

WDD YOUTH PROVIDER HANDBOOK

CHAPTER 11

Definitions and Acronyms

Overview

Introduction Chapter 4 of the Workforce Development Department (WDD) Youth Program Handbook defines acronyms and terms used throughout this Handbook.

References This handbook chapter contains terms defined in the following sources:

- The Workforce Innovation and Opportunities Act (WIOA) regulations signed into law in 2014,
- The Code of Federal Register (CFR), Title 20 Part V and Part VI, and
- State directives received from the Department of Labor (DOL) and/or Employment Development Department (EDD).

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Definitions: A – D

Introduction	<p>This section provides definitions of terms used throughout the Workforce Development Department (WDD) Youth Program Handbook. The definitions are outlined in alphabetical order, beginning from A to D.</p>
Adult Education	<p>Academic instruction and education services below the postsecondary level that increases an individual's ability to:</p> <ul style="list-style-type: none">• Read, write, speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent,• Transition to postsecondary education and training, and• Obtain employment.
Alternative school	<p>An alternative school is a type of school designed to achieve grade-level (K -12) standards and meet student needs.</p> <p>Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school</p>
Apprenticeship	<p>Apprenticeships are a unique training where a combination of classroom and job-based training are required. Apprentices must gain and demonstrate competencies either over a period of time or at specific benchmarks in the apprenticeship program.</p>
Assessment	<p>WIOA Youth Program requires an objective assessment of academic levels, skill levels, and services needs of each participant; includes a review of:</p> <ul style="list-style-type: none">• Basic educational skill levels,• Occupational skills,• Prior work experience,• Employability,• Interests,• Aptitudes (including interest in non-traditional jobs),• Developmental needs, and• Supportive service needs. <p>Accurately evaluate the Youth in order to develop an appropriate service strategy to meet his/her individual needs. Assessments must consider a youth's strengths rather than just focusing on areas needing improvement.</p>
Audit	<p>All subrecipients/subcontractors expending Workforce Innovation and Opportunity Act (WIOA) funds must comply with federal and state audit requirements. Entities receiving WIOA funds must meet the audit requirements of Title 2 Code of Federal Regulations (CFR) Section 200.501.</p>

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Definitions: A – D, Continued

Basic skills deficient	<p>An individual who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. Criteria used to determine whether an individual is basic skills deficient includes the following:</p> <ul style="list-style-type: none">• Lacks a high school diploma or high school equivalency and not enrolled in post-secondary education.• Enrolled in a Title II Adult Education/Literacy program.• English, reading, writing, or computing skills at an 8.9 or below grade level based on the National Reporting System (NRS) for Adult Education.• Determined to be Limited English Skills proficient through staff documented observations.• Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.
Certificate	<p>A certificate awarded in recognition of an individual attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. Certificates awarded by Workforce Development Board (WDB) and work readiness certificates are not included in this definition.</p>
Co-enrollment	<p>Co-enrollment is a way to serve individuals by leveraging other funds such as but not limited to Adult or Dislocated Worker funding.</p> <p>Example: An individual may qualify to receive both youth services and adult services but fail to meet the eligibility requirements to receive adult training services.</p>
Credential	<p>A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.</p>
Dependent children	<p>For purposes of determining low-income, dependent children are defined as individuals who belong to one of the following categories:</p> <ul style="list-style-type: none">• Age 18 and under, who are not emancipated minors, and are living in a single residence with his/her parent or guardian.• Age 18 to 19, who are full-time students in a high school or equivalent and are living in a single residence with their parent or guardian.• Low-income eligibility for 18 to 21 year old Youth who are not full-time students in a high school or equivalent but are living in a single residence with his/her parent or guardian.• If the 18 to 21 year old Youth is determined to be a dependent family member (e.g., the Youth is claimed as a dependent on the parent's income tax), income is calculated based on wages, salaries, tips, etc. of all family members.

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Definitions: A – D, Continued

Dependent children, continued

- If the 18- to 21-year-old Youth is determined not to be a dependent family member (e.g., the Youth is not claimed as a dependent on the parent's income tax), the Youth's income is based on his/her own wages, salaries, tips, etc.
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Diploma

The term diploma means any credential the state education agency accepts as equivalent to a high school diploma. The term also includes post-secondary degrees including:

- Associate of Arts (AA)
 - Associate of Science (AS)
 - Bachelor of Arts (BA)
 - Bachelor of Science (BS)
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Disability

The term disability means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more of the major life activities,
 - Being regarded as having such impairment, or
 - A record of such an impairment.
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Dropout

A school dropout is defined in WIOA Section 3(54) as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. An individual who has dropped out of postsecondary education is not a "school dropout" for purposes of youth program eligibility.

A youth's eligibility status is determined at the time of enrollment; if a youth has not received a high school diploma, or a recognized equivalent, and is not attending any school, he/she is considered a dropout and is an Out-of-School Youth. A dropout only includes an individual who is currently a secondary school dropout and does not include a youth who previously dropped out of secondary school but subsequently returned.

Example:

- A youth who dropped out of high school in 2015,
 - Returned to high school in 2016 prior to enrollment in WIOA is not considered a dropout.
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Definitions: E – I

Introduction	<p>This section provides definitions of terms used throughout the Workforce Development Department (WDD) Youth Program Handbook. The definitions are outlined in alphabetical order, beginning from E to I.</p>
EDD	<p>Employment Development Department (EDD) administers the State's labor exchange system and works with local and regional Local Workforce Development Areas (LWDAs) to list job openings, provide a statewide network that links employers with qualified job seekers throughout California, maintains the California Eligible Training Provider List (ETPL), and provides a common application, registration, participant tracking and reporting system for California state's CalJOBS system.</p> <p>EDD is also required to submit accurate participant reports and validated individual participant data to the Department of Labor (DOL) on a quarterly and annual basis.</p>
Educational gain	<p>At post-test, a Youth's completion advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test). Educational gain is tested on literacy and numeracy, but only required to have one (1) for educational gain. The Educational gain is posted in the Educational Functioning Level in CalJOBS</p>
Emancipated minor	<p>An emancipated minor is any person under the age of 18 who:</p> <ul style="list-style-type: none">• Has entered into a valid marriage, whether or not such marriage was terminated by dissolution,• Is on active duty with any of the Armed Forces of the United State, or• Has received a declaration of emancipation pursuant to California Family Code 7122.
Employer of record	<p>The Youth Providers will be the Employer of Record for any youth participating in paid work experience. Exception only applies when youth is in a full apprenticeship program or in an On-the-job (OJT) training.</p>
English language learner	<p>WIOA Section 203(7) defines the term "English language learner" as an individual who has limited ability in:</p> <ul style="list-style-type: none">• Reading,• Writing,• Speaking, or• Comprehending the English language, and• Whose native language is a language other than English, or• Who lives in a family or community environment where a language other than English is the dominant language.
Entrepreneurial skills training	<p>Entrepreneurial skills training provides the basics of starting and operating a small business.</p>

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Definitions: E – I, Continued

ETPL	The Eligible Training Provider List (ETPL) lists providers and programs who meet specified quality criteria and eligible to receive training funding through WIOA.
Exit	An exit occurs when an individual is not expected to return to the Workforce Innovation and Opportunity Act (WIOA) program or when an individual is not receiving any services and is inactive for 90 days. Exit is often triggered by completion of training, successful transition into employment, or loss of contact—all of which should be documented in case notes with corresponding activity end dates.
Family	<p>For purposes of determining low-income, family means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:</p> <ul style="list-style-type: none">• Husband, wife, and dependent children.• Parent or guardian and dependent children.• Husband and wife.
Family of one	For purposes of determining income eligibility, court adjudicated Youth separated from the family (including incarcerated Youth), homeless, runaway, and emancipated Youth are a “family of one.”
Foster child	<p>Foster care is a system in which a minor placed into a:</p> <ul style="list-style-type: none">• Ward,• Group home, or• Private home of a state-certified caregiver, referred to as a "foster parent". <p>The placement of the child normally arranged through the government or a social service agency. Foster care provides temporary care while parents get help sorting out problems or help children or young people through a difficult period in his/her lives.</p>
High poverty area	<p>Employment Development Department (EDD) defined a high-poverty area as: an area identified by the American Community Survey 5-Year Data to have a poverty rate of 25 percent and above. Youth living in a high-poverty area is automatically considered to be a low-income individual.</p> <p>Note: Refer to Youth Provider Handbook, Chapter 2 – Eligibility under the LLSIL and Poverty Line section for Census Bureau information.</p>

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Definitions: E – I, Continued

Homeless

- An individual who lacks a fixed, regular, and adequate nighttime residence, includes a participant who is:
 - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,
 - Living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations,
 - Living in an emergency or transitional shelter,
 - Abandoned in a hospital, or
 - Awaiting foster care placement.
 - An individual who has a primary nighttime residence that is:
 - A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - An institution who 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.
 - Is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work, or
 - Is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e. runaway youth).
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Incentives

Incentives are defined as payment provided to youth participants for recognition and achievement directly tied to training activities and work experiences.

Internship

An internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act.

ISS

The Individual Service Strategy (ISS) is a distinct plan designed specifically for the WIOA Youth Program participants. and is based on the information obtained during the objective assessment. The ISS will. serve as the basis for the entire case management service strategy and as a guide for. delivery of appropriate services.

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Definitions: E – I, Continued

In-School Youth

An ISY is an individual who is:

- Attending school, including secondary and postsecondary school
- Enrolled in WIOA youth program during the summer, is in between school years, and is enrolled to continue school in the fall
- Not younger than age 14 or older than age 21 at time of enrollment unless the youth after the age of 21 is disabled and attending school
- Low-income individual/Low-income individual lives in a high-poverty area
- Meeting one or more of the following barriers:
 - Basic skills deficient
 - English language learner
 - An offender
 - Homeless individual or a runaway
 - Foster Care
 - Pregnant or parenting
 - Disabled
 - Requires additional assistance to complete an educational program or to secure/hold employment

Note: Individuals 22 and older attending post-secondary education would not be eligible for WIOA youth services because he/she are in school and over 21 years.

ISY Waiver

Youth Providers will only be allowed to enroll ISY who meet the WIOA defined youth barriers identified in the WIOA Waiver for Out-Of-School Expenditure PY21-22. This will enable the Youth Providers to serve the special ISY with barriers prior to disconnection from the school system.

This Waiver allows Local Board to decrease their OSY expenditure requirement from 75 percent to 50 percent for PY 21-22 to increase the ISY enrollments of youth who are homeless, in foster care, or are justice involved.

The WIOA ISY waiver defines the youth as an individual who is:

- Age 14-21 years old.
- Attending school, including secondary and post-secondary school.
- Low income and has one of the following barriers:
 - In Foster Care,
 - Homeless, or
 - Justice involved.

Reminder: Any youth, who is under the age of 18 years, a parent or guardian signature is required on all forms including the application.

Definitions: J - M

Introduction	This section provides definitions of terms used throughout the Workforce Development Department (WDD) Youth Program Handbook. The definitions are outlined in alphabetical order, beginning from J to M.
Job development	The process of marketing a program customer to employers, including the customer's work skills and abilities and requesting a job interview on behalf of the customer.
Low-income individual	<p>A low-income individual is not considered to be self-sufficient. WIOA defines low-income individual as one who meets at least one of the following:</p> <ul style="list-style-type: none">A. Receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act. While the free/reduced lunch low-income category primarily applies to In-School Youth (ISY), Out-of School Youth (OSY) may also qualify, if the youth is a parent living in the same household as a child who receives or is eligible to receive free/reduced price lunch based on his/her income level.B. Living in a high-poverty area is automatically considered to be a low-income individual. A high poverty area is a Census tract or county that has a poverty rate of at least 25% as set every five (5) years using American Community Survey.C. Receives, or is a member of a family who receives, cash payments under a federal, state, or local income-based public assistance program, <p>Low-income requirement applies only to the following categories of youth:</p> <ul style="list-style-type: none">• A recipient of a secondary school diploma or its recognized equivalent who is either basic skills deficient or an English language learner, and• An individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. <p>All ISY must be low income unless he/she are served under the five percent (5%) exception.</p> <ul style="list-style-type: none">D. Received an income, or is a member of a family who received a total family income, for the six (6) month period prior to registration (exclusive of unemployment compensation, child's support payments, public assistance, and old-age and survivors' insurance benefits received under the Social Security Act), in relation to family size, does not exceed the higher of:<ul style="list-style-type: none">– The poverty line, for an equivalent period, or– Seventy percent (70%) of the Lower Living Standard Income Level (LLSIL), for an equivalent period, or

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Definitions: J - M, Continued

Low-income individual (continued)	E. Is a member of a household who receives, or has been determined within the six (6) months prior to registration to be eligible to receive CalFresh, F. Is a foster child, or G. Is homeless, or H. Is an individual with a disability whose own income meets the requirements of a program described in (A) or (B), but who is a member of a family whose income does not meet such requirements.
Lower Living Standard Income Level	The Lower Living Standard Income Level (LLSIL) are income charts issued annually for each area by the State Department of Labor for Local Workforce Development Area (LWDA) to determine low-income eligibility for WIOA programs for Youth and certain adult services.
Measurable skills gain (MSG)	Workforce Innovation and Opportunity Act (WIOA) defines MSG as documented academic, technical, occupational, or other forms of progress towards a credential or employment.

Definitions: N - R

Introduction	This section provides definitions of terms used throughout the Workforce Development Department (WDD) Youth Program Handbook. The definitions are outlined in alphabetical order, beginning from N to R.
Needs-related payments	A one-time lump sum payment under ancillary services available to Adults, and Dislocated Workers, and Youth in order to participate in training.
Non-credit bearing postsecondary classes	<p>A Youth who is enrolled in any credit-bearing postsecondary education classes, including credit-bearing community college classes and credit-bearing continuing education classes, then he/she are considered attending postsecondary education, and is an ISY.</p> <p>A Youth who is only enrolled in non-credit bearing postsecondary classes, he/she would not be considered attending postsecondary school and is an OSY.</p>
Nontraditional employment	Occupations or fields of work for which individuals from the gender involved comprise less than 25 percent of the individuals employed in each occupation or field of work.
Occupational skills training	Occupational skills training is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.
Offender	<p>An offender (also known as justice involved) is any individual (adult or juvenile) who:</p> <ul style="list-style-type: none">• Is or has been subject to any stage of the criminal justice process, for who services under WIOA may be beneficial, or• Requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
Out-of-School Youth	<p>An OSY is an individual who is:</p> <ul style="list-style-type: none">• Not attending school, including postsecondary education• Not younger than 16 or older than 24 at time of enrollment

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Definitions: N - R, Continued

Out-of-School Youth, continued

- One or more of the following barriers:
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
 - An offender
 - Homeless individual or a runaway
 - Foster Care
 - Pregnant or parenting
 - Disabled
 - Low-income individual who requires additional assistance to enter or complete an educational program or to secure/hold employment.

Note: When determining an OSY is a dependent child of the parent or guardian use the Internal Revenue Services (IRS) definition (Refer to the Dependent child block in Chapter 2 - Eligibility).

Oversight

Requires that each subrecipient conduct regular oversight and monitoring of its WIOA activities and those of its subrecipients and contractors. The purpose of this requirement is:

- To ensure that expenditures meet the cost category and cost limitation requirements of WIOA and the regulations,
 - Compliance with other provisions of WIOA and the regulations,
 - Assuring compliance with the Uniform Guidance at Title 2 CFR part 200 and other applicable laws and regulations, and
 - To provide technical assistance as needed.
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Paid/Unpaid work experience

Paid and unpaid work experience is one of the 14 program elements for the WIOA youth program. Work experience is a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development.

Part of a family who received Public Assistance

A Youth is part of a family who receives Public Assistance (PA) and the Youth receives, or is listed on the grant of a family who receives, any of the following:

- Temporary Assistance for Needy Families (TANF)/California Work Opportunity and Responsibility to Kids Program (CalWORKs),
 - CalFresh,
 - Medi-Cal,
 - General Relief (GR),
 - Supplemental Security Income/State Supplementary Payment (SSI/SSP),
 - Foster Care (FC),
 - Cal Learn, and
 - Refugee Cash Assistance (RCA).
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Definitions: N - R, Continued

Personally Identifiable Information (PII)	<p>PII includes any information that can be used to search for or identify individuals such as but not limited to:</p> <ul style="list-style-type: none">• Name,• Social security number,• Address,• CalJOBS case number, or• Date of birth.
Post-assessment test	<p>The Post-Assessment Test is completed at least once by the end of program year services following the individual's date of first Youth program service.</p>
Post-secondary education	<p>Postsecondary preparation and transition activities and services prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. This does not include programs offered by degree-granting institution that does not lead to an academic degree.</p>
Poverty level	<p>The poverty level defined as the income level at which individuals and families considered to live in poverty, as annually determined by the Department of Health and Human Services.</p>
Pregnant or parenting Youth	<p>A Pregnant or Parenting Youth is an individual who is:</p> <ul style="list-style-type: none">• Between 14-21 years of age for ISY and pregnant, or• Between 16-24 years of age for OSY and pregnant, or• A Youth (male or female) who is providing custodial or non-custodial care for one or more dependents under the age of 18.
Pre-assessment test	<p>A test used to assess a Youth participant's basic literacy and/or numeracy skills, which is administered to a Youth participant up to six months prior to the date of participation, or within 60 days following the date of participation.</p>
PUMA	<p>Public Use Microdata Areas (PUMAs) are geographic units used by the US Census for providing statistical and demographic information.</p>
Runaway	<p>A runaway is an individual age 14 through 17 who is absent from the home or place of legal residence without the permission of parents or legal guardian.</p>

Definitions: S - V

Introduction	<p>This section provides definitions of terms used throughout the Workforce Development Department (WDD) Youth Program Handbook. The definitions are outlined in alphabetical order, beginning from S to V.</p>
School dropout	<p>A school dropout defined in WIOA Section 3(54) as an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. This term does not include individuals who dropped out of postsecondary school</p> <p>A Youth's dropout status is determined at the time of application and remains in effect throughout his or her WIOA participation.</p> <p>Note: Youth enrolled in alternative schools are not school dropouts.</p>
Secondary school	<p>A nonprofit institutional day or resident school, including a public secondary charter school, who provides secondary education, as determined under state law, except the term does not include any education beyond grade 12 (Title 20 U.S.C. Section 1401[27]).</p>
Self-attestation	<p>Documenting eligibility with self-attestation is a method of last resort when no other source of documentation can be found or accessed. Self-attestation can also be used to clarify documentation that is considered insufficient by itself. However, the basic WIOA eligibility data elements of age and immigration status cannot be self-attested.</p> <p>An acceptable self-attestation statement should be a signed document that includes information clearly addressing the eligibility criteria you are trying to capture and should adhere to local self-attestation policy.</p> <p>Self-attestation is not the primary method of establishing eligibility and case note justifying self-attestation must be completed.</p>
Single audit	<p>The Single Audit Act Amendments of 1996 was enacted to streamline and improve the effectiveness of audits of federal awards and to reduce the audit burden on states, local governments, and not-for-profit entities.</p>
Skills upgrading and retraining	<p>Skills upgrading and/or retraining is training provided for the purpose of upgrading the skills and/or retraining the customer.</p>
Soft Exits	<p>A Soft Exit occurs when a customer has not used any Career Services (Basic, Individualized, and Follow-up Services) within the last ninety (90) days and is not scheduled for future services.</p>

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Definitions: S - V, Continued

State Review Panel	An entity within EDD composed of representatives from EDD's Compliance Review Office, Legal Office, and Director's Office. This panel reviews and approves or disapproves decisions and recommendations regarding grievances or complaints.
State Workforce Development Board	The State Workforce Development Board (SWDB) assists the Governor in performing the duties and responsibilities required by the federal WIOA of 2014. The Board provides oversight and continuous improvement of the workforce system in California, which includes policy development, workforce support and innovation, and performance assessment, measurement and reporting.
Subrecipient or Subgrantee	<ul style="list-style-type: none">• A non-federal entity who receives a subaward/subgrant from a pass-through entity to carry out part of the federal program but does not include an individual who is a beneficiary of such program.• A subrecipient/subgrantee may also be a recipient of other federal awards directly from the federal awarding agency. <p>Example: Youth providers are subrecipients, but ITA vendors are not.</p>
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 customer considering his or her skills, training, education, and experience.
Supportive services	<p>Services that enable an individual to participate in activities authorized under WIOA. Supportive services may include, but are not limited to:</p> <ul style="list-style-type: none">• Transportation• Health care• Financial assistance• Drug and alcohol abuse counseling and referral• Individual and family counseling• Special services and materials for individuals with disabilities <p>Others are:</p> <ul style="list-style-type: none">• Job coaches• Childcare and dependent care• Temporary shelter• Needs-related payments

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Definitions: S - V, Continued

Training services	<p>Training services may be critical to the employment success of a youth. The WIOA states training services may be made available to a youth who meet a certain criterion. Types of training services may include, but are not limited to:</p> <ul style="list-style-type: none">• Occupational skills training• Entrepreneurial training• Apprenticeship/Pre-Apprenticeship• Job readiness training
Unemployed	<p>An individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job, shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as ‘unemployed.’</p>
Unsubsidized employment	<p>An employment in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all or a part of the wages and costs of employing an individual.</p>
Veteran	<p>A veteran is 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.</p> <p>This definition includes full-time duty in the National Guard or a Reserve, other than full-time duty for training purposes. Active service does not include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.</p>

Definitions: W - Z

Introduction	<p>This section provides definitions of terms used throughout the Workforce Development Department (WDD) Youth Program Handbook. The definitions are outlined in alphabetical order, beginning from W to Z.</p>
Welfare and/or recipient of Public Assistance	<p>Recipient of Public Assistance is defined as an individual who receives, or is a member of a family who receives, cash payments under a federal, state, or local income-based public assistance program. These programs include:</p> <ul style="list-style-type: none">• Temporary Assistance for Needy Families (TANF)/California work Opportunity and Responsibility to Kids (CalWORKs),• Supplemental Security Income (SSI),• Refugee Cash Assistance,• General Relief,• Supplemental Nutrition Assistance Program (SNAP)/CalFresh and/or,• Any of State or local income-based public assistance.
Workforce Development Department	<p>The San Bernardino County WDD operates programs under the guidance of the Workforce Development Board, funded by the Department of Labor's WIOA. The America's Job Centers of California (AJCCs) are strategically located in the Regions of the County as follows:</p> <ul style="list-style-type: none">• East Valley (San Bernardino),• West Valley (Rancho Cucamonga),• High Desert (Victorville), and• Satellite office – Gary Ovitt Library (Ontario). <p>WDD implements comprehensive strategies to meet the needs of local businesses for a skilled workforce, while creating opportunities for workers to prepare for and enter into well-paid careers.</p>
Workforce Innovation and Opportunity Act	<p>WIOA was signed into law on July 22, 2014 and took effect on July 1, 2015. It supersedes the Workforce Investment Act (WIA) of 1998 as the primary federal workforce development legislation to bring about increased coordination among federal workforce development and related programs. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and match employers with the skilled workers needed to compete in the economy.</p>
Work experience	<p>Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. They may be paid or unpaid, as appropriate, and must include academic and occupational education.</p> <p>A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector.</p>

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Definitions: W - Z, Continued

Workforce Development Board	<p>The Workforce Development Board (WDB) replaces local Private Investment Councils. Members are appointed by the Chief Elected Official (CEO). WDBs have the role of strategic planning, policy development and oversight of the local workforce investment system. Like the state WDB, the local WDBs require no less than 20 percent of the members of each local board shall be representatives of the workforce within the local area. It governs WIOA at the local level.</p>
Work permits	<p>All minors under 18 years of age employed in the state of California must have a permit to work (Education Code [EC] 49160: Labor Code [LC] 1299). A minor enrolled in a Work Experience Education program must obtain a work permit, and his/her employer must possess a permit to employ. The minor must be at least 16 years of age to be enrolled in a Work Experience Education program, with certain exceptions as specified in the Education Code [EC 49113].</p> <p>There is an exception from child labor and compulsory school attendance laws, which is for an emancipated minor who may apply for a "Permit to Employ and Work" without a parent's permission. An emancipated minor may sign, in place of the parent, the "Statement of Intent to Employ Minor and Request for Work Permit-Certificate of Age" (<i>FC</i> Section 7050[e][16]). "Emancipated minor" is defined in <i>FC</i> Section 7002.</p>
Youth	<p>In the WIOA program, any young individual, between the age of 14 and 24 years, who may be in school or out-of-school, and whose family income is within the WIOA Low Income Guidelines: Eligible youth means an individual who is:</p> <ul style="list-style-type: none">• Not less than age 14 and not more than age 24• A low-income individual; and• A person who is one or more of the following:<ul style="list-style-type: none">– Has a low reading level,– Did not finish high school,– Homeless, a runaway, or a foster child,– Pregnant or a parent,– Has been convicted of a crime,– Needs additional assistance to finish an Educational program, or– To find and keep employment.
Youth Committee	<p>The Youth Committee is a subcommittee of the LWDB and governs WIOA Youth Programs in the Local Workforce Development Area.</p>
Youth provider	<p>Contracted Provider who offers WIOA youth services to youth in the San Bernardino County area.</p>

Acronyms

Introduction In conducting the business of the department, it is often necessary to refer to programs, agencies, and systems by using abbreviated titles known as acronyms.

Acronyms A sample listing of approved acronyms used for Media/Marketing purposes.

Acronym	Description
ABLE	Adult Basic & Literacy Education
ADA	<ul style="list-style-type: none">Americans with Disabilities Act, andAverage Daily Attendance
AJCC	America's Job Center of California
ARRA	American Recovery and Reinvestment Act
AW	Adult Worker
BOG	Board of Governors Waiver – waiver of enrollment fees
BPPVE	Bureau of Private Post-Secondary Vocational Education
CalWORKs	California Work Opportunity and Responsibility to Kids
CASAS	Comprehensive Adult Student Assessment System
CBO	Community Based Organization
CDSS	California Department of Social Services
CEL	Centralized Eligibility List
CFDA	Catalogue of Federal Domestic Assistance
CFR	Code of Federal Regulations
COLA	Cost of Living Adjustment
CRY-ROP	Colton-Redlands-Yucaipa Regional Occupational Program
CWA	California Workforce Association
CWDB	California Workforce Development Board
DAAS	Department of Aging and Adult Services
DBH	Department of Behavioral Health
DD	Deputy Director
DOL	United States Department of Labor
DOR	State of California Department of Rehabilitation
DPH	Disability Program Navigator
DW	Dislocated Worker
EAD	Employment Authorization Document
EDA	Economic Development Agency
EDD	State of California Employment Development Department
EOPS	Extended Opportunity Programs and Services
ESF	Employer Services Function
ESM	Employment Services Managers - TAD
ESP	Employment Services Program – Welfare-to-Work
ESU	Employer Services Unit
ETA	Employment and Training Administration – Department of Labor

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Acronyms, Continued

Acronyms (continued)

Acronym	Description
ETP	<ul style="list-style-type: none"> Eligible Training Provider Employment Training Panel
ETPL	Eligible Training Provider List
FAFSA	Free Application for Federal Student Aid
FAR	Federal Acquisition Regulation
FBO	Faith-Based Organization
FEMA	Federal Emergency Management Agency
FSM	Federal States of Micronesia
FTES	Full Time Equivalent Student
FWS	Federal Work Study
FY	Fiscal Year
GED	General Education Diploma
GR	General Relief
HACSB	Housing Authority of the County of San Bernardino
HEA	Higher Education Act
HS	San Bernardino County Human Services
HUD	Housing and Urban Development
IAW	Individual Assistance Workshop
ID	Identification
IEP	Individual Employment Plan
INS	Immigration and Naturalization Service
ISD	Information Services Department
ISS	Individual Service Strategy
ITA	Individual Training Account
ITP	Individual Training Program
JPS	Job Placement Specialist
JS	Job Services – Employment Development Department
JVA	Jobs for Veterans Act
LEP	Limited English Proficiency
LLSIL	Lower Living Standard Income Level
LMI	Labor Market Information
LMID	Labor Market Information Division
LWIOA	Local Workforce Innovation and Opportunity Act
LWDB	Local Workforce Development Board
MIS	Management Information Services
MOU	Memorandum of Understanding
MSSA	Military Selective Services Act
NAFTA	North American Free Trade Act
NEG	National Emergency Grant
NUMI	Numerical Identification System
NWI-OCL	Nurse Workforce Initiative – On Site Career Ladder

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Acronyms, Continued

Acronyms (continued)

Acronym	Description
NWI-RTC	Nurse Workforce Initiative – Regional Training Collaborative
OJT	On-the-Job Training
OMB	United States Office on Management and Budget
POS	Priority of Services
PSD	San Bernardino County Preschool Services Department
PY	Program Year
RFP	Request for Proposals
RFQ	Request for Quote
RFS	Request for Services
RMI	Republic of the Marshall Islands
RN	Registered Nurse
ROP	Regional Occupational Program
RSA	Resource Sharing Agreement
SAR	Student Aid Report
SBCCD	San Bernardino Community College District
SBCSS	San Bernardino County Superintendent of Schools
SBETA	City of San Bernardino Employment and Training Agency
SEA	Self-Employment Assistance
SED	Subsequent Eligibility Determination
SF	Standard Form (Federal)
SGA	Solicitation for Grant Application
UI	Unemployment Insurance
U.S.C	United States Code
USCIS	United States Citizenship and Immigration Services
VAMC	Veterans Administration Medical Center
VPL	Veterans Program Letter
VTEA	Vocational Training and Educational Act
WARN	Workforce Adjustment and Retraining Notification Act
WDB	Workforce Development Board
WDD	Workforce Development Department
WDS	Workforce Development Specialist
WDS I	Workforce Development Supervisor I
WDS II	Workforce Development Supervisor II (Manager)
WDT	Workforce Development Technician
WIOA	Workforce Innovation and Opportunity Act
WID	Workforce Investment Division – division of State EDD
WIN	Workforce Investment Network
WOTC	Work Opportunity Tax Credit
WSD	Workforce Services Directive
WtW	Welfare to Work Program
WtW Plan	Welfare to Work Plan (CalWORKs)
YES	Youth Employment Specialist