

JOBS FOR VETERANS STATE GRANTS GLOSSARY OF TERMS

American Job Center (AJC) - Also known as a One-Stop Career Center, a publicly funded location or entity established under Section 121 of the Workforce Investment Act (WIA) of 1998, codified at Section 2841 of Title 29 of the United States Code (29 U.S.C. 2841), that provides online and/or in-person core, intensive, and training workforce services. Services are provided to employers and individuals seeking employment and training assistance.

AJC Partner Staff - All staff employed by programs or activities operated by AJC partners listed in 29 U.S.C. 2841(b) that provide online and/or in-person workforce development or related support services as part of the workforce development system. Such programs include, but are not limited to, those funded under Jobs for Veterans State Grants (JVSG), the Wagner-Peyser (WP) Act, and WIA.

Assurance and Certifications - Assurances are promises by applicants to observe, as a condition for receiving federal assistance, a variety of requirements, found in different Federal laws, regulations, and executive orders. A Certification is a statement, signed by an applicant or grantee as a prerequisite for receiving Federal funds that it meets or will adhere to certain conditions and/or will undertake or not undertake certain actions.

Barriers to Employment - Characteristics that may hinder or impede an individual's hiring, promotion or participation in the labor force.

Campaign Badge Veteran - A veteran who served on active duty during a war, action or in a campaign or expedition for which a campaign badge or an expeditionary medal has been authorized. The Office of Personnel Management (OPM) maintains a complete list of covered periods in Appendix A to the VET Guide available at <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>.

Case Management - A client centered approach in the delivery of 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 – An individual who coordinates, facilitates or provides direct services to a client who is part of the individual's caseload.

Cognizant Agency - The Federal agency that is responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals on behalf of all Federal agencies. (see OMB Circulars A-87 and A-102 (29 CFR, Part 97)).

Cost Allocation Plan - A written plan for identifying, accumulating and allocating allowable costs of services provided by a governmental unit on a centralized basis to its departments and agencies.

Counseling - A form of assistance that 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.

Covered Person - (1) A veteran; (2) the spouse of a deceased veteran who died of a service-connected disability; (3) the spouse of a member of the Armed Forces listed for more than

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ninety days as 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; (4) the spouse of a veteran who has a total service-connected disability; or (5) a widow of any veteran who died while a disability so assessed was in existence.

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 of Veterans' Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

Disabled Veterans' Outreach Program (DVOP) - Under 38 U.S.C. 4103A(a), a DVOP specialist provides intensive serves and facilitates placements to meet the employment needs of veterans, prioritizing service to special disabled veterans, other disabled veterans, and other categories of veterans in accordance with priorities determined by the Secretary of Labor.

Eligible Person - (1) The spouse of any person who died of a service-connected disability; (2) the spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance under this chapter, is listed and has been so listed for a total of more than ninety days as missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power; or (3) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated as in existence.

Eligible Recipient (of Performance Incentive Award) - Eligible recipients of Performance Incentive Awards are Disabled Veterans' Outreach Program (DVOP) specialists, Local Veterans' Employment Representative (LVER) staff, and any other individual who provides employment and training services to veterans under the Workforce Investment Act (WIA) of 1998, to include labor exchange staff funded by the Wagner-Peyser Act or staff of American Job Centers (AJC), partner agencies, and any service delivery point that provides exemplary public employment and training services to veterans, American Job Centers (AJC), operated by State Workforce Agencies and offices that contract with State, Regional or Local Workforce Investment Boards, and other agencies identified in Section 121(b)(1)(B) of the WIA that provide services to veterans. Volunteers, Veterans' Administration Work Study Students, and Federal employees are not eligible recipients.

Eligible Veteran - A person who: (1) served on active duty for a period of more than 180 days and was discharged or released from there with an other than dishonorable discharge, (2) was discharged or released from active duty because of a service-connected disability, (3) as a member of a reserve component under an order to active duty pursuant to section 12301(a), (d), or (g), 12302, or 12304 of Title 10, United States Code, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge, or (4) was discharged or released from active duty by reason of a sole survivorship discharge (as that term is defined in [section 1174\(j\) of Title 10](#), United States Code).

Employment Service Delivery System - A service delivery system through which labor exchange services, including employment and placement services, are offered in accordance with the Wagner-Peyser Act.

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Facilitate: Capacity building within the State's employment service delivery system to ensure easier access to the appropriate employment and training services for job seeking veterans.

Fiscal Year (FY) - For Federal government purposes, any twelve-month period beginning on October 1st and ending on September 30th.

Full-Time Equivalent (FTE) - A term used to signify workers based upon an amount of time that totals 32 to 40 hours per week or the number of monthly hours that constitute full-time employment as defined by state merit staffing rules.

Grant Officer's Technical Representative (GOTR) - The program manager designated by the grant officer to act as his/her representative in overseeing technical performance and providing liaison between the grant recipient and the VETS.

Half-Time - DVOP/LVER staff who work half the hours of a full-time employee, generally approximately 1040 hours per year.

Indirect Cost - A cost that is incurred for a common or joint purpose benefiting more than one cost objective and not readily identifiable with a particular project, function, or activity but necessary to the general operation of an organization and the conduct of the activities it performs.

Intake - A process for screening individual applicants for program eligibility, making an initial determination of what services (self-service, mediated or intensive) or program can best benefit an applicant, and routing an applicant for service delivery or program participation.

Intensive Services - As defined in WIA Section 134(d)(3) (as referenced by 38 U.S.C. 4101(9)), intensive services include:

- Comprehensive and specialized assessments of the skill levels and service needs;
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives and appropriate combination of services for the participant to achieve the employment goals;
- Group counseling;
- Individual counseling and career planning; and
- Short-term prevocational services that may include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.

Intensive Services Coordinator (ISC) - The State Agency's central point of contact for service to VA Vocational Rehabilitation and Employment (VR&E) participants.

Labor Force - The sum of all civilians classified as employed and unemployed.

JVSG Funding Formula - A formula that reflects the ratio of: (1) the total number of veterans residing in the State that are seeking employment; to (2) the total number of veterans seeking employment in all States, and includes additional considerations based on the requirements in 20 C.F.R. section 1001, subpart F, that is used to determine the relative amount of total funds to be provided to each JVSG recipient.

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Local Veterans' Employment Representative (LVER) Program - A program of Federal assistance through grants to States to conduct outreach to employers including conducting seminars for employers, conducting job search workshops and establishing job search groups; and to facilitate employment, training, and placement services furnished to veterans in a State under the applicable State employment service or American Job Center delivery system whose sole purpose is to meet the workforce needs of employers and facilitate the employment of veterans. (Catalog of Federal Domestic Assistance number 17.804).

Notice of Grant Award (NGA) - The legally binding document that notifies the grantee that a grant has been made.

Notice of Obligation Authority (NOA) - The document that officially informs grantees of the cumulative funding amounts made available for their use for a specified period of time.

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 (38 U.S.C. 4109).

Obligate - To make a legal commitment to expend funds for the purchase of services, supplies, materials, or presentation of an Incentive Award to a selected recipient.

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

Outstation - Locations other than American Job Centers (AJC) where DVOP specialists may be stationed to provide services and assistance to veterans and other eligible persons.

Participant - A job seeker who provides basic contact information and receives any employment-related services from an AJC staff member within an AJC, a satellite center, a partner agency's physical location, or via the internet from a remote site.

Performance Incentive Award - A monetary and/or non-monetary award that recognizes eligible recipients who provide excellent employment services to veterans or improve and modernize service delivery methods to benefit veterans.

Priority of Service - As defined by 38 U.S.C. 4215(a)(3) and 20 CFR 1010.200(a), with respect to any job training program funded directly, in whole or in part, by DOL, a covered person must be given priority over a non-covered person for the receipt of employment, training and placement services provided under that program notwithstanding any other provision of law.

Program Year (PY) - The 12-month period beginning July 1st and ending on June 30th of the following year.

Recently Separated Veteran – As provided in 38 U.S.C. 4211(6), a recently separated veteran is a veteran whose date of discharge or release from active uniformed service is within the past 36 months.

Secretary - The Secretary of Labor

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Service Connected Disabled - A veteran with a disability incurred or aggravated in the line of duty in the active military, naval or air service.

Service Delivery Point (SDP) - Offices of the public employment delivery system operated directly by or through contract with the State employment agency; may include American Job Centers (formerly One-Stop Career Centers), and any satellite or itinerant offices at which labor exchange services are available.

Significant Barrier(s) to Employment (SBE) -

An eligible veteran or eligible spouse is determined to have an SBE, if he or she attests to belonging to at least one of the six criteria below:

1. A special disabled or disabled veteran, as those terms are defined in 38 U.S.C § 4211(1) and (3); Special disabled and disabled veterans are those:
 - who are entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs; or,
 - were discharged or released from active duty because of a service-connected disability;
2. Homeless, as defined in Section 103(a) of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302(a));
3. A recently-separated service member, as defined in 38 U.S.C § 4211(6), who is currently long-term unemployed (i.e., unemployed for 27 or more consecutive weeks within the last 12 months);
4. An offender, as defined by WIA Section 101(27), who has been released from incarceration within the last 12 months;
5. Lacking a high school diploma or equivalent certificate; or
6. Low-income (as defined by WIA at Sec. 101(25)(B)).

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 of Veterans Affairs 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 Title 38 United States Code to have a serious employment handicap; or (2) a person who was discharged or released from active duty because of a service-connected disability.

State Agency/State Workforce Agency (SA/SWA) - The State Agency that receives Jobs for Veterans State Grant funding.

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

State - Each of several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, and the Virgin Islands,.

Uniform National Threshold Entered Employment Rate (UNTEER) - Annual rate achieved for veterans and eligible persons by the state employment service delivery systems. The UNTEER is established by the U.S. Department of Labor, VETS, under 38 U.S.C. 4102A(c)(3)

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and 20 CFR Part 1001 Subpart G. The UNTEER for a PY is equal to 90 percent of the National entered employment rate for veterans and eligible persons.

Wagner-Peyser (W-P) Act - Authorizes the establishment of a national employment system which provides universal access to certain workforce services. As outlined in Section 7 of the W-P Act, these services include: job search assistance, job referral, and placement assistance for job seekers; reemployment services for Unemployment Insurance claimants; and recruitment and other services for employers.

Workforce Investment Act of 1998 (WIA) - Authorizes states and local workforce areas to make information available about and provide access to a wide array of job training, education, and employment services (including core, intensive, and training services) for adults, dislocated workers, and youth that increase the employment, retention, and earnings, and industry-recognized credential attainment of program participants.