

## GLOSSARY

**Able and Available (A&A)** - The requirement that a recipient of unemployment insurance (UI) benefits be able to work and available for work in order to receive benefits

**Additional Claim** – An application for unemployment insurance benefits for a new period of unemployment within a benefit year after a break in benefits of at least one week due to employment.

**Adjudicator** – An individual who, on behalf of the state, investigates issues which could affect unemployment insurance benefit eligibility and who issues initial determinations resolving those issues.

**Administrative Law Judge (ALJ)** – An individual who conducts hearings and makes decisions after initial determinations have been appealed. (Also called hearing officer or referee.)

**Adult Basic Education (ABE)** -- 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. ABE is designed to improve their ability to benefit from training and improve their opportunities for employment and to meet adult responsibilities.

**Adult Secondary Education Skills** -- Education for adults consisting of courses in mathematics, reading, history, science, government, language arts, and other courses and classes that lead to a high school diploma or a General Education Development (GED) Certificate.

**America's Job Bank (AJB)** -- A website where job seekers can post their resumes and search for job openings. Employers can post job listings in the nation's largest online labor exchange, create customized job orders, and search resumes.

**Appeal** – A request for a hearing to reconsider a state agency's decision about an individual's unemployment insurance benefits.

**Appeal Decision** – The written ruling that is issued to one or more parties as a result of an appeal. If more than one person is involved, only one decision is made which applies to all the claimants involved in the appeal.

**Asian** -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Apprenticeship Training** -- A program combining on-the-job training with related instruction that enables workers to master the practical and technical skills required for a skilled occupation.

**Backdated Claim** – An unemployment insurance claim with an effective date in any week prior to the week in which it was filed.

**Barriers to Employment** -- Conditions that may make employment difficult for certain individuals. Individuals with such barriers may include: single parents, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credentials, transportation or child care arrangements.

**Basic Literacy Skills** -- Reading, writing, mathematics, problem solving and interpersonal skills training that enable adults to communicate in English, use math, obtain a high school diploma or GED and become productive, employable citizens.

**Basic Skills Deficiency** -- English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

**Base Period (BP)** – The time period on which an unemployment insurance claim is based. Earnings during this time period are used to establish the UI claim. It may be the first four of the last five completed calendar quarters or the state may use an alternate period if there are insufficient earnings in the primary period.

**Base Period Wages** – Wages earned or paid during the base period of an unemployment insurance claim.

**Benefit Rights Interview (BRI)** - Information provided to an unemployment insurance claimant for the purpose of explaining the individual's rights and responsibilities under the applicable state unemployment compensation law or federal law.

**Benefit Year (BY)** - The time period, beginning with the first week of a claim, during which a claimant may draw out unemployment insurance benefits due based on a claim. This may not always be a full calendar year.

**Calendar Quarter** - One fourth of the calendar year. The quarters are: January 1 - March 31, April 1 - June 30, July 1 - September 30, and October 1 - December 31.

**Calendar Week** - Seven consecutive days beginning on Sunday and ending on Saturday, except in at least one state where seven consecutive days beginning Monday and ending Sunday is considered the calendar week.

**Call Center** – A center of operations unemployment insurance claims are taken over the telephone.

**Case Management** -- Services provided by employment service case management staff include preparing an Individual Employment Plan, identifying barriers to participation and assisting participants in overcoming them through guidance counseling and access to services. Assist in the enrollment of participants into allowable activities designed to enhance employability (i.e. motivation, assessment, job preparation workshops, educational classes and/or training, and/or employment services), providing job development and placement services, and assisting individuals and families in accessing community services, addressing emergency assistance and crisis intervention and immediate needs (i.e. food, housing, clothing, and transportation).

**Community Based Organization (CBO)** -- A non-profit organization that originates and is developed locally to serve the needs of the community in which it is based. Services provided are varied and can include health, education, housing, and employment training.

**Community Housing Development Organizations (CDHOs)** -- Organizations certified by the state to provide grants for tenant-based rental assistance, assistance to first time homebuyers, property acquisition, new construction (justification required for neighborhood revitalization and special needs) reconstruction, moderate rehabilitation, substantial rehabilitation, site improvements, demolition, relocation, and other activities with prior approval of Housing and Urban Development.

**Claimant** - An individual who files a claim for unemployment insurance benefits.

**Claims Specialist or Claims Taker** – A person who assists in the filing of unemployment insurance claims and offers related assistance to claimants.

**Combined Wage Claim (CWC)** – An unemployment insurance claim based on wage credits from more than one state.

**Continued Claim** – A claimant's weekly certification of eligibility for unemployment insurance during a claim series.

**Contributing Employer** - An employer who pays taxes (contributions) to the state unemployment insurance fund.

**Contributions (Taxes)** - Payroll taxes paid by employers that are used to pay unemployment insurance benefits.

**Core Services** -- Services are available to all persons who seek assistance at any One-Stop Center or affiliate employment service provider. This may include: job search and placement assistance, labor market information, training information, information about filing for unemployment, food stamps or public benefits, child care or transportation assistance.

**Core Training** -- Employment-focused interventions which address basic vocational skills deficiencies that prevent the participant from accessing appropriate jobs and/or occupations.

**Counseling** --Guidance or assistance to develop a participant's vocational or employment goals and the means to achieve those goals, or to assist the person with the solution to individual problems that may prevent him/her from accomplishing those goals, including, substance abuse counseling, job counseling, child care arrangements, or any other barrier that prevents their success in becoming self-supporting.

**Covered Employer** - An agency, business, organization or other employing unit that is subject to the unemployment insurance law of any state.

**Covered Employment** - Services for an employer that are covered by the unemployment insurance law.

**Customer** -- Under WIA (Workforce Investment Act) definitions, a Customer is any person seeking assistance to find employment or training, whether employed or unemployed, and employers who need qualified workers for their company or training for the workers who are already employed with them.

**Customized Training** -- A training program designed to meet the special requirements of an employer who has entered into an agreement with a Service Delivery Area to hire individuals who are trained to the employer's specifications. The training may occur at the employer's site or may be provided by a training vendor able to meet the employer's requirements. Such training usually requires a commitment from the employer to hire a specified number of trainees who satisfactorily complete the training.

**Disabled Veteran** -- A veteran who is entitled to compensation under laws administered by the Veterans Administration, or an individual who was discharged or released from active duty because of service-connected disability.

**Disadvantaged Adults** -- Educationally or skills disadvantaged adults are those persons who score below 8<sup>th</sup> grade level on standardized tests. They require educational assistance to bring their basic skills to a level that would make them eligible for secondary (high school) education or to hold a job with basic English and math skills.

**Dislocated worker** --A person who--

- (A) (i) has been terminated or laid off from their job, or who has received a notice of termination or layoff, from their employer;
- (ii) (I) is eligible for or has used up their unemployment payments; or
- (II) has been employed for long enough to show, to a program at a one-stop center referred to in section 134(c), attachment to the workforce act, but who

can not get unemployment payments because of low earnings or having done work for an employer that is not covered under a State unemployment compensation law; and

(iii) is not likely to return to the same type of work;

(B) (i) has lost his or her job, or has received a notice of termination or layoff, from their job because of a permanent closure of, or a big layoff at a plant, facility, or company;

(ii) is working at a facility where the employer has announced that it will close within 180 days; or

(iii) in order to receive services besides the training services described in section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a place where the employer has made an announcement that the facility will close;

(C) was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed because of the local economy where the individual lives or because of natural disasters; or

(D) is a displaced homemaker.

**DOL, USDOL -- United States Department of Labor**, the federal department which regulates and funds state workforce activities.

**Displaced homemaker** – A person who has been doing unpaid work for 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 having difficulty in finding a job or getting a better job.

**Economically Disadvantaged** -- An individual who is either a member of a family whose income is below the poverty level, or who is receiving cash benefits from a federal, state or local welfare program, or is receiving food stamps, or who is a homeless person, or who is a foster child, or is a disabled person.

**Educationally Disadvantaged Adult**—see **Disadvantaged Adults**.

**Eligibility Review Program (ERP)** – A program under which claimants are periodically contacted to review their eligibility for benefits, work search activities, and reemployment needs.

**Eligible Training Provider List** -- A statewide collection of providers that are approved to give services through the One-Stop system. These lists contain consumer information, including cost and performance information for each of the providers, so that participants can make informed choices on where to use their **Individual Training Accounts**.

**Eligible Training Provider (ETP)** -- An organization, such as a public or private college and university, or community-based organization whose application has been approved by the local workforce board and approved for the state list of training services through the use of an **Individual Training Account**.

**Employment Service** -- The state level organization or public labor exchange system connected with **DOL's** United States Employment Service.

**English as a Second Language (ESL)** – English language education for adults whose inability to understand, speak, read, or write the English language is a barrier to their ability to get or keep employment. This also has effects on their real ability to function in society or successfully complete the citizenship application process.

**Entered Employment Rate** -- Method used to determine the percentage of participants who become employed. The percentage is calculated by dividing the number of total participants who were enrolled in the program by the number of participants who were placed or entered employment through the program.

**ETA, DOL** -- Employment and Training Administration, the part of DOL with direct responsibility for WIA programs.

**Faith Based Organization (FBO)** -- Organization whose founding, governance, or membership is derived from a religious institution or religiously-affiliated entity.

**Family Literacy Services (FLS)** -- Services that are sufficient to make lasting changes in a family, and that integrate all of the following activities: (1) literacy activities between parents and their children; (2) training for parents regarding how to be the primary teacher for their children and full partners in the education of their children; (3) parent literacy training that leads to economic self-sufficiency; and (4) an age-appropriate education to prepare children for success in school and life experiences.

**Follow-up** -- The tracking of what happens to participants when they leave the WIA program for a period of 180 days after first job placement. The reporting requirements include the following information: employment status (number of Entered Employments/Placements at 180 days after program has ended), average hourly wage (earnings change at 180 days after program has ended), and job retention (of those enrolled in training, provide number of those still employed in trained occupation at 180 days after program has ended).

**GED -- General Equivalency Diploma.** A high school equivalency diploma, which is obtained by passing the General Educational Diploma Equivalency Test that, measures skills and knowledge generally associated with four years of traditional high school instruction.

**Hearing** – The opportunity for parties to appeal an initial determination to be heard by an administrative law judge, hearing officer, or referee.

**Hearing Officer** – See Administrative Law Judge.

**Hispanic or Latino/a** -- A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Individual Employment Plan (IEP)** -- A plan developed by the participant and the case manager to identify the participant's employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

**Individual of Limited English Proficiency (LEP)** -- 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.

**Individual Service Strategy (ISS)** -- An agreement of skills and goals decided between a WIA Youth participant and WIA Youth staff counselor (usually a case manager), that sets out a plan for the participant to make progress towards his/her educational and employment goals.

**Individual Training Account (ITA)** -- An expenditure account established on behalf of a participant that provides for vocational training.

**Individual with a Disability** -- An individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

**Initial Claim ( IC)** – An application for a determination of entitlement to unemployment insurance benefits. There are four types of Initial Claims: New Claims; Reopened Claims; Additional Claims; and Transitional Claims.

**Intake** -- A process for screening individual applicants for eligibility for services; making a determination whether the program can benefit the applicants; providing information about the program, its services and the availability of those services; and selecting individual applicants for participation in the program.

**Intensive services** -- Services available to adults and dislocated workers

who have completed one or more Core Services and are still unable to gain employment OR who are employed and have been determined in need of services to get a better job in order to gain self-sufficiency. Intensive Services include individual career planning, resume preparation, job clubs, career counseling, internships, and comprehensive assessments. Basic education, ESL, and basic computer literacy are also sometimes considered Intensive Services.

**Issue** – An act, circumstance or condition potentially disqualifying a claimant from receipt of unemployment insurance benefits under state/federal law.

**Job Club Activities** -- A form of job search assistance provided in a group setting. Usually job clubs provide instruction and assistance in completing job applications and developing resumes and focus on maximizing employment opportunities in the labor market and developing job leads. Many job clubs use telephone banks and provide group support to participants before and after they interview for openings.

**Job Development** -- The process of marketing a program participant to employers, including informing employers about what the participant can do and asking for a job interview for that individual with the employer.

**Job Placement Services** – Services that specifically assist participants find jobs that may involve activities such as job search assistance, training, or job development.

**Job Retention** -- The ability to keep a job for a certain period of time, usually 90 or 180 days or more, which shows that a worker has the skills to fit into the workplace and succeed in a job.

**Labor Exchange** -- Services provided to job seekers and employers by the State Employment Service Agencies. Services to job seekers may include assessment, testing, counseling, provision of labor market information and referral to prospective employers. Employer service may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up.

**Labor Force** -- The total of all civilians classified as employed and unemployed and members of the Armed Forces stationed in the United States. (Bureau of Labor Statistics Bulletin 2175).

**Labor Market Area (LMA)**-- An area within which individuals can live and find employment within a reasonable distance or can easily change jobs without changing their place of residence.

**Labor Market Information (LMI)** -- Labor Market Information, labor related information about unemployment, industries, occupations, etc

**Life Skills** -- Those skills which are included in adult literacy dealing with such topics as consumer economics, government and law, occupational knowledge, community

resources, and health that are included into an educational agency's basic literacy skills course of study.

**Limited English Proficiency (LEP)** -- An individual with LEP is one 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

**Literacy** -- An individual's ability to (1) read, write, and speak in English, and (2) compute and solve problems, at levels of proficiency necessary to function on the job, in the family, and in society.

**Low-income individual** -- The term "low-income individual" means a person who--

(A) receives, or is a member of a family that 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 6-month period before application for the program involved (besides 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) that, for their family size, is not more than the higher of—

- (i) the poverty line, for an equivalent period; or
- (ii) 70 percent of the lower living standard income level, for a similar period;

(C) belongs to a household that receives (or has been decided within the 6-month period before application for the program to be eligible to receive) food stamps according to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

(D) is a homeless person, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);

(E) is a foster child for whom State or local government payments are made; or

(F) in cases permitted by rules decided by the Secretary of Labor, is a person 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.

**Maximum Benefit Amount (MBA)** - The total amount of unemployment insurance benefits payable to a claimant in a benefit year.

**Medicaid** -- A program of medical aid for people that cannot afford regular medical service that is paid for by the state and federal governments

**Mental health services** -- Psychological and psychiatric treatment and counseling services, for individuals with a diagnosed mental illness, conducted in a group or individual setting, and provided by a mental health professional licensed or authorized within the State to render such services. This typically includes psychiatrists, psychologists, and licensed clinical social workers.

**Migrant or Seasonal Farm Worker (MSFW)** -- A migrant farm worker, a migrant processing worker, or a seasonal worker.

**Monetary Determination** -- A written notice issued to inform an individual of whether or not he/she meets the employment and wage requirements needed to establish entitlement to unemployment insurance, and, if entitled, the weekly and maximum benefit amounts that he/she may receive.

**Monetary Redetermination** - A new determination made after reconsideration and/or re-computation of an unemployment insurance claimant's monetary entitlement based on the receipt of new employment and wage information.

**Native Hawaiian or Other Pacific Islander** -- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.

**New Claim** -- (See Initial Claim)

**Nonmonetary Determination** -- A written notice issued to inform an unemployment insurance claimant and/or employer about the determination of eligibility arising from issues of separations from work or other eligibility requirements.

**Nontraditional employment** -- Jobs or types of work for which persons from one gender make up less than 25 percent of the people employed in each job or field of work.

**North American Free Trade Agreement (NAFTA)** -- Establishes Transitional Adjustment Assistance (TAA) for workers in companies affected by imports from Mexico or Canada or by shifts of U.S. production to those countries.

**Occupational Skills Training** -- Includes both (1) vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs, and (2) on-the-job training.

**Offender** -- Any adult or youth who has been involved in the criminal justice process for whom services under this Act may be helpful or who needs assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**One-Stop Career Center** -- Under the **Workforce Investment Act**, every local System must have at least one One-Stop Career Center. A One-Stop Center is a facility that makes a wide range of the system's services available at a single site, through self-service or with staff help. The number of centers, the services offered and the manner in which they are given will vary from one area to another, according to local needs and resources.

**One-Stop System** -- The network of **workforce** products and services that meets business and jobseeker needs in whatever manner and location is most effective and convenient for the customer. Customers can choose to use the system's products and services in different ways. They may call a toll-free number or connect through a personal computer at home or in a neighborhood library. They may receive individualized assistance in a community-based agency, an educational institution, or a one-stop career center.

**On-site Industry-specific Training** -- This is training which is specific to the needs of a particular employer and/or industry. Participants may be trained according to requirements developed by an employer for a job site. There may be an agreement to hire participants who have successfully completed training.

**On-the-Job Training (OJT)** -- Training provided by an employer to an employee who is engaged in productive work. This training is meant to make the worker fully productive on their job and may include an agreement to hire the worker permanently after the training is successfully completed.

**OSERS -- Office of Special Education and Rehabilitative Services.** OSERS is federal office within the US Department of Education that administers special education and rehabilitation services.

**Out-of-school youth** – Means

- (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.

**Outreach** -- An effort by program staff to encourage individuals in the service delivery area to use the program services.

**Overpayment** – An amount of benefits paid to an individual to which the individual was not legally entitled.

**Placement** -- The act of obtaining unsubsidized employment for or by a participant.

**Pre-apprenticeship Training** -- Any training designed to increase or upgrade specific academic, or physical skills required as a condition for entry into a specific type of work.

**Pre-enrollment Assessment** -- A process to determine the employability and training needs of participants before enrolling them into the program. Individual factors considered during pre-enrollment assessment include: a judgment of vocational interests, abilities, previous education and work experience, income requirements, and personal circumstances.

**Public assistance** -- Federal, State, or local government cash payments for which eligibility is decided by a needs or income test.

**Rapid Response** -- Early intervention services provided by the state or by an agency chosen by the state in case of a factory closing, a natural or other disaster that causes job loss for large numbers of workers, in order to assist **dislocated workers** in obtaining reemployment as soon as possible.

**Referee** – (See Administrative Law Judge)

**Rehabilitation services** -- Services provided by a licensed or authorized professional in accordance with an individualized plan of care intended to improve or maintain a client's quality of life and optimal capacity for self-care. Services include physical and occupational therapy, speech pathology, and low-vision training.

**Remedial Education** -- Educational instruction, particularly in basic skills, to raise an individual's general competency level in order to succeed in vocational education, or skills training programs, or employment.

**Reopened Claim** – An application for unemployment insurance filed after a break in a claim of at least one week caused by something other than employment. (See Additional Claim.)

**Resume** -- The basic document that shows a job candidate's employment and academic qualifications, and history of employment. It is a requirement to apply for most jobs and an opportunity to show why the candidate is best suited for the job being applied for.

**Retention** -- Continuing or keeping a job, usually for at least 90 days or more.

**SCANS Competencies** -- Developed by the US Department of Labor's Secretary's Commission on Achieving Necessary Skills, these are a specific set of skills and competencies determined by the commission as those people need to succeed in the world of work.

**School dropout** – A person who is not in school and who has not received a secondary school diploma or a General Equivalency Diploma (GED).

**Self-sufficiency** -- The ability to earn enough money to support oneself.

**Separation Issue** – Issues that must be adjudicated to determine if an unemployment insurance claimant’s reason for separation is disqualifying under state law, issues generally involve voluntary leavings (quits), discharges (misconduct), or labor disputes.

**Social Security Number (SSN)** – The 9-digit identification number assigned to an individual by the Social Security Administration under the Social Security Act.

**Subsidies** -- Cash assistance or similar payments for transportation, housing, food or other basic expenses.

**Substance Abuser** -- An individual dependent on alcohol or drugs, whose dependency results in a significant barrier to employment.

**Suitable Work** - Work that is determined to be reasonable for a claimant considering his or her skills, training, education and experience.

**Supportive Services** -- Services that are needed to help a person to participate in job training or job search. Supportive services may include transportation, health care, financial assistance, drug and alcohol abuse counseling and referral, individual and family counseling, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, financial counseling, and other reasonable expenses required for participation in the program and may be provided in-kind or through cash assistance.

**TANF** -- Temporary Assistance to Needy Families is a federal program providing cash, medical or food assistance for parents and children.

**Trade Adjustment Assistance (TAA)** -- Trade Adjustment Assistance service and allowances provided for achieving reemployment of adversely affected workers, including TRA, training, and other re-employment services, and job search allowance and relocation allowances.

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

**Training Market** -- A training market reflects an approach with vendors selling training directly to individual participants rather than through intermediary organizations.

**Training services** -- The education and employment training services to be offered at no cost to One-Stop system customers who have been unable to get a job after having received one or more core services and one or more intensive services (see also **Individual Training Account -- ITA**).

**Unemployment Compensation (UC) program or Unemployment Insurance (UI) program** – The federal -state program that provides unemployment benefits to eligible individuals covered under state or federal unemployment insurance laws.

**Unemployment Compensation Program for Federal Employees (UCFE)** – The federal unemployment insurance program that provides benefits to former employees of the federal government.

**Unemployment Compensation for Ex-Service members (UCX)** - The federal unemployment insurance program that provides benefits to ex-service members.

**Universal Services**--Services available to every individual through the One-Stop system without regard to any specific eligibility criteria, including information about job vacancies, career options, employment trends, job search techniques, resume writing, and access to the employment training provider lists.

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

**Vocational Exploration Training** -- A process to find out, by testing or counseling, what job occupations will best fit a customer's abilities and needs.

**Vocational Rehabilitation** -- An agency or program that provides vocational services to individuals with disabilities. Every state has a State Vocational Rehabilitation agency with local district offices. The state/federal program is administered by Rehabilitation Services Administration (RSA), within the Office of Special Education and Rehabilitation Services (OSERS), in the US Department of Education. The state and local vocational rehabilitation program is a mandatory One-Stop employment service partner.

**Weekly Benefit Amount (WBA)** – The amount payable to an unemployment insurance claimant for each compensable (eligible) week of total unemployment.

**Welfare and/or Public Assistance recipient** -- A person who, during the course of the program year, receives or is a member of a family who receives cash welfare or public assistance payments under a Federal, State, or local welfare program.

**WIA** -- See Workforce Investment Act

**Work Experience** -- A temporary activity (six months or less) which provides a person with the opportunity to gain the skills and knowledge necessary to perform a job, including work habits and behaviors, and which may be combined with classroom or other training.

**Workforce Investment Act (WIA)** -- 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 Board (WIB) (Local)** -- replaces local Private Investment Councils; members are appointed by the chief elected official (CEO); WIBs have the role of strategic planning, policy development and oversight of the local workforce investment system. Like the state WIB, the local WIBs require 51% business membership with a minimum of 2 labor representatives.

**Workforce Investment Board (WIB)(State)** -- replaces State Private Investment Council or Human Resource Investment Council; is established by the Governor with membership meeting Federal guidelines; 51% must be representatives of business; minimum 2 labor representatives; the SWIB develops the state plan and oversees how it is carried out.

**Work Search** – An individual state requirement that the claimant must seek suitable work in a week for which benefits are claimed.

**WTW - Welfare-to-Work** -- A series of federal and state plans to move people from welfare into employment and training for better jobs.

**Youth** -- In the WIA program, any young person, between the age of 14 and 21 years of age, who may be in school or out-of-school, and whose family income is within the WIA Low Income Guidelines:

**Eligible youth** -- Except as provided in subtitles C and D, means a person who--

(A) is not less than age 14 and not more than age 21;

(B) is a low-income individual; and

(C) is a person who is one or more of the following:

(i) has a low reading level.

(ii) did not finish high school.

(iii) homeless, a runaway, or a foster child.

(iv) pregnant or a parent.

(v) has been convicted of a crime.

(vi) needs additional assistance to finish an educational program, or to find and keep employment.