instituted penalties on employers who knowingly hired undocumented immigrants and adjusted quotas for some nations that were considered to have been penalized by the 1965 act.	ES
Single Parent		Wagner Peyser	A single, abandoned, separated, divorced or widowed individual who has responsibility for one or more dependent children: (1) under age 6; (2) ages 6 through 17.	ES
Single Parent		Workforce Investment	A single, separated, divorced or widowed individual who has primary responsibility for one or more dependent children under age 18.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 106 through 117 OMB #1205-0420
Single Registration		Wagner Peyser	A SESA practice which limits applicant control to the original (base) office of registration. Any local office can service the applicant (referrals, placements etc.) but only the office of record (base office) can inactivate or update characteristics (sex, age, ethnic, welfare, etc.). A Local Office Transfer must be entered by the base office to transfer applicant control to another local office. Single registration limits ENDS SESAs to one set of work history and profiles. SESAs running systems other than ENDS normally do not have work history or profiles available.	ES
Single-Claimant Appeals Case		Wagner Peyser	A case which, at the time of reporting, involves only one claimant. A single-claimant case should be reported for each claimant who files an appeal and for whom a separate hearing is scheduled (even though the appeal is a "token" appeal, the decision for which will affect many other workers).	ES
Single-Claimant Non-Monetary Determination		Wagner Peyser	A non-monetary determination issued with respect to an individual claimant and based upon facts relating to an eligibility issue.	ES
Size of Firm Provision		Wagner Peyser	The provision of a state unemployment compensation law or the Federal Unemployment Tax Act which specifies the minimum number of employees and/or the minimum period of employment or minimum payroll which an employing unit must have before it is liable as a subject	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Skill Attainment		Workforce Investment	<p>employer.</p> <p>One goal minimum per year is required for all in-school youth and any appropriately assessed out-of-school youth who need to attain basic skills, work readiness skills, or occupational skills. A maximum of three goals per year may be set for purposes of the youth skill attainment measure. Goals should be set at the point of assessment. Additional goals may be set after assessment when called for by the youth' s service strategy or when initial goals are attained - unless the three goal maximum for the year would be exceeded.</p> <p>Youngr Youth Skill attainment reporting on WIASRD Goal #1 Lines 625 type; 626 When set; 627Attained; 628 Date attained Goal #2 Lines 629 - 632 Goa1#3 Lines 633 -636 Additional goals Lines 637-672 Other Youth Outcomes Attained Secondary School Diploma Line 673 Date of high school diploma or GED attainment Line 674 Youth placement information Line 675</p>	<p>Pub.L. 105-220 (WIA) SEC. 106. Purpose</p> <p>TEGL No. 14-00 Attach. E (WIASRD) Sec. III B -Youngr Youth Skill attainment Lines 625 through 676</p>
Skill Level		Wagner Peyser	<p>An arbitrary range in which are grouped jobs broadly similar to each other according to such factors as knowledge of process, exercise of judgment, manual dexterity, responsibility for product and equipment, length of training period, etc.</p>	ES
Skills Training		Wagner Peyser	<p>Skills training is defined as any State or Federal training program such as WIA Institutional, Job Corps, etc.</p>	<p>Field Memo 4-92 ETA Handbook 406 Line 20</p>
Small Award		Workforce Investment	<p>A grant or cooperative agreement not exceeding the small purchase [simplified acquisition] threshold fixed at 41 U.S.C. Section 403(11) (currently \$100,000).</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>29 CFR 95.2</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Small Business Administration	SBA	Wagner Peyser	The SBA was officially established in 1953, but its philosophy and mission developed over the past 47 years. SBA has grown in terms of total assistance provided and its array of programs tailored to encourage small enterprises in all areas. SBA's programs now include financial and federal contract procurement assistance, management assistance, and specialized outreach to women, minorities and armed forces veterans. The SBA also provides loans to victims of natural disasters and specialized advice and assistance in international trade.	<a href="http://www.sbaonline.sba.gov/aboutsba/sbhistory.doc">http://www.sbaonline.sba.gov/aboutsba/sbhistory.doc</a>
Social Security Account Number	SSN	Wagner Peyser	<p>The number assigned to an individual by the Social Security Administration.</p> <p>The Department can require states to ask a job seeker for his/her social security number as part of the registration process for public labor exchange services. States have to disclose the reason for request of the SSN. Social security number disclosure must be voluntary and states cannot deny access to job seeker services if the SSN is not provided. In such instances, an alternate participant identifier is to be used. States are not expected to report any individual identifiers (e.g., SSN, alternate) to DOL, and will report aggregate data only. States should ensure that job seeker confidentiality is maintained in accordance with state and federal law. We are aware that the 9002 entered employment and employment retention performance measures will be determined through wage records. We feel, however, that the lack of a SSN will inhibit the employer wage record file cross matching process for only a small percentage of labor exchange registrants.</p>	TEGL 9-02
Social Security Account Number	SSN	Workforce Investment	This encrypted identification number may be used as an identification number for a person. If used it should be the same for every period of participation and in every local area and statewide program in the State. See Individual identifier	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 101 OMB #1205-0420
Social Security Act	SSA	Wagner Peyser		ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Soft Exit		Workforce Investment	<p>A participant who does not receive any WIA-funded or non-WIA funded partner services for 90 days and is not scheduled for future services except follow-up services.</p> <p>Participants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. Service providers should document any gap in service that occurs and indicate the reason for the gap in service. Participants who exit from services because they are incarcerated, deceased or have a health/medical condition that prevents the individual from participating in services, should be excluded from the measures. Once a participant has not received any WIA-funded or partner-funded services, except follow-up services, for 90 days, and there is no planned gap in service or the planned gap in service is for reasons other than those specified above, that participant has exited WIA for the purposes of measurement in 15 of the 17 core measures (the younger youth skill attainment rate and employer customer satisfaction measures are not based on exit).</p> <p>State and local programs should document any gap over 90 days and indicate the reason for the gap in service.</p> <p>Receipt of partner services called for in the WIA service plan can extend the exit date, which triggers measurement of outcomes. However, the person should exit from WIA when the services in the WIA service plan are finished, even if other partner services continue. Thus, a 'hard' exit may be recorded whenever the service plan is finished.</p> <p>Core services requiring registration include:</p> <ul style="list-style-type: none"> <li>- Staff-assisted job search and placement assistance, including career counseling;</li> <li>- Staff-assisted job referrals (such as testing and background checks);</li> <li>- Staff-assisted job development (working with employer and job-seeker); and</li> <li>- Staff-assisted workshops and job clubs.</li> </ul>	<p>Pub.L. 105-220 (WIA)</p> <p>TEGL No. 14-00 Attachment E (WIASRD) Section II - Activity &amp; Services Info. Line 335 Date of WIA exit</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Solicitation for Grant Application	SGA	Wagner Peyser	<p>A federal request for parties to apply for federal grants that are being awarded to accomplish a specific objective.</p> <p>Notice of solicitation of grant applications are published in Federal Register. Applications are typically submitted in 45 to 60 days prior to award. Solicitation requires that the following forms be submitted with the application: SF 424 and 424A Application for Federal Assistance may require forms for specific agencies.</p> <p>Final award decisions are made by the relevant agency according to their established procedures.</p>	<a href="http://wdsc.doleta.gov/sga/sga.asp">http://wdsc.doleta.gov/sga/sga.asp</a>
Solicitor		Wagner Peyser	The chief legal officer of the U.S. Department of Labor or the Solicitor's designee.	ES
Source		Wagner Peyser	A data element on a job order form which can be coded to identify whether the job was or was not acquired by way of a job development contact or as a result of an employer being mandated to list the job opening with a SESA.	ES
Special Agricultural Worker	SAW	Wagner Peyser	<p>Aliens who performed labor in perishable agricultural commodities for a specified period of time and were admitted for temporary and then permanent residence under a provision of the Immigration Reform and Control Act of 1986. Up to 350,000 aliens who worked at least 90 days in each of the 3 years preceding May 1, 1986 were eligible for Group I temporary resident status. Eligible aliens who qualified under this requirement but applied after the 350,000 limit was met and aliens who performed labor in perishable agricultural commodities for at least 90 days during the year ending May 1, 1986 were eligible for Group II temporary resident status. Adjustment to permanent resident status is essentially automatic for both groups; however, aliens in Group I were eligible on December 1, 1989 and those in Group II were eligible one year later on December 1, 1990.</p>	<a href="http://www.ins.usdoj.gov/graphics/glossary4.htm">http://www.ins.usdoj.gov/graphics/glossary4.htm</a>
Special Agricultural Worker and Legalization Programs	SAWL	Wagner Peyser	Programs designed to temporarily allow aliens to travel and work in the United States in order to assure an adequate supply of temporary labor when adequate numbers of domestic workers are not available.	ES
Special Audit		Wagner Peyser	An audit initiated by a field audit assignment for which the employer is selected because of one or more specific reasons known to exist when the assignment is made.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Special Class of Opening		Wagner Peyser	Special Class of Openings on an AWTS Job order. These classes are: Apprenticeship, WIA (Title I) Work Experience (includes WIA Title I Summer Youth openings), WIA (Title I)/OJT, WIA (Title I) Other Youth, State Use (Subsidized), State Use (Unsubsidized), Tax Credit Requested--is used to identify openings for which the employer requests that only applicants certified for a Tax Credit be referred, Tax Credit Acceptable-- is used to identify openings for which the employer requests referral of Tax Credit-certified applicants. However, the employer is willing to accept referrals of applicants that do not qualify for a tax credit, and CWEP (Community Work Experience Program--work-fare activity required for continued receipt of cash welfare benefits).	AWTS Data Preparation Handbook
Special Disabled Veteran		Wagner Peyser	A veteran who (A) is entitled to compensation (or who, but for the receipt of military retirement pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs (DVA) for a disability,  (1) rated at 30 percent or more or, (2) rated at 10 or 20 percent in the case of a veteran who has been determined by DVA to have a serious employment handicap; or (B) a person who was discharged or released from active duty because of a service-connected disability.	Field Memo 4-92 ETA Handbook 406 Columns J
Special Disabled Veteran		Workforce Investment	This subgroup of the disabled veteran identifies those rated at 30% or more by the DVA, or at 10 or 20 percent for a serious employment disability.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 113 OMB #1205-0420
Special Rule		Wagner Peyser	Grants authority to work to an individual without presenting an employer or a recruiter or referrer for a fee with documentary evidence of work authorization. The individual who claims to be eligible, and who intends to apply or has applied, for benefits pursuant to section 245A or 210 of the Act or section 202 of the Immigration Reform and Control Act of 1986 attests to that fact by	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			checking on the Form I-9, the third box of Part 1 and noting "Special Rule" in the space after "Alien Number A " and "September 1, 1987" in the space after "expiration of employment authorization". The special rule expired September 1, 1987.	
Special Tax Rate		Wagner Peyser	A rate other than the standard rate assigned to the employer account that did not result directly from a computation method under regular experience-rating provisions of the state unemployment compensation law.	ES
Special Youth Applicant		Wagner Peyser	An applicant under 22 years of age as of July 1 as of the current Program Year, who has completed a minimum of entries on an application record.	ES
Specific Aptitude Test Battery	SATB	Wagner Peyser	An aptitude test battery developed to determine the individual's potential for acquiring the skill involved in a particular occupation.	ES
Split Shift		Wagner Peyser	A work shift that is split at different times of the day.	ES
Split-Hearing		Wagner Peyser	A hearing on the same case at the same appeals level which is conducted at two or more separate locations, one for the claimant and one for the employer.	ES
Staff Year Allocated Paid		Wagner Peyser	The number of positions (estimated using the state's average cost per staff year) for which funds are allocated for a single year.	ES
Staff Year Paid		Wagner Peyser	A unit of measure that represents one full-time position (job) filled for a fiscal year.	ES
Staff Year Utilized Paid		Wagner Peyser	The number of positions actually purchased during the fiscal year with the allocated funds.	ES
Staffing Schedule		Wagner Peyser	A listing of jobs within organizational units in an establishment according to establishment titles, the number of workers in each job; and the treatment for conversion of these titles to titles and codes in the Dictionary of Occupational Titles.	ES
Standard Contribution Rate		Wagner Peyser	The basic rate of contributions from which variations are computed under the experience-rating provisions of a state unemployment compensation law.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Standard Employment Practice		Wagner Peyser	A condition of employment which is common knowledge or generally accepted behavior which does not have to be specifically defined. For example, employees are expected to report to work on time, call in if absent, etc. Employees are expected not to steal from their employers, not to report to work drunk, etc. Employers are expected to assign work fairly and treat their employees in a professional manner. Employers are expected not to compel employees to perform illegal acts.	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Standard Industrial Classification	SIC	Wagner Peyser	A system used in assigning code numbers to employers and/or establishments, based on the nature of their activities, in order that data reported by them be grouped into industries and combinations of industries for purposes of analysis and publication. The system used by the State Employment Security Agencies is contained in the 'Standard Industrial Classification Manual'.  This is being converted to North American Industry Classification System (NAICS)	ES
Standard Industrial Classification Code		Wagner Peyser	The code which identifies an industry or group of industries in the industrial classification system.  This is being replaced by the North American Industry Classification System.	ES
Standard Industrial Classification Manual		Wagner Peyser	A reference work published by the Executive Office of the President, Office of Management and Budget, which was developed for use in the classification of establishments by type of activity and is used primarily for statistical purposes. The manual contains the SIC code, the industry description and the industry title.	ES
Standard Industrial Classification System		Wagner Peyser	A system used in assigning a four-digit code to employers and/or establishments, based on the nature of their activities, in order that data reported by them be grouped into industries and combinations of industries for purposes of analysis and publication.  North American Industry Classification System is replacing this system.	ES
Standard Industry Code		Wagner Peyser	The number which identifies the major industry or group of industries in the industrial classification system.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Standard Industry Description		Wagner Peyser	The description of the activities included in an industry which is identified by a code and title in an industrial classification system.	ES
Standard Industry Title		Wagner Peyser	The title given to an industry which has been defined and given an industry code in an industrial classification system.	ES
Standard Metropolitan Statistical Area	SMSA	Wagner Peyser	A metropolitan area designated by the Bureau of Census which contains: (1) at least one city of 50,000 inhabitants or more; or (2) twin cities with a combined population of at least 50,000.	ES
Standard Occupational Classification	SOC	Wagner Peyser	A system used by all Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of over 820 occupations according to their occupational definition. To facilitate classification, occupations are combined to form 23 major groups, 96 minor groups, and 449 broad occupations. Each broad occupation includes detailed occupation(s) requiring similar job duties, skills, education, or experience.  The new SOC-compatible version of O*NET uses the basic 6-digit numerical coding structure of the new SOC. The O*NET 3.0 database codes have an additional 2-digit numerical suffix, defining the linkage from the new SOC to the O*NET OUs.	<a href="http://stats.bls.gov/bls/glossary.htm">http://stats.bls.gov/bls/glossary.htm</a>
Standard Occupational Classification Manual		Wagner Peyser	Published by U.S. Department of Commerce, the SOC is the responsibility of the Office of Federal Statistical Policy and standards. The system is designed to maximize the use of statistics on labor force, employment, income, and other occupational data collected by various agencies of the U.S. Government, state agencies, professional associations, labor unions, and private research organizations. All job definitions in the Dictionary of Occupational Titles are also listed in the SOC Manual.  The SOC is being incorporated in the O*Net system.	ES
Standards of Performance	SDP	Wagner Peyser	Standards for determining compliance of State agencies in carrying out the provisions of 38 U.S.C., chapters 41 and 42 with respect to: (1) Providing services to eligible veterans and eligible persons to enhance their employment prospects, (2) Priority referral of special disabled veterans and veterans of the Vietnam era to job openings listed by	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
State		Wagner Peyser	<p>Federal contractors pursuant to 38 U.S.C. 2012(a), and (3) Reporting of services provided to eligible veterans and eligible persons pursuant to 38 U.S.C. 2007(c) and 2012(c).</p> <p>The fifty States, the District of Columbia, Guam, the Northern Mariana Islands, American Samoa, and the Trust Territory of the Pacific Islands.</p> <p>State means any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, and Guam</p> <p>Any of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, and Guam.</p> <p>H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 117.(a)(6)(A) Definition Each of the 50 States, the District of Columbia, Guam, and the Virgin Islands of the United States</p> <p>S. 2561 Veterans' Employment, Business Opportunity, and Training Act of 2002'. Each of the several States of the United States, the District of Columbia, and the Commonwealth of Puerto Rico, and may include, to the extent determined necessary by the Secretary of Veterans Affairs and feasible for all purposes of this title, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Marianas Islands, and the Trust Territory of the Pacific Islands.</p>	<p>ES</p> <p>section 205 of the Federal-State Extended Unemployment Compensation Act of 1970 (Public Law 91-373)</p> <p>(26 U.S.C. 3304 note).</p>
State		Workforce Investment	<p>means each of the several States of the United States, the District of Columbia, and the Commonwealth of Puerto Rico.</p> <p>Each of the several States of the United States, the District of Columbia, and the Commonwealth of Puerto Rico. State does not include outlying areas.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronym</p> <p>Pub.L. 105-220 (WIA) Title I &amp; II SEC. 203</p> <p>20 CFR 660.300</p>
State Accounting System	SAS	Wagner Peyser	<p>An AWTS computer software cost accounting subsystem that captures a SESA's fiscal data and produces reports for their ES and UI divisions. The system is designed to</p>	<p>ES</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			capture data relating to fiscal transactions such as employee time distribution and property accounting. The system produces reports to aid management in keeping abreast of the fiscal condition of the agency in a timely manner. Reports are also used by regional and national office staff.	
State Adjusted Level of Performance		Workforce Investment	A level described in clause (iii) or (v) of § 136(b)(3)(A).	Pub.L. 105-220 (WIA) Sec. 101
State Administrator		Wagner Peyser	The chief official of the State Employment Security Agency.	ES
State Agency		Wagner Peyser	The State governmental unit designated under section 4 of the Act to cooperate with the Secretary in the operation of the public employment service system.	ES section 205 of the Federal-State Extended Unemployment Compensation Act of 1970 (Public Law 91-373) (26 U.S.C. 3304 note).
State Apprenticeship Council	SAC	Wagner Peyser	A council made up of trade and union representative which set standards for apprenticeship requirements.	ES
State Board		Wagner Peyser	See State Workforce Investment Board	ES
			State Workforce Investment Board (State Board) means the entity within a State appointed by the Governor under section 111 of the Workforce Investment Act.	
State Board		Workforce Investment	A State workforce investment board established under Section 111.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms Pub.L. 105-220 WIA Sec. 101 20 CFR 660.300
State Caseload for Fiscal Year 1995		Wagner Peyser	The average monthly number of families that received aid under the State plan approved under part A (as in effect on September 30, 1995) during fiscal year 1995	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 407. Work Participation Requirements (4) Superachiever Credit-(D)(ii) defined

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
State Caseload for Fiscal Year 2001		Wagner Peyser	The average monthly number of families that received assistance during fiscal year 2001 under the State program funded	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 407. Work Participation Requirements (4) Superachiever Credit-(D)(i) defined
State Claimant		Wagner Peyser	An applicant who is monetarily eligible for benefits under any State law, which includes unemployment compensation payable pursuant to chapter 85, title 5 of the United States Code, but while it may include State funded and authorized additional compensation due to high unemployment, it does not include Federal extended compensation, additional compensation, or federal supplemental compensation.	ES
State Code		Wagner Peyser	A two-digit Federal Information Processing Standards number which identifies the states of the United States, the District of Columbia, and territories of the United States.	ES
State Director for Veterans' Employment and Training Service	SDVETS	Wagner Peyser	The representative of OASVET on the staff of the Veterans' Employment and Training Service at the state level.	ES
State Directory of New Hires	SDNH	Wagner Peyser	Under the "Personal Responsibility and Work Opportunity Reconciliation Act of 1996", not later than October 1, 1997, each State was charged with establishing an automated directory (to be known as the 'State Directory of New Hires') which shall contain information supplied in accordance with subsection (b) by employers on each newly hired employee.  Under section 653A of the Social Security Act (42 U.S.C. 13206-7(b)), state workforce agencies operating employment security and workers' compensation programs have been granted SDNH access for the purpose of program administration. The SSA does not define "employment security programs," but it has been interpreted by DOL to mean SWA-administered UI and ES programs.	TEGL 9-02
State Educational Agency		Wagner Peyser	An agency as defined in the Vocational Education Act.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
State Employment Security Agency	SESA	Wagner Peyser	The state agencies established under the U.S. Employment Service which was created by the Wagner-Peyser Act. A state agency normally contains both the state employment service and the state unemployment compensation program. The Unemployment Insurance Service was established by Title III of the Social Security Act, which exercises control over the Unemployment Insurance Service and the Employment Service. These two organizations are cooperating in the operation of the Job Service system.	ES
State Food Stamp Agency		Wagner Peyser	(1) The agency of state government including the local offices thereof, which has the responsibility for the administration of the federally aided public assistance programs within such state, and in those states where such assistance programs are operated on a decentralized basis, the term shall include the counterpart local agencies administering such programs, and (2) the tribal organization of an Indian tribe determined by the Secretary of Agriculture to be capable of effectively administering a food distribution program or Food Stamp program under the Food Stamp Act.	ES
State Hearing Official		Wagner Peyser	A State official designated to preside at State administrative hearings convened to resolve JS-related complaints pursuant to subpart E of part 658 of this chapter.	ES
State Job Training Coordinating Council	SJTCC	Wagner Peyser	An entity within a State appointed by the Governor under section 122 of the Job Training Partnership Act which reviews and certifies the employment service plan.  Removed by WIA final regs.	ES
State Occupational Information Coordinating Committee	SOICC	Wagner Peyser	A committee used to provide more efficient and cost effective programs for less money.	ES
State Occupational Information Coordinating Committee Data Sharing		Wagner Peyser	Develops and provides access to labor market, vocational and career planning information for job applicants and employers.	ES
State Quality Service Plan	SQSP	Wagner Peyser	Is designed in consultation with end users, and will replace the Program Budget Plan (PBP).	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
State Unemployment Fund		Wagner Peyser	A special fund established under a state unemployment compensation law for the receipt and management of contributions and the payment of unemployment compensation benefits. Included in this fund are monies in the benefit payment account, clearing account, and Unemployment Trust Fund account.	ES
State Unemployment Tax SUA Dumping- Tax Manipulation	SUTA Dumping	Wagner Peyser	<p>A method used by the "employee leasing" industry, now known as PEOs, to avoid high unemployment insurance (UI) tax rates. Two types of SUTA Dumping transactions are discussed below:</p> <p>a. Purchased Shell Transactions. A leasing company purchases a small business that has a low to minimum tax rate. The low/minimum tax rate is transferred to the leasing company under state laws dealing with employer succession and transfer of experience. Once the experience is transferred and a low/minimum rate established, the leasing company begins leasing operations. The new leasing company either uses this low tax rate as a selling point to potential clients by offering a lower UI tax rate than the prospective client company has, or it takes the profits for itself by continuing to charge the client at the higher tax rate.</p> <p>b. Affiliated Shell Transactions. An already established and operating leasing company forms a number of additional corporations, obtains a UI account number for each, reports wages for a small number of individuals and pays state UI taxes on those wages until each additional corporation earns a minimum tax rate. Then the major portion of the original leasing company's employees is moved to a corporation with a minimum tax rate allowing it to effectively "dump" the higher tax rate earned by the original company and maintain a low UI tax rate.</p>	UIPL 34-02
State Use (Subsidized)		Wagner Peyser	A special-use entry available if there is a need to track job openings funded by one or more state entities that are not already defined by one of the other subsidized programs.	ES
State Use (Unsubsidized)		Wagner Peyser	A special-use entry available if there is a need for a state to track job openings from a specific private sector employer.	ES
State Workforce Agency	SWA	Workforce Investment	The Internal Revenue Code of 1986, Section 51, as amended specifies that the ASWAs @ are the "designated" agencies responsible for administering the WOTC and WtWTC certification procedures of this program. Also, the program 's enacting legislation, the Small Business Job	The Internal Revenue Code of 1986, Section 51

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			Protection Act of 1996 (P.L. 104-188), defines a "designated local agency (DLA)," as a State Workforce Agency or SESA --now referred to as the State Workforce Agency or SWA, according to the Workforce Investment Act of 1998-- established by the Wagner-Peyser Act of 1933, as amended.	
			WOTC and WtWTC certification decisions by the SWAs must conform to all Internal Revenue Service rules and regulations ( '51, 51A, and 1400L, Internal Revenue Code) governing the operation of these two tax credits and to the policies and interpretations of the US Employment Service/ALMIS, U.S. Department of Labor (USDOL).	
State Workforce Investment Boards	WIBS	Wagner Peyser	State Workforce Investment Board (State Board) means the entity within a State appointed by the Governor under section 111 of the Workforce Investment Act.	ES
State Workforce Investment Boards	WIBS	Workforce Investment	Councils of business and community leaders charged with the governance and oversight of employment-oriented education and training programs in states, cities and counties throughout America. WIBS greatly expanded the authority and reorganized the membership of similar, already-existing bodies called Private Industry Councils (PICs). PICs were designed to manage the local operations of one particular federal employment and training program. WIBs, on the other hand, are expected to exercise a much broader purview over many workforce-related programs and agencies funded from a variety of sources. WIBs should work to identify their communities' needs and resources and develop a strategic consensus among local leaders and service agencies in order to ensure that education and training programs continue to meet the needs of local employers and job seekers in both good and bad economic times.	Pub.L. 105-220 (WIA) §111& 117
State and National Apprenticeship System	SNAPS	Wagner Peyser	A system of individual SESA program which is referred to in the "Apprenticeship and Training entry".	ES
Statewide (15%) Activities		Workforce Investment	The Governor of a State shall reserve not more than 15 percent of each of the amounts allotted to the State for a fiscal year for statewide workforce investment activities.  The Governor may use the reserved amounts to carry out statewide youth activities or statewide employment and training activities, for adults or for dislocated workers.  The other training category is for training individuals who	TEGL No. 14-00 Attachment E (WIASRD) OMB #1205-0420 Section II - Activity & Services Info WIA title I-B Participation Line 307 Youth [Statewide (15%) Activities] Line 308 Displaced Homemaker [Statewide (15%)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			do not fit into any of the former categories and is not non-traditional training.	Line 309 Incumbent Worker [State
Statewide Job Bank		Wagner Peyser	A Job Bank system that provides listings of current job openings on a regular basis, to local offices in the identified labor market areas within the state.	ES
Statewide Management Reports		Wagner Peyser	Tracking and measuring employment service productivity by compiling locally generated Labor Market Information.	ES
Statistical Model		Wagner Peyser	A profiling methodology that uses a set of variables (e.g., education level) in combination simultaneously. In this method, each data element receives a weight (known as a "coefficient") that has been established by a statistical process. These elements are then combined in an equation that generates a weighted average of all the claimant's characteristics combined, which ranks claimants in terms of their probability of benefit exhaustion/long-term unemployment.	ES
Status Determination		Wagner Peyser	A decision by a state agency that an employing unit is or is not subject to coverage under the state unemployment law.	ES
Status Of Job Order		Wagner Peyser	The condition of a job order which is determined by the success in filling requested openings.	ES
Status Report		Wagner Peyser	A report That provides a summary of tasks completed, problems encountered, and solutions adopted, as well as a summary of significant findings for completed projects.	ES
Strike		Wagner Peyser	a labor dispute wherein employees engage in a concerted stoppage or work (including stoppage by reason of the expiration of a collective-bargaining agreement) or engage in any concerted slowdown or other concerted interruption of operations	ES
Subgrant		Workforce Investment	An award of financial assistance in the form of money, or property in lieu of money, made under a grant by a grantee to an eligible subgrantee. The term includes financial assistance when provided by contractual legal agreement but does not include procurement purchases, nor does it include any form of assistance that is excluded from the definition of grant in this part.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms 29 CFR 97.3

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Subgrantee		Workforce Investment	The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 97.3
Subject Employer		Wagner Peyser	An employing unit covered under the state unemployment compensation law as a result of a status determination.	ES
Subrecipient		Workforce Investment	A non-Federal entity that expends Federal awards received from a pass-through entity to carry out a Federal program but does not include an individual who is a beneficiary of such a program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. Guidance on distinguishing between a subrecipient and a vendor is provided in Section 99.210.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 99.105
Subsidized Employment		Wagner Peyser	Employment created in the public sector and in private for profit or nonprofit organizations which is financed by the recipient's program funds. Subsidized employment includes work experience.  Note: On-the-Job Training is a reportable training activity, rather than subsidized employment.	ES
Successor		Wagner Peyser	An employing unit which has acquired the organization, trade or business, in whole or in part, of another employer, declared subject as of the day on which it meets the requirement of the state unemployment compensation law for successorship.	ES
Suitable Employment		Workforce Investment	Work of a substantially equal or higher skill level, paying not less than 80% of the worker's average weekly wage, which does not include self-employment or employment as an independent contractor.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Summer Youth Applicant		Wagner Peyser	An applicant under 22 years of age as of July 1 as of the current Program Year, who has completed a minimum of entries on an application record and who is applying only for a summer job between April 1 and September 30.	AWTS Data Preparation Handbook
Summer Youth Employment and Training Program	SYEPT	Wagner Peyser	Programs operated under the WIA authorized governor directed SYETP plan which are designed to: (1) Assess the reading and mathematics skill levels of participants and (2) Provide for the provisions of basic and remedial education.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Supplantation		Wagner Peyser	<p>The replacement of state funds with federal TANF dollars.</p> <p>The purpose of TANF was to guarantee money to pay for programs for the needy. Instead a state may take away from TANF and use it for other purposes. According to Social Security Act sec. 401, as amended by the Personal Responsibility and Work Opportunity Reconciliation Act, the purpose of TANF is to provide aid to needy families to foster proper child care, reduce welfare dependency through employment and reduce out-of-wedlock pregnancies. States have relied on the interpretation at 45 CFR 260.31 of the term "assistance" as "benefits designed to meet a family's ongoing basic needs" to fund transitional aid.</p>	ES
Supplemental Budget Request		Wagner Peyser	<p>A request from a State Employment Security Agency for funds in an amount estimated as necessary to cover costs for a given period of operation or project supported by its Program and Budget Plan.</p>	ES
Supplemental Data		Workforce Investment	<p>While the majority of employment in a State's workforce will be "covered" in the UI wage records, certain types of employers and employees are excluded by Federal standards or are not covered under a State's UI law. "Uncovered" employment typically includes Federal employment, postal service, military, railroad, self employment, some agricultural employment, and employment where earnings are primarily based on commission. States have flexibility in choosing the methods used to obtain information on participants in "uncovered" employment. Examples include:</p> <ol style="list-style-type: none"> <li>1) Case management, follow-up services, and surveys of participants to determine that the participant are employed; or</li> <li>2) Record sharing and/or automated record matching with other employment and administrative databases to determine employment. These databases include, but are not limited to: <ul style="list-style-type: none"> <li>• Office of Personnel Management (Federal Career Service);</li> <li>• United States Postal Service;</li> <li>• Railroad Retirement System;</li> <li>• State Department of Revenue or Tax (State income tax for self-reported occupations);</li> <li>• U.S. Department of Defense; and</li> <li>• Government Employment Records (State government, local government, judicial employment, public school employment, etc.).</li> </ul> </li> </ol>	<p>TEGL No. 14-00 Attachment E (WIASRD) Section 3a Line 602 OMB #1205-0420</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Supplemental Security Income	SSI-SSA	Wagner Peyser	Note: Data from these sources that provides information on quarterly earnings should be considered as wage record information, not as supplemental data. Supplemental Security Income benefits under Title XVI of the Social Security Act.	ES
Supplies		Workforce Investment	All personal property excluding equipment, intangible property, and debt instruments as defined in this section, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement ("subject inventions"), as defined in 37 CFR Part 401, Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms 29 CFR 95.2
Support Services		Wagner Peyser	This refers to the methods used by state agencies to gather, analyze, and report various data which are essential to the efficient administration and operation of the state and local employment services offices.	ES
Supportive Services		Wagner Peyser	Services other than employment or training that are needed to enable individuals to obtain or retain employment, or to participate in employment and training programs.  1. Support Service Other (Other Support Services) services designed to assist an individual to achieve physical, mental, social or economic well being and reduce or eliminate barriers to employment. These include: a. health and medical services, child care, emergency financial services, relocation assistance, residential support, nutritional and legal services. Included are supportive services not available through the State, other than Referral to Training. b. services by an agency or community group that provides other support services that ES is not equipped to provide; c. referrals to the WIA (Title I) program for intake or employment and training services. This does not include referrals to WIA (Title I)/OJT or WIA (Title I) Work Experience; d. provision of specific information to veterans about what agencies provide services to veterans and the location of such agencies; e. referrals to military recruiters.	Field Memo 4-92 ETA Handbook 406 line 19 Referred to Other Services line 25 Referred to Support Services  AWTS Data Preparation Handbook Item 16 on AWTS-516

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Supportive Services		Workforce Investment	<p>2. Referral to WIA (Title I) referrals to WIA (Title I) training programs</p> <p>3. Referral to Job Corps</p> <p>4. Referral to Other Federal Training Programs.</p> <p>5. Referral to Other State and Local</p> <p>7. Referral to Educational Services -programs or courses designed to develop competency in basic educational skills such as; reading, comprehension, mathematics, writing, speaking and reasoning and/or programs leading to educational credentials such as GED or high school diploma or college degree.</p> <p>Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this title, consistent with the provisions of WIA title I.</p> <p>For adults and dislocated workers, supportive services include services such as transportation, child care, dependent care, and housing that are necessary to enable an individual to participate in activities authorized under WIA title I, consistent with the provisions of WIA title I.</p> <p>Supportive services for youth may include linkages to community services; assistance with transportation; assistance with child care and dependent care; assistance with housing; referrals to medical services; and assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>WIA Section 101</p> <p>TEGL No. 14-00 Attachment E (WIASRD) Section II Line 330 OMB #1205-0420</p>
Suspension		Workforce Investment	<p>Depending on the context, either (1) temporary withdrawal of the authority to obligate grant funds pending corrective action by the grantee or subgrantee or a decision to terminate the grant, or (2) an action taken by a suspending official in accordance with agency regulations implementing Executive Order 12549 to immediately exclude a person from participating in grant transactions for a period, pending completion of an investigation and such legal or debarment proceedings as may ensue.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>29 CFR 97.3</p>
Systematic Alien Verification for Entitlements Program	SAVE	Wagner Peyser	<p>A federally funded program to verify the status of aliens applying for most federal or state administered assistance or grant program benefits.</p>	<p>7CFR272.8, 272.11 and 273.2</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
TJTC Eligible Acceptable		Wagner Peyser	Job openings an employer prefers to fill with applicants who will qualify the employer for tax credits. However, the employer will consider referrals of other applicants.	ES
TJTC Eligible Requested Only		Wagner Peyser	Job openings reserved by an employer for applicants who qualify the employer for tax credits.	ES
Targeted Jobs Tax Credit	TJTC	Wagner Peyser	<p>A tax credit program for private employers based on qualified wages paid to disadvantaged job applicants identified in seven targeted groups. The Tax Credit program was established by the Revenue Act of 1978.</p> <p>The seven targeted groups which are eligible for a Targeted Jobs Tax Credit are as follows:</p> <p><b>ECONOMICALLY DISADVANTAGED EX-CONVICT</b> Any individual certified as one who:</p> <p>(1) has been convicted of a felony under any statute of the United States or any state; and</p> <p>(2) whose hiring date is not more than five years after the last date on which he/she was convicted or released from prison; and</p> <p>(3) is a member of an economically disadvantaged family.</p> <p><b>ECONOMICALLY DISADVANTAGED YOUTH</b> Any individual certified as one who:</p> <p>(1) is at least age 18 but not yet age 25 on the hiring date and</p> <p>(2) is a member of an economically disadvantaged family.</p> <p><b>ECONOMICALLY DISADVANTAGED VIETNAM-ERA VETERAN</b> Any individual certified as one who:</p> <p>(1) has served:</p> <p>(a) on active duty (other than for Training) in the Armed Forces of the U.S. for a period of more than 180 days, any part of which occurred from August 4, 1964, through May 8, 1975; or</p> <p>(b) has been discharged or released from active duty in the Armed Forces of the U.S. for a service-connected disability if any part of such service occurred from August 4, 1964, through May 8, 1975; and</p> <p>(2) who, during the 60-day period ending on the hiring date, has not been on extended active duty for a period of more than 90 days other than for training;</p> <p>(3) is less than age 35 on the hiring date; and</p> <p>(4) is a member of an economically disadvantaged family.</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>GENERAL ASSISTANCE RECIPIENT Any individual who is certified as receiving monetary payments based on need, from a qualified state or local general assistance program.</p> <p>SUPPLEMENTAL SECURITY INCOME RECIPIENT Any individual certified as one who is receiving Supplemental Security Income benefits under Title XVI of the Social Security Act.</p> <p>YOUTH PARTICIPATING IN A QUALIFIED COOPERATIVE EDUCATION PROGRAM Any individual certified by a qualified school participating in the TJTC program as:  (1) having attained age 18 and not having attained age 19; and  (2) not having graduated from a high school or vocational school; and  (3) being enrolled in and actively pursuing a qualified cooperative education program.</p> <p>VOCATIONAL REHABILITATION REFERRAL Any individual certified as one who:  (1) has a physical or mental disability which, for that person, constitutes or results in a substantial barrier to employment; and  (2) has completed or is receiving rehabilitative services pursuant to:  (a) an individualized, written rehabilitation plan under a state plan for vocational rehabilitation services approved under the Rehabilitation Act; or  (b) a program of vocational rehabilitation carried out under Chapter 31 of Title 38, U.S. Code (these are vocational rehabilitation programs administered by the Veterans Administration).</p>	
Tax Credit Eligibility and Determination		Wagner Peyser	A determination process which culminates in the issuance of a tax credit voucher for an employer who has agreed to provide employment to an individual who falls within a defined group of hard to employ applicants.	ES
Tax Credit Eligible Acceptable		Wagner Peyser	(formerly TJTC) Job openings an employer prefers to fill with applicants who will qualify the employer for tax credits. However, the employer will consider referrals of other applicants.	ES
Tax Credit Eligible Requested Only		Wagner Peyser		

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Tax Performance System	TPS	Wagner Peyser	Previously known as the Quality Appraisal (QA) system. TPS is designed to assess the major internal UI tax functions by utilizing several methodologies: Computed Measures which are indicators of timeliness and completeness based on data automatically generated via the existing ETA 581 (Office of Management and Budget (OMB) approval number 1205-0178, expiring 8/2002) automated report; and Program Reviews which assess accuracy through a two-fold examination: (a) "Systems Reviews" examine tax systems for the existence of internal controls; (b) small samples of those systems' transactions are then examined to verify the effectiveness of controls.	20 CFR part 602  <a href="http://www.workforcesecurity.doleta.gov/unemploy/pdf/nonmon98.pdf">http://www.workforcesecurity.doleta.gov/unemploy/pdf/nonmon98.pdf</a>
Taxable Payroll		Wagner Peyser	That part of the total payroll which is subject to the contribution provisions of the state unemployment compensation law.	ES
Taxable Wages		Wagner Peyser	That portion of an individual's total wages during a calendar year determined taxable for UI purposes in accordance with the taxable wage base provisions of a state's UI law.	ES
Technical Assistance Guides	TAG	Wagner Peyser	Are ETA advisories used to issue to state workforce agencies technical instructions, information, or guidance concerning either (1) a specific program or administrative area, or (2) a group of related activities or functions pertaining to a single program or administrative area.	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01
Teenage Parent		Workforce Investment	Any individual under 20 years of age who has responsibility for support of one or more dependent children.	Pub.L. 105-220 (WIA)
Temporary		Wagner Peyser	A classification of Job Orders, or Job Openings, or Job Referrals or Job Placements that are expected to have a duration of 150 days or less.	ES
Temporary Assistance for Needy Families	TANF	Wagner Peyser	The welfare block grant program enacted in 1996--the Temporary Assistance for Needy Families, or TANF, program. It replaces the national welfare program known as Aid to Families with Dependent Children (AFDC) and the related programs known as the Job Opportunities and Basic Skills Training Program (JOBS) and the Emergency Assistance (EA) program.  Its focus is moving recipients into work and turning welfare into a program of temporary assistance, preventing and	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Temporary Disability Insurance	TDI	Wagner Peyser	reducing the incidence of out-of-wedlock births, and promoting stable two-parent families. A separately established and funded unemployment insurance program in some states to compensate weeks of unemployment due to temporary illness.	ES
Termination		Workforce Investment	Permanent withdrawal of the authority to obligate previously awarded grant funds before that authority would otherwise expire. Also, the voluntary relinquishment of that authority by the grantee or subgrantee. Termination does not include (1) withdrawal of funds awarded on the basis of the grantee's underestimation of the unobligated balance in a prior period; (2) withdrawal of the unobligated balance as of the expiration of a grant; (3) refusal to extend a grant or award additional funds, to make a competing or noncompeting continuation, renewal, extension, or supplemental award; or (4) voiding of a grant upon determination that the award was obtained fraudulently, or was otherwise illegal or invalid from inception.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms 29 CFR 97.3
Termination From Successful Training		Wagner Peyser	The applicant completed the training program.	ES
Termination From Training		Wagner Peyser	The ending of training being provided to an applicant through WIA Institutional, Job Corps, or other Federal, State or Local entity.	ES
Termination from Unsuccessful Training		Wagner Peyser	The applicant did not complete the training program.	ES
Termination/Layoff Notice Recipient		Wagner Peyser	Any individual who has: (1) received a notice of termination or layoff from employment and is unlikely to return to their previous industry or occupation, or (2) received a notice of termination of employment, as a result of a permanent closure of a plant or facility.	ES
Terms of a Grant or Subgrant		Workforce Investment	All requirements of the grant or subgrant, whether in statute, regulations, or the award document.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms 29 CFR 97.3

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Test Audit		Wagner Peyser	An audit which covers an examination of an employer's book and records for a period not exceeding one year or four selected quarters.	ES
Test of Adult Basic Education	TABE	Workforce Investment	An assessment tool used to assess reading, mathematical skills, and other employment readiness skills.	Pub.L. 105-220 (WIA)
Tested		Wagner Peyser	An ETA 9002 count of the total cumulative number of times an individual is tested from the beginning of the program year (July 1).	Field Memo 4-92 ETA Handbook 406 Line 47
Tested Transactions		Wagner Peyser	The total cumulative number of times an individual is tested from the beginning of the program year (July 1).	ES
Testing		Wagner Peyser	The administration of standardized tests. Tests will measure the individual's possession of, interest in, or ability to acquire job skills and knowledge.	ES
Tests		Wagner Peyser	A standardized method of measuring an individual's possession of, interest in, or ability to acquire, job skills and knowledge. Use of tests by employment service staff must be in accordance with the provisions of: (1) 41 CFR part 60-3, Uniform Guidelines on Employee Selection Procedures; (2) 29 CFR part 1627, Records To Be Made or Kept Relating to Age; Notices To Be Posted; Administrative Exemptions; and (3) The Department of Labor's regulations on Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance, which have been published as 29 CFR part 32 at 45 FR 66706 (Oct. 7, 1980).	ES
The Black Lung Benefits Reform Act of 1977		Wagner Peyser	Administered by The Office of Workers' Compensation Programs, this act provides monthly payments and medical treatment to coal miners totally disabled from pneumoconiosis (black lung) arising from their employment in the nation's coal mines, and monthly payments to their surviving dependents.	<a href="http://www2.dol.gov/esa/aboutesa/esaabot.htm">http://www2.dol.gov/esa/aboutesa/esaabot.htm</a> REGION 5 ETA IB 001-03
The National Bureau of Economic Research	NBER	Wagner Peyser	The official research organization that has as one of its duties the monitoring of economic activity, such as industrial production and employment in order to determine if a recession or expansion of the economy is occurring.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Third-Party In-Kind Contributions		Workforce Investment	The value of non-cash contributions provided by non-Federal third parties. Third-party in-kind contributions may be in the form of real property, equipment, supplies, or other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Ticket to Work and the Work Incentives Improvement Act of 1999		Wagner Peyser	(a) In General - The Commissioner shall establish a Ticket to Work and Self-Sufficiency Program, under which a disabled beneficiary may use a ticket to work and self-sufficiency issued by the Commissioner in accordance with this section to obtain employment services, vocational rehabilitation services, or other support services from an employment network which is of the beneficiary's choice and which is willing to provide such services to such beneficiary. (b) Ticket System - (1) Distribution of Tickets - The Commissioner may issue a ticket to work and self-sufficiency to disabled beneficiaries for participation in the Program. (2) Assignment of Tickets - A disabled beneficiary holding a ticket to work and self-sufficiency may assign the ticket to any employment network of the beneficiary's choice which is serving under the Program and is willing to accept the assignment. (3) Ticket Terms - A ticket issued under paragraph (1) shall consist of a document which evidences the Commissioner's agreement to pay .....an employment network, which is serving under the Program and to which such ticket is assigned by the beneficiary, for such employment services, vocational rehabilitation services, and other support services as the employment network may provide to the beneficiary.	TEIN 18-99
Time Distribution	T/D	Wagner Peyser	A FARS module that allows employees to input time record data into an online time distribution system recording their time worked on various projects. The system verifies that the various project codes entered into the system by the employee are valid projects contained in the chart of accounts. The system allows for full time, part time salaried and hourly employee data to be maintained and allocated by the system. The hours worked in each month will vary depending on the work days and holidays included in that month. Time charges can be distributed based on project. The system will allow for month end time accruals to be generated by the system to account for the days at the end of one month that may not have been included in the second biweekly payroll of a month.	<a href="http://www.workforceatm.org/sections/pdf/2002/farsrfps1.pdf">http://www.workforceatm.org/sections/pdf/2002/farsrfps1.pdf</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			Various reports will be generated based on variables such as hours worked versus paid, dollars versus positions etc.	
Title V Activities		Workforce Investment	Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (WIA § 121 (b)(1)(B)(vi).	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 327 OMB #1205-0420  Pub.L. 105-220 (WIA) Title II SEC. 203
Total Active Applicants		Wagner Peyser	An ETA 9002 count of all applicants active as of July 1 plus all applicants who received a New, New Partial, or Renewal during the current Program Year. Each applicant is counted only once. All applicants active at any time during the program year are counted. This definition is applied to each of the applicant categories listed.	Field Memo 4-92 ETA Handbook 406 Line 1
Total Agricultural And Non-agricultural Openings Received		Wagner Peyser	An ETA 9002 count by occupational category the cumulative number of Agricultural and Non-Agricultural job openings received from the beginning of the program year (July 1).	Field Memo 4-92 ETA Handbook 406 Lines 1-15 Column B
Total Applicants		9002 FY2003	Count of individuals who began a registration year or utilized the public labor exchange during the four quarter reporting period.  Also Total Active Job Seekers, and Total Job Seekers	TEGL 01-02 ETA Handbook 406: ETA 9002 A - Services to Job Seekers Col A and Row 1  Vets 200A Services by (DVOP) & Vets200B (LVER) & Vets 200C (Unduplicated LVER & DVOP) Col A and Row 1
Total Applicants		Wagner Peyser	An ETA 9002 count of all applicants active as of July 1 plus all applicants who received a New, New partial or Renewal during the current Program Year. Each applicant is counted only once. All applicants active at anytime during the Program Year are counted.	Field Memo 4-92 ETA Handbook 406 Column A
Total Non-Agricultural And Agricultural Job Openings Filled		Wagner Peyser	An ETA 9002 count by occupational category the total cumulative number of non-agricultural and agricultural job openings filled from the beginning of the program year (July 1).	Field Memo 4-92 ETA Handbook 406 Line 1-15 Column H
Total Participants		Workforce Investment	The WIA Quarterly Summary Report (ETA 9090), Total New Registrants has been changed to read Total Participants. This reflects the number of new WIA registrants who received WIA-funded services in the	TEGL No. 14-00 change 1 OMB #1205-0420

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			program year and carry-in from the previous year. For PY 2000, total participants include both individuals who registered during the program year and carry-in from JTPA.	
			For adults and dislocated workers, individuals who receive core services (other than informational and self-service activities), intensive services or training services must be registered. All youth who receive youth activities must be registered.	
Total Payroll		Wagner Peyser	The total amount of wages paid or payable to workers for services performed during the period covered by the report.	ES
Total Unemployment		Wagner Peyser	Total unemployment is defined in State Unemployment Insurance law. It is usually a week in which an individual claiming UI benefits performed no work and with respect to which no remuneration is payable. In some states, specified small amounts of odd-job earnings are disregarded.	ES
Total Veterans		Wagner Peyser	An unduplicated count of persons who:  (1)served on active duty for a period of more than 180 days and were discharged or released there from with other than a dishonorable discharge, or (2)were discharged or released from active duty because of a service-connected disability.	ES
Total Wages		Wagner Peyser	All wages or remuneration paid to workers on all payrolls.	ES
Trade - BAT		Wagner Peyser	An occupation requiring manual or mechanical skill.	ES
Trade Act		Wagner Peyser	The Federal program for adjustment assistance allowances and employability services for eligible individuals who are unemployed as result of an increase in imports.	ES
Trade Act		Workforce Investment	Trade Adjustment Assistance Reform Act of 2002 (TAA Reform Act) was signed into law on August 6, 2002. The TAA Reform Act amended and added provisions to the Trade Act Programs, many of which apply to TAA petitions received on or after November 4, 2002.	<a href="http://www.doleta.gov/tradeact/">http://www.doleta.gov/tradeact/</a> Statute: 107 P.L. 210

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			Trade Act programs are available to assist individuals who have become unemployed as a result of increased imports (Trade Adjustment Assistance), imports specifically from Canada and/or Mexico, or a shift in production to Canada and/or Mexico (North American Free Trade Agreement-Transitional Adjustment Assistance). The goal is to help such laid-off workers return to suitable employment as quickly as possible.	
			Several forms of reemployment assistance are available to aid those who may have lost a job due to an increase in imports. Following is vital information for Workers, Employers and Workforce Development Professionals regarding the reemployment services available to anyone involved in a layoff.	
Trade Adjustment Assistance	TAA	Wagner Peyser	The services and allowances provided for achieving reemployment of adversely affected workers, including TRA, training and other reemployment services, and job search allowances and relocation allowances.	ES
Trade Adjustment Assistance	TAA	Workforce Investment	A federal program that provides assistance such as job search, relocation assistance, retraining, income support, etc. to workers who have become unemployed because of imports.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a> Pub.L. 105-220 (WIA)
			The services and allowances provided for achieving reemployment of adversely affected workers, including TRA, training and other reemployment services, and job search allowances and relocation allowances.	
Trade Readjustment Allowance	TRA	Wagner Peyser	A weekly allowance payable to an adversely affected worker with respect to such worker's unemployment under subpart B of this part 617.-TRADE ADJUSTMENT ASSISTANCE FOR WORKERS UNDER THE TRADE ACT OF 1974	ES
Trade Readjustment Allowance	TRA	Workforce Investment	A weekly allowance payable to an adversely affected worker enrolled in or waived from training after entitlement to unemployment compensation has been exhausted.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Training		Wagner Peyser	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.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Training Job Opening		Wagner Peyser	Job openings which are identified as requests that qualified applicants be found to learn skills and knowledge required to perform a certain job. The codes in the training class are listed in the system documentation.	ES
Training Placements		Wagner Peyser	Applicants verified to have entered in any State or Federal training program (WIA Institutional, Job Corps, etc.) to which they were referred by the ES agency. Verification may be by contact (telephone or visit) with the training facility or written notification from the applicant.	Field Memo 4-92 ETA Handbook 406 Line 26
Training Service		Workforce Investment	<ul style="list-style-type: none"> <li>- Occupational skills training</li> <li>- On-the-job training</li> <li>- Workplace training and cooperative education programs</li> <li>- Private sector training programs</li> </ul> <p>This list is not all-inclusive</p> <ul style="list-style-type: none"> <li>- Skill upgrading and retraining</li> <li>- Entrepreneurial training</li> <li>- Job readiness training</li> <li>- Adult education and literacy training activities in combination with other training (except customized training)</li> <li>- Customized training</li> </ul>	Training and Employment Guidance Letter (TEGL) No. 14-00 Attachment E (WIASRD) Appendix C (For The Standardized Record Data (WIASRD)) Reporting Services
Training and Employment Guidance Letter	TEGL	Wagner Peyser	An Employment and Training letter used to transmit program development and interpretative guidance statements, as well as funding allotments to State Workforce Liaisons, State Workforce Agencies, State Worker Adjustment Liaisons, One-Stop Center System Leads, and Welfare-to-Work (WtW) Grantees.	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01
Training and Employment Information Notice	TEIN	Wagner Peyser	An Employment and Training advisory, used to transmit policy and operational guidance to the WIA state and local workforce systems and WtW.	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01
Training and Employment Notice	TEN	Wagner Peyser	A new ETA issuance that will be used by product line offices to communicate announcements of meetings and publications, or general information. They will be signed by the product line administrator and posted on the advisory web site at <a href="http://wdr.doleta.gov/directives">wdr.doleta.gov/directives</a> . TEINS will be issued to a specific product line's customers or to the entire WIA system, depending on the nature of the information being communicated. They will be sequentially numbered for all of ETA and indexed.	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01
Training-Related Employment		Workforce Investment	Training-related employment is employment in which the individual uses a substantial portion of the skills taught in the WIA training received by the individual.	TEGL No. 14-00 Attachment E (WIASRD) Section 3a

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Transaction		Wagner Peyser	A single ES activity performed on behalf of an individual seeking assistance and/or the result of such an activity, such as applicant registration, referral to a job, referral to a supportive service, referral to training, counseling interview, testing, job development, job placement, enrollment in training, and inactivation of an applicant registration.	Line 605 OMB #1205-0420 ES
Transaction Code	TC	Wagner Peyser	code entered in a specific place on a form or a video screen which indicates the action a software program is to take in updating a record, file or data base.	ES
Transfer		Wagner Peyser	The exchange or reassignment of an employee from one branch, department, shop, or position to another in an employing establishment.	ES
Transferring State		Wagner Peyser	A state that transfers wage credits earned in that state by a combined-wage claimant to the state which is the paying state.	ES
Transient Applicant		Wagner Peyser	An applicant who is moving from place to place and who indicates to the state local office that he or she will be only temporarily in the area served by the local office.	ES
Transient Claimant		Wagner Peyser	A claimant who is moving from place to place in search of work and who indicates to the agent state local office that he/she will be in the area served by the local office for less than a full claims reporting period.	ES
Transit Capital and Operating Assistance Projects		Wagner Peyser	Projects to finance acquisition, construction, improvement, and operating costs of facilities, equipment and associated capital maintenance items used in mass transportation service, including crime prevention and security of and for such equipment and facilities. Direct administrative expenses associated with the provision of job access and reverse commute services are also eligible operating expenses	DOT
Transition Assistance Program	TAP	Wagner Peyser	While this term could be applied to any attempt to transfer a dislocated worker's skills to a new occupation, the transfer of military occupations to civilian occupations is quite often the focus of this program.  Workshops for separating service members that help them identify civilian occupation that can apply their military	<a href="http://www.dol.gov/vets/tap">http://www.dol.gov/vets/tap</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>skills and help them to find civilian employment after their release from service.</p> <p>Congress established the transition assistance program in 1990, when significant reductions in military force levels were expected. The law noted that many of these service personnel specialized in critical skills, such as combat arms, which would not transfer to the civilian workforce. Transition assistance, including employment and job training services, was established to help such service members make suitable educational and career choices as they readjusted to civilian life.</p> <p>The law directed DOL, DOD, and VA to jointly administer the program. To do so, the agencies entered into a Memorandum of Understanding (MOU), which spelled out each agency's role in the provision of services to members of the Army, Navy, Air Force and Marines. When the Coast Guard started to operate the transition assistance program in 1994, DOT entered into a similar agreement with VA and DOL.</p>	
Transitional Claim		Wagner Peyser	A new claim filed during an uninterrupted period of un-employment by a claimant to initiate a determination of eligibility and establish a new benefit year having an effective date within the seven-day period immediately following the benefit year ending date of the previous claim.	ES
Treasury/State Agreements		Workforce Investment	Agreements that set forth the terms and conditions for implementing the funding arrangement for a program or group of programs, between the Federal government and State recipients. The agreement must include, but not be limited to, programs involved, funding techniques, interest calculation method, and clearance pattern method.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  31 CFR 205.3 (CMIA)
Turnover and Absenteeism Records		Wagner Peyser	Continuing or periodic records which provide data on the number of employees separating or taking leave.	ES
Type		Workforce Investment	The type of Job Order	Pub.L. 105-220 (WIA)
Type of Recognized Educational/Occupational Certificate/Credential/Diploma/Degree Attained		Workforce Investment	A credential is defined as any nationally recognized degree or certificate or a State/locally recognized credential. Credentials will include, but are not limited to a high school diploma, GED or other recognized	TEGL No. 14-00 Attachment E (WIASRD) Section 3a Line 621

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			equivalents, postsecondary degrees, recognized skills standards, licensure, apprenticeship or industry recognized certificates. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognize Workforce Investment Boards to encourage certificates to recognize to equip individuals to enter or re-enter employment, retain employment, or to equip individuals to enter or re-enter employment, retain employment, or Credential must be obtained either during participation or by the end of the third quarter after exit from services (other than follow-up services).	OMB #1205-0420
Types of Compliance Requirements		Workforce Investment	The types of compliance requirements listed in the compliance supplement. Examples include allowed or unallowed activities, allowable costs/cost principles, cash management, eligibility, matching, level of effort, earmarking, and reporting.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 99.105
UI Claimant		Wagner Peyser	Individuals who, during the program year, are or have been determined 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, have not ended and who have not exhausted their benefit rights.	Field Memo 4-92 ETA Handbook 406 Column C line 9
UI Cross Matching		Wagner Peyser	A method to determine if an applicant registered for unemployment is registered with the state employment service for placement in a job.	ES
Underemployed		Workforce Investment	An individual who is working part time but desires full time employment, or who is working in employment not commensurate with the individuals demonstrated level of educational attainment.	TEGL No. 14-00 Change 1 OMB #1205-0420  Pub.L. 105-220 (WIA)
Unemployed		Wagner Peyser	Applicants who cannot be classified as employed, or who, although employed, have received notice of termination of employment.	Field Memo 4-92 ETA Handbook 406 Column C line 8
Unemployed Individuals		Wagner Peyser	Individuals who are without jobs and who want and are available for work. The determination of whether individuals are without jobs shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Unemployed Individuals		Workforce Investment	An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the DOL in defining individuals as unemployed.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  WIA Section 101
Unemployment (Current Population Survey)		Wagner Peyser	Unemployed persons are those who did not work during the survey week, but were available for work except for temporary illness and had looked for jobs within the preceding four weeks. Persons who did not look for work because they were on layoff or waiting to start new jobs within the next 30 days are also counted among the unemployed. The overall unemployment rate represents the number unemployed as a percent of the labor force, including the resident Armed Forces. The civilian unemployment rate represents the number unemployed as a percent of the civilian labor force.	ES
Unemployment Compensation	UC	Wagner Peyser	See also Unemployment Insurance  The state programs that provide benefits to individuals covered under state and federal unemployment compensation laws, supplemental extended compensation (payable to eligible individuals under other provisions of state and/or federal laws during periods of high unemployment) and other special programs which compensate individuals involved in situations which adversely affect their employment status through no fault of their own.	ES
Unemployment Compensation	UC	Workforce Investment	or Unemployment Insurance (UI): Weekly benefits payable to an individual under state or federal unemployment compensation law and includes regular compensation, additional compensation, extended compensation, and federal supplemental compensation.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Unemployment Compensation Claimant		Wagner Peyser	A person who files either an initial claim or a continued week claim under; (1) any state or federal unemployment compensation program; or (2) any other program administered by the state agency.	ES
Unemployment Compensation Claimant		Workforce Investment	An identification for a job seeker as to whether a non-claimant, a claimant or an exhaustee of an authorized State unemployment compensation laws (in accordance with applicable Federal law). It also identifies whether the claimant was referred to referred by the Worker Profiling	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			and Reemployment Services (WPRS) system.	
Unemployment Compensation Programs		Workforce Investment	A program that makes payments to eligible U.C. claimants who have 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.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 118 OMB #1205-0420
Unemployment Compensation for Federal Civilian Employees	UCFE	Wagner Peyser	Claim based wholly on Federal civilian service or partially on Federal civilian service and partially on Federal military service (UCFE/UCX).	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Unemployment Compensation for Federal Military Service	UCX	Wagner Peyser	Claim based wholly on Federal military service (UCX only).	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Unemployment Insurance	UI	Wagner Peyser	see Unemployment Compensation  A State program that provides benefits to individuals financed (1) wholly from State trust funds (UI) or (2) partially from State trust funds and partially from UCFE and/or UCX program funds (joint UI/UCFE, UI/UCX, UI/UCFE/UCX claim).	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)
Unemployment Insurance	UI	Workforce Investment	or Unemployment Compensation (UC) Weekly benefits payable to an individual under state or federal unemployment compensation law and includes regular compensation, additional compensation, extended compensation, and federal supplemental compensation.	<a href="http://www.doleta.gov/tradeact/definitions.asp#15">http://www.doleta.gov/tradeact/definitions.asp#15</a>
Unemployment Insurance Program Letter	UIPL	Wagner Peyser	An Employment and Training advisory used for policy and Guidance specific to the UI program.	TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-01
Unemployment Trust Fund		Wagner Peyser	A fund established in the Treasury of the United States which contains all monies deposited by state agencies to the credit of their unemployment fund accounts and federal unemployment taxes collected by the Internal Revenue Service.	ES
Unemployment Trust Fund Accounting System (UIPL 17-00)	UTFAS	Wagner Peyser	Operated by the U.S. Treasury Department. The UTFAS processes State deposits to and withdrawals from the Unemployment Trust Fund (UTF) and processes other	REGIONAL FIELD MEMORANDUM (RFM), UI No. 11-99

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			UTF transactions such as Title XII advances and repayments. In addition to processing UTF transactions, the UTFAS is also the accounting system for the UTF. Users of the UTFAS can access accounting information on deposits, withdrawals, transfers, and balances by account, i.e., State accounts and Federal accounts.	
Unfilled Job Opening		Wagner Peyser	An active job opening which the local office has on file for selection and referral of an applicant.	ES
Uniform Base Period		Wagner Peyser	A base period which starts on the same calendar date for a new or transitional claim for all claimants.	ES
Uniform Benefit Year		Wagner Peyser	A benefit year which starts the same date for all claimants in a state.	ES
Uniform Duration		Wagner Peyser	A provision of state unemployment compensation law establishing the same number of weeks of potential duration for all eligible claimants.	ES
Uniformed Services Employment & Reemployment Rights Act of 1994	USERRA	Wagner Peyser	Amends Title 5, United States Code, This new law gives veterans access to Federal job opportunities that might otherwise be closed to them. The law requires that: Agencies allow eligible veterans to compete for vacancies advertised under the agency's merit promotion procedures when the agency is seeking applications from individuals outside its own workforce. All merit promotion announcements open to applicants outside an agency's workforce include a statement that these eligible veterans may apply. OPM create an appointing authority to permit the appointment of these individuals if they are selected. The law also establishes a new redress system for preference eligibles and makes it a prohibited personnel practice for an agency to knowingly take or fail to take a personnel action if that action or failure to act would violate a statutory or regulatory veterans' preference requirement (more about this later).	ES
Unit of General Local Government		Workforce Investment	Any general-purpose political subdivision of a State that has the power to levy taxes and spend funds, as well as general corporate and police powers.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  WIA Section 101

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Unit of Time		Wagner Peyser	Hour, day, week, month, year or other. Other denotes earnings substantially influenced by commissions, tips, or other perquisites.	ES
United States Citizen Identification Card		Wagner Peyser	INS form I-97	ES
United States Code	U.S.C.	Wagner Peyser	The publication prepared by the Office of the Law Revision Counsel of the House of Representatives which codifies the United States law. It is arranged by subject matter, fully revised every six years and annual cumulative supplements are released.	ES
United States Employment Service	USES	Wagner Peyser	The component of the Employment and Training Administration of DOL which was established under the Wagner-Peyser Act, as amended, to maintain and coordinate a national system of public employment service agencies.	ES
United States Statutes at Large		Wagner Peyser	A chronological compilation of all private and public laws of one session of Congress which is issued by the Office of the Federal Register.	ES
Unliquidated Obligations		Wagner Peyser	Obligations incurred, but for which an outlay has not yet been recorded; should include unliquidated obligations to subgrantees and contractors. For example, an unliquidated obligation would be incurred when the state or local area enters into a contract with a service provider for training but training has not yet been completed or the service provider paid.	29 CFR 97.3 SF 269,
Unliquidated Obligations		Workforce Investment	For reports prepared on a cash basis, the amount of obligations incurred by the grantee that has not been paid. For reports prepared on an accrued expenditure basis, they represent the amount of obligations incurred by the grantee for which an outlay has not been recorded.	One–Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002: Appendix D 29 CFR 97.3
Unobligated Balance		Workforce Investment	The portion of the funds authorized by the Federal agency that has not been obligated by the grantee and is determined by deducting the cumulative obligations from the cumulative funds authorized.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms 29 CFR 97.3
Unrecovered Indirect Cost		Workforce Investment	The difference between the amount awarded and the amount that could have been awarded under the recipient's approved negotiated indirect cost rate.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
				Appendix D: Glossary of Terms and Acronyms 29 CFR 95.2
Unrelated Individual		Wagner Peyser	An unrelated individual is a person 15 years old or over (other than an inmate of an institution) who is not living with any relatives. An unrelated individual may be the only person living in a house or apartment, or may be living in a house or apartment (or in group quarters such as a rooming house) in which one or more persons also live who are not related to the individual in question by birth, marriage, or adoption. Examples of unrelated individuals residing with others include a lodger, a foster child, a ward, or an employee.  Used to exclude a person from a family group.	ES
Unsubsidized Employment		Workforce Investment	Employment not financed from funds provided under the Act.  Competitive Employment--Non-grant or unsupported employment that includes, entry into the Armed Forces (including entry onto active duty from Reserve and National Guard units), entry into employment in a registered apprenticeship program, self-employment, etc. Employment performed on a full-time or part-time basis in an integrated setting in which wages/salaries are at or above the minimum wage.	Pub.L. 105-220 (WIA)
Upgrading Training		Workforce Investment	Training given to an individual who needs such training to advance above an entry position.	Pub.L. 105-220 (WIA)
Urban Applicant		Wagner Peyser	An applicant living in the urbanized area of a Metropolitan Statistical Area, as defined by decennial census, or living in a place having a population of 10,000 or more outside of the urbanized area of an SMSA.	ES
Urban Cluster		Wagner Peyser	A densely settled territory that contains at least 2,500 people, but fewer than 50,000 people	2000 Census
Urbanized Area		Wagner Peyser	Consists of densely settled territory that contains 50,000 or more people	2000 Census

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Utility		Wagner Peyser	Refers to the usefulness of the information for its intended users, including the public. In assessing the usefulness of information that the agency disseminates to the public, the agency needs to consider the uses of information not only from the perspective of the agency but also from the perspective of the public. As a result, when transparency of information is relevant for assessing the information's usefulness from the public's perspective, the agency must take care to ensure that transparency has been addressed in its review of the information	OMB Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (hereafter, Agency-wide Guidelines
VETS Operations and Programs Activity Report	VOPAR	Wagner Peyser	A Federal report used to monitor the efficiency and effectiveness of our staff and programs and how well efforts are directed at meeting our Strategic Plan and Annual Performance Plan goals	ES
VISA	H-1B	Wagner Peyser	A six-year, temporary visa for foreigners with college degrees	ES
Validity Generalization		Wagner Peyser	This refers to applicant assessment technique which allows scores on the General Aptitude Test Battery to be assigned to five job "families" or clusters which are used to evaluate a job seeker's potential performance on specific tasks. AWTS supplies a Validity Generalization Raw Score Form (AWTS-512) facsimile to act as a guide for developing instruments for the gathering of VG scores.	ES
Validity Period		Wagner Peyser	A specified period of time during which a record is in active status (e.g., an application card or a clearance order).	ES
Variable Duration		Wagner Peyser	A provision of state unemployment compensation law under which the potential duration varies from individual to individual in accordance with the length of employment and amount of wages earned in the base period.	ES
Vendor		Workforce Investment	A dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a Federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the Federal program.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 99.105
Verification		Wagner Peyser	The determination by a local office that the referred applicant has been hired by the employer and has begun work. The determination is made from a reliable source such as the employer.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Verification Audit		Wagner Peyser	An audit initiated by field audit assignment and conducted periodically for selected employers to insure proper reporting.	ES
Verification of Identity and Employment Eligibility		Wagner Peyser	<p>Minors under the age of 18 who are unable to produce one of the identity documents from the preceding list are exempt from producing same if the following procedures are followed:</p> <p>(1) The minor's parent or legal guardian completes on the Form I-9 Section 1 - "Employee Information and Verification" and in the space for the minor's signature, the parent or legal guardian writes the words, "minor under age 18".</p> <p>(2) The minor's parent or legal guardian completes on the Form I-9 the "Preparer/Translator certification".</p> <p>(3) The employer or the recruiter or referrer for a fee writes in Section 2 "Employer Review and Verification" under List B in the space after the words "Document Identification #" the words, "minor under age 18".</p> <p>The following documents are acceptable documents to establish employment authorization only: (1) A social security number card other than one which has printed on its face "not valid for employment purposes" (2) An unexpired reentry permit, INS Form I-327 (3) An unexpired Refugee Travel document, INS Form I-571 (4) A Certification of Birth issued by the Department of State, Form FS-54C (5) An original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a seal (6) An employment authorization document issued by the Immigration and Naturalization Service (7) Native American tribal document (8) United States Citizen Identification Card, INS Form I-97 (9) Identification card for use of resident citizen in the United States, INS Form I-179</p>	ES
Veteran		Wagner Peyser	A veteran is an individual who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge or was discharged or released from active duty because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 672 (a), (d), or, (g), 673, or 673 of title 10, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.	Field Memo 4-92 ETA Handbook 406 Columns J

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			Referred to as ex-service member in UI	
Veteran		Workforce Investment	<p>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.</p> <p>The Veteran Status characteristic is used to identify an applicant as a Veteran and whether they have served 180 days or more.</p> <p>Related entries are Recently Separated Disabled and Special Disabled Priority of Service to Applicants Federal Contractor Listing</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>Pub.L. 105-220 (WIA SEC. 101- 49A §136(d)(2)(F)</p>
Veteran Status		Wagner Peyser	A term specific to WIA status that first identifies an applicant as a veteran and then classifies them as having served those that has served less than 180 days and those who served 180 days or longer.	ES
Veteran Status		Workforce Investment	Identifies an applicant as a Veteran or Non-Veteran If a veteran, status is additionally identified as a person who served for a period less than or equal to 180 days.	TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 111 OMB #1205-0420
Veterans and Eligible Persons		Wagner Peyser	<p>Registered job seekers who are veterans or eligible persons.</p> <p>A veteran is an individual who served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 672 (a), (d), or, (g), 673 (a) of Title 10, U. S. C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge.</p> <p>An eligible person is one who is (a) the spouse of any person who died on active duty or of a service- connected disability; or, (b) the spouse of any member of the Armed Forces</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Veterans' Benefits and Health Care Improvement Act of 2000		Wagner Peyser	<p>serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U. S. C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days:</p> <p>(i) missing in action  (ii) captured in the line of duty by a hostile force, or  (iii) forcibly detained or interned in the line of duty by a foreign government or power; or  (c ) the spouse of any person who has a total disability permanent in nature resulting from a service- connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p> <p>A bill to amend title 38, United States Code, to increase the rates of educational assistance under the Montgomery GI Bill, to improve procedures for the adjustment of rates of pay for nurses employed by the Department of Veterans Affairs, to make other improvements in veterans educational assistance, health care, and benefits programs, and for other purposes.</p> <p>The Act adds an additional category of veterans, ``recently separated veterans," to the list of protected veterans under the Vietnam Era Veterans' Readjustment Assistance Act, as amended (VEVRAA)</p>	38USC
Veterans' Employment Representative	VER	Wagner Peyser	A member of the State agency staff designated and assigned by the State agency administrator to serve veterans and eligible persons.	ES
Veterans' Employment and Training Service	VETS	Wagner Peyser	The organizational component of the Department of Labor administered by the Assistant Secretary of Labor for Veterans' Employment and Training established to promulgate and administer policies and regulations to provide eligible veterans and eligible persons the maximum of employment and training opportunities.	<a href="http://www.dol.gov/vets/">http://www.dol.gov/vets/</a>
Veterans' Employment, Business Opportunity and Training Program	VEBOT	Wagner Peyser	<p>A national performance-based job-search assistance program that is designed to--</p> <p>(1) provide high-quality, job-search service to veterans, servicemembers, and other eligible persons, focused on assisting such individuals in obtaining and maintaining employment, as well as reducing the duration of individual's unemployment;</p> <p>(2) assist employers in locating and hiring qualified</p>	S. 2561 Veterans' Employment, Business Opportunity, and Training Act of 2002 SEC. 103. ESTABLISHMENT OF NEW COMPETITIVE GRANTS PROGRAM

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>veterans, servicemembers, and other eligible persons; and (3) be accessible to veterans, servicemembers, and other eligible persons.</p> <p>Responsibilities assigned to the Secretary of Labor under sections 4101 through 4102A (other than responsibilities assigned under section 4102A regarding the purposes of chapters 42 and 43 of title 38, United States Code), sections 4103 through 4108, and section 4110 of title 38, United States Code, shall be assumed by the Secretary of Veterans Affairs, and the function of the Assistant Secretary of Labor for Veterans' Employment and Training in the Department of Labor, as well as such personnel of the Department of Labor as may be deemed necessary to carry out such function, shall be transferred from the Department of Labor to the Department of Veterans Affairs.</p>	
Veterans' Job Seeker Employment Retention Rate at Six Months	VJSERR	Workforce Investment	Using unique SOCIAL SECURITY NUMBERS to identify Veterans, establish this rate by counting the number of registered job seekers who are veterans age 19 and older at the beginning of the registration year who earned wages in the second quarter following the quarter in which they ENTERED EMPLOYMENT. Divide that number by job seekers meeting this criteria who in the first or second quarter following the registration quarter, earned wages from a new or different employer than that from which the registered job seeker earned wages in the quarter prior to registration.	Veterans Employment and Training Services Report Specifications VETS 200 A - DVOP Services to Veteran Job Seekers DRAFT 4/19/01 (incorporating 4/12/01 edits to ET Handbook 406)
Veterans' Job Training Act	VJTA	Wagner Peyser	A Department of Labor on-the-job training program which is currently authorized but not funded.	ES
Veterans' Program Coordination		Wagner Peyser	Providing through existing programs the maximum employment and training opportunities to eligible veterans and eligible persons, with priority given to the needs of disabled veterans and veterans of the Vietnam-era.	ES
Veterans' Program Letter	VPL	Wagner Peyser	Written instructions that inform SESAs and Veteran's Employment and Training (VETS) staff of changes in the Veterans' employment law or policy and provide instruction and clarification on how the changes should be implemented.	ES
Veterans' Workforce Investment Program	VWIP	Workforce Investment	Programs that serve targeted veteran groups, Service-connected disabled veterans, Veterans with employment barriers, Campaign veterans, and Recently separated veterans	Pub.L. 105-220 (WIA) §168

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Veterans' Programs		Workforce Investment	<p>Services provided by DVOP/LVER in a one-stop center and</p> <p>(3) Required activities.--Programs supported under this section shall include--</p> <p>(A) activities to enhance services provided to a veteran by other providers of workforce investment activities funded by Federal, State, or local government;</p> <p>(B) activities to provide workforce investment activities to such veterans that are not adequately provided by other public providers of workforce investment activities; and</p> <p>(C) outreach and public information activities to develop and promote maximum job and job training opportunities for such veterans and to inform such veterans about employment, job training, on-the-job training and educational opportunities under this title, under title 38, United States Code, and under other provisions of law, which activities shall be coordinated with activities provided through the one-stop centers described in section 134(c).</p> <p>(b) Administration of Programs.--</p> <p>(1) In general.--The Secretary shall administer programs supported under this section through the Assistant Secretary for Veterans' Employment and Training.</p> <p>(2) Additional responsibilities.--In carrying out responsibilities under this section, the Assistant Secretary for Veterans' Employment and Training shall--</p> <p>(A) be responsible for the awarding of grants and contracts and the distribution of funds under this section and for the establishment of appropriate fiscal controls, accountability, and program performance measures for recipients of grants and contracts under this section; and</p> <p>(B) consult with the Secretary of Veterans Affairs and take steps to ensure that programs supported under this section are coordinated, to the maximum extent feasible, with related programs and activities conducted under title 38, United States Code, including programs and activities conducted under subchapter II of chapter 77 of such title, chapters 30, 31, 32, and 34 of such title, and sections 1712A, 1720A, 3687, and 4103A of such title.</p>	Pub.L. 105-220 (WIA)
Vietnam Era Veterans		Wagner Peyser	<p>Veterans who served on active duty over 180 days - any part of which was during the period beginning August 5, 1964, and ending May 7, 1975.</p>	<p>Field Memo 4-92 ETA Handbook 406 Column J</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Vietnam Era Veterans' Readjustment Assistance Act	VEVRAA	Wagner Peyser	Vietnam era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized are protected in employment by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212.  The law requires that employers with Federal contracts or subcontracts of \$25,000 or more provide equal opportunity and affirmative action for Vietnam era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.	38USC4212
Vietnam-Era Veterans Readjustment Assistance Act of 1974		Wagner Peyser	Administered by the Office of Federal Contract Compliance, as amended, the affirmative action provisions, (38 USC 4212) prohibit discrimination and require federal contractors and subcontractors to take affirmative action to employ and advance in employment veterans of Vietnam and special disabled veterans of all wars.	<a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a> 38USC4212 REGION 5 ETA IB 001-03
Visiting Claimant		Wagner Peyser	A claimant in an agency state who with the permission of the liable state files a courtesy claim against the liable state from other than the regular agent state.	ES
Vocational Education	VOC/ED	Wagner Peyser	The term "vocational education" has the meaning provided in section 195(1) of the Vocational Education Act.  organized educational activities that--  (A) offer a sequence of courses that provides individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers (other than careers requiring a baccalaureate, master's, or doctoral degree) in current or emerging employment sectors; and  (B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, of an individual.	ES
Vocational Education	VOC/ED	Workforce Investment	Has the meaning given the term in section 521 of the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C.2471).	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
				Pub.L. 105-220 WIA Sec. 101
Vocational Education Data Sharing		Wagner Peyser	A cooperative effort between the employment service and state vocational education agencies.	ES
Vocational Exploration Program	VEP	Wagner Peyser	A program for the purpose of exposing individuals to the operation and types of jobs available in the private sector through observation of such jobs and instruction including, where appropriate, limited practical experience.	ES
Vocational Exploration Program	VEP	Workforce Investment	A program for youth participants designed to provide exposure to alternative career areas	Pub.L. 105-220 (WIA)
Vocational Guidance Service		Wagner Peyser	An ES staff provide service which involves providing a wide range of information, materials, suggestions and advice which is intended to assist in a vocational decision regarding employment and training opportunities. This term is used to cover reporting activity which is not already covered in a specific countable service such as counseling or testing.	ES
Vocational Guidance Service Provided		Wagner Peyser	All veterans who receive services provided by trained ES staff, which involve providing a wide range of information, materials, suggestions and advice to veterans which are intended to assist in a vocational decision by the veteran regarding employment and training opportunities. (Veteran applicants only). NASWA-This should not be used if the service provided is covered under another service item such as counseling, testing, and so on. USES-"trained ES staff" is any staff member who is not in Veteran staff. NASWA-"trained ES staff" includes DVOPs and LVERs. Note: This is a conflict in interpretation of "trained ES staff". At this time, the USES interpretation should prevail.  Note: "referred to " means - The act of bringing to the attention of an employer, or local office, a training sponsor, or a supportive service agency, an individual (or group of individuals) who need jobs, training, or related supportive services.	Field Memo 4-92 ETA Handbook 406 Line 18
Vocational Plan		Wagner Peyser	A plan developed jointly by a counselor or counselor trainee and the applicant which describes:  (1)the applicant's short-range and long-range occupational	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Vocational Rehabilitation Data Sharing		Wagner Peyser	goals and (2)the actions to be taken to place the plan into effect.  A method to identify and refer for services, special or persons with disabilities.	ES
Vocational Rehabilitation Data Sharing		Workforce Investment	Programs authorized under parts A and B of title I of the Rehabilitation Act of 1973 (29 USC 720 et seq.), WIA title IV, and § 121(b)(1)(B)(iv).	Pub.L. 105-220 (WIA)
Vocational Rehabilitation Referral		Wagner Peyser	Any individual certified as one who: (1)has a physical or mental disability which, for that person, constitutes or results in a substantial barrier to employment; and (2)has completed or is receiving rehabilitative services pursuant to: (a) an individualized, written rehabilitation plan under a state plan for vocational rehabilitation services approved under the Rehabilitation Act; or (program of vocational rehabilitation carried out under vocational rehabilitation programs administered by the Veterans Administration.	ES
Vocational Skills Training	VST	Wagner Peyser	Activities that provide vocational instruction to students through actual construction or improvement of permanent facilitates or other approved projects.	ES
Voluntarily Leaving Work		Wagner Peyser	Voluntarily leaving work without good cause is reason for disqualification. In some States, good cause can be established only when the reason for leaving is work-related. In other States, good cause can be established if the leaving was for either personal or work-related reasons.  Many State laws, regulations or policies dictate that certain situations require a specific result. The following is a list of possible statutory provisions:  Voluntarily leaving for domestic or marital reasons; Voluntarily leaving to join or accompany a spouse or companion; Voluntarily leaving to accept other work; Voluntarily leaving to go to school; Voluntarily leaving to enter self-employment; Voluntarily leaving due to retirement; and Failure to pay union dues or refusal to join a bona fide labor organization when membership was a condition of	Handbook 301 - UI PERFORMS: Benefits Timeliness & Quality Nonmonetary Determinations Quality Review (Rev. Jan. 1998)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			employment.	
			This list is by no means comprehensive, but It does illustrate the various conditions associated with the issue of employee-initiated separations.	
Voluntary Contributions		Wagner Peyser	Voluntary payments made by a subject employer credited to the employer's experience-rating account in order to obtain a more favorable experience rate.	ES
Voluntary Election		Wagner Peyser	A request filed by an employing unit for approval by a state agency to elect coverage of services which are not covered or are otherwise excluded from coverage under the state unemployment compensation law.	ES
Volunteer/Outstation		Wagner Peyser	A volunteer worker is defined as an individual trained by the employment service, who performs placement and related activities under the general direction of the employment service in accordance with a formal agreement with the employment service and who is not paid for such activities. The individual may be a paid worker for an organization but the pay is not for the job placement and related activities. Examples of this latter situation are high school counselors or librarians.	ES
WIA Title I B Partner Program Participation		Workforce Investment	Any adult or juvenile--(A) who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or (B) who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.	TEGL No. 14-00 Atch. E Section 2 Line 313c OMB #1205-0420
Wage Credits		Wagner Peyser	Wages earned by persons working in employment covered by state unemployment compensation laws.	ES
Wage Items		Wagner Peyser	A statement of wages for which, as a result of regular processing, a separate record is kept in a wage record file by employee name or social security number.	ES
Wage Record		Wagner Peyser	A record on a computerized file representing an individual's earnings in covered employment.	ES
Wage Record Interchange System	WRIS	Wagner Peyser	An electronic wage record interchange system which is an index of all social security numbers reported on the quarterly wage records of all States. When an authorized State agency needs information for performance measurement purposes, the index will be searched via electronic request to determine where wage record	UIPL 21-99

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Wage Report		Wagner Peyser	information on an individual exists. If an SSN match occurs, a request for wage information will automatically be transmitted to the State where the wage record for the individual is located. The wage information will then be sent electronically to the requesting agency.  A quarterly report by a subject employer listing the wages paid each individual worker in employment during the quarter.	ES
Wage Reporting Unit		Wagner Peyser	An employing unit subject to the state unemployment compensation law for which data are reported. In certain cases, two or more establishments combined make up one reporting unit.	ES
Wage Structure		Wagner Peyser	The system or pattern of wage rates existing in a given establishment, industry, or occupation, or prevailing in a community.	ES
Wage and Hour Division	WHD	Wagner Peyser	The Wage and Hour Division was established in 1938 to administer the landmark Fair Labor Standards Act (FLSA), which includes minimum wage, overtime pay and child labor provisions. Since 1938 the Wage and Hour Division's responsibilities have grown to include other laws and regulations which protect workers against unfair employment practices.  In addition to the FLSA, Wage and Hour has responsibility for enforcement and administration of a number of other labor laws. These programs include Government contract labor standards statutes, Migrant and Seasonal Agricultural Worker Protection Act, Employee Polygraph Protection Act, Various so-called "whistleblower" protection laws, and Immigration laws which provide certain employment standards and worker protections.  The Family and Medical Leave Act of 1993 (FMLA), which became effective August 5, 1993, requires private sector employers of 50 or more employees and public agencies to provide eligible employees up to 12 weeks of unpaid leave each year for the birth of a child, placement of an adopted or foster child; to care for a child, spouse or parent with a serious health condition; and, for the employee's own serious health condition. The FMLA also requires covered employers to continue health benefits coverage during the leave, and restoration of the employee upon completion of leave, to the same or an equivalent job.	<a href="http://www2.dol.gov/esa/aboutesa/esaabo.htm">http://www2.dol.gov/esa/aboutesa/esaabo.htm</a> REGION 5 ETA IB 001-03

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>The Migrant and Seasonal Agricultural Workers Protection Act ((MSPA) sets standards for migrant and seasonal farmworkers regarding wages, housing, and transportation. MSPA requires that contractors of migrant farmworkers register with the federal government, and notify prospective workers of the wages and working conditions before they are hired. MSPA also requires that housing provided for the workers meet certain minimum standards for health and safety, and that workers be transported in vehicles that meet certain safety standards.</p> <p>The Wage and Hour Division is also responsible for laws setting wage and hour standards for federal contractors. The Davis-Bacon and Related Acts cover workers on Federal construction contracts, and on construction contracts that are federally-financed in whole or in part. The McNamara-O'Hara Service Contract Act applies to workers on federal service contracts, and the Walsh-Healey Public Contracts Act applies to workers on federal supply contracts.</p> <p>Wage and Hour also has certain responsibilities under the Immigration and Nationality Act, as amended by the Immigration Reform and Control Act of 1986, the Immigration Nursing Relief Act of 1989, the Immigration Act of 1990, and the Miscellaneous Technical Amendments to the Immigration and Nationality Act. The Immigration Reform and Control Act responsibilities include: (1)enforcement of the labor standards protections for temporary nonimmigrant agricultural workers admitted to the U.S. under the H-2A program; and (2) inspection for compliance with the recordkeeping requirements of the employer sanctions provisions.</p> <p>The Immigration Nursing Relief Act of 1989 provides for the enforcement of employment conditions attested to by employers of H-1A temporary alien nonimmigrant registered nurses. Similarly, the Immigration Act of 1990, as amended by the Miscellaneous Technical Amendments to the Immigration and Nationality Act, establishes worker protection provisions, to be enforced by the Wage and Hour Division, applicable to foreign students, nonimmigrant workers in "specialty occupations" and foreign crewmembers performing longshore work.</p> <p>The Employee Polygraph Protection Act prohibits most private employers (federal, state and local government</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>employers are exempted from the Act) from using any lie detector tests either for pre-employment screening or during the course of employment. Polygraph tests, but no other types of lie detector tests, are permitted under limited circumstances subject to certain restrictions.</p> <p>The "whistleblower" protection laws prohibit discrimination against workers who complain about safety violations in certain industries (i.e., nuclear plants, water treatment plants, waste disposal plants, etc.). These laws protect workers who alert the proper authorities of dangers to the public safety.</p> <p>The Wage and Hour Division's enforcement activities are carried out by Investigators in district and regional offices across the nation.</p>	
Wage and Separation Report		Wagner Peyser	OFFICE OF FEDERAL CONTRACT A form used by a state agency to request a report from a base period employer regarding the wages earned by the claimant and reason (s) for separation from employment.	ES
Wagner-Peyser Act		Wagner Peyser	An act to provide for the establishment of a national employment system and for cooperation with the states in the promotion of such system and for other purposes.	ES
Wagner-Peyser Act		Workforce Investment	Services funded under the Wagner-Peyser Act (29 USC 49 et seq.)	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>WIA § 121 (b)(1)(B)(ii)</p> <p>20 CFR 660.300</p> <p>Pub.L. 105-220 (WIA)</p>
Waiting Period		Wagner Peyser	A week of unemployment for which a claimant does not receive compensation but must meet the same eligibility requirements that are necessary to qualify for receipt of compensation for subsequent weeks of unemployment	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Waivers and Work-Flex Waivers		Workforce Investment	<p>during the benefit year. In some states, the waiting period, after specified periods of unemployment, may become compensable.</p> <p>Authority provided for flexibility of States and local areas to enhance their ability to improve the statewide workforce investment system. There are three types of WIA waivers General Statutory/Regulatory (WIA sec. 189(i)(4).</p> <p>Workforce Flexibility Plan (Work-Flex) (WIA sec. 192). Native American Program Waivers (WIA sec 166(h)(3).</p> <p>A waiver may be requested to address impediments to the implementation of a strategic plan, including the continuous improvement strategy, consistent with the key reform principles of WIA. These key reform principles include:</p> <ul style="list-style-type: none"> <li>(1) Streamlining services and information to participants through a One-Stop delivery system;</li> <li>(2) Empowering individuals to obtain needed services and information to enhance their employment opportunities;</li> <li>(3) Ensuring universal access to core employment-related services;</li> <li>(4) Increasing accountability of States, localities and training providers for performance outcomes;</li> <li>(5) Establishing a stronger role for Local Boards and the private sector;</li> <li>(6) Providing increased State and local flexibility to implement innovative and comprehensive workforce investment systems; and</li> <li>(7) Improving youth programs through services which emphasize academic and occupational learning.</li> </ul>	<p>WIA Regulations 20 CFR Section 661.400 and 420</p> <p><a href="http://wdsc.doleta.gov/waivers/">http://wdsc.doleta.gov/waivers/</a></p> <p><a href="http://wdsc.doleta.gov/waivers/pl105-220g.htm#General">http://wdsc.doleta.gov/waivers/pl105-220g.htm#General</a></p> <p><a href="http://wdsc.doleta.gov/waivers/pl105-220wf.htm#workforce">http://wdsc.doleta.gov/waivers/pl105-220wf.htm#workforce</a></p> <p><a href="http://wdsc.doleta.gov/waivers/Indian-ws.htm#India">http://wdsc.doleta.gov/waivers/Indian-ws.htm#India</a></p>
Walsh-Healey Public Contracts Act		Wagner Peyser	<p>The Wage and Hour Division is also responsible for laws setting wage and hour standards for federal contractors. The Walsh-Healey Public Contracts Act applies to workers on federal supply contracts.</p>	<p><a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a></p> <p>REGION 5 ETA IB 001-03</p>
Week of Part-Total Unemployment		Wagner Peyser	<p>A week of otherwise total unemployment in which an individual has odd jobs or subsidiary work with other than the individual's regular employer with earnings in excess of the allowable earnings prescribed by the state</p>	<p>ES</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Week of Partial Unemployment		Wagner Peyser	unemployment compensation law, so that, if eligible, the individual received less than their full weekly benefit payment.  A week in which an individual works less than regular full-time hours for their regular employer because of lack of work, and earns less than the amount normally paid for full-time weekly wage but more than the allowable earnings prescribed by the state unemployment compensation law, so that, if eligible, the individual received less than their full weekly benefit payment.	ES
Week of Total Unemployment		Wagner Peyser	A week in which an individual performs no work and earns no wages or has less than full-time work and earns not more than the allowable earnings prescribed in the state unemployment compensation law, so that, if eligible, the individual receives their full weekly benefit amount. An exception may be the final payment when an individual's benefit balance would preclude payment of the full weekly benefit amount or if the weekly benefit amount is reduced due to income from items covered under deductions from the Weekly Benefit Amount.	ES
Week of Unemployment		Wagner Peyser	Any week during which an individual is totally, part-totally, or partially unemployed.	ES
Weekly Benefit Amount		Wagner Peyser	The amount payable to a claimant for a compensable week of total unemployment.	ES
Weeks Claimed		Wagner Peyser	The weeks covered by intrastate continued claims and interstate continued claims for which waiting period credit or payment of compensation is requested. A week for which excessive earnings are reported does not constitute a claim for a week of unemployment. However, when other deductible income exceeds the weekly benefit amount it is to be considered a week claimed.	ES
Weeks Compensated		Wagner Peyser	The number of weeks claimed which are actually paid.	ES
Welfare		Wagner Peyser	A welfare recipient is an applicant who, during the course of the program year, receives or is a member of a family who receives cash welfare payments under a Federal, State, or local welfare program.	Field Memo 4-92 ETA Handbook 406 Line 11

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Welfare Agency		Wagner Peyser	A public agency which provides financial assistance, child care, and similar services without charge to its participant's.	ES
Welfare Data Sharing		Wagner Peyser	Provided to coordinate services between state agencies and prevent fraud, waste, and abuse in social service programs.	ES
Welfare Recipient		Wagner Peyser	An individual who receives or whose family receives cash payments under AFDC, General Assistance, or the Refugee Assistance Act. For proposed performance standards purposes, this term excludes recipients of SSI.  DOT-(TEA-21) Job Access and Reverse Commute Grant Program An individual who receives or received aid or assistance under a state program funded under Part A of Title IV of the Social Security Act (whether in effect before or after the effective date of the amendments made by Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193; 110 Stat. 2110)) at any time during the three-year period before the date on which the applicant applies for a grant.	ES  Transit Administration (FTA) Section 3037 of Transportation Equity Act for the 21st Century (TEA-21).
Welfare-to-Work	WtW	Workforce Investment	Administered by the Department of Labor, which was targeted to help welfare recipients and noncustodial parents with the greatest number of barriers to employment. WtW formula grants were awarded to states which were required to pass 85% of their funds down to local Private Industry Councils, most of which became Workforce Investment Boards with the implementation of the WIA. WtW funding authority ended in FY 1998, although most grants continue into 2004	Pub.L. 105-220 (WIA) Sec. 134(d)(2)(J)(I).  TEGL No. 14-00 Attachment E (WIASRD) Section II Activity & Services Info. Line 324 Welfare-to-Work Participant  20 CFR 645.120
Welfare-to-Work Participant		Workforce Investment	A TANF entity determination must be made saying that an individual is eligible for participation in programs designed to work with individuals who are: (1) receiving TANF assistance; and  (2) has characteristics associated with, or predictive of, long-term welfare dependence, such as having dropped out of school, teenage pregnancy, or having a poor work history.  States, in consultation with the operating entity, may designate additional characteristics associated with, or predictive of, long-term welfare dependence.  (b) A noncustodial parent of a minor child is eligible to participate under the 30 percent provision if the	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>noncustodial parent has the characteristics specified in paragraph (a)(2) of this section, and the custodial parent is receiving TANF assistance.</p> <p>(c) An individual who has characteristics associated with, or predictive of, long-term welfare dependence, as specified in paragraph (a)(2) of this section, and who would be otherwise eligible to receive TANF assistance but is no longer receiving TANF assistance because (s) he has reached either the Federal five-year lifetime limit on receipt of assistance, or a State-imposed lifetime limit, is eligible to participate under the 30 percent provision (section 403(a)(5)(C) of the Act).</p>	
Whistleblower Protection Laws		Wagner Peyser	The Wage and Hour Division's enforces laws that prohibit discrimination against workers who complain about safety violations in certain industries (i.e., nuclear plants, water treatment plants, waste disposal plants, etc.). These laws protect workers who alert the proper authorities of dangers to the public safety.	<p><a href="http://www2.dol.gov/esa/aboutesa/esaabout.htm">http://www2.dol.gov/esa/aboutesa/esaabout.htm</a></p> <p>REGION 5 ETA IB 001-03</p>
White		Wagner Peyser	<p>A person having origins in any of the of the original peoples of Europe, the Middle East, or North Africa.</p> <p>ES uses the combined coding method and assumes Non-Hispanic status. In the combined method Hispanic is an ethnic choice regardless of race. See White (Non-Hispanic)</p>	ES
White		Workforce Investment	The race classification in WIA is a two part question which allows for choosing or not choosing a Hispanic or Latino ethnicity (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture in origin, regardless of race).	<p>TEGL No. 14-00 Attachment E (WIASRD) Section 1 Line 110 OMB #1205-0420</p>
White, not Hispanic		Wagner Peyser	<p>A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>ES uses the combined coding method and assumes Non-Hispanic status. In the combined method Hispanic is an ethnic choice regardless of race.</p>	<p>Field Memo 4-92 ETA Handbook 406 Column B line 2 (no definition offered). Definition taken from Final draft of Workforce Investment Act Title I-B Standardized Record Data (WIASRD)</p>
White, not Hispanic		Workforce Investment	In WIA Ethnicity information (Hispanic, other) is collected separately from race information but the definition is the same.	Pub.L. 105-220 (WIA)
Women in Apprenticeship and Nontraditional Occupations Act of 1992	WANTO	Wagner Peyser	The Women's Bureau (WB), U.S. Department of Labor (DOL) administers the major provisions of the WANTO legislation to ``assist business in providing women with opportunities in apprenticeship and nontraditional	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Women's Bureau's	WB	Wagner Peyser	<p>occupations." The WANTO grant program funds Community- Based Organizations (CBOs) to provide technical assistance (TA) to employers and labor unions (E/LUs) that will ``enable business to meet the challenge of Workforce 2000." The challenge it is especially acute in recruiting and retaining workers with technology skills in nonconstruction industries with increasing inputs of technological innovation that interfaces with computer-based information technology, e.g., telecommunications, utilities, manufacturing, transportation, and services.</p> <p>Established by Congress in 1920, this bureau is the only federal agency mandated to represent the needs of wage-earning women in the public policy process.</p> <p>The Women's Bureau has investigated and reported on scores of women's work issues – such as the conditions facing "negro women in industry" in 1922, "older women as office workers" in the '50s, contingent workers in the '80s and nonstandard hour child care options in the '90s, to name just a few. It regularly publishes fact sheets on the status of women workers as well as resources for addressing workplace concerns.</p> <p>The Bureau has always been a champion for fair wages and reasonable work hours. One of the agency's early victories was the coverage of women under the Fair Labor Standards Act of 1938, which, for the first time, set minimum wages and maximum working hours.</p> <p>It also fought successfully for more skills training, wider job opportunities and better pay and conditions for the new female workforce during World War II -- and has continued to press for improvements for the generations of working women who have followed.</p> <p>The Bureau engaged in a 20-year struggle for the passage of the Equal Pay Act of 1963 and battles to this day to eliminate the pay gap for women and minorities, increase access to high-paying nontraditional jobs, and end pay discrimination once and for all.</p> <p>It also has a long history of helping workers balance job and family responsibilities – which includes the launch of a major initiative to encourage employer-sponsored child care back in 1982, the establishment of a multi-media Work and Family Clearinghouse in 1989 and pressure for</p>	<a href="http://www.dol.gov/wb/">http://www.dol.gov/wb/</a>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			the passage of the Family and Medical Leave Act of 1993.  The Bureau continues to work cooperatively with employers and other partners to improve work/family options -- as well as pay, benefits and training opportunities -- and to end all forms of workplace discrimination. Through our Honor Roll program, our Business to Business Mentoring Initiative and other efforts, we have encouraged employers across the country to make positive, concrete changes affecting literally millions of women and their families.	
Word Processing		Wagner Peyser	An automated office technology to electronically prepare, edit, distribute and store office production.	ES
Work Experience	WE	Wagner Peyser	A component of a WIA program where participants are assigned to an actual job situation, for the purpose of enhancing a participant's employability. WIA summer youth employment and training program openings are included in this category.	ES
Work Experience	WE	Workforce Investment	(a) Planned, structured learning experiences that take place in a workplace for a limited period of time. , work experiences may be paid or unpaid.  (b) Work experience workplaces may be in the private, for-profit sector; the non-profit sector; or the public sector.  (c) Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences are appropriate and desirable activities for many youth throughout the year.	Pub.L. 105-220 (WIA)
Work Experience and Career Exploration Programs	WECEP	Wagner Peyser	State educational agencies required application for exceptions to the child labor regulations issued under the Fair Labor Standards Act for the purpose of approval of Work Experience and Career Exploration Programs (WECEP).	OMB Number: 1215-0121
Work Incentive Program		Wagner Peyser	The late employment and training program under part C of title IV of the Social Security Act, administered by a State agency (such as the State employment service) or another public or nonprofit private agency.	ES
Work Load		Wagner Peyser	The measure of the volume of work for each functional area of operation in the state agency; e.g., the number of contribution (payroll) reports processed, the number of applicants for employment, etc.	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Work Opportunity Tax Credit	WOTC	Wagner Peyser	Authorized by the Small Business Job Protection Act of 1996 (P.L. 104-188), a federal tax credit that encourages employers to hire eight targeted groups of job seekers by reducing employers' federal income tax liability by as much as \$2,400 per qualified new worker; \$750, if working 120 hours or \$1,200, if working 400 hours or more, per qualified summer youth. P.L. 106-170 reauthorized the WOTC retroactively through December 31, 2001, to encourage employers to hire members of the targeted groups with barriers to employment.	<a href="http://www.workforcsecurity.doleta.gov/employ/wotccdata.asp">http://www.workforcsecurity.doleta.gov/employ/wotccdata.asp</a>
Work Readiness Skills Goals		Workforce Investment	Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.	Training and Employment Guidance Letter (TEGL) No. 14-00 Attachment E (WIASRD) Appendix A
Work Sharing		Wagner Peyser	A program of short-term unemployment compensation allowing a reduction of hours worked by a class of worker by an employer under an approved plan in lieu of a layoff, and the partial payment of unemployment compensation to the workers affected by the reduced hours worked.	ES
Work Test		Wagner Peyser	A process through which a registered applicant is offered employment, the criteria for which is specified by the regulations for each benefit paying agency, and if employment is refused may result in loss of applicant benefits. Also, a report on the action of an applicant who falls into a category who is required to seek work. The reports are: (1) failure to respond to a call-in for a job or training selection interview; or (2) failure to accept a referral to a job; or (3) the report of a negative response in terms of refusing	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Work Week		Wagner Peyser	a job offer; or (a) refusing a job offer; or (b) failure to report to a job interview with an employer; or (c) failure to report to work.  The measure of time spent on a job within a week.	ES
Work-Eligible Individual		Wagner Peyser	An individual-- (i) who is married or a single head of household; and (ii) whose needs are (or, but for sanctions under this part that have been in effect for more than 3 months (whether or not consecutive) in the preceding 12 months or under part D, would be) included in determining the amount of cash assistance to be provided to the family under the State program funded under this part.	H. R. 4737 Personal Responsibility, Work, and Family Promotion Act of 2002, SEC. 407. Work Participation Requirements (b)(2) Monthly Participation Rats Incorporation or 40 Hour Work Week StandardD--(C) defined
Worker Adjustment and Retraining Notification Act	WARN	Wagner Peyser	This 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. Advance notice provides workers and their families some transition time to adjust to the prospective loss of employment, to seek and obtain alternative jobs and, if necessary, to enter skill training or retraining that will allow these workers to successfully compete in the job market.	CFR20639
Worker Adjustment and Retraining Notification Act	WARN	Workforce Investment	Offers protection to workers, their families, and communities by requiring employers to provide written notice 60 days in advance of covered plant closings and covered mass layoffs. This notice must be provided to either affected workers or their representatives (e.g., a labor union), to the Dislocated Worker Unit, and to the appropriate unit of local government.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  Workforce Tool Kit Glossary
Worker Profiling and Reemployment Services	WPRS	Wagner Peyser	An inter-agency cooperation that encourages States to use the Unemployment Insurance system to link permanently displaced workers to reemployment services early in their period of unemployment and facilitate their transition to new jobs”.	ES
Workforce Excellence Board	WEB	Wagner Peyser	A board with the mission to build alliances among public and private partners that result in a world-class workforce; align goals, strategies, results, resources and activities among all workforce development entities to enhance the development and employment of the nation's workforce; and finally, to promote performance excellence throughout	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Workforce Excellence Network	WEN	Workforce Investment	<p>the workforce development system. The board, which consists of local, state, and at-large members.</p> <p>A public-private partnership that promotes excellence and continuous improvement in the workforce system.</p> <p>It consists of 12-person WEN Board of Directors appointed to provide advice on the operation of the Workforce Excellence Network. The WEN Board of Directors is composed of six members from the National Association of State Workforce Board Chairs and six members from the National Association of Workforce Boards</p>	<p>TEGL No. 2-01 January 25, 2002</p> <p>Pub.L. 105-220 (WIA)</p>
Workforce Flexibility Partnership Demonstration Program	Work-Flex	Workforce Investment	<p>A program that provides authority to States to grant waivers of certain provisions of Titles I-III of the Job Training Partnership Act (JTPA) requested by Service Delivery Areas (SDAs) or Substate Areas (SSAs). It also authorized the Secretary of Labor to waive certain provisions of §§8-10 of the Wagner-Peyser Act included in an approved Work-Flex Plan (with certain exceptions). The Secretary was authorized to grant this authority to up to six States for up to five years. In January 1998, the Employment and Training Administration (ETA) National Office selected six Work-Flex States (Florida, Iowa, Ohio, Oregon, South Dakota and Texas) through a competitive process.</p>	TEGL No. 6-99
Workforce Flexibility Plan Waiver		Workforce Investment	<p>Plans.--A State may submit to the Secretary, and the Secretary may approve, a workforce flexibility plan under which the State is authorized to waive, in accordance with the plan--</p> <p>(1) any of the statutory or regulatory requirements applicable under this title to local areas, pursuant to applications for such waivers from the local areas, except for requirements relating to the basic purposes of this title, wage and labor standards, grievance procedures and judicial review, nondiscrimination, eligibility of participants, allocation of funds to local areas, establishment and functions of local areas and local boards, review and approval of local plans, and worker rights, participation, and protection;</p> <p>(2) any of the statutory or regulatory requirements applicable under sections 8 through 10 of the Wagner-Peyser Act (29 U.S.C. 49g through 49i), to the State, except for requirements relating to the provision of</p>	<p>WIA sec. 192</p> <p><a href="http://wdsc.doleta.gov/waivers/pl105-220wf.htm#workforce">http://wdsc.doleta.gov/waivers/pl105-220wf.htm#workforce</a></p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Workforce Information Council	WIC	Workforce Investment	<p>services to unemployment insurance claimants and veterans, and to universal access to basic labor exchange services without cost to jobseekers; and</p> <p>(3) any of the statutory or regulatory requirements applicable under the Older Americans Act of 1965 (42 U.S.C. 3001 et seq.), to State agencies on aging with respect to activities carried out using funds allotted under section 506(a)(3) of such Act (42 U.S.C. 3056d(a)(3)), except for requirements relating to the basic purposes of such Act, wage and labor standards, eligibility of participants in the activities, and standards for agreements.</p>	Pub.L. 105-220 (WIA)
Workforce Investment Act Title I-B Standardized Record Data	WIASRD	Workforce Investment	<p>A cooperative governance structure established pursuant to Section 309 (b)(1) of WIA to achieve cooperative management of the nationwide employment statistics system.</p> <p>The WIC facilitates consultation between the states and the Bureau of Labor Statistics on the nation's employment statistics system. This body is formed through an election of state representatives from each of the ten former Department of Labor regions. The election is by and from the employment statistics directors affiliated with the state agency designated by governors as responsible for the statewide employment statistics system. The terms for regional representatives are staggered, so the council has new representatives from half of the regions yearly. The Workforce Information Council also includes federal representatives of the Bureau of Labor Statistics and the Employment and Training Administration.</p> <p>Designed to provide States and local areas the opportunity to track and report on services that WIA title I-B participants receive from partner programs.</p> <p>(1) the individual is defined as an exiter from WIA title I-B if there are neither WIA title I-B nor WIA title II services for 90 days and</p> <p>(2) the exit date is the last date on which either WIA title I-B services or WIA title II services were received.</p> <p>Services tracked are only those programs that fund activities coordinated with the individual' s WIA title I-B activities, possibly through a formal co enrollment, by inclusion in the individual' s WIA service plan or through follow-up services. Do not report partner services that the</p>	Pub.L. 105-220 (WIA)

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Workforce Investment Act of 1998	WIA	Wagner Peyser	<p>individual obtains on his/her own or that are not coordinated with the individual' s WIA title I-B activities.</p> <p>The only partner services that can extend the exit date are those services that would extend the exit date if they were funded by WIA title I-B. These include services that would qualify under WIA as core services (other than informational or self-service), intensive services, training services, or youth activities (except for follow-up services). They also include similar employment and training activities, such as Adult Literacy Training.</p> <p>They do not include services that provide income support (e.g., Food Stamps, TANF grants, Unemployment Compensation). Services should be recorded cumulatively.</p> <p>Partner services received before WIA registration may be reported if known. Do not report sources that funded only core services classified as informational or self-service.</p> <p>NOTE: When partner services are tracked and reported, receipt of partner services can be counted just like WIA services when determining the exit date.</p>	ES
Workforce Investment Act of 1998	WIA	Workforce Investment	<p>President Clinton signed this and the Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III) into law on August 7, 1998, and October 31, 1998, respectively. Implementation requires collaboration at the Federal, State, and local levels of the Nation's education and workforce investment systems to create a more comprehensive, customer-focused workforce investment system</p> <p>An Act to consolidate, coordinate, and improve employment, training, literacy, and vocational rehabilitation programs in the United States, and for other purposes.</p> <p>The purpose of this subtitle is to provide workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p> <p>Pub.L. 105-220 (WIA)</p> <p>20 CFR 660.300</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Workforce Investment Activities		Workforce Investment	The array of activities permitted under Title I of the WIA, which include employment and training activities for adults and dislocated workers, as described in WIA Section 134, and youth activities, as described in WIA Section 129.  An employment and training activity, and a youth activity.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  WIA Section 101  20 CFR 660.300
Workforce Investment Activity		Workforce Investment	Any employment and training activity, and/or youth activity.	Pub.L. 105-220 (WIA) §101
Working Capital Advance		Workforce Investment	A procedure whereby funds are advanced to the recipient to cover its estimated disbursement needs for a given initial period.	DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms  29 CFR 95.2
Workplace Literacy Services		Workforce Investment	Literacy services that are offered for the purpose of improving the productivity of the workforce through the improvement of literacy skills .	Pub.L. 105-220 (WIA) Title II SEC. 203.
World War II		Wagner Peyser	(Except for purposes of chapters 31 and 37 of this title) the period beginning on December 7, 1941, and ending on December 31, 1946.	ES
Youth		9002 FY2003	Job seekers under 19 years of age at the date of registration.	TEGL 01-02 ETA Handbook 406: 9002A Services- Row 7
Youth		Wagner Peyser	For most ES programs Under 22 years of age.  See also Summer Youth Out-of-School Youth In-School Youth	Field Memo 4-92 ETA Handbook 406 Line 5
Youth		Workforce Investment	See also Eligible youth; Out-of-school youth; Youth activity; Youth council an individual who: (a) Is age 14 through 21; (b) Is a low income individual, and (c) Is within one or more of the following categories: (1) Deficient in basic literacy skills; (2) School dropout;	Pub.L. 105-220 (WIA) (See definitions for details) Sections. 101, 111, 112, 117, 123, 127, 128, 129. Subtitle D--National Programs Sec. 169

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>(3) Homeless, runaway, or foster child;  (4) Pregnant or parenting;  (5) Offender; or  (6) Is an individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment.</p>	
			<p>SEC. 101. &lt;&lt;NOTE: 29 USC 2801.&gt;&gt; DEFINITIONS  (13) Eligible youth  (33) Out-of-school youth  (52) Youth activity  (53) Youth council</p>	
			<p>SEC. 111. &lt;&lt;NOTE: Establishment. 29 USC 2821.&gt;&gt; STATE WORKFORCE INVESTMENT BOARDS.  (b)(C) Membership.--(C) representatives appointed by the Governor,  (d) (5) Functions(5) development of allocation formulas for the distribution of funds</p>	
			<p>SEC. 112. &lt;&lt;NOTE: 29 USC 2822.&gt;&gt; STATE PLAN  (b)(12)(A)(i) Contents.--The State plan shall include--(12)(A) a description of the methods and factors the State will use in distributing funds to local areas for youth activities, including-- (i) a description of how such methods and factors of distribution; and  (b)(12)(A)(ii) description of elected local officials input into the funds distribution;</p>	
			<p>SEC. 117. &lt;&lt;NOTE: 29 USC 2832.&gt;&gt; LOCAL WORKFORCE INVESTMENT BOARDS.  (d)(2)(B) Functions of Local Board.(2) Selection of operators and providers. (B) Selection of youth providers  (d)(4) Program oversight.  (e) Sunshine Provision.-- make available, information regarding the activities of the local board, regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the local board.  (h)(1)&amp;(2)&amp;(3)&amp;(4) Youth Council.-- (1) Establishment.--and (2) Membership(3) Relationship to local board.-(4) Duties</p>	
			<p>SEC. 123. &lt;&lt;NOTE: 29 USC 2843.&gt;&gt; IDENTIFICATION</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>OF ELIGIBLE PROVIDERS OF YOUTH ACTIVITIES</p> <p>Chapter 4--Youth Activities Sec. 126. General authorization.</p> <p>Sec. 127. State allotments (a)(1).(a) General.-- (1) for each FY in which the amount appropriated under section 137(a) exceeds \$1,000,000,000, reserve a portion ) section 169 (relating to youth opportunity grants);</p> <p>(b)(1)(A)(I)Among states.-- (1) Youth activities.-- (A) Youth opportunity grants.--(i) In general.--each FY in which the amount exceeds \$1,000,000,000, the Secretary shall reserve a portion of the amount to provide youth opportunity grants and other activities under section 169 (relating to youth opportunity grants) and provide youth activities under section 167 (relating to migrant and seasonal farmworkers) .</p> <p>(b)(1)(A)(ii)&amp;(iii)&amp;(iv)--(ii)Portion of the appropriation for(iii) Youth activities for farmworkers and (iv) Role model academy project.</p> <p>(b)(1)(B)(I)&amp;(ii)(I)--(I)Outlying areas (ii) &lt;&lt;NOTE: Territories.&gt;&gt; Limitation for freely associated states.--(I) Competitive grants. described in clause (i)(II) to award grants to Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and the Freely Associated States to carry out youth activities and statewide workforce investment activities.</p> <p>(b)(1)(B)(I)(IV) Termination of eligibility.-- (b)(1)(B)(I)(V)(I) Administrative costs.--(i)of the Pacific Region Educational Laboratory in Honolulu, Hawaii, (b)(1)(B)(I)(V)(ii) Formula.--(I) <math>33\frac{1}{3}</math> percent relative number of unemployed individuals in areas of substantial unemployment (II) <math>33\frac{1}{3}</math> percent on the basis of the relative excess number of unemployed individuals (III) <math>33\frac{1}{3}</math> percent on the basis of the relative number of disadvantaged youth in each State. (b)(1)(B)(I)(V)(iii) Calculation.--relating to the area served by a rural concentrated employment program grant recipient (I) the number of individuals who are age 16 through 21 in families with an income below the</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>low-</p> <p>income level in such area;</p> <p>(II) the number of disadvantaged youth in such area.</p> <p>(iv) Minimum and maximum percentages and minimum allotments.--</p> <p>(I) Minimum percentage and allotment.--no State shall receive an allotment for a fiscal year that is less than the greater</p> <p>(aa) an amount based on 90 percent of the allotment for the preceding fiscal year; or</p> <p>(bb) 100 percent of the Job Training Partnership Act (as in effect on the day before the date of enactment of this Act) for fiscal year 1998.</p> <p>(II) Small state minimum allotment.--no State shall receive an allotment less than the total of--</p> <p>(aa) <math>\frac{3}{10}</math> of 1 percent of \$1,000,000,000 of the remainder and</p> <p>(bb) if the remainder for the fiscal year exceeds \$1,000,000,000, <math>\frac{2}{5}</math> of 1 percent of the excess.</p> <p>(III) Maximum percentage.--no State shall receive an allotment percentage for a fiscal year that is</p> <p>more than 130 percent of the allotment percentage of the State for the preceding fiscal year.</p> <p>(IV) Minimum funding.--In any fiscal year in which the remainder does not exceed \$1,000,000,000 the minimum allotments shall be calculated by the methodology for calculating the corresponding allotments under parts B and C of title II of the Job Training Partnership Act, as in effect on July 1, 1998.</p> <p>(b)(2) Definitions.--For the purpose of the formula specified in paragraph (1)(C):</p> <p>(A) Allotment percentage.--with respect to fiscal year 2000 or a subsequent fiscal year, means a percentage of the remainder that is received through an allotment made under paragraph for the fiscal year. The term, used with respect to fiscal year 1998 or 1999, means the percentage of the amounts allotted to States under JTPA</p> <p>(B) Area of substantial unemployment.--any area that is of sufficient size and scope to sustain a program of</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>workforce investment activities carried out under this subtitle and that has an average rate of unemployment of at least 6.5 percent for the most recent 12 months. Areas of substantial unemployment shall be made once each fiscal year.</p> <p>(C) Disadvantaged youth.--an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of--</p> <ul style="list-style-type: none"> <li>(i) the poverty line; or</li> <li>(ii) 70 percent of the lower living standard income level.</li> </ul> <p>(D) Excess number.--with respect to the excess number of unemployed individuals within a State, the higher of--</p> <ul style="list-style-type: none"> <li>(i) the number that represents the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in the State; or</li> <li>(ii) the number that represents the number of unemployed individuals in excess of 4.5 percent of the civilian labor force in areas of substantial unemployment in such State.</li> </ul> <p>(E) Low-income level.-- \$7,000 with respect to income in 1969, and for any later year means that amount that bears the same relationship to \$7,000 as the Consumer Price Index for that year bears to the Consumer Price Index for 1969, rounded to the nearest \$1,000.</p> <p>(b)(3) Special rule.--as appropriate and to the extent practicable, exclude college students and members of the Armed Forces from the determination of the number of disadvantaged youth.</p> <p>(b)(4) Definition.--`Freely Associated State" means the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.</p> <p>(c) Reallotment.--</p> <ul style="list-style-type: none"> <li>(1) In general.--amounts that are allotted under this section for youth activities and statewide workforce investment activities and that are available for reallotment.</li> <li>(2) Amount.--available for reallotment for a program year is equal to the amount by which the unobligated</li> </ul>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>balance of the State allotment, at the end of the program year prior to the program year, exceeds 20 percent of such allotment for the prior PY.</p> <p>(3) Reallotment.--eligible States of amounts available, an amount based on the relative amount allotted to</p> <p>such State under this section for such activities for the prior program year, as compared to the total amount allotted to all eligible States under this section for such activities for such prior program year.</p> <p>(4) Eligibility.--an eligible State means a State that has obligated at least 80 percent of the State allotment under this section for such activities for the program year prior to the program year for which the determination is made.</p> <p>(5) Procedures.--The Governor of each State shall prescribe uniform procedures for the obligation of funds by local areas. The Governor shall further prescribe equitable procedures for making funds available from the</p> <p>State and local areas in the event that a State is required to make funds available for reallotment under this subsection.</p> <p>(b)(1)(B)(I)(IV) Termination of eligibility.</p> <p>Sec. 128. Within State allocations.</p> <p>(a)(1) In General.--The Secretary shall-- (1) for each fiscal year when the amount appropriated exceeds \$1,000,000,000, reserve a portion determined under subsection 169 (relating to youth opportunity grants)</p> <p>(b)(1)(A)Allotment Among States.--(1) Youth activities.--(A) Youth opportunity grants.--</p> <p>(i) the amount appropriated exceeds \$1,000,000,000, the Secretary shall reserve a portion of the amount to</p> <p>provide youth opportunity grants and other activities under section 169 (relating to youth opportunity grants) and provide youth activities under section 167 (relating to migrant and seasonal farmworker programs).</p> <p>(ii) Portion.--The portion referred to shall equal, for a fiscal year--</p> <p>(I) the difference obtained by subtracting \$1,000,000,000 from the amount appropriated under section</p> <p>137(a) for the fiscal year; or</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>(II) for any fiscal year in which the amount is \$1,250,000,000 or greater, \$250,000,000.</p> <p>(iii) Youth activities for farmworkers.--4 percent of such portion to provide youth activities under section 167.</p> <p>(iv) Role model academy project.-- for fiscal year 1999, the Secretary shall make available such sums as the Secretary determines to be appropriate to carry out section 169(g).</p> <p>(b)(1)(B)(I) Outlying areas.--</p> <p>(i) In general.--reserve not more than 1/4 of 1 percent of the amount appropriated</p> <p>(I) to provide assistance to the outlying areas to carry out youth activities and statewide workforce investment activities; and</p> <p>(II) for each of fiscal years 1999, 2000, and 2001, to carry out the competition described -except that the funds reserved to carry out such clause for any such fiscal year shall not exceed the amount reserved for the Freely Associated States for fiscal year 1997, of the Job Training Partnership Act (as in effect on the day before the date of enactment of this Act).</p> <p>(ii) Limitation for freely associated states.--</p> <p>(I) Competitive grants.--award grants to Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and the Freely Associated States to carry out youth activities and statewide workforce investment activities.</p> <p>(II) Award basis.--on a competitive basis and pursuant to the recommendations of experts in the field of employment and training, working through the Pacific Region Educational Laboratory in Honolulu, Hawaii.</p> <p>(III) Assistance requirements.--Any Freely Associated State that desires to receive assistance apply to</p> <p>the Secretary &amp; include</p> <p>(aa) information demonstrating that the Freely Associated State will meet all conditions that apply to States under this title;</p> <p>(bb) an assurance that, notwithstanding any other provision of this title, the Freely Associated State will use such assistance only for the direct provision of services; and</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>(cc) such other information and assurances as the Secretary may require.</p> <p>(IV) Termination of eligibility.-- shall not receive any assistance for any program year that begins after September 30, 2001.</p> <p>(V) Administrative costs.--not more than 5 percent of the funds made available for grants) to pay the administrative costs of the Pacific Region Educational Laboratory in Honolulu, Hawaii, regarding activities assisted under this clause.</p> <p>(iii) Additional requirement.--Public Law 95-134, permitting the consolidation of grants by the outlying areas, shall not apply</p> <p>(b)(1)(c)(i) States.--(i) In general.--After determining the amounts to be reserved the Secretary shall--</p> <p>(I) make available not more than 1.5 percent to provide youth activities section 166 (relating to Native Americans)</p> <p>(II) allot the remainder of the amount for youth activities and statewide workforce investment activities.</p> <p>(ii) Formula.--of the remainder--</p> <p>(I) <math>33\frac{1}{3}</math> percent on the basis of the relative number of unemployed individuals in areas of substantial unemployment in each State, compared to all States;</p> <p>(II) <math>33\frac{1}{3}</math> percent on the basis of the relative excess number of unemployed individuals in each State, compared to all States; and</p> <p>(III) <math>33\frac{1}{3}</math> percent on the basis of the relative number of disadvantaged youth in each State, compared to all States.</p> <p>(iii) Calculation.--relating to the area served by a rural concentrated employment program grant recipient, the allotment shall be based on the higher of--</p> <p>(I) the number of individuals who are age 16 through 21 in families with an income below the low-income level; or</p> <p>(II) the number of disadvantaged youth in such area.</p> <p>(iv) Minimum and maximum percentages</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>-I ensure the following:</p> <p>(I) Minimum percentage and allotment.--less than the greater of--</p> <p>(aa) an amount based on 90 percent of the allotment percentage of the State for the preceding fiscal year; or</p> <p>(bb) 100 percent of the total of the allotments of the State of the JTPA (as in effect on the day for fiscal year 1998.</p> <p>(II) Small state minimum allotment.-- Secretary shall ensure that no State shall receive an allotment under this that is less than the total of--</p> <p>(aa) <math>\frac{3}{10}</math> of 1 percent of \$1,000,000,000 of the remainder described in clause (i)(II) for the fiscal year; and</p> <p>(bb) if the remainder for the fiscal year exceeds \$1,000,000,000, <math>\frac{2}{5}</math> of 1 percent of the excess.</p> <p>(III) Maximum percentage.--ensure that no State shall receive an allotment percentage for a fiscal year that is more than 130 percent of the allotment percentage of the State for the preceding fiscal year.</p> <p>(IV) Minimum funding.--In any fiscal year in which the remainder does not exceed \$1,000,000,000, the minimum allotments shall be calculated by the methodology for calculating the corresponding allotments under JTPA-Title II as in effect on July 1, 1998.</p> <p>(b)(2) Definitions.--</p> <p>(A) Allotment percentage.--with respect to fiscal year 2000 or a subsequent fiscal year, means a percentage of the remainder that is received through an allotment made for the fiscal year. To fiscal year 1998 or 1999, means the percentage of the amounts allotted to States under JTPA.</p> <p>(B) Area of substantial unemployment.--any area that is of sufficient size and scope to sustain a program of workforce investment activities carried out under this subtitle and that has an average rate of unemployment of at least 6.5 percent for the most recent 12 months, as determined by the Secretary once each fiscal year.</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>(C) Disadvantaged youth.--an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of--</p> <p>(i) the poverty line; or</p> <p>(ii) 70 percent of the lower living standard income level.</p> <p>(D) Excess number.--with respect to the excess number of unemployed individuals within a State, the</p> <p>higher of--</p> <p>(i) the number that represents the number of unemployed individuals in excess of 4.5 percent of the</p> <p>civilian labor force; or</p> <p>(ii) the number that represents the number of unemployed individuals in excess of 4.5 percent of the</p> <p>civilian labor force in areas of substantial unemployment in such State.</p> <p>(E) Low-income level.-- \$7,000 with respect to income in 1969, and for any later year means that amount that bears the same relationship to \$7,000 as the Consumer Price Index for that year bears to the</p> <p>Consumer Price Index for 1969, rounded to the nearest \$1,000.</p> <p>(b)(3) Special rule.--For the purpose of the formula, the Secretary shall, exclude college students and members of the Armed Forces from the determination of the number of disadvantaged youth.</p> <p>(b)(4) Definition.--Freely Associated State- the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.</p> <p>(c) Reallotment.--</p> <p>(1) In general.--The Secretary shall, reallocate to eligible States amounts that are allotted for youth activities and statewide workforce investment activities and that are available for reallotment.</p> <p>(2) Amount.--The amount available for reallotment for a program year is equal to the amount by which the unobligated balance of the State allotment at the end of the program year prior to the program year for which the determination exceeds 20 percent of such allotment for the prior program year.</p> <p>(3) Reallotment.--In making reallotments to eligible States of amounts available for a program year, the</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>Secretary shall allot to each eligible State an amount based on the relative amount allotted to such State</p> <p>under this section for such activities for the prior program year, as compared to the total amount allotted to all eligible States for such activities for such prior program year.</p> <p>(4) Eligibility.--For purposes of this subsection, an eligible State means a State that has obligated at least 80 percent of the State allotment under this section for such activities for the program year prior to the program year for which the determination is made.</p> <p>(5) Procedures.--The Governor of each State shall prescribe uniform procedures for the obligation of funds by local areas.</p> <p>Sec. 129. Use of funds for youth activities.</p> <p>(a) Purposes.--The purposes of this section are--</p> <p>(1) 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</p> <p>competencies and provide effective connections to employers;</p> <p>(2) to ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;</p> <p>(3) to provide opportunities for training to eligible youth;</p> <p>(4) to provide continued supportive services for eligible youth;</p> <p>(5) to provide incentives for recognition and achievement to eligible youth; and</p> <p>(6) to provide opportunities for eligible youth in activities related to leadership, development, decisionmaking,</p> <p>citizenship, and community service.</p> <p>(b) Statewide Youth Activities.-- Governor in charge but</p> <p>(2) Requires statewide youth activities.--Funds reserved for</p> <p>(A) disseminating a list of eligible providers of youth activities</p> <p>(B) carrying out activities authorized under section 134 shall be; and</p> <p>(C) providing additional assistance to local areas that have high concentrations of eligible youth.</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>(3) Allowable statewide youth activities.-</p> <p>(4) Prohibition.--No funds shall be used to develop or implement education curricula for school systems in the State.</p> <p>(c) Local Elements and Requirements.--</p> <p>(1) Program design.--programs that--</p> <p>(A) provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;</p> <p>(B) develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and</p> <p>(C) provide--</p> <p>(i) preparation for postsecondary educational opportunities, in appropriate cases;</p> <p>(ii) strong linkages between academic and occupational learning;</p> <p>(iii) preparation for unsubsidized employment opportunities, in appropriate cases; and</p> <p>(iv) effective connections to intermediaries with strong links to--</p> <p>(I) the job market; and</p> <p>(II) local and regional employers.</p> <p>(2) Program elements.--The programs described in</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>paragraph (1) shall provide elements consisting of--</p> <ul style="list-style-type: none"> <li>(A) tutoring, study skills training, and instruction, leading to completion of secondary school, including <ul style="list-style-type: none"> <li>dropout prevention strategies;</li> </ul> </li> <li>(B) alternative secondary school services, as appropriate;</li> <li>(C) summer employment opportunities that are directly linked to academic and occupational learning;</li> <li>(D) as appropriate, paid and unpaid work experiences, including internships and job shadowing;</li> <li>(E) occupational skill training, as appropriate;</li> <li>(F) leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;</li> <li>(G) supportive services;</li> <li>(H) adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 <ul style="list-style-type: none"> <li>months;</li> </ul> </li> <li>(I) followup services for not less than 12 months after the completion of participation, as appropriate; and</li> <li>(J) comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.</li> </ul> <p>(3) Additional requirements.--</p> <ul style="list-style-type: none"> <li>(A) Information and referrals.--Each local board shall ensure that each participant or applicant who meets the minimum income criteria to be considered an eligible youth shall be provided-- <ul style="list-style-type: none"> <li>(i) information on the full array of applicable or appropriate services, including those receiving funds <ul style="list-style-type: none"> <li>under this subtitle; and</li> </ul> </li> <li>(ii) referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.</li> </ul> </li> <li>(B) Applicants not meeting enrollment requirements.--an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further <ul style="list-style-type: none"> <li>assessment, as necessary, and referred to appropriate programs to meet the basic skills and</li> </ul> </li> </ul>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			<p>training needs of the applicant.</p> <p>(C) Involvement in design and implementation.--parents, participants, and other members of the community with experience relating to programs for youth are involved in the design and implementation of the programs.</p> <p>(4) Priority.--</p> <p>(A) At a minimum, 30 % of the funds shall be used to provide youth activities to out-of-school youth.</p> <p>(B) Exception.--may reduce the percentage if--</p> <p>(i) the State determines that the local area will be unable to meet the percentage due to a low number of out-of-school youth;</p> <p>(ii) requests including a proposed reduced percentage, and the summary of the eligible youth population analysis; and</p> <p>(II) the request is approved by the Secretary.</p> <p>(5) Exceptions.--Not more than 5 percent of participants assisted may be individuals who do not meet the minimum income criteria to be considered eligible youth, if such individuals are within one or more of the following categories:</p> <p>(A) Individuals who are school dropouts.</p> <p>(B) Individuals who are basic skills deficient.</p> <p>(C) Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals.</p> <p>(D) Individuals who are pregnant or parenting.</p> <p>(E) Individuals with disabilities, including learning disabilities.</p> <p>(F) Individuals who are homeless or runaway youth.</p> <p>(G) Individuals who are offenders.</p> <p>(H) Other eligible youth who face serious barriers to employment as identified by the local board.</p> <p>(6) Prohibitions.--</p> <p>(A) Prohibition against federal control of education.--</p> <p>(B) Nonduplication.--None of the funds made available under this Act may be used to provide funding under the School-to-Work Opportunities Act of 1994 or to carry out, activities that were funded under</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Youth (Local)		Workforce Investment	<p>the School-to-Work Opportunities Act of 1994, unless the programs funded under this Act serve only those participants eligible to participate in the programs under this Act.</p> <p>(C) Noninterference and nonreplacement of regular academic requirements.-</p> <p>(7) Linkages--youth councils shall establish linkages with educational agencies responsible for services to participants as appropriate.</p> <p>(8) Volunteers.--The local board shall make opportunities available for individuals who have successfully participated in programs carried out under this section to volunteer assistance to participants in the form of mentoring, tutoring, and other activities.</p> <p>Subtitle D--National Programs Sec. 169. Youth opportunity grants (a) Grants.--</p> <p>(1) In general.--grants to eligible local boards and eligible entities to provide activities for youth to increase the long term employment of youth who live in empowerment zone</p> <p>Services to youth provided by funds allocated to local areas under WIA § 128(b).</p> <p>(b) Within State Allocation.--</p> <p>(1) Methods.--The Governor, acting in accordance with the State plan, and after consulting with chief elected officials in the local areas, shall allocate the funds that are allotted to the State for youth activities and statewide workforce investment activities under section 127(b)(1)(C) and are not reserved under subsection (a), in accordance with paragraph (2) or (3).</p> <p>(2) Formula allocation.--</p> <p>(A) Youth activities.--</p> <p>(i) Allocation.--In allocating the funds described in paragraph (1) to local areas, a State may allocate--</p> <p>(I) 33 1/3 percent of the funds on the basis described in section 127(b)(1)(C)(ii)(I);</p> <p>(II) 33 1/3 percent of the funds on the basis described in section 127(b)(1)(C)(ii)(II); and</p>	<p>Pub.L. 105-220 (WIA)Sec.123. Identification of eligible providers of youth activities.</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Youth Activity		Workforce Investment	<p>(III) 33\1/3\ percent of the funds on the basis described in clauses (ii)(III) and (iii) of section 127(b)(1)(C).</p> <p>(ii) Minimum percentage.--Effective at the end of the second full fiscal year after the date on which a local area is designated under section 116, the local area shall not receive an allocation percentage for a fiscal year that is less than 90 percent of the average allocation percentage of the local area for the 2 preceding fiscal years. Amounts necessary for increasing such allocations to local areas to comply with the preceding sentence shall be obtained by ratably reducing the allocations to be made to other local areas under this subparagraph.</p> <p>An activity described in Section 129 that is carried out for eligible youth (or as described in Section 129(c)(5)).</p>	<p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p>
Youth Council		Workforce Investment	A council established under Section 117(h).	<p>WIA Section 101</p> <p>DOL One – Stop Comprehensive Financial Management Technical Assistance Guide (TAG) July 2002 Appendix D: Glossary of Terms and Acronyms</p>
Youth Development Practitioner Apprenticeship	YDPA	Workforce Investment	<p>Targeting youth workers, the vision of occupation recognition and apprenticeship for youth workers is to provide quality training opportunities for youth workers who deliver comprehensive services to young people in order to maximize our investment in young people, in youth programming and in the workforce development system. There are two major goals for achieving occupation recognition and apprenticeship for Youth Development Practitioners.</p> <p>The first seeks to strengthen the field of youth work by providing training, mentoring and a career path for incumbent and prospective youth workers and, consequently, improve retention in the field.</p>	<p>Pub.L. 105-220 (WIA) Sections 171, 171(d), 173(b), &amp; 174(b)</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Youth Employability Enhancement Termination		Wagner Peyser	<p>Secondly, this undertaking attempts to improve the quality of youth services by providing training standards; upgrading incumbent youth worker skills by increasing the number of youth workers who receive extensive, quality training; and increasing the stability of programs by helping to retain caring adult staff.</p> <p>An old JTPA outcome for youth, other than entered unsubsidized employment, which is recognized as enhancing long-term employability and contributing to the potential for long-term increase in earnings and employment. Categories of outcomes include:</p> <p>(1) Entered an employment/training program not funded under Title II of the JTPA/WIA.</p> <p>(2) Returned to full-time school if, at time of intake, the participant was not attending school and had not obtained a high school diploma or equivalent.</p> <p>(3) Completed program objectives as defined in approved exemplary youth project plans if, at time of entry, the participant was less than 16 years of age.</p> <p>(4) Completed, during enrollment, a level of educational achievement which had not been achieved at time of entry.</p> <p>Levels of educational attainment are elementary, secondary, and post-secondary.</p> <p>Completion standards shall be governed by state standards or, at the governor's discretion, local standards at the elementary level; shall include a high school diploma, GED Certificate or equivalent at the secondary level, and shall require a diploma or other written certification of completion at the post-secondary level.</p> <p>This sub-item may be used only for those not in school at time of entry into the program.</p>	ES
Youth Employment Survey	YES	Wagner Peyser	<p>An survey to gather data for analysis of changes in the youth employment and educational attainment rates in the Youth Opportunity areas.</p>	
Youth Goal Attainment		Workforce Investment	<p>(1) Basic skills goals Basic education skills include reading Comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.</p> <p>(2) Occupational skills goals Primary occupational skills encompass the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary</p>	

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Youth Opportunity Area (Kulick) Demonstration		Wagner Peyser	<p>occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.</p> <p>(3) Work readiness skills goals Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.</p>	ES
Youth Opportunity Grants	YO or YOG	Wagner Peyser	<p>The Youth Opportunity Area (Kulick) Demonstration is an initiative designed to improve the labor market prospects of out-of-school youth in a small number of high poverty areas. Under this demonstration, eleven Opportunity Areas have been created to expand employment, education, and training opportunities for out-of-school youth ages 16-24, with priority given to high school dropouts. Each Opportunity Area consists of an identified target area within a designated empowerment one or enterprise community with a population between 10,000 and 20,000 persons and a poverty rate among the highest in the community.</p> <p>Grants were awarded starting in 1996, 1997, and 1999. The Opportunity Areas are in the cities of Chicago, Los Angeles, Houston, New York, Boston, Detroit, Denver, Baltimore, Oakland, San Diego, and in Kentucky's Lake County Area Development District. They have been designated incrementally over a three year period.</p> <p>U.S. Department of Labor, Employment and Training Administration, competitive grants awarded under the Youth Development Practitioner Apprenticeship initiative.</p>	ES

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Youth Opportunity Grants	YO or YOG	Workforce Investment	<p>This initiative targets incumbent and prospective professional youth workers working directly with young people. Three categories exist: (1) Funds for Local Intermediaries to Support Local Youth Program Service Operators in the Implementation of Apprenticeship Programs, (2) Grants to National Organizations, and (3) Provider of Technical Assistance on Practice and Curriculum Materials. Federal Register: April 4, 2001 Page 17931-17960]</p> <p>These grants are early intervention funds to build the 21st century workforce.</p>	Pub.L. 105-220 (WIA)
Youth Participating in a Qualified Cooperative Education Program		Workforce Investment	<p>They direct funding to local organizations to provide services for both in-school and out-of-school youth from high-poverty areas. Services vary depending on local need, but many programs include GED classes, remedial education, drop-out prevention, college preparation and vocational training as well as sports, recreation and cultural activities. Local grantees work closely with corporations, local government, religious organizations and other nonprofits to offer the most comprehensive range of services possible.</p> <p>Any individual certified by a qualified school participating in the TJTC program as:</p> <p>(1)having attained age 16 and not having attained age 19; and  (2)not having graduated from a high school or vocational school; and  (3)being enrolled in and actively pursuing a qualified cooperative education program.</p>	Pub.L. 105-220 (WIA)
Youth Placement Information		Workforce Investment	<p>Activities a youth entered within 1 quarter of exit of WIA activity. These activities are tracked:</p> <p>Postsecondary education and advanced training.</p> <p>Military service (i.e., reported for active duty).</p> <p>Qualified apprenticeship program, i.e., a program approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential.</p> <p>Full- or part-time unsubsidized employment.</p>	<p>TEGL No. 14-00  Attachment E (WIASRD)  Section 3b  Line 675  OMB #1205-0420</p> <p>Pub.L. 105-220 (WIA)</p>

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
Youth Retention Information		Workforce Investment	Entry into the Peace Corps, VISTA and other National Service programs funded by the Federal Corporation for National and Community Service under the National and Community Service Trust Act of 1993 (Examples are activities in the AmeriCorps and the National Civilian Community Corps programs).  A measure at six months of retention:  In unsubsidized employment; Placement and retention in postsecondary education or Advanced training, or Placement and retention in military service, or Qualified apprenticeships.	TEGL No. 14-00 Attachment E (WIASRD) Section 3b Line 676 OMB #1205-0420  Pub.L. 105-220 (WIA)
Youth Services		Workforce Investment	A general category of varied services that are offered at the state or local level to address employment challenges of youth. These services are variations of: (1) Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies; (2) Alternative secondary school offerings; (3) Summer employment opportunities directly linked to academic and occupational learning; (4) Paid and unpaid work experiences, including internships and job shadowing (5) Occupational skill training; (6) Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors; (7) Supportive services, which may include the services: (a) Linkages to community services; (b) Assistance with transportation; (c) Assistance with child care and dependent care; (d) Assistance with housing; (e) Referrals to medical services; and (f) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear.  (8) Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation; (9) Follow-up services: leadership development and supportive service activities listed in; regular contact with a	TEGL No. 14-00 Attachment E (WIASRD) Section 2 Line 339 OMB #1205-0420

TERM	ABBREVIATION	PROGRAM	DEFINITION	SOURCE
			youth participant's employer, including assistance in addressing work-related problems that arise; assistance in securing better paying jobs, career development and further education; work-related peer support groups; adult mentoring; and tracking the progress of youth in employment. (10) Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.	
Youth Who Needs Additional Assistance		Workforce Investment	A youth, aged 14-21, who requires additional assistance to complete an educational program, or to secure and hold employment as defined by State or local policy. If the State Board defines a policy, the policy must be included in the State Plan.	Pub.L. 105-220 (WIA)
Youth Work Experience		Wagner Peyser	A broad category of a job order that is used to identify job openings for WIA supported youth jobs designed to give youth work experience.	ES
Youthbuild		Workforce Investment	A HUD program to provide job training, leadership skills and academic schooling to an estimated 3,700 low-income at-risk young people. The grants these young men and women to receive high school equivalency diplomas and provide training in homebuilding skills that will qualify them for careers in the building industry	<a href="http://www.youthbuild.org/about.html">http://www.youthbuild.org/about.html</a>
Zone		Wagner Peyser	A SESA defined area which is a subdivision of a JBID.	ES