

Attachment E – Glossary

(Updated 9/2/2011 – see **Employment Placement/Career Advancement** definition)

- **Assessment**
Services that identify an individual’s capabilities and limitations related to successful completion of education/job training activities and attainment and retention of unsubsidized employment.
- **Case Management**
The provision of a participant-centered approach in the delivery of services designed to prepare and coordinate comprehensive employment plans for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job and career counseling during program participation and after job placement.
- **Dislocated Healthcare Worker**
Individuals who have been terminated or laid-off or have received a notice or termination or lay-off from healthcare employment.
- **Eligible to Work in the United States**
Projects need to verify and document that all applicants are legally eligible to work in the United States. Applicants must present unexpired documents that establish both their identity and employment authorization (see the I-9 form at <http://www.uscis.gov/files/form/i-9.pdf> for more specific instructions). Only those applicants who are legally able to work in the United States are eligible to participate in grant-funded activities and services.
- **Employment Placement/Career Advancement**
Participants who enter employment or start a new job while enrolled in grant-funded services. This includes:
 - Unemployed individuals or dislocated workers who enter into training-related employment
 - Incumbent healthcare workers who are promoted into a training-related position with the same employer or who start a new training-related job with a different employer.
 - Incumbent workers who receive a wage increase after completing grant funded training and/or earning an industry recognized credential.
- **Incumbent Healthcare Worker**
Individuals currently working in the healthcare industry who need training in order to secure full-time employment, advance in their careers, or retain their current occupations.

- **Industry Recognized Credential**

The U.S. Department of Labor defines credential as an “attestation of qualification or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential.

Examples of credentials include:

- Educational Diplomas and Certificates (typically for one academic year or less of study);
- Educational Degrees, such as an associate’s (2-year) or bachelor’s (4-year) degree;
- Registered Apprenticeship Certificate;
- Occupational Licenses (typically, but not always, awarded by state government agencies);
- Industry-recognized or professional association certifications; also known as personnel certifications; and
- Other certificates of skills completion.” (Training and Employment Guidance Letter No. 15-10)

See <http://wdr.doleta.gov/directives/attach/TEGL15-10a2.pdf> for more specific examples and definitions.

- **Leveraged Resources**

At least 25 percent of the total project costs must be leveraged from other resources. These can be in the form of cash and/or in-kind services from federal and non-federal sources. For example, an applicant intending to serve at least 50 people, requesting \$120,000 grant money, needs to leverage an additional \$40,000 cash or in-kind services, making the total project costs equal \$160,000. Leveraged resources may include staff time (for activities such as curriculum development, project consultation, accounting services and administrative support), equipment usage, travel costs, facility and meeting room usage, participant support services and any other project activity/cost not being paid for by the grant. If employers are paying for participants’ salary during instruction time, that also can be considered a leveraged resource. Leveraged resources must be tracked, documented and reported.

- **Project Income**

Project income is income received by a grant recipient that was directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. It includes fees for services performed, income from the use or rental of personal property acquired with grant funds, income from the sale of items fabricated under the grant, interest income, and revenues in excess of expenditures for governmental and nonprofit agencies.

- **Selective Service**

Projects need to verify and document that all male applicants born on or after January 1, 1960 are in compliance with the Selective Service regulations. Only those male applicants who are in compliance with the registration requirements are eligible to participate in grant-funded activities and services. See the Selective Service System website (<http://www.sss.gov>) for more information.

- **Support Services**

Services such as transportation, child care, dependent care, housing, that are necessary to enable an individual to participate in grant activities. Support services also include paying for required training supplies (books, uniform, medical supplies, etc.) and credential exam fees.

- **Unemployed Individual**

Individuals who are without a job and who want and are available to work.

- **Veteran's Priority of Service**

If a training program applicant meets eligibility criteria and meets priority of service definitions of a veteran or spouse of a veteran (see below), s/he must be enrolled in the training program before any other qualifying applicant. Program staff must verify and document that the person meets *priority of service* qualifications.

An eligible veteran or spouse of a veteran is defined as:

1. An individual who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service includes full-time Federal service in the National Guard or a Reserve Component; OR
2. An individual who is:
 - a. The spouse of any veteran 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 the priority, is listed in one of more of the following categories and has been so listed for a total of more than 90 days: i) missing in action; ii) captured in the line of duty by a hostile force; or iii) forcibly detained or interned in the line of duty by a foreign government or power;
 - c. The spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
 - d. The spouse of a veteran who died while a disability so evaluated was in existence.

See http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816 for more information.