

Glossary of Terms

For the purposes of this grant the following brief definitions apply:

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.

Appointment- Competitive selection among "qualified" candidates, from within or without an agency, for a position identified or announced as vacant.

Assignment - Selection of an individual who may be designated from among existing "qualified" and eligible employees to assume the duties of or fill a particular position.

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 Internet site maintained by the Office of Personnel Management (OPM): <http://www.opm.gov/veterans/html/vgmedal2.asp>

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.

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 Circulars A-87 and A-102 [20 CFR, Part 97]).

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.

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

Covered Person – (1) A veteran; (2) the spouse of: (a) a deceased veteran who died of a service-connected disability, (b) a member of the Armed Forces missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power, (c) any veteran who has a service-connected disability, or a widow of any veteran who died while a disability so assessed was in existence.

Covered Veteran – 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.

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 (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.

DVOP (Disabled Veterans' Outreach Program): A program of Federal assistance through grants to States to staff full 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.

Eligible Employee (for performance incentive award) – Any of the following: (1) a disabled veterans' outreach program specialist (2) a local veterans' employment representative (3) an individual providing employment, training, and placement services to veterans under the Workforce Investment Act of 1998 or through an employment service delivery system.

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 or (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, 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.

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.

Entered Employment: Applicants for service who were placed in jobs or otherwise obtained employment after registering and receiving services.

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

FTE – Full time equivalent is used to signify DVOP/LVER staff who work 2080 hours per year.

Funding Formula – The Jobs for Veterans act prescribes that the proportion of funding for a State shall reflect 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. The current population survey and local area unemployment statistics are used to determine the proportionate funding for States based upon working aged veterans. A “hold harmless” limit to a reduction of funds that a State may receive from one year to the next is in place to ensure states will not be reduced in excess of 20% between two contiguous fiscal years.

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

GOTR (Grant Officer's Technical Representative): 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.

Half-Time – DVOP/LVER staff who work 1040 hours per year.

Indirect cost - A cost that is incurred for a common or joint purpose benefiting more than one cost objective and that is readily assignable to the cost objective specifically benefited.

Intake - A process for screening individual applicants for program eligibility or making level of need determinations; making an initial determination of what services (self-service, mediated or intensive) 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 – Local employment and training service of the type described in section 134(d)(3) of the Workforce Investment Act of 1998.

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).

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.

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.

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

Notification of Obligation Authority – This is the document issued by Regional Administrators that officially informs grantees of the amounts made available for their use. States are limited to drawing down amounts that do not exceed the amounts listed on the most recent NOA.

NVTI - (National Veterans' Training Institute): 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.

Other Eligible Person - (a) the spouse of any person killed in action or who died of a service-connected disability, (b) the spouse of any member of the Armed Forces serving on active duty, who, at the time of application for assistance under this Chapter [38 U.S.C., 4101 (5)], is listed, pursuant to section 556 of title 37 and regulation issued there under, by the Secretary concerned in one or more of the following categories and has been so listed for a total of more than ninety days: (i) missing in action; (ii) captured in the line of duty by a hostile force, (iii) forcibly detained or interned in line of duty by a foreign government or power, or (c) the spouse of any person who has a total disability permanent in nature from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.

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

Outstation: A term used to identify locations *other* than local employment service offices (LESO), One-Stop Career Centers, or other such SDPs where DVOP Specialists or LVER staff may be stationed to provide services and assistance.

Performance Incentive Award - A monetary and or non-monetary award that recognizes an LVER, DVOP, or other eligible employee as defined in Public Law 107-288 and other issued program guidance. The purpose is to recognize individuals who provide excellent employment services to veterans or for improvements and modernization of their methods of service delivery to veterans. 1% of authorized grant funding will be set aside for this purpose. Funds not used for incentive awards will be subject to reallocation.

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.

PY (Program Year) - 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 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)).

Service Connected Disabled: A veteran with a service-connected disability rated by the DVA 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 Employment Security 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.

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.

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

SGA - (Solicitation for Grant Applications) - A document that 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.

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

VETS 200 – Report that reflects services by DOVP/LVER Staff to all applicants – Report C is an unduplicated roll-up.

Wartime Veteran - See "campaign" veteran above.