



POLICY TRANSMITTAL

SUBJECT:	Work Based Training (WBT)	Procedural/Guidance No.: # - PY
APPLIES TO:	Training Providers, Employers, One-Stop Operators and CareerSource Centers	Effective Date:
		Revised Date:
		Expiration Date: Indefinite
REFERENCE:	<ul style="list-style-type: none"> • Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128, Sections 3, 122, 134 and 148(a)(1) • Executive Order 13801, "Expanding Apprenticeships in America," June 15, 2017 • 20 Code of Federal Regulations (CFR) Parts 680.190; 680.470; 680.700; 680.760; 680.800; 680.830; 680.840 681.480; 681.600 • Training and Employment Guidance Letter (TEGL) 03-18, TEGL 08-19, TEGL 13-16, TEGL 19-16 • Florida Statutes, Sections 446.011 and 446.092 • Florida Administrative Code, Chapter 6A-23.001 • CareerSource Florida, Administrative Policy 100 	

I. OF INTEREST TO

The Work Based Training (WBT) Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), Workforce Development Area (WDA) 23 (Miami-Dade and Monroe Counties) CareerSource center contractors (Service Providers), Training Vendors, WDA 23 jobseekers, and SFWIB staff.

II. SUBJECT

Work Based Training

III. PURPOSE

To purpose of the WBT Policy is to provide all SFWIB stakeholders with uniform guidelines regarding the implementation of work-based training programs.

IV. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) brings together, in strategic coordination, the core programs of the federal investment in skill development to support training and work experience for jobseekers through work-based training. Work-based training provides local boards with an opportunity to foster increased business engagement, implement sector strategies and encourage industry partnerships, as these are the types of training that allow businesses to

train their employees while continuing to be productive members of the workforce. Work-based training activities include: Customized Training, Incumbent Worker Training (IWT), On-The-Job Training (OJT), Registered Apprenticeships (RA), Industry-Recognized Apprenticeship Programs (IRAP), Transitional Jobs (TJ), Work Experience and Internships.

V. DEFINITIONS – reference Addendum A for a full list of definitions.

VI. TYPES OF WORK-BASED TRAINING

Work-based training provides WIOA eligible participants with an opportunity to engage in work experiences to develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment. Work-based training is only offered for occupations that are in demand in the WDA 23.

1. Customized Training is designed to meet the specific requirements of an employer or group of employers, with the commitment that the employer(s) will retain current employees or hire individuals who successfully complete the training.

The target population for customized training includes adults and dislocated workers with barriers to employment needing industry or occupational skills, unemployed workers (including long-term unemployed), underemployed workers, and employed workers. Businesses are required to pay for a significant portion of the training.

2. Incumbent Worker Training (IWT) is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. Incumbent Worker training can be used to either:
 - i. Help avert potential layoffs of employees; or
 - ii. Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for new or less-skilled employees.

In most instances, incumbent workers being trained must have been employed with the company for at least six months. Employers who receive IWT funds are required to meet requirements for providing the non-federal share of the cost of the training.

The target populations are businesses and employers, rather than individuals, who meet the SFWIB eligibility requirements to receive IWT funds and who need to provide training to their current workforce to meet new or changing business needs. Employers are required to pay for a significant portion of the cost of the training for individuals that are enrolled in incumbent worker training. The employer's portion can be paid via cash payments and fairly evaluated in-kind contributions.

3. On-the-Job Training (OJT) provides reimbursements to employers to help compensate for the costs associated with skills upgrade training for newly hired employees and the lost production of current employees providing the training (including management staff). OJT training can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. Businesses participating in OJT may receive up to 50% reimbursement (in certain circumstances up to 75%) of the wage rate of OJT trainees to help defray cost of the training. Under some programs, such as those

funded by H-1B fees, OJT reimbursement may be as high as 90%, depending on the size of the employer.

The target populations are adults and dislocated workers in need of new employer-based skills, individuals with barriers to employment including, but not limited to, unemployed workers (including long-term unemployed), underemployed workers, and older/out-school-youth.

4. Pre-Apprenticeship is a program designed to provide instruction and/or training to increase math, literacy and other vocational and pre-vocational skills needed to prepare individuals to enter and succeed in a registered apprenticeship program. A pre-apprenticeship program must have at least one registered apprenticeship partner and must include:
 - i. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region;
 - ii. Access to educational and career counseling, and other supportive services;
 - iii. Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, understanding how skills acquired through coursework can be applied to a future career;
 - iv. Opportunities to attain at least one industry-recognized credential; and
 - v. A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship into a registered apprenticeship program

Pre-apprenticeships that include an academic and occupational education component may be used to meet the 20% youth work experience requirement.

Pre-apprenticeship program providers who offer occupational skills training do not have the same automatic Eligible Training Provider (ETP) status under WIOA as registered apprenticeship programs. Pre-apprenticeship programs must go through the same selection process and performance reporting requirements as all other training providers.

Pre-apprenticeship activities that are considered career services (pre-vocational, soft skills) are not considered a training activity.

The target populations are youth and adults with barriers to employment who are identified as needing certain skills or credentials in order to successfully enter into a registered apprenticeship program. In addition, pre-apprenticeship is also appropriate for dislocated workers transitioning to new industries or occupations in need of new skills and other eligible individuals identified by case managers as likely to succeed and have an interest in registered apprenticeship programs.

5. Registered Apprenticeship (RA) is an employer-driven, “learn while you earn” model that combines on-the-job training with job-related instruction in curricula tied to the attainment of industry-recognized skills standards. The OJT component is provided by the employer who hires the apprentice, although some employers also provide the job-related instruction. The OJT must be under the supervision of a skilled worker. WIOA funds may be used to support placing participants in both the classroom and OJT portions of the

program. WIOA funds can also be used to provide supportive services to participants that help an individual succeed in a Registered Apprenticeship program.

Registered apprenticeship programs are required to be included and maintained on the SFWIB Eligible Training Provider List (ETPL) as long as the corresponding program remains registered; or if the registered apprenticeship program notifies the Department of Economic Opportunity (DEO) and/or the SFWIB in writing that it no longer wants to be included on the ETPL.

An individual training account (ITA) may be developed for a participant to receive registered apprenticeship training. Registered apprenticeships may also be funded through customized training, OJT and IWT.

The target populations are Youth, adults and dislocated workers, veterans in receipt of the GI Bill, unemployed workers (including long-term unemployed), underemployed workers, and incumbent workers.

6. Industry Recognized Apprenticeship Program (IRAP) is an apprenticeship program that includes a paid work component and an educational or instructional component, wherein an individual obtains workplace relevant knowledge and skills. An IRAP is developed, delivered and administered by third parties, which may include, trade and industry groups, companies, non-profit organizations, educational institutions, unions and joint labor-management organizations. An IRAP is certified as a high-quality program by a third-party certifier that has received a favorable determination from the United States Department of Labor.

Unlike registered apprenticeships, IRAP participants cannot be considered apprentices for the purpose of meeting the Davis-Bacon Act wage requirements. The purpose of IRAP is to create an additional pathway to encourage expansion of apprenticeships beyond those industries where apprenticeships are already effective and substantially widespread. An IRAP may choose to become a registered apprenticeship program as long as it meets the standards and requirements in 29 CFR part 29. To receive WIOA training funds or an ITA, an IRAP sponsor must follow the process outlined in the CareerSource Florida Administrative Policy 090 - WIOA Eligible Training Provider List. Industry recognized apprenticeship programs are not automatically included on the SFWIB ETPL.

7. Transitional Jobs are a type of work-experience the SFWIB may provide under the WIOA, and are considered an individualized career service. Transitional jobs are time-limited and paid work experiences that may be subsidized up to 100 percent. These jobs are in the public, private, or nonprofit sectors and are designed to enable individuals to establish a work history, demonstrate success in the workplace, and develop the skills that lead to unsubsidized employment.

The target populations include adults and dislocated workers with barriers to employment who are chronically unemployed or have an inconsistent work history. Additional potential target groups may include the long-term unemployed, ex-offenders, individuals who currently receive or have exhausted Temporary Assistance for Needy Families (TANF) benefits, and individuals with disabilities.

8. Work Experiences and Internships are planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences or internships may be

paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. A work experience or internship may be in the private for-profit sector, the non-profit sector, or the public sector.

Work experiences and internships must include academic and occupational education components. The academic and occupational education component, which refers to contextual learning that accompanies a work experience, includes the information necessary for Youth to understand and work in specific industries and/or occupations. The academic and occupational education component is a requirement only for WIOA Youth; and does not apply to WIOA Adults and Dislocated Workers.

Youth work experiences may also include:

- Pre-apprenticeship programs;
- Summer employment and other employment activities available throughout the school year;
- Internships and job shadowing; and
- On-the-job training (OJT)

The SFWIB may determine the appropriate type of academic and occupational education necessary for a specific work experience. The educational component may occur concurrently or sequentially with the work experience.

The SFWIB shall ensure that employers/businesses do not use the WIOA work experience or internship activity to directly or indirectly aid in filling a job opening that is vacant because the former occupant is on strike or involved in a labor dispute that may lead to a strike.

The target population includes Youth/adults with barriers to employment who have limited labor market experience, dislocated workers needing exposure to new industries/occupations, unemployed workers, underemployed workers, long-term unemployed workers, and other populations determined appropriate by case manager.

VII. SERVICE STRATEGY

A service strategy is a document created jointly by the participant and CareerSource center case manager, and is based on career planning and the results of the objective assessment. When selecting work-based training for a participant, the CareerSource center case manager must include the following in the service strategy:

1. A determination that a work-based training activity is appropriate to meet the participant's needs;
2. The specific work-based training most appropriate for the participant is based on an assessment of the participant's needs, skill set, and other characteristics necessary to determine the best activity for the participant. Characteristics include the features and traits of the individuals. It also refers to individuals with barriers to employment;
3. The specific short and long-term goals for the work-based training activity, by identifying the purpose of the activity and outcomes expected;
4. The employer with whom the activity will be done and other information relevant to the work-based training activities;
5. Responsibilities of the CareerSource center staff, employer and participant; and

6. Other activities necessary to support the work-based training activity.

The service strategy must be developed for each participant and include a summary of the jobseeker's strengths, barriers, services needed, education and employment goals, and services provided.

VIII. SERVICES CODES

Each work-based training activity is assigned a unique service code in Employ Miami Dade (EMD) and Employ Monroe (EM) service codes identified and described in the Florida Department of Economic Opportunity (DEO) Employ Florida Service Code Guide. The guide is designed to help guide local boards to appropriately record services and activities available to program participants based on federal law and regulations. The details of the work-based activity must be included in the service strategy. The types of services included in the guide are:

- Basic career services
- Individualized career services
- Training services
- Follow-up services

Services and activities may be recorded for the various workforce programs, including Wagner Peyser, WIOA, Trade Adjustment Assistance (TAA) and Veterans' programs.

The SFWIB shall assign the appropriate code to each individual engaged in a work-based training activity. Each code is distinct, and has its own title and corresponding definition. The authorizing references and minimum documentation requirements are outlined for each service code.

For Title I Adult and Dislocated Worker programs, receipt of any individualized career service or training service makes a reportable individual a participant. For basic career services, a reportable individual becomes a participant when he or she receives a service that is neither self-service nor information-only.

For Title I Youth, an individual is considered a participant after satisfying all applicable program requirements, including eligibility determination, an objective assessment, development of an individual service strategy, and receipt one of the 14 WIOA Youth program elements.

IX. RECORDING WORKSITE, PROVIDER AND O*NET INFORMATION

When a participant is enrolled in a work-based training activity, CareerSource center staff shall record in EMD and EM, the address and location of the worksite where the participant will work.

1. The OJT worksite is the same as the employer and the actual location where the participant will report for work.
2. For other work-based training activities, such as work experiences, temporary jobs (including temporary disaster-relief jobs), registered apprenticeships, and pre-apprenticeships (when applicable), the actual location where the participant will report for work worksite must be recorded as part of the enrollment process.

When a participant is enrolled in a work-based training activity, the service provider and O*Net Code for the occupation in which the participant will engage or receive training must be entered into EMD and EM as part of the enrollment process.

X. MONITORING

Services and activities provided under the WIOA must be monitored annually for compliance with WIOA requirements by the DEO pursuant to Section 185(c), WIOA. The DEO will monitor the requirements outlined in this policy and local operating procedures. Additionally, the SFWIB established monitoring policies and procedures include, but are not limited to:

1. Roles of the employer, participant, and CareerSource center staff;
2. The SFWIB monitoring procedures of work-based training employers and worksites shall ensure that all parties are, and remain in, compliance with federal and state laws, as well as state and SFWIB policies and procedures. The SFWIB shall include in the monitoring process visits to the worksite and interviews of participants and supervisors by individuals who are not responsible for the management of the worksite agreement or the case management of participants at the worksite; and
3. Validation of skills and competency attainment for participants.

The SFWIB shall ensure that participating employers agree to cooperate with monitoring requirements conducted by the state and/or the SFWIB and adhere to all other applicable local, state and federal rules and regulations.

XI. AGREEMENTS

CareerSource center case managers who enroll participants in a work-based training shall develop an agreement with the training worksite. The CareerSource center case manager shall ensure that the worksite agreement includes, but is not limited to:

1. A job description and/or training outline.
2. Contact information for the supervisor.
3. Record-keeping and payroll information.
4. A process to monitor the participant's worksite activities and ensure adherence to the records retention requirements, as applicable.
5. Worksite agreements for work-based training. Staffing agency worksite agreements must include signatures of both the worksite employer and the staffing agency.

In addition, to the requirements for specific work-based training described herein, the SFWIB shall ensure the agreements are in compliance with all relevant WIOA requirements and restrictions.

Support services are available for Adult, Dislocated Worker and Youth work-based training participants. The SFWIB may provide support services to participants when it is necessary to assist individuals to participate in work-based training activities. The provision of such support services shall be documented in the individual service strategy. Support service needs are identified through the assessment process and outlined in the service strategy.

XII. EXCEPTIONS

Exceptions to this policy, or any part thereof, must be approved in writing by the SFWIB Executive Director.

APPENDIX A

KEY TERMS AND DEFINITIONS

This attachment is designed to be a key resource when implementing the SFWIB Work Based Training Policy for some of the WIOA and the Final Rules key terms and definitions. This is not intended to be an exhaustive list of all program definitions, see WIOA sec. 3 and 20 CFR 675.300 for a full list of definitions.

1. **ACTIVE DUTY (38 USC 101(21))** - means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.
2. **ADULT (WIOA sec. 3(2))** – means an individual who is age 18 or older.
3. **ADULT EDUCATION AND LITERACY ACTIVITIES (§ 463.30)** – means programs, activities, and services that include:
 - (A) Adult education,
 - (B) Literacy,
 - (C) Workplace adult education and literacy activities,
 - (D) Family literacy activities,
 - (E) English language acquisition activities,
 - (F) Integrated English literacy and civics education,
 - (G) Workforce preparation activities, or
 - (H) Integrated education and training
4. **BASIC SKILLS DEFICIENT (WIOA sec. 3(5))** – means, with respect to an individual—
 - (A) Who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
 - (B) Who is a youth or adult, that the individual 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.
5. **CAREER PATHWAY (WIOA sec. 3(7))** – means a combination of rigorous and high-quality education, training, and other services that -
 - (A) Aligns with the skill needs of industries in the economy of the State or regional economy involved;
 - (B) Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including apprenticeships registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.) (referred to individually in WIOA as an “apprenticeship”, except in section 171);
 - (C) Includes counseling to support an individual in achieving the individual’s education and career goals;

- (D) Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 - (E) Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
 - (F) Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least 1 recognized postsecondary credential; and
 - (G) Helps an individual enter or advance within a specific occupation or occupational cluster.
6. CAREER PLANNING (WIOA sec. 3(8)) – 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, education, and career counseling, as appropriate during program participation and after job placement.
7. DEPLOYMENT (10 USC 991(b)) – means
- (A) A member of the Armed Forces is considered to be deployed or in a deployment on any day on which, pursuant to orders, the member is performing service in a training exercise or operation at a location or under circumstances that make it impossible or infeasible for the member to spend off-duty time in the housing in which the member resides when on garrison duty at the member's permanent duty station or homeport, as the case may be.
 - (B) In the case of a member of a reserve component who is performing active service pursuant to orders that do not establish a permanent change of station, the housing referred to in paragraph (1) is any housing (which may include the member's residence) that the member usually occupies for use during off-duty time when on garrison duty at the member's permanent duty station or homeport, as the case may be.
 - (C) A member is not deployed or in a deployment when the member is—
 - i. Performing service as a student or trainee at a school (including any Government school);
 - ii. Performing administrative, guard, or detail duties in garrison at the member's permanent duty station; or
 - iii. Unavailable solely because of--
 - (1) A hospitalization of the member at the member's permanent duty station or homeport or in the immediate vicinity of the member's permanent residence; or
 - (2) A disciplinary action taken against the member.
8. DISLOCATED WORKER (WIOA sec. 3(15)) – means an individual who—
- (A) Has been terminated or laid off, or who has received a notice of termination or layoff, from employment, including separation notice from active military service (under other than dishonorable conditions);

- (B) Is eligible for or has exhausted entitlement to unemployment compensation; or
 - (C) Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
 - (D) Is unlikely to return to a previous industry or occupation;
 - (E) Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, military installation or enterprise;
 - (F) Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - (G) For purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility or military installation will close;
 - (H) Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
 - (I) Is a displaced homemaker; or
 - (J) Is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
 - (K) Is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).
9. **DISPLACED HOME MAKER (WIOA sec. 3(16))** – means an individual who has been providing unpaid services to family members in the home and who –
- (A) Has been depending on the income of another family member but is no longer supported by that income; or
 - (B) Is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and
 - (C) Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment
10. **ELIGIBLE SPOUSE** – means an individual whose military active duty or veteran spouse was
- a. Any veteran who died of a service-connected disability;

- b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power;
 - c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
 - d. Any veteran who died while a disability was in existence. A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.
11. ENGLISH LANGUAGE ACQUISITION PROGRAM (34 CFR 463.31) – is a program of instruction—
- (A) That is designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and;
 - (B) That leads to—
 - i. Attainment of a secondary school diploma or its recognized equivalent; and
 - ii. (b) Transition to postsecondary education and training; or
 - (C) Employment
12. EXIT (see 20 CFR 677.150 for full definition) – as defined for the purpose of performance calculations for the WIOA Adult, Dislocated Worker, and Employment Service programs, exit is the point after which a participant who has received services through any program meets the following criteria:
- (A) For the adult, dislocated worker, and youth programs authorized under WIOA title I, the AEFLA program authorized under WIOA title II, and the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III, exit date is the last date of service.
- The last day of service cannot be determined until at least 90 days have elapsed since the participant last received services; services do not include self-service, information-only services or activities, or follow-up services. This also requires that there are no plans to provide the participant with future services.
13. FAMILY (20 CFR 675.300) - 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 married couple and dependent children;

- (B) A parent or guardian and dependent children; or
- (C) A married couple.

14. HOMELESS INDIVIDUAL OR HOMELESS CHILDREN AND YOUTHS (WIOA sec.3(24)(G)) – is an individual who meets any of the following criteria:

- (A) Lacks a fixed regular, and adequate nighttime residence; this includes a participant who:
 - i. Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - ii. Is living in a motel, hotel, trailer park, or campground due to a lack of alternative adequate accommodations;
 - iii. Is living in an emergency or transitional shelter;
 - iv. Is abandoned in a hospital; or
 - v. Is awaiting foster care placement;
- (B) Has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as a car, park, abandoned building, bus or train station, airport, or camping ground;
- (C) 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
- (D) 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)

(Note- A participant imprisoned or detained under an Act of Congress or State law does not meet the definition. Additionally, a participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.)

15. Individual Employment Plan (20 CFR 680.170) – is an individualized career service, under WIOA sec. 134(c)(2)(a)(xii)(II), that is developed jointly by the participant and career planner when determined appropriate by the one-stop operator or one-stop partner. This plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals.

16. INDIVIDUAL SERVICE STRATEGY - an individual plan for a youth which includes an employment goal, appropriate achievement objectives and the appropriate combination of services for the participant based on the objective assessment.

17. IN-DEMAND OCCUPATION - an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate.

18. INDUSTRY or SECTOR PARTNERSHIP (WIOA sec. 3(26)) – means a workforce collaborative, convened by or acting in partnership with a State board or local board, that—

- (A) Organizes key stakeholders in an industry cluster into a working group that focuses on the shared goals and human resources needs of the industry cluster and that includes, at the appropriate stage of development of the partnership—
 - i. representatives of multiple businesses or other employers in the industry cluster, including small and medium-sized employers when practicable;

- ii. One or more representatives of a recognized State labor organization or central labor council, or another labor representative, as appropriate; and
- iii. One or more representatives of an institution of higher education with, or another provider of, education or training programs that support the industry cluster; and

(B) May include representatives of—

- i. State or local government;
- ii. State or local economic development agencies;
- iii. State boards or local boards, as appropriate;
- iv. a State workforce agency or other entity providing employment services;
- v. other State or local agencies;
- vi. business or trade associations;
- vii. economic development organizations;
- viii. nonprofit organizations, community-based organizations, or intermediaries;
- ix. topic organizations;
- x.) industry associations; and
- xi. other organizations, as determined to be necessary by the members comprising the industry or sector partnership.

19. INTEGRATED EDUCATION AND TRAINING (34 CFR 463.35) – refers to a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

20. LOW-INCOME INDIVIDUAL (WIOA sec. 3(36))– means an individual who—

(A) IN GENERAL—

- i. receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
 - a. is in a family with total family income that does not exceed the higher of—
 - b. the poverty line; or
- ii. percent of the lower living standard income level;
- iii. is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- iv. receives or is eligible to receive a free or reduced price lunch under the Richard B Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
- v. is a foster child on behalf of whom State or local government payments are made; or

- vi. is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.
21. LONG TERM UNEMPLOYED INDIVIDUAL (see Bureau of Labor Statistics definition) – is a person who has been unemployed for 27 or more consecutive weeks.
22. NONTRADITIONAL EMPLOYMENT (WIOA sec. 3(37)) – refers to occupations or fields of work, for which individuals from the gender involved comprise less than 25 percent of the individuals employed in each such occupation or field of work.
23. PARTICIPANT (20 CFR 677.150) – is a reportable individual who has received services other than the services described in paragraph (a)(3) of this section, after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination.
- (A) For the Vocational Rehabilitation (VR) program, a participant is a reportable individual who has an approved and signed Individualized Plan for Employment (IPE) and has begun to receive services.
 - (B) For the WIOA title I youth program, a participant is a reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an individual service strategy, and received 1 of the 14 WIOA youth program elements in sec. 129(c)(2) of WIOA.
 - (C) The following individuals are not participants:
 - a. Individuals in an Adult Education and Family Literacy Act (AEFLA) program who have not completed at least 12 contact hours;
 - b. Individuals who only use the self-service system:
 - i. Subject to paragraph (a)(3)(ii)(B) of this section, self-service occurs when individuals independently access any workforce development system program’s information and activities in either a physical location, such as a one-stop center resource room or partner agency, or remotely via the use of electronic technologies.
 - ii. Self-service does not uniformly apply to all virtually accessed services. For example, virtually accessed services that provide a level of support beyond independent job or information seeking on the part of an individual would not qualify as self-service.
 - c. Individuals who receive information-only services or activities, which provide readily available information that does not require an assessment by a staff member of the individual’s skills, education, or career objectives.
 - (D) Programs must include participants in their performance calculations.
24. REPORTABLE INDIVIDUAL (20 CFR 677.150) – is an individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including:
- (A) Individuals who provide identifying information;
 - (B) Individuals who only use the self-service system; or
 - (C) Individuals who only receive information-only services or activities.

25. SERVICE CONNECTED (38 USC 101(16)) – means, with respect to disability or death, that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in line of duty in the active military, naval, or air service.
26. TRANSITIONAL JOB (20 CFR 680.190) – is a time limited work experience that is wage-paid and subsidized, and is in the public, private or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the Local Workforce Development Board. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.
27. WORK EXPERIENCE (OR INTERNSHIP) (20 CFR 680.180) – is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experiences may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Transitional Jobs are a type of work experience.
28. WORKFORCE PREPARATION ACTIVITIES (34 CFR 463.34) – include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in:
 - (A) Utilizing resources;
 - i. Using information;
 - ii. Working with others;
 - iii. Understanding systems;
 - iv. Skills necessary for successful transition into and completion of postsecondary education or training, or employment; and
 - v. Other employability skills that increase an individual's preparation for the workforce.