

U.S. Department of Labor
Veterans' Employment and Training Service

GLOSSARY OF TERMS

Administrative Costs - Administrative costs shall consist of all direct and indirect costs associated with the supervision and management of the program. These costs shall include the administrative costs, both direct and indirect, of sub-recipients and contractors. All indirect costs are considered administrative costs for HVRP purposes; therefore, administrative costs including indirect costs shall not exceed 20% of the total grant award. All indirect costs are considered administrative costs for VWIP purposes; therefore, administrative costs including indirect costs shall not exceed 10% of the total grant award.

Adult Basic Education – Education for adults whose inability to speak, read, or write the English language or to effectively reason mathematically, constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, which is designed to help eliminate such inability and raise the level, of education of such individuals with a view to making them less likely to become dependent on others, to improve their ability to benefit from occupational training and otherwise increase their opportunities for more productive and profitable employment, and to make them better able to meet their adult responsibilities.

Ancillary Services – Employment and training-related activities other than core training that may enhance a participant's employability.

Apprenticeship Training – A formal occupational training program that is a structured, systematic program of on-the-job supervised training that is clearly identified and commonly recognized throughout an industry. It involves manual, mechanical or technical skills and knowledge and related instruction to supplement the on-the-job training. It may be registered or unregistered. (29 CFR 29.4)

Assessment/Intake – A process for screening individual applicants for program eligibility making the level of need determinations; making an initial determination what services or programs can best benefit the applicants; providing information about services, program eligibility, and the availability of those services, and the routing or selecting individual applicants for particular service delivery or program participation.

Average Earnings – Of those participants who are employed in the first, second, and third quarters after the exit quarter: Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by the number of participants who are employed in the first, second, and third quarters after their exit quarter. Grantees must verify, and document in the participant case management files, wages from the participants.

- Approved Supplemental Data:
- Case Management Note
- Automated database systems

- One-Stop Operating systems' admin records
- Surveys of participants, and
- Contacts with employers.

Average Hourly Wage At Placement - The average hourly wage at placement is the average hourly wage rates at placement of all assisted placements plus direct placements.

Assurance and Certifications - The act of signifying intent to comply with applicable federal and State laws and regulations as a condition for receiving and expending USDOL grant funds.

Barriers to Employment - Characteristics that may hinder an individual's hiring promotion or participation in the labor force. Identification of these barriers will vary by location and labor market. Some examples of individuals who may face barriers to employment include: single parents, women, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, certain veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credential, child care arrangements, transportation or alternative working patterns.

Campaign Badge Veteran - A veteran who served on active duty during a war (e.g., WWII), action (e.g., Korea, Vietnam, Desert Storm, Operation Enduring Freedom) or in a campaign or expedition for which a campaign badge or an expeditionary medal has been authorized (e.g. Haiti, Somalia, Bosnia and Grenada). A complete listing is available on the following web site maintained by the Office of Personnel Management (OPM): <http://www.opm.gov/veterans/html/vgmedal2.asp> Campaign Veterans are deemed to be Eligible Veterans regardless of days served.

Case Management – A client-centered approach in the delivery of intensive services, designed to prepare and coordinate comprehensive employment plans for participants, to assure access to the necessary training and supportive services, and to provide support during program participation and after job placement.

Case Manager - One who coordinates, facilitates or provides direct services to a client or trainee from application through placement, post placement follow-up, or other case closing, exclusively, through periodic contact and the provision of appropriate assistance.

Chronically Homeless - An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, OR who has had a least four (4) episodes of homelessness in the past three (3) years. In order to be considered chronically homeless, a person must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter. A disabling condition as defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability including the co-occurrence of two (2) or more of these conditions. A disabling condition limits an individual's ability to work or perform one (1) or more activities of daily living.

Classroom Training – Any training of the type normally conducted in an institutional setting, including vocational education, which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. It may also include training designed to enhance the employability of individuals by upgrading basic skills, throughout the provision of courses such as remedial education, training in the primary language of persons with limited English language proficiency, or English as a second language training.

Close Out – Grant close out is the process by which the Federal grantor agency (in the case of VETS grants, Department of Labor) determines that all applicable administrative actions and all required work of the grant have been completed by the grantee and the grantor.

Cognizant Federal Agency - The federal agency that is assigned audit or indirect cost rate approval responsibility for a particular recipient organization by the Office of Management and Budget (OMB Circular A-87 and A-102 [20 CFR, Part 97]).

Community Based Organization – A private non-profit 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. Faith-Based organizations are considered a subset.

Compensated Work Therapy (CWT) – A Department of Veterans Affairs (DVA) sponsored program for veteran inpatients and outpatients provided for under 38 U.S.C. 1718(a). CWT incorporates a work regiment with monetary incentives. DVA reimbursements to participants who are in the program are related to their productive capabilities. Every effort is to be made to create a realistic work environment - earnings should be commensurate with wages paid in the community for essentially the same quality and quantity of work and that payments to the patient be prompt and at regular intervals. Although industrial business practices are utilized to simulate usual working conditions, **therapy is still the primary objective**. The Department of Labor, Veterans' Employment and Training Service encourages and supports the use and integration of CWT to benefit the Homeless Veterans' Reintegration Program (HVRP) and Veterans' Workforce Investment Program (VWIP) enrolled participants by improving their job readiness. For HVRP and VWIP purposes, CWT is considered a supportive service and is not to be considered a placement into employment.

Cost Per Placement - The cost per placement into unsubsidized employment is obtained by dividing the total HVRP/VWIP funds expended by the total number of enrolled participants placed into employment.

For example: As of the 2nd quarter, the grantee expended \$150,000 and placed 50 enrolled participants into employment, therefore, the grantee cost per placement was \$3,000 (\$150,000 expended divided by 50 enrolled participants placed into employment equals \$3,000 cost per placement).

Counseling/Vocational Guidance – A form of assistance which provides guidance in the development of a participant's vocational goals and the means to achieve those goals; and/or assist a participant with the solution to one or more individual problems that may pose a

barrier(s) to sustained employment. The participant is achieving vocational goals, e.g. PTSD counseling substance abuse, counseling job training, etc.

Counselor - (Employment/Vocational): A trained and qualified professional authorized to provide direct assistance (beyond advising and informing) through planning, testing, training and otherwise readying an individual for sustained employment.

Covered Veteran – VWIP: Any of the following; (1) disabled veterans; (2) veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; (3) veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12895; (4) Recently Separated Veterans.

Covered Veteran – HVRP: A person who served in the United States active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable [38 U.S.C. 101 (2)]

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.

Department or agency – Any agency of the Federal Government or the District of Columbia, including any Executive agency as defined in section 105 of title 5 and the United States Postal Rate Commission.

Disabled Veteran – (1) A veteran who is entitled to compensation regardless of rating, or who but for the receipt of military retired pay would be entitled to compensation, under laws administered by the Secretary, or (2) a person who was discharged or released from active duty because of a service-connected disability. Disabled Veterans are deemed to be Eligible Veterans regardless of days served.

Disallowed Costs – Disallowed costs are those charges to a grant that the grantor agency (or its representative) determines to be unallowable in accordance with the applicable Federal Cost Principles or other conditions in the grant.

DVET – Director of Veterans’ Employment and Training

DVOP – (Disabled Veterans’ Outreach Program) A program of Federal assistance through grants to States to staff full-time and half-time Disabled Veterans’ Outreach Program Specialists as the State determines appropriate and efficient to carry out intensive services in accordance with 38 U.S.C. 4103A.

Economically Disadvantaged – 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; (b) has, or is a member of a family which has, received a total family income for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to family size, was not in excess of the higher of (i) the official poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673 (2) of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9902(2)), or (ii) 70 percent of the lower living standard income level; (c) is receiving (or has been determined within the 6-month period prior to the application for program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977; (d) qualifies as a homeless individual under section 103 of the Stewart B. McKinney Homeless Assistance Act; (e) is a foster child on behalf of whom state or local government payments are made; or (f) in cases permitted by regulations of the Secretary of Labor, is an individual with a disability whose income meets the requirements of clause (a) or (b), but who is a member of a family whose income does not meet such requirements.

Eligible - Meeting the minimum requisite qualifications to be considered for the provision of services or entry into a position under a funded program or as required by law. (See Covered Veteran).

Employment Development Services (EDS) - Services and activities that will develop or increase the employability of the participant. Generally, this includes vocational counseling, classroom and on-the-job training, pre-employment services (such as job seeking skills and job search workshops), temporary or trial employment, sheltered work environments and other related services and activities. Planned services should assist the participant in addressing specific barriers to employment and finding a job. These activities may be provided by the applicant or by a Sub-grantee, contractor or another source such as the local Workforce Investment Act program or the DVOP personnel or LVERs. Such services are not mandatory but entries should reflect the services described in the application and the expected number of participants receiving or enrolled in such services during each quarter. Participants may be recorded more than once if they receive more than one service.

Employment Retention – (Common Measures) The number of participants who are employed (ie drawing wages) in the 2nd and 3rd Quarters **after** the *exit quarter*

Example:

Placed in 1st Qtr (exit qtr), considered as “entered employment” for 2nd Qtr, employed in 3rd **and** 4th Qtrs, reported as Employment Retention during the 4th Qtr.

Employment Retention Rate - (Common Measures) The number of participants who are employed (ie drawing wages) in the 2nd and 3rd quarter **after** the *exit quarter* divided by the number of participants who were employed during the 1st quarter (**Entered Employment**) after the *exit quarter*.

Example:

Employment Retention: Placed in 1st Qtr (exit qtr), considered as “entered employment” for 2nd Qtr, employed in 3rd **and** 4th Qtrs, reported as Employment Retention during the 4th Qtr.

Divided by

Entered Employment: Placed into employment during the 1st Qtr, reported as an Exiter in 2nd Qtr, if still employed, then reported as entered employment in 2nd Qtr.

Employment Service – The state level organization or public labor exchange system affiliated with the Department of Labor’s United States Employment Service.

Employment service delivery system – A service delivery system at which or through which labor exchange services, including employment, training, and placement services are offered in accordance with the Wagner-Peyser Act.

Enlistments - Individuals who have expressed an interest, signed up for a workshop or enrollment in the program.

Entered Employment – (Common Measures) The number of participants who are employed (ie drawing wages) in the first quarter **after** the *exit quarter*.

Example:

Placed into employment during the 1st Qtr, reported as an Exiter in 2nd Qtr, if still employed, then reported as entered employment in 2nd Qtr.

Entered Employment Rate (EER) - (Common Measures) The number of participants who are employed (ie drawing wages) in the first quarter **after** the *exit quarter* divided by the number of participants in the exit quarter.

Example:

100 “exiters” reported in 2nd Qtr, 75 were drawing wages during the 2nd Qtr for a 75/100 or 75% Entered Employment Rate)

Enrolled Veteran - Shall be synonymous with the term participant – an unduplicated count of a veteran who has been determined eligible for services at intake and who is receiving or scheduled to receive training services.

ETA 9002 – Report reflects total services by Service Delivery Point (SDP) State Merit Staff.

Exiter – (Common Measures) A participant who is *placed or dropped* during a quarter **and** not receiving services for 90 days nor scheduled to receive future services. The follow does **not** count as “future services”:

- Additional Career Planning
- Contacting the employer
- Assisting with work-related problems
- Peer Support Groups

- Informational Mailings
- And referral to supportive services.

Exit Quarter – (Common Measures) The date of exit is applied retroactively to the last day on which the individual received their last service.

Example:

Last date of service is during Quarter 1. 90 days later during the Quarter 2, it is determined that they qualify as an Exiter, so their “Exit Quarter” is “qtr 1”, but it is reported during the Qtr 2.

Faith-Based Organization – see “community-based organization.”

Follow-up - The tracking of clients for a period of time for the follow 3 quarters (270 days) after initial placement (exit from program) into employment, last referral date for services, or completion of training programs to determine current status, outcome or whether to offer additional services (such as additional referral, job retention advisement, etc.).

Full-Time Equivalent (FTE) – A personnel charge to the grant equal to 2,080 hours per year.

FY - Fiscal Year. For federal government purpose, any twelve-month period beginning on October 1 and ending on September 30.

General Equivalency Diploma (GED) – A high school equivalency diploma that is obtained by passing the General Educational Diploma Equivalency Test that measures the application of skills and knowledge generally associated with four (4) years of traditional high school instruction.

Grant Officer’s Technical Representative (GOTR) - An individual (usually the DVET) serving on behalf of the Grant Officer who maintains and ensures the integrity of the approved grant agreement by reviewing and making recommendations regarding technical matters not involving a change in scope, cost, or conditions.

Homeless or homeless individual – Persons who lack a fixed, regular, and adequate nighttime residence. It also includes persons whose primary nighttime residence is either a supervised public or private shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. [Reference 42 U.S.C., Section 11302 (a)].

Indirect cost - A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is not readily assignable to the cost objective specifically benefited. All indirect costs are considered administrative costs for HVRP/VWIP purposes, therefore, administrative costs including indirect costs shall not exceed 20% of the total grant award.

Individual Employment Plan (IEP) – Individualized written plan or intervention strategy for serving an individual which, as a result of an assessment of the veteran’s economic needs,

vocational interests, aptitudes, work history, etc., defines a reasonable vocational or employment goal and the developmental services or steps required to reach the goal and which documents the accomplishments made by the individual.

In-kind Services – Property or services which benefit a federally-assisted project or program and which are contributed without charge to the grantee.

Institutional Skills Training – Training conducted in an institutional setting and designed to ensure that individuals acquire the skills, knowledge, and abilities necessary to perform a job or group of jobs in an occupation for which there is a demand.

Intake – A process for screening individual applicants for program eligibility or making level of need determinations; making an initial determination of what services or program can best benefit the applicants; providing information about services, program eligibility, and the availability of those services, and the routing or selecting of individual applicants for particular service delivery or program participation.

Intensive Services - The provision of concentrated staff services to clients who indicate the need for facilitation or interventions to secure lasting employment. The case management approach to service delivery is a viable model for successfully providing such services and obtaining the clients goals.

Job Club Workshop/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 job openings.

Job Development – The process of marketing a program participant to employers, including informing employers about what the participant can do and soliciting a job interview for that individual with the employer (targeted job development); and the development of one or more job openings or training opportunities with one or more employers using a variety of techniques and means of contact.

Job Placement Services – Placing participants in jobs and may involve activities such as job search assistance, training, or job development. These services are initiated to enhance and expedite participants' transition from training to employment.

Job Search Assistance - An activity, which focuses on building practical skills and knowledge to identify and initiate employer contact and conduct successful interview with employers. Various approaches may be used to include participation in a job club, receive instruction in identifying personal strengths and goals, resume application preparation, learn interview techniques, and receive labor market information. Job search assistance is often self-service activity in which individuals obtain information about specific job openings or general jobs or occupational information.

Labor Exchange - Refers to the services provided to job seekers and employers by the State Employment Services Agencies, or other designated entities. Preparatory services to job seekers may include assessment, testing, counseling, provision of labor market information, targeted job development, resulting in job referral and follow-up with former applicants and prospective employers. Employer-oriented services may include accepting job orders, screening applicants, referring qualified applicants and providing follow-up to foster job retention and develop additional job openings or training opportunities.

Labor Exchange Delivery System (LEDS) - Describes the system of matching jobs and training opportunities with applicants operating with Federal employment and job training funds.

Labor Force - The sum 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 – An economically-integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.

Life Skills/Money Management Training – Activities and guidance provided to enrolled participants regarding the building of life skills including personal financial management, work ethics, development of supportive social networks, meal planning and preparation, personal hygiene and grooming, etc.

Literacy and Bilingual Training – See Adult Basic Education.

LVER (Local Veterans' Employment Representative Program) - A program of Federal assistance through grants to States to staff and support an allocated position level, appointed full-time or assigned half-time in accordance with 38 U.S.C. 4104 to perform a number of duties, to include: outreach to employers; conducting seminars; conducting job search workshops and job search groups; and facilitating employment, training, and placement services.

Minimum Economic Need – The level of wages paid to a program participant that will enable that participant to become economically self-sufficient.

Minority Veterans – Covered Veterans who are members of the following ethnic categories: African American, Hispanic, American Indian or Alaskan Native, Asian or Pacific Islander.

National Veterans' Training Institute (NVTI) - An agency contracted with USDOL/VETS to further develop and enhance the professional skills of veterans' employment and training service providers throughout the United States.

Newly Separated Veteran – A veteran who has been released from active duty within the last 36 months.

Number Referred to VA for Benefits – The number of enrolled participants who were referred to the Department of Veterans Affairs for services and benefit claims information and assistance.

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 juvenile who has been subject to any stage of the criminal justice process for whom services under this program may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

On-the-Job Training (OJT) – Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skill 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 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. Usually in the OJT agreement, there is a promise on the part of the employer to hire the trainee upon successful completion of the training.

On-Site Industry-Specific Training – Training which is specifically tailored to the needs of a particular employer and/or industry. Participants may be trained according to specifications developed by an employer for an occupation or group of occupations at a job site. Such training is usually presented to a group of participants in an environment or job site representative of the actual job/occupation, and there is often an obligation on the part of the employer to hire a certain number of participants who successfully complete the training.

One-Stop/One Stop Service Delivery Point (SDP) - A location that connects employment, education, and training services into a coherent network of resources at the local, state, and national level.

Order of Precedence – In the event of any inconsistency between any provisions of the HVRP/VWIP grants, the following order of precedence shall apply: 1) Special Provisions; 2) General Provisions; 3) Applicable Solicitation for Grant Applications; and 4) Grantee's Application for Federal Assistance.

Outreach - An active effort by program staff to encourage individuals in the designated service delivery area to avail themselves of program services.

Outside Funds – Resources pledged to the grant program that have a quantified dollar value. Such resources may include training funds from programs such as WIA Title I that are put aside for the exclusive use by participants enrolled in a program. Outside funds do not include in-kind services.

Participant – An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services) under the program. 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 the program.

An individual who receives only outreach and/or intake assessment services does not meet this definition.

Participants Enrolled - A participant should be recorded as having been enrolled when an intake form has been completed, and services, referral, and/or employment has been received through the program. This will be an unduplicated count over the performance period, i.e., each participant is recorded only once, regardless of the number of times she or he receives assistance.

Participants Services - This cost includes outreach, supportive services, training, placement services, and social rehabilitation services, which will assist in stabilizing the participants. This category should reflect all costs other than administrative.

Placed Into Transitional Or Permanent Housing - A placement into transitional or permanent housing should be recorded when a veteran served by the program upgrades his/her housing situation during the reporting period from shelter/streets to transitional housing or permanent housing or from transitional housing to permanent housing. Placements resulting from referrals by staff shall be counted. This item is however an unduplicated count over the year, except that a participant may be counted once upon entering transitional housing and again upon obtaining permanent housing.

Placement – Enrolled eligible participants who were placed into employment or otherwise obtained employment as a result of grantee services used or received. Grantees are allowed to report and take credit for one (1) placement per enrolled eligible participant.

Placement Rate - This is a method used to determine the percentage of participants who become employed. The figure is calculated by dividing the number of applicants or program participants who were placed into employment or otherwise entered employment by the number of total participants (including carry-over registrants) who were registered for services and enrolled in the program.

Pre-apprenticeship Training – Any training designed to increase or upgrade specific academic, or cognitive, or physical skills required as a prerequisite for entry into a specific trade or occupation.

Pre-enrollment Assessment – The process of determining the employability and training needs of individuals before enrolling them into the program. Individual factors usually addressed during pre-enrollment assessment include: an evaluation and/or measurement of vocational interests and aptitudes, present abilities, previous education and work experience, income requirements, and personal circumstances.

Preference - The application of priorities in the consideration and selection through appointment or assignment of staff to funded positions, or in the provision of direct services and order of referral to listed openings in the order designated by statute regulation, and grant agreement.

Priority of Service – With respect to any qualified job-training program funded by the Department of Labor, that a covered person shall be given priority over a non-veteran for the

receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of law.

Program Resources – Includes the total of both program or grant and outside funds.

Program Year (PY) - The 12-month period beginning July 1 in the fiscal year for which the appropriation is made, and ending on the following June 30.

Qualified (for employment) - Having the ability to perform the essential functions of the position with or without reasonable accommodation for an individual with a disability.

Qualified (for job training program) – Any workforce preparation, development, or delivery program or service that is directly funded, in whole or in part, by the Department of Labor.

Recently Separated Veteran - Refers to an individual who applies for program participation or assistance within 48 months of separation from active U.S. military service [29 U.S.C. 1503 (27) (c)].

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

Service Connected Disabled - A veteran with a service-connected disability rated by the Department of Veterans Affairs at any level (0% to 100%).

Service Delivery Point (SDP) - Includes offices of the public employment delivery system operated directly or by contract with the State Workforce Agency as grantee within a State and may include One-Stop Career Centers, local employment service offices, and any satellite or itinerant offices at which labor exchange services are available.

Solicitation for Grant Applications (SGA) - A document which provides the requirements and instructions for the submission by eligible applicants identified in the document's text of requests for Federal domestic assistance (funds) for one or more programs or grants-in-aid.

Special Disabled Veteran - (1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary for a disability rated at (a) 30 percent or more, or (b) 10–or 20 percent in the case of a veteran who has been determined under section 3106 of this title to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

Stand Down – An event held in a local community where a variety of social services are provided to homeless veterans. Stand Down organizers partner with local businesses and social service providers such as the State Workforce Agency including the Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representative (LVER) staff, Department of Veterans' Affairs, Department of Health and Human Services, Federal

Emergency Management Agency (emergency food and shelter grants), Veteran Service Organizations, and local non-profit organizations including faith-based and community-based organizations. The Director for Veterans' Employment and Training Service (DVET) is a vital link to determining the needs of veterans within his/her respective State. VETS' encourages outreach efforts by supporting local Stand Down Events. VETS allows all HVRP grantees to obligate up to \$8,000 per event per year of their existing funds or may grant awards to eligible entities that do not currently have an existing HVRP grant. The DVET is the primary point of contact for all Stand Down inquiries.

State – Each of several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, and the Trust Territory of the Pacific Islands.

State Workforce Agency (SWA) - The State level organization, as affiliated with the former United States Employment Service.

Sub-award – 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 sub-awardee.

Sub-awardee – The government or other legal entity to which an award by the grantee is made, and which is accountable to the grantee for the use of the funds provided.

Suitable Employment – See “Unsubsidized Employment.”

Substance Abuser – An individual dependent on alcohol or drugs, especially narcotics, whose dependency constitutes or results in a substantial barrier to employment.

Supportive Services – Services which are necessary to enable an individual eligible for training, but who cannot afford to pay for such services, to participate in a training program funded under the grant. Such supportive services may include transportation assistance, health care referral, financial assistance (except as a post-termination service), drug and alcohol abuse counseling and referral, individual and family counseling and referral, special services and materials for individuals with disabilities and/or barriers to employment, job coaches, financial counseling, and other reasonable expenses required for participation in the training program and may be provided in-kind or through cash assistance.

Targeted Job Development - The identification and marketing of a group of qualified applicants with similar occupations or employment barriers requiring personal visitation/phone contact with those employers likely to employ these individuals.

Total Planned Expenditures - Identified forecasted financial needs to accomplish programmatic objectives broken down into fiscal quarters.

Unemployed individual – An individual who is without a job and who wants and is available for work.

Unpaid Work Experience – When an enrolled participant performs specific duties on a voluntary basis (does not receive any financial compensation) and gains specific work experience and/or skills.

Unsubsidized Employment – Employment not financed from funds provided under the grant. In the grant program the term “suitable” employment is also used to mean placement in unsubsidized employment which pays an income adequate to accommodate the participants’ minimum economic needs.

Upgrading or Retraining – Training given to an individual who needs such training to advance above an entry-level or dead-end position. This training shall include assisting enrolled eligible veterans in acquiring needed state certification to be employed in the same field as they were trained in the military (i.e., Commercial Truck Driving License (CDL), Emergency Medical Technician (EMT), Airframe & Power Plant (A&P), Teaching Certificate, etc.).

Veteran A person who served in the United States active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable [38 U.S.C 101 (2)].

Veterans’ Workforce Investment Program (VWIP) – Competitively awarded employment and training grants to meet the needs of veterans with significant barriers to employment, with service-connected disabilities, who served on active duty in the armed forces during a campaign or expedition for which a campaign badge has been authorized, and recently separated veterans. The U.S. Department of Labor’s, Veterans’ Employment and Training Service awards VWIP grants as authorized under the Workforce Investment Act (WIA), Section 168.

Vocational Exploration Training – Through assessments such as interest inventories and/or counseling, a process of identifying occupations or occupational areas in which a person may find satisfaction and potential, and for which his or her aptitudes and other qualifications may be appropriate.

Vocational Guidance - The provision of information, suggestions, and advice through discussion with individuals who are considering a geographical or vocational choice or change, relating to their career decision.

Wartime Veteran - See “campaign veteran above.”

Welfare and/or Public Assistance recipient – An individual 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.

Workforce Investment Act (WIA) – The purpose of this Act is to establish programs to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals, including veterans, who face serious barriers to employment and who are in need of such training to obtain prospective employment. The Act requires the Assistant Secretary for Veterans’ Employment and Training

to consult with the Secretary of the Department of Veterans Affairs to ensure that programs funded under VWIP of this Act meet the employment and training needs of service-connected disabled, campaign, and recently separated veterans and are coordinated, to the maximum extent feasible, with related programs and activities.

Work Experience – A temporary activity (six months or less) which provides an individual with the opportunity to acquire the skills and knowledge necessary to perform a job, including appropriate work habits and behaviors, and which may be combined with classroom or other training. When wages are paid to a participant on work experience and when such wages are wholly paid for under WIA, the participant may not receive this training under a private, for profit employer.

Youth – An individual between 20 and 24 years of age.

Revised: 01/10/07--jdp