

Oregon Glossary of WIA Title IB Adult and Dislocated Worker Terms

This glossary includes words and definitions as they pertain to state and local WIA policies and procedures in the state of Oregon. All revisions supersede previous versions.

Questions or suggestions should be sent to the Oregon Department of Community Colleges and Workforce Development at ccwd.info@state.or.us

Act – Means the Workforce Investment Act of 1998 (WIA) [or Public Law (PL) 105-220]. (See **Workforce Investment Act** below.)

Active service – means full-time Federal service in the armed Forces, National Guard or a Reserve component. This definition does *not* include full-time duty performed strictly for training purposes (i.e. “weekend” or “annual” training, *nor* does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities.

Adult – An individual who is age 18 or older.

Adult Basic Education (ABE) – Basic skills education for adults whose inability to read, write or speak English or to effectively use mathematics is a barrier to their ability to get or keep employment.

Barriers to Employment – Characteristics that may hinder an individual’s hiring promotion or participation in the labor force.

Basic Literacy Skills – Reading, writing, and mathematics skills that enable adults to communicate in English, use math, and become employed.

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

Co-enrolled – Participation in multiple programs for which a customer is eligible.

Common Exit – See Exit

Common Exit Date – See Exit

Core Services – Services available to all customers of the One-Stop Center or affiliate partner agency as described under Section 134(d)(2) of the Act. Core services include informational and self-service activities and staff-assisted services and activities.

- **Self Service/ Informational Activities** – Those 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 in terms of resources or time.
- **Staff Assisted** – Those services/ assistance provided by staff beyond the informational activities described above regardless of the length of time involved in providing such assistance; includes a staff member’s assessment of a participant’s skills, education, or career objectives.

Covered persons – see Veteran

Credential – A credential is a nationally recognized degree or certificate or state recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, licensure or industry-recognized certificates.

Customized Training – Training provided to meet special requirements of an employer or group of employers that is defined by a contract.

Dislocated Worker – The term “dislocated worker” means an individual who:

- (1) has been terminated or laid off, or who has received a notice of termination or layoff, from employment; *and*
 - is eligible for or has exhausted entitlement to unemployment compensation; or
 - 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*
 - is unlikely to return to a previous industry or occupation;
- (2)
 - 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; or
 - is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - 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;

(3) 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

(4) is a displaced homemaker.

Notes:

- Separating military service members (non-retiree) and military spouses may be enrolled for services as dislocated workers if they meet the definitions set forth in TEGl 22-04 Section 4. Recently separated veterans and transitioning service members are considered to have received a notice of termination or layoff from their employer (DD-214) per part (A)(i) of this definition.
- To determine a laid-off customer's eligibility for dislocated worker-funded services, the participant's last date of employment (reported to the WIASRD as the Date of Actual Qualifying Dislocation) must be within 48 months prior to registration.
 - This aligns with the timeframe described in the WIA definition of a "Recently Separated Veteran."

Displaced Homemaker (for Dislocated Worker Purposes) – An individual who has been providing unpaid services to family members in the home and who:

- Has been dependent on the income of another family member but is no longer supported by that income;
and
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Economic Development Agencies – 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.

Eligible Covered Persons – See Veteran

Eligible Training Provider List (ETPL) – A statewide collection of education and training providers that are approved to give services through the WSO system. For a current list, go to: <http://www.odccwd.state.or.us/etp/etplist.aspx>

Employment Retention – A performance element defined by grant conditions.

Employment Service programs – Labor exchange and other services to employers, job seekers, and special populations as defined by the Wagner-Peyser Act and federal regulations.

Enrollment – The period of participation in a specific program from receipt of first program-funded service through exit.

Entered Employment – A performance element defined by grant conditions.

Exit – The point at which a participant stopped receiving services funded by a specific program or grant.

- **Common Exit** – occurs when a participant does not receive a service funded by the program or funded by a partner program for **ninety (90)** consecutive calendar days and is not scheduled for future services; applies to all programs and funding streams concurrently. (aka “Soft Exit”)
- **Common Exit Date** – The date of the program (or partner program) service received by a participant that results in a Common Exit.
- **Manual Exit** – Manual exits result only when an individual meets one of the criteria for a global exclusion (TEGL 17-05). (aka “Hard Exit”)
- **Program Exit** – occurs when a participant does not receive a service funded by a program or grant for (90) consecutive calendar days and is not scheduled for future services; applies to a single program or funding stream.

GED Credential (GED) – A high school equivalency credential obtained by passing the General Educational Development (GED) Tests that measures skills and knowledge generally associated with four years of traditional high school instruction.

Grant – An award of financial assistance to be used for defined program activities or uses. *(Note: These are “simplified” definitions; for detailed definitions and/ or contractual purposes, please review the full definitions at www.grants.gov)*

- **Grantee** – The direct recipient of grant funds. A grantee may also be referred to as a recipient.
- **Subgrantee** – an entity receiving grant funds from a grantee.
- **Recipient** – an entity directly receiving grant funds from an originating funder.
- **Sub recipient** – an entity receiving a subaward of grant funds.

Individual Employment Plan (IEP) – A plan developed by a participant and staff to identify the appropriate combination of services for the participant to achieve his/ her employment goals.

Individual Service Plan (ISP) – See Individual Employment Plan.

Individual Training Account (ITA) – Defines services and associated costs to secure training from eligible training providers.

Intensive Services – Services or activities that are designed to determine appropriate/ additional training or skill development needs, or require that a payment is made on behalf of the customer. Intensive services are available to adults and dislocated workers who have received (or completed) one or more Core Services and are still unable to gain employment OR who are employed and have been determined in need of additional services to get a better job in order to obtain or retain employment.

Integrated Service Delivery – WorkSource Oregon’s approach to providing services, whereby staff from various partner programs come together to serve mutual participants.

Local Workforce Investment Area (LWIA) – A local area designated by a Governor for delivery of WIA services.

Local Workforce Investment Board (LWIB) – The local board established in each LWIA of a State and certified by the Governor.

Lower Living Standard Income Level (LLSIL) – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

Occupational Skills Training/ Advanced Training – Training designed to prepare an individual with the skill and knowledge to enter employment in a specific occupation or group of occupations.

On-the-job Training – Hire first training, provided to a participant by an employer, that is defined by a contract. On-the-job Training:

1. Provides knowledge or skills essential to the full and adequate performance of job;
2. Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and the additional supervision related to the training; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained; taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

One-Stop Operator – One or more entities designated or certified under section 121(d) of the Act. One-stop operators are responsible for the operations and the coordination of all activities in a WorkSource Oregon center.

One-Stop Partner – An entity that contributes to the delivery of services in a WorkSource center, as defined by the local area plan.

Oregon Workforce Investment Board (OWIB) – The State Workforce Investment Board established under section 111 of the Act. The OWIB serves as an advisory to the Governor and develops the State plan and oversees how it is carried out.

Participant – An individual who has been determined eligible to participate in and who has received at least one service funded by a WIA program in either a physical location or remotely.

Partner – An entity that contributes to the delivery of services in a WorkSource location.

Performance, WIA – Current performance measures, methods of calculation, and information on determining participation, exceptions, etc. are detailed in DOL/ETA Training and Employment Guidance Letter (TEGL) 17-05.

Priority of Service – The order, or sequence, in which participants may receive intensive services and training services in the event that funds allocated to a local area for adult employment and training activities are limited.

Recipient – See “Grant”

Registration – The process by which a potential participant provides basic demographic and eligibility information.

Self-attestation – An individual’s (physically or electronically) signed attestation that the information he/ she submits to demonstrate eligibility for a program under Title I of WIA is true and accurate. Synonymous to “self-certification.”

Self-Sufficiency – The term “self-sufficiency” for WIA programs refers to the level of income a person or family must be below in order to be eligible for certain WIA services. According to the Oregon Workforce Investment Board (OWIB):

“Employment itself is not a guarantee of self-sufficiency. Due to the ever-increasing skill requirements of employment at all levels, all Oregonians can benefit from increased skills. Therefore no Oregonian seeking assistance through WorkSource Oregon shall be considered to be self-sufficient.”

Trade Adjustment Assistance (TAA) – A program designed to assist U.S. workers who have lost their job or may lose their jobs as a result of foreign trade. [optional: Assistance includes employment and case management services, re-training benefits, job search and relocation monetary allowances, additional wage subsidies in the form of Unemployment Insurance, and a health coverage tax credit. Workers over the age of 50 may receive additional assistance in their transition as well.]

Trade Readjustment Allowance (TRA) – A weekly allowance payable to an adversely affected worker with respect to such worker's unemployment.

Unsubsidized Employment – A job for which wages are paid directly by the employer and that is not subsidized through any government program.

Veteran – A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

- **Eligible spouse** – means the spouse of any of the following:
 - a) a veteran who died of a service-connected disability;
 - b) a member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been listed for a total of more than 90 days: missing in action; captured in the

- line of duty by a hostile force; or forcibly detained or interned in the line of duty by a foreign government or power;
- c) a veteran who has a total disability resulting from a service-connected disability, or
 - d) a veteran who died while a disability was in existence.

Note: A spouse whose eligibility is derived from a living veteran or service member (that is categories b or c above) would lose his or her eligibility of the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse who eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

- **Veteran (Recently separated)** (WIA Law Section 101 (49)(B)) – means any veteran who applies for participation under this title within 48 months after the discharge or release from active military, naval, or air service.

Wagner-Peyser Act (W-P) – The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service. The Wagner-Peyser Act was amended in 1998 to make the Employment Service part of the One-Stop services delivery system. (See **Employment Service programs** above)

Work Experience – Paid or un-paid work-based learning experience with documented goals.

Workforce Investment Act (WIA) of 1998 – An Act of the United States Congress to establish programs to prepare youth and unskilled adults for entry into the labor force and to give job training to those economically disadvantaged individuals and other individuals who face serious barriers to employment and who are in need of such training to obtain prospective employment.

Workforce Investment titles include:

Title I Adult, Youth and Dislocated Worker services

IB – Adult, Dislocated Workers, Youth

IC – Job Corps

ID – Native American, Migrant and Seasonal Farmworker, Veterans, etc.

Title II Adult Basic Education

Title III Wagner-Peyser (Employment Service)

Title IV Vocational Rehabilitation

Title V General Provisions