

# Oklahoma Employment Security Commission



Jon Brock, Executive Director

Brad Henry, Governor

**Representing Employers**

George Ollie, Jr., Commissioner  
Ted Weber, Commissioner

**Representing the Public**

Rev. W. B. Parker, Chairman

**Representing Employers**

David Hill, Commissioner  
DeWayne Goodman, Commissioner

## OKLAHOMA EMPLOYMENT & TRAINING ISSUANCE # 08-2003

**TO:** WIA Grant Recipients

**FROM:** Terry Watson

**DATE:** April 25, 2003

**SUBJECT:** WIA Youth Glossary

**PURPOSE:** To provide a quick reference guide containing definitions and information pertaining to the WIA Youth program.

**ACTION:** Please make this information available to all appropriate staff.

**INQUIRIES:** If you have any questions, please contact Tami Decker at 405/962-7595.

Attachment

**Oklahoma Employment Security Commission  
Workforce Investment Programs**

# **Youth Glossary**

**April 2003  
Oklahoma Employment and Training Issuance Number 08-2003  
Definitions**

**ADULT** - For the purpose of the WIA programs is an individual who is age 18 or older.

**ADVANCED TRAINING** – an occupational skills employment / training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. Includes only training outside of the One-Stop, WIA and partner, system (i.e., training following exit).

**APTITUDE** - A natural or acquired talent or ability or quickness in learning and understanding.

**BASIC EDUCATION** - Instruction usually conducted in an institutional setting that is directed towards imparting the basic skills of communication, computation, problem solving, health, consumer development, and citizenship. Instruction for youth could include, but not be limited to, enrollment in a secondary school. Adult Basic Education would include upgrading the same basic skills, however, it is directed towards adults who are generally classified as functionally illiterate, undereducated, or whose inability to speak, read or write the English language constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability. Such instruction is designed to raise the level of education of such individuals with a view to making them less likely to become dependent on others, to improving their ability to benefit from occupational training and otherwise increasing their opportunities for more productive and profitable employment.

**BASIC LITERACY SKILLS DEFICIENT** - The term “deficient in basic literacy skills” is defined at the local level. These definitions may establish such criteria as are needed to address the local concerns, and must include a determination that an individual:

- (A) Computes or solves problems, reads, writes, or speaks English at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion referenced test; or
- (B) Is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society.

***Note:*** *Grade Level scores below 9.0 (e.g.8.9) should be considered as at or below the 8<sup>th</sup> grade level.*

**BASIC SKILLS** – The term “basic skills” means basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

**BASIC SKILLS DEFICIENT** – The term “basic skills deficient” means with respect to an individual, that the individual has English, reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

***Note:*** *Grade Level scores below 9.0 (e.g.8.9) should be considered as at or below the 8<sup>th</sup> grade level.*

**BELOW GRADE LEVEL** – An individual with educational attainment that is one (1) or more grade levels below the grade level appropriate to the age of the individual.

**CASE MANAGEMENT** – The term “case management” means the provision of a client-centered approach in the delivery of services designed:

- (A) To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and
- (B) To provide job and career counseling during program participation and after job placement.

**CHIEF ELECTED OFFICIAL** - The term “chief elected official” means:

- (A) The chief elected executive officer of a unit of general local government in a local area; and
- (B) In a case in which a local area includes more than one unit of general local government, the individuals designated under the agreement described in section 117(c)(1)(B).

117(c)(1)(B) MULTIPLE UNITS OF LOCAL GOVERNMENT IN AREA-

- (i) **IN GENERAL** – In a case in which a local area includes more than 1 unit of general local government, the chief elected officials of such units may execute an agreement that specifies the respective roles of the individual chief elected officials-
  - i. In the appointment of the members of the local board from the individuals nominated or recommended to be such members in accordance with the criteria established under subsection (b); and
  - ii. In carrying out any other responsibilities assigned to such officials under this subtitle.
- (ii) **LACK OF AGREEMENT**- if, after a reasonable effort, the chief elected officials are unable to reach agreement as provided under clause (i), the Governor may appoint the members of the local board from individuals so nominated or recommended.

**CHILD/DEPENDENT CARE (FAMILY CARE)** - A supportive service that helps parent(s) meet their family care needs. Family care ranges from day care outside the home or in-home to after-school programs (outside the home or in-home). It usually includes supervision and shelter, and may include subsistence and transportation.

**COMMUNITY-BASED ORGANIZATION** – The term “community-based organization” means a private nonprofit 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.

**COUNSELING** - A service which is the process of assisting participants in realistically assessing their needs, abilities, and potential; of providing guidance in the development of vocational goals and the means to achieve them; and of helping with the solution of a variety of personal problems occurring during participation.

**CREDENTIAL** – 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. States should include all State Education Agency recognized credentials. In addition, States should work with local Workforce Investment Boards to encourage certificates to recognized successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.

**DEVELOPMENTAL NEEDS** – Items, materials, situations, steps or acts that need to occur to aid in the growth of an individual or to assist an individual to realize or meet their potential.

**DISABILITY** - The term “disability” means, with respect to an individual:

- (A) A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- (B) A record of such an impairment; or
- (C) Being regarded as having such impairment.

**ELIGIBILITY BARRIERS FOR INCOME ELIGIBLE YOUTH** - Eligible participants must also fall within one or more of the following categories:

1. Deficient in basic literacy skills;
2. School dropout;
3. Homeless, runaway, or foster child;
4. Pregnant or parenting;
5. Offender; or
6. An individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. *Note: CFR 664.210 states that criterion for this definition and the documentation to prove need shall be established at the local level by the Youth Council. It will be approved by the WIA Board, based on local area need, and must be included in local policy.*

**ELIGIBILITY BARRIERS FOR THE FIVE PERCENT OF YOUTH PARTICIPANTS WHO DO NOT HAVE TO MEET INCOME ELIGIBILITY REQUIREMENTS:**

1. School Dropout;
2. Basic Skills Deficient;
3. Are one or more grade levels below the grade level appropriate to the individual's age;
4. Pregnant or parenting;
5. Possess one or more disabilities, including learning disabilities;
6. Homeless or runaway;
7. Offender; or
8. Faces serious barriers to employment as identified by the local board (WIA sec. 129(c)(5)).

**ELIGIBILITY CRITERIA ACCEPTABLE DOCUMENTATION** [OETI #20-2001, Change 1]  
Recommended acceptable documentation to establish program eligibility. (Only one required)

**Social Security Number**

- DD-214, Report of Transfer or Discharge
- Employment Records
- IRS Form Letter 1722
- Letter from Social Service Agency
- Drivers License (if Social Security Number is listed)
- Pay Stub
- Social Security Benefit Documents
- Social Security Card / Notice of Social Security Number Assignment
- W-2 Form
- U. C. Records (if Name and Social Security Number is shown)
- Self-Certification Form
- Telephone Verification

**Citizenship/Eligible to Work**

- Alien Registration Card Indicating Right to Work (INS Form I-151, I-551, I-94, I-688A, I-197, I-179)

- Baptismal Certificate (if Place of Birth is shown)
- Birth Certificate
- DD-214, Report of Transfer or Discharge (if Place of Birth is shown)
- Food Stamp Record
- Foreign Passport Stamped Eligible to Work
- Hospital Record of Birth (if Place of Birth is shown)
- Hand Gun Permit
- Naturalization Certification
- Public Assistance Records
- U.S. Passport
- Social Security Card (Work Eligible) with I.D.
- Native American Tribal Document
- One verification source from List A of the I-9 Form OR one verification Source from List B AND one verification source from List C of the I-9 Form (From List B of the I-9 Form the Voter Registration Form cannot be used.)
- Self-Certification Form
- Telephone Verification

#### **Age/Birth date**

- Baptismal Record (if Date of Birth is shown)
- Birth Certificate
- DD-214, Report of Transfer or Discharge Paper
- Driver's License
- Federal, State or Local Government Identification Card
- Hospital Record of Birth (if Full Name is shown)
- Passport
- Public Assistance / Social Service Records
- School Records / Identification Card
- Work Permit
- Self-Certification Form
- Telephone Verification
- Other

#### **Selective Service Registrant**

- Selective Service Advisory Opinion Letter
- Selective Service Registration Record (Form 3A)
- DD-214, Report of Transfer or Discharge
- Stamped Post Office Receipt of Registration
- Internet Verification / Registration (<http://www.sss.gov>)
- Selective Service Telephone Verification (847) 688-6888
- Other

#### **Individual/Family Income** (Documentation should be provided for each applicable income source.)

- Alimony Agreement
- Statement of Family Size / Family Income
- Award Letter from Veterans Administration
- Bank Statement (Direct Deposit)

- Compensation Award Letter
- Court Award Letter
- Employer Statement / Contact
- Farm or Business Financial Records
- Housing Authority Verification
- Pay Stubs
- Pension Statement
- Public Assistance Records
- Quarterly Estimated Tax for Self-employed Persons (Schedule C)
- Social Security Benefits
- UI Documents and / or Printout
- Self-Certification Form
- Telephone Verification

**Individual Status/Family Size**

- Statement of Family Size / Family Income
- Birth Certificate
- Decree of Court
- Disabled (See Individuals with a Disabilities)
- Divorce Decree
- Landlord Statement
- Lease
- Marriage Certificate
- Medical Card
- Most Recent Tax Return Supported by IRS Documents (e.g. Form Letter 1711)
- Public Assistance / Social Service Agency Records
- Public Housing Authority (if Resident of or on Waiting List)
- Written Statement from a Publicly supported 24-hour Care Facility or Institution (e.g. Mental, Prison)
- Self-Certification Form
- Telephone Verification

**Cash Public Assistance** (The listed items of documentation are acceptable for any individual listed on the grant.)

- Copy of Authorization to Receive Cash Public Assistance
- Copy of Public Assistance Check
- Medical Card Showing Cash Grant Status
- Public Assistance Identification Card Showing Cash Grant Status
- Public Assistance Records / Printout
- Self-Certification Form
- Telephone Verification

**Food Stamps** (The listed items of documentation are acceptable for any individual listed on the case.)

- Current Authorization to Obtain Food Stamps
- Current Food Stamp Recipient
- Food Stamp Card with Current Date
- Letter from Food Stamp Disbursing Agency

- Postmarked Food Stamp Mailer with Applicable Name and Address
- Public Assistance Records / Printout
- Self-Certification Form
- Telephone Verification

**Supported Foster Child**

- Court Contact
- Court Documentation
- Medical Card
- Verification of Payments made on Behalf of the Child
- Written Statement from State / Local Agency
- Self-Certification
- Telephone Verification

**Individuals with Disabilities** (If an individual declares disability, any one of the listed items may be used.)

- Letter from Drug or Alcohol Rehabilitation Agency
- Letter from Child Study Team stating Specific disability
- Medical records
- Observable Condition (Self-Certification form needed)
- Physician's Statement
- Psychiatrist's Diagnosis
- Psychologist's Diagnosis
- Rehabilitation Evaluation
- Sheltered Workshop Certification
- School Records
- Social Service Records / Referral
- Social Service Administration Disability Records
- Veterans Administration Letter / Records
- Vocational Rehabilitation Letter
- Workers Compensation Record
- Self-Certification Form
- Telephone Verification

**Basic Skills Deficient**

- Test Report
- School Records
- Self-Certification Form
- Telephone Verification

**Basic Literacy Skills Deficient** (Definition and documentation of this need to be established by the local board. (CFR 664.205)))

**Pregnant or Parenting**

- Birth Certificate
- Hospital Record of Birth
- Medical Card
- Physician's Note

- Referrals from Official Agencies
- School Program for Pregnant Teens
- School Records
- Statement from Social Service Agency
- Self-Certification Form
- Telephone Verification

### **School Dropout**

- Attendance Record
- Dropout Letter
- Self-Certification Form
- Telephone Verification

### **Offender**

- Court Documents
- Halfway House Resident
- Letter of Parole
- Letter from Probation Officer
- Police Records
- Self-Certification Form
- Telephone Verification

### **Homeless or Runaway Youth**

- Written Statement from an Individual providing Temporary Residence
- Written Statement from Shelter
- Written Statement from Social Service Agency
- Self-Certification Form
- Telephone Verification

**Requires Additional Assistance** (Definition and documentation of this need, must be established by the local board. (CFR 664.210)))

- Self-Certification Form

### **Behind Grade Level**

- Report Card
- School Records
- Telephone Verification

**Faces Serious Barriers to Employment Identified by Local Board** (If applicable, definition and documentation of this need must be established by the local board. (CFR 664.220)))

- Self-Certification From

**NOTE:** WIA eligibility criteria may be verified by telephone contact with governmental or social service agencies, or by document inspection. Information recorded must be adequate to enable a monitor or auditor to trace back to the agency or document used. Telephone verification must include the name of the agency representative providing the verification information. In some cases, the information provided by an agency through

telephone contact may be sufficient to satisfy multiple WIA eligibility criteria. Documentation of eligibility verification through document inspection is appropriate when documents cannot or may not be machine-copied. Since personal information must normally be kept confidential by governmental agencies, the local areas will need to make prior arrangements to obtain such information. An application that makes provisions for an individual to give up their rights to confidentiality for specific purposes should be developed locally.

Agencies, which may assist in verifying eligibility via telephone contact,

- Drug and Alcohol Rehabilitation Facilities
- Homeless Shelters
- Housing Authorities
- Judicial Agencies and Institutions
- Local Schools
- Medical and Health Facilities
- Other State or Local Government Agencies
- Social Security Administration
- Veterans Administration
- Vocational Rehabilitation Facilities

When documentation of WIA eligibility verification is accomplished via telephone or document inspection, a local area's standardized form should be used, for monitoring and audit purposes.

**ELIGIBLE PROVIDER** - The term "eligible provider", used with respect to:

- (A) Training services, means a provider who is identified in accordance with section 122(e)(3);
- (B) Intensive services, means a provider who is identified or awarded a contract as described in section 134(d)(3)(B);
- (C) Youth activities, means a provider who is awarded a grant or contract in accordance with section 123 (a competitive process); or
- (D) Other workforce investment activities, means a public or private entity selected to be responsible for such activities, such as a one-stop operator designated or certified under section 121(d).

**ELIGIBLE YOUTH** – An individual who:

- (A) Is not less than age 14 and not more than age 21;
- (B) Is a low-income individual; and
- (C) Is an individual who is one or more of the categories shown under **ELIGIBILITY BARRIERS FOR INCOME ELIGIBLE YOUTH**.

In addition, up to 5 percent of the youth served in a local area may be non-low-income, if they are within one or more of the categories shown under **ELIGIBILITY BARRIERS FOR THE FIVE PERCENT OF YOUTH PARTICIPANTS WHO DO NOT HAVE TO MEET INCOME ELIGIBILITY REQUIREMENTS**.

**EMPLOYED** – An employed individual is one who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily

absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

**ESTIMATED BEGIN DATE** - The date the participant is scheduled to begin each activity.

**ESTIMATED END DATE** - The date the participant is scheduled to complete each training activity.

**EXIT** - To separate a participant who is no longer receiving any WIA funded enrollment training or services (except follow-up services) or non-WIA funded services included in the service plan.

**Hard Exit** - The exiting of a WIA youth participant who has a date case closure, completion or known exit from WIA funded or non-WIA funded partner services. This must be initiated by the caseworker in two places:

1. In the case detail under "exit", and
2. In the case detail under "programs of enrollment"

**Soft Exit** - When a participant has not received any WIA funded or non-WIA funded partner service for 90 days and is not scheduled to receive any future service except follow-up services. This is done by Service Link automatically following the 90-day period.

**FACES SERIOUS BARRIERS TO EMPLOYMENT** – Defined by the local board.

**FAMILY** – The term “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:

- (A) A husband, wife, and dependent children.
- (B) A parent or guardian and dependent children.
- (C) A husband and wife.

**FAMILY INCOME** - Family income means all income received by all members of the family during the six-month period prior to application/registration, annualized by multiplying the six-month income by two (6-month income x 2). The composition of the family is determined as of the date of the application/registration. Therefore, the income of prior family members who may have comprised part of the family during the past six months, but are no longer members of the household (i.e., a divorced, separated or deceased spouse, or other family member) would not be counted for income determination purposes. Only the income of members of the current family should be counted and applied against the current family size.

### **Determination and Verification of Family Income Eligibility**

For the purpose of determining income eligibility, family income means "income" as defined by the Department of Health and Human Services in connection with the annual poverty guidelines. However, unemployment compensation, child support payments, and welfare payments are excluded from income. Therefore, while these items appear as included income in the poverty guidelines they are excluded from income for employment and training program purposes.

In addition, when a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for other federal statutes, such income or

payments shall not be counted during eligibility determinations for employment and training programs (e.g., WIA payments to participants as per WIA Sec. 181 (a)(2)).

(A) Excluded from Income is:

- Unemployment Compensation
- Needs-based Scholarship Assistance
- Financial Assistance under Title IV of the Higher Education Act, (i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work-Study, PLUS, Stafford, and Perkins Loans, like any other kind of loan, are debt and not considered income).
- Child Support Payments
- Cash Welfare Payments (including TANF, SSI, RCA, GA, Emergency Assistance, and General Relief)
- One-time Income Received in lieu of TANF Assistance
- Income Earned while the veteran was in Active Military Duty, and certain other Veteran's Benefits (i.e., compensation for service-connected disability and service-connected death, vocational rehabilitation, and education assistance)
- Regular Payments from Social Security, OASI and Survivors
- Lump-sum payments received as assets in the sale of a home, where the assets are to be reinvested in the purchase of a new home (consistent with IRS guidance)
- Payments received as the result of an automobile accident insurance settlement that are being applied to the repair or replacement of the automobile.
- Foster Care payments
- Any withdrawal from an Individual Development Account (IDA) for the purchase of a home, medical expenses, or educational expenses.

(B) WIA includes all other types of income. These may include:

- Gross wages / salaries
- Self-employment income
- Interest / Dividends
- Railroad Retirement Income
- Other Pension Income
- Capital Gain or Losses
- One-time Unearned Income

### **Family Size**

Number of dependent children plus number of parents or guardians who reside together. Use definitions in *Family* to arrive at the correct number.

***Note:*** An “individual with a disability” must, for purposes of income eligibility determination, be considered to be an unrelated individual who is a family unit of one consistent with the definition of Low Income Individual at Section 101(25)(f) of the Act.

### **Family Status**

Applicants should be recorded in one of the following categories:

- Single, abandoned, separated, divorced or widowed individual who has responsibility for one or more dependent children under the age of 18 years.

- Parent in two-parent family
- Other family member
- Family of one

**FOSTER CHILD** – An individual under the age of 18 on behalf of whom State or local government payments are made. (WIA Act 101 (25)(E))

**HOMELESS** – An individual who:

- (a) Lacks a fixed, regular, and adequate nighttime residence; and
- (b) Has a primary nighttime residence that is -
  - 1) 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);
  - 2) An institution that provides a temporary residence for individuals intended to be institutionalized; or
  - 3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

**INDIVIDUAL SERVICE STRATEGY** - The Individual Service Strategy (ISS) is an ongoing strategy jointly developed by the participant and the case manager, which identifies an age-appropriate employment / career goal, appropriate achievement objectives, and appropriate combination of services for the participant to reach these objectives. The ISS must be based on the objective assessment and should reflect the expressed interests and needs of the participant. The ISS should be reviewed and updated periodically to reflect the participant’s progress in meeting the objective of the ISS including progress in acquiring basic, work readiness, and occupational skills and the adequacy of the support services provided.

***Note:** Must develop an individual service strategy for each youth participant that meets the requirements of WIA section 129(c)(1)(B), including identifying an age-appropriate career goal and consideration of the assessment results for each youth. A new service strategy for a participant is not required if the provider carrying out such program determines it is appropriate to use a recent service strategy developed for the participant under another education or training provider.*

**INDIVIDUAL WITH A DISABILITY** - The term “individual with a disability” means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)). Refer to the definition for the term disability.

**IN-SCHOOL YOUTH determined at the time of registration** - A youth enrolled in a secondary school program, and who is seeking a secondary school diploma.

**LABOR MARKET AREA** - The term “labor market area,” means 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. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the Department of Labor in defining such areas or similar criteria established by a Governor.

**LITERACY** – The term “literacy” means an individual’s ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

**LOCAL AREA** – The term “local area” means one of the 12 local workforce investment areas designated under section 116 by the state of Oklahoma.

**LOCAL BOARD** – The term “local board” means one of the 12 local workforce investment boards established in each workforce investment area under section 117.

**LOCAL YOUTH PROGRAM** - Those youth activities offered for youth in the 12 local workforce investment areas by youth providers and vendors.

**LOW-INCOME INDIVIDUAL** - The term “low-income individual” means an individual who--

- (A) Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- (B) Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of;
  - 1. The poverty line, for an equivalent period; or
  - 2. 70 percent of the lower living standard income level, for an equivalent period;
- (C) Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- (D) Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- (E) Is a foster child on behalf of whom State or local government payments are made; or
- (F) In cases permitted by regulations promulgated by the Secretary of Labor, 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 term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary.

**MILITARY SERVICE** – reporting for active duty.

**NO LONGER ATTENDING ANY SCHOOL** - a situation where an individual is not attending any secondary school program seeking a secondary school diploma.

**NONTRADITIONAL EMPLOYMENT** - Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

**OBJECTIVE ASSESSMENT** - Objective (comprehensive) assessment is a client-centered, diagnostic approach to evaluating the needs of a participant without regard to services or training programs already available in a local area. It is an independent, comprehensive evaluation of an individual designed to identify information vital to the design of an individual service strategy. Objective assessment is an ongoing process and should not be viewed as a one-time event. It should be a multi-faceted approach that includes a full array of options including items such as structured interviews, paper and pencil tests, performance tests, behavioral observations, interest inventories, career guidance instruments, aptitude tests, and basic skill tests. As an ongoing process, it must be revisited regularly and amended, as appropriate, when additional needs are identified or goals achieved.

***Note:*** *Must provide an objective assessment of each youth participant, that meets the requirements of WIA section 129(c)(1)(A), and includes a review of the academic and occupational skills levels, as well as the service needs, of each youth.*

**OCCUPATIONAL SKILLS** - Primary occupational skills include the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with, and use of, set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines. Individuals without these occupational skills would be considered deficient.

**OFFENDER** – Any adult or juvenile:

- (A) Who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; or
- (B) Who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**OLDER YOUTH** - An individual that falls within the ages of 19 through 21 at the date of registration.

**ONE-STOP PARTNER** - The term “one-stop partner” means

- (A) An entity described in section 121(b)(1); and
- (B) An entity described in section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system.

**ON-THE-JOB TRAINING** - Training by an employer that is provided to a paid participant while engaged in productive work in a job that

- (A) Provides knowledge or skills 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 training; and
- (C) Is limited in duration as appropriate to the occupation for which 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.

***Note:*** *In most cases, on-the-job training is not an appropriate work experiences activity for youth participants under age 18.*

**OUT-OF-SCHOOL YOUTH determined at the time of registration** - The term “out-of-school youth” means

- (A) An eligible youth who is a school dropout; or
- (B) An eligible youth who has received a secondary school diploma or its equivalent but is basic skill deficient, unemployed, or underemployed.

**PARTNER** – entities included in the definition of a “one-stop partner” as well as other entities that provides services through collaboration with the local program.

**PARTICIPANT** – The term “participant” means any individual who has: (1) been determined eligible for participation upon intake; and (2) started receiving employment, training, or services (except post-termination/follow-up services) funded under WIA following intake. Participation shall begin on the first day, following determination of eligibility, in which the individual began receiving subsidized employment, training, or other services provided under WIA.

**PERFORMANCE MEASURE** - The seven performance measures negotiated with the state as established in the under section 136(c) of the ACT. (Refer to TEGl 7-99)

### **Older Youth (19-21)**

1. **Entered Employment Rate:** Of those who are not employed at registration and who are not enrolled in post-secondary education or advanced training in the first quarter after exit:

$$\frac{\text{\# of older youth (OY) who have entered employment by the end of the 1<sup>st</sup> quarter after exit}}{\text{\# of OY who exit during the quarter}}$$

2. **Employment Retention Rate at Six Months:** Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advance training in the third quarter after exit:

$$\frac{\text{\# of OY who are employed in the 3<sup>rd</sup> quarter after exit}}{\text{\# of OY who exit during the quarter}}$$

3. **Average Earnings Change in Six Months:** Of those who are employed in the 1<sup>st</sup> quarter after exit and who are not enrolled in post-secondary education or advanced training in the 3<sup>rd</sup> quarter after exit:

$$\frac{[\text{Total Post-Program Earnings (earnings in Qtr. 2 + Qtr. 3 after exit)}] \text{ minus } [\text{Pre-Program Earnings (earnings in Qtr. 2 + Qtr. 3 prior to registration)}]}{\text{\# of OY who exit during the quarter}}$$

4. **Credential Rate:** All OY who have exited are counted in this performance measure:

*# of OY who were in employment, post-secondary education, or advanced training in the first quarter after exit and received a credential by the end of the 3<sup>rd</sup> quarter after exit*  
 ----- divided by -----  
*# of OY who exit during the quarter*

**Younger Youth (14-18)**

5. **Skill Attainment Rate:** Of all in-school and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills:

*Total # of attained basic skills + # of attained work readiness skills+ # of attained occupations skills*  
 ----- divided by -----  
*Total # of basic skills goals set + # of work readiness skills goals set + # of occupational skills goals set*

6. **Diploma or Equivalent Attainment Rate** - Of those who register without a diploma or equivalent:

*# of younger youth (YY) who attained a secondary school diploma or equivalent by the end of the 1<sup>st</sup> quarter after exit*  
 ----- divided by -----  
*# of YY who exit during the quarter (except those still in secondary school at exit)*

7. **Retention Rate** - # of YY found in one of the following categories in the 3<sup>rd</sup> quarter after exit:

*---Post-secondary education*  
*---Advanced training*  
*---Employment*  
*---Military service*  
*---Qualified apprenticeships*  
 ----- divided by -----  
*# of YY who exit during the quarter (except those still in secondary school at exit)*

**POST SECONDARY EDUCATIONAL INSTITUTION** - an institution of higher education, as defined in section 481 of the Higher Education Act of 1965 (20 U.S.C. 1088). This would include public or private institutions that offer technical certification and associate degrees and higher.

**POVERTY LINE** – The term “poverty line” means the poverty line (as defined by the Office of Management and Budget, and revised annually in accordance with section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2))) applicable to a family of the size involved.

**PREGNANT OR PARENTING YOUTH** - An individual who is under 22 years of age and pregnant, or a youth (male or female) who is providing custodial care for one or more dependents who are under 18 years of age. Males do not qualify as a parent until the child is born.

**QUALIFIED APPRENTICESHIP** – A program approved and recorded by the ETA / Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency (State Apprenticeship Council). Approval is by certified registration or other appropriate written credential. (TEGL 7-99)

**PUBLIC ASSISTANCE** - means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

**REGISTRATION** – Registration is the process of collecting information to support a determination of eligibility. It is also the point at which performance accountability information begins to be collected. Individuals who are seeking information only, and who do not require a significant degree of staff assistance, do not need to be registered. All youth participants must be registered prior to the receipt of any WIA funded youth services.

**REQUIRES ADDITIONAL ASSISTANCE** - A youth, 14-21 years of age, who requires additional assistance to complete an educational program, or to secure and hold employment, as defined by local policy.

**RUNAWAY YOUTH** - A person under 18 years of age who absents him / herself from home or place of legal residence without the permission of parents or legal guardian.

**SCHOOL DROPOUT** – The term “school dropout” means an individual who is “no longer attending any school” and who has not received a secondary school diploma or its recognized equivalent. A youth’s dropout status is determined at time of registration.

**SECONDARY SCHOOL** – The term “secondary school” has the meaning given the term in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801). This is generally referred to as high school.

**SECONDARY SCHOOL PROGRAMS** - Programs administered by the Oklahoma Department of Education. It also includes, chartered alternative schools, education at home leading to a high school diploma (home schools) pursuant to Section 4 of Article XIII of the Oklahoma Constitution, distant learning schools, correspondence and various religious schools that result in a secondary school diploma.

**SECRETARY** – The term “secretary” means the Secretary of Labor, and the term means such Secretary for purposes of section 503.

**SELECTIVE SERVICE** - Presidential Proclamation 4771 of July 2, 1980 requires that male persons born after December 31, 1959, who have attained their 18th birthday, register with Selective Service. Registration must be completed within 30 days of a male's 18th birthday. Failure to register in timely manner does not relieve the duty to register.

Section 189 of WIA requires all participants receiving assistance under WIA to comply with Selective Service registration under the Military Selective Service Act. Section 3(a) of the Military Selective Service Act requires male citizens of the United States who are between 18 and 21 years of

age, to present themselves for Selective Service registration at times and places determined by the President of the United States. Section 12, Subsection (g), of the Military Selective Service Act (as amended by provision contained in the National Defense Authorization Act for fiscal year 1987, P.L. 99-661) requires the registration status of all males born after December 31, 1959 be examined and confirmed.

***Note: Verification may be made by inspecting the applicant's Selective Service registration acknowledgment, or through the on-line Verification Web site:  
<https://www4.sss.gov/regver/verification1.asp>.***

**SELF-CERTIFICATION** - Where an individual signs an attestation that the information he/she submits to demonstrate eligibility for a program under title I of WIA is true and accurate. This would be used in circumstances where items required cannot readily be verified and it would cause an undue hardship for the individual.

***Note: Self-Certification would only be used in circumstances when all practical attempts to secure verification have failed.***

**SOCIAL SECURITY NUMBER (SSN)** - The nine-digit identification number assigned to the applicant by the Social Security Administration under the Social Security Act.

If an applicant does not have a Social Security Number, the Local Area or subrecipient should assist him/her in obtaining one from the Social Security Administration. A Social Security Number is required before processing a participant's wages and earnings statement. Since it normally takes at least six weeks to obtain a number after the Social Security Administration receives an application, every attempt should be made to apply as soon as possible.

Applicants can apply for a Social Security Number by contacting a local Social Security Administration Office or inquiring at their local Post Office. If this is not convenient, the Social Security Administration may be phoned (toll free) at 1-800-678-2332 to receive an application. In accordance with the Privacy Act of 1974, the Department of Labor or a subrecipient may not deny to any individual any right, benefit or privilege provided by law because of the individual's refusal to disclose his/her Social Security Number. However, the subrecipient can properly require disclosure of an individual's social security account number pursuant to the Internal Revenue Code where it is used as the identifying number of such individual for the purposes of a return, statement or other document required under the code (i.e. for payment of wages for OJT, Work Experience, etc.). Subrecipients should advise applicants at the time of application of the use(s) made of the Social Security Number.

**STIPEND** – Monetary payment, used as an incentive to retain youth in a program, which may be given upon completion of established benchmarks or upon final program completion. The guidelines providing stipends to youth participants must be described in local policy.

**SUPPORTIVE SERVICES** – The term “supportive services” means services such as transportation, childcare, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIA.

**UNSUBSIDIZED EMPLOYMENT** - Employment not financed from funds provided under WIA, Welfare-to-Work or the Trade Act (which includes for reporting purposes entry into the United

States Armed Forces); entry into employment in a registered apprenticeship program, and terminees who became self-employed.

**VETERAN - RELATED DEFINITION** – The term “eligible veteran” means a person who (a) served on active duty in the military, naval or air service (of the United States) for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge; or (b) Was discharged or released from active duty because of a service-connected disability; or (c) Was discharged as a member of a reserve component under an order to active duty pursuant to section 672(a), (d), or (g), 673, or 673b of Title 10, who 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 from such duty with other than a dishonorable discharge. [38 USC 2011(4)]

- I. Campaign Veteran  
Served on active duty during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). An updated listing of those campaigns may be obtained on the OPM website: <http://www.opm.gov/veterans/html/vgmedal2.htm>.
- II. Vietnam-era Campaign Veteran  
Served in the active U.S. military and who was discharged or released from such service under conditions other than dishonorable during the Vietnam-era (the period beginning February 28, 1961 and ending May 7, 1975, if the veteran served in the Republic of Vietnam during that period; and the period beginning August 5, 1964 and ending May 7, 1975 in all other cases).
- III. Disabled Veteran  
Entitled to compensation regardless of rate (include those rated at zero percent) for a disability under laws administered by the Department of Veterans' Affairs (DVA), or who was discharged or released from active duty because of a service-connected disability.
- IV. Special Disabled Veteran  
Individual's disability is rated at thirty percent or more by the DVA, or at 10 or 20 percent for a serious employment disability.
- V. Recently Separated Veteran  
A veteran who applied for participation under WIA Title I within 12 months after discharge or release from active military duty.

***Note: The term "active" means full-time duty in the Armed Forces, other than duty for training in the reserves or National Guard. Any period of duty for training in reserves or National Guard, including authorized travel, during which an individual was disabled from a disease or injury incurred or aggravated in the line of duty is considered "active" duty. 38 USC, Section 101 (27) defines "reserve component" to include the Army National Guard and the Air National Guard. The revised definition of "eligible veteran" includes members of reserve components activated during any "period of war" including the Persian Gulf conflict, August 5, 1990, with an ending date not yet announced by the President. It matters not where such an "eligible veteran" served, only that they served during a period of war. For example, many reserve components activated during the Persian Gulf period of war did not serve in the Persian Gulf Theater of operation. However, if those reserve components were activated by subsection of Title 10, the member(s) of those units will now be considered an "eligible veteran".***

**VOCATIONAL EDUCATION** – The term “vocational education” means organized educational programs offering sequences of courses directly related to preparing individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced

degree. Programs include competency-based applied learning, which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society.

**WORKFORCE INVESTMENT ACTIVITY** – The term “workforce investment activity” means an adult or dislocated worker employment and training activity, and a youth activity.

**WORK READINESS SKILLS** - Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision-making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the telephone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. Included are positive work habits, attitudes, and behavior such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks. This also can cover accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image. Not possessing these skills would indicate the individual is deficient in work readiness skills.

**YOUNGER YOUTH** - An individual that falls within the ages of 14 through 18 at the date of registration.

**YOUTH ACTIVITY** - an activity described in section 129 that are carried out for eligible youth (or as described in section 129(c)(5)).

**YOUTH PROGRAM DESIGN** - Local youth programs must be designed to provide:

- Objective assessments of each participant;
- Develop individual service strategies for each participant;
- Provide preparation for post-secondary educational opportunities in appropriate cases;
- Provide linkages between academic and occupational learning;
- Preparation for unsubsidized employment, in appropriate cases; and
- Provide effective connections to other organizations that make available links to the job market and employers.

Information on services available and referrals to appropriate training and education providers shall also be made available. Youth services are available to youth 14-21 years of age.

**YOUTH PROGRAM ELEMENTS / SERVICES** - Local youth programs must make the following services (known as “the ten youth program elements”) available to youth participants:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including internships and job shadowing;
5. Occupational skill training;
6. Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors;
7. Supportive services;

8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
9. Follow-up services;
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

***Note: Local programs have the discretion to determine what specific program services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy.***

**In the Oklahoma Service Link System these services are listed under the 400 codes, numbers 400-409. (Be sure and use 400 codes for WIA funded youth services.) Also, please note that Elements #1 and #2 above are combined under code 400, and On-the-Job Training is given its own code (409) although it is part of Element #4 above (in the Act/regulations). A code is also provided in OSL for Objective Assessment (410) and Work Readiness/Pre-Employment/Job Search (411). Although these are not part of "the ten youth program elements" they are tracked in the OSL system.**

#### **400 - Educational Achievement Services**

Activities primarily aimed at assisting the participant in obtaining a high school diploma or GED. Services may include alternative school offerings, tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.

#### **401 - Summer Employment Opportunities**

Summer employment must provide direct linkages to academic and occupational learning, such as coordinating with school systems and/or school-to-work, and may provide other elements and strategies as appropriate to serve the needs of the participant. This service is not intended to be a stand-alone activity and should be part of a comprehensive strategy to address the youth's employment and training needs.

#### **402 - Work Experience**

Work experiences for youth are planned, structured learning experiences that take place in a workplace for a limited amount of time. A work experience may be paid or unpaid, and be in the private, non-profit, or public sectors. They are designed to enable youth to gain exposure to the working world and its requirements, and to help them acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment. Work experiences may include the following elements:

- a) Instruction in employability skills or generic workplace skills;
- b) Exposure to various aspects of a particular industry;
- c) Progressively more complex tasks;
- d) Internships and job shadowing;
- e) Integration of basic academic skills into work activities;
- f) Supported work, work adjustment, and other transition activities;
- g) Entrepreneurship;
- h) Service learning;
- i) Paid and unpaid community service; and
- j) Other elements designed to achieve the goals of work experience.

### **403 - Occupational Skills Training**

Basic or advanced training for acquiring skills in a specific occupation. Instruction conducted in an institutional or work site setting designed to provide or upgrade the technical skills and information required to perform a specific job or group of jobs such as auto mechanics, health services, or clerical training. Includes job specific competency training, job-specific school-to-specific training, and pre-apprenticeship training.

The training will frequently be provided at vocational institutions, high schools, proprietary schools, universities, colleges or community-based organizations. The majority of training offered should cater to local job demands as outlined in the Local Area Strategic Plan.

Training provided must be limited to occupations for which there is demand in the Local Area served or in another area to which the participant is willing to relocate. Consideration must be given to training in occupations determined to be in sectors of the economy that has a high potential for sustained demand or growth.

Efforts shall be made to develop/utilize programs that contribute to occupational development, upward mobility, development of new careers and overcoming gender stereotyping in occupations traditional for one gender or the other.

### **404 - Leadership Development Opportunities**

Leadership development opportunities are opportunities that encourage responsibility, employability, and other positive social behaviors such as:

- a) Exposure to postsecondary educational opportunities;
- b) Community and service learning projects;
- c) Peer-centered activities, including peer mentoring and tutoring;
- d) Organizational and teamwork training, including team leadership training;
- e) Training in decision-making, including determining priorities; and
- f) Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources. (WIA sec. 129 (c)(2)(F).)

### **405 - Supportive Services**

Supportive services are to be provided to those youth participants that need such services to participate in the program. These services may include:

- a) Linkages to community services;
- b) Assistance with transportation costs;
- c) Assistance with childcare and dependent care costs;
- d) Assistance with housing costs;
- e) Referrals to medical services; and
- f) Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eyeglasses and protective eye gear. (WIA sec 129(c)(2)(G).)

### **406 - Adult Mentoring**

Mentoring services are to last at least 12 months, and may occur both during and after program participation. These services offer young people the chance to develop a relationship with one or more adults, other than parents and teachers, who become friends, role models and advocates for them. Services should foster regular, consistent contact between the mentor and the participant and be supported by family or guardians of the participant. Mentors can be paid or volunteer.

**Activities may include, but are not limited to: tutoring, life skills development, recreational activities (e.g. game playing, attending sports/entertainment/cultural events), career exploration, job shadowing, etc.**

Other mentoring programs may also be utilized such as faith, community, school, or work-based mentoring programs. E-Mentoring, also known as online mentoring, telementoring, or teletutoring (via the Internet) is also an option available.

***Note: Because some of the activities listed above are also found under other 400 codes (e.g. tutoring), code 406-Adult Mentoring should only be used when a mentor provides the activities.***

#### **407 - Follow Up Services**

All youth participants must receive some form of follow-up services for at least 12 months after exit from the program. The types of services provided are determined based on the needs of the participant. For youth that participate in summer employment opportunities only, follow-up services may be less intensive. Follow up services may include but are not limited to:

- a) Leadership development opportunities and supportive services listed above;
- b) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that may arise;
- c) Assistance in securing better paying jobs, career development and further education;
- d) Work-related peer support groups;
- e) Adult mentoring; and
- f) Tracking the progress of youth in employment after training.

#### **408 - Guidance and Counseling**

Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, may be provided when deemed appropriate to the participant's needs. These services are primarily provided to assist youth in achieving employment-related success.

#### **409 - On-the-Job Training (OJT)**

On-the-job training provided by an employer to a paid youth participant while s/he is engaged in productive work that provides knowledge or the skills necessary to fully and adequately perform the job.

The employer may be in the public, private non-profit, or private sector. A contract must be developed between the employer and the local program that provides occupational training for the participant in exchange for the reimbursement of up to fifty percent of the wage rate to compensate for the employer's extraordinary costs of providing the training and additional supervision related to that training.

Employers who exhibit a pattern of failing to provide participants with continued long-term employment (at least 6 months) with wages, benefits and working conditions that are equal to those provided to regular employees similarly employed, will not be eligible for additional OJT contracts.

An OJT contract must be limited to the time required for the participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's Individual Service Strategy. Wages should meet or exceed the federal minimum wage level.

#### **410 - Objective Assessment**

An objective assessment is an independent, comprehensive evaluation of the participant after s/he has been determined eligible. This would be a client-centered, diagnostic approach that identifies the participant's skill deficiencies, training needed to overcome those deficiencies, the level of proficiency needed for attainment of the employability skill and determination of need for financial assistance. The results of this activity should be the development of an ISS. Objective assessment is an ongoing process and should be periodically reviewed and updated, and, where appropriate, considered for inclusion in the ISS.

#### **411 - Work Readiness/Pre-Employment/Job Search**

Activities for youth, who plan to enter the labor market. These activities may include:

- a) Assessment, testing, and counseling;
- b) Occupational, career and vocational exploration;
- c) Job-holding and survival skills training;
- d) Basic life skills training;
- e) Remedial education;
- f) Labor market information; and
- g) Job search.

**YOUTH COUNCIL** – The term “youth council” means a council established under section 117(h) of the Act.