

KENTUCKY WORKFORCE GLOSSARY

ACRONYMS

ABE.....	Adult Basic Education
ADA.....	Americans with Disabilities Act
AJC.....	American Job Center
AOP.....	Agriculture Outreach Program
BEAD.....	Broadband Equity, Access, and Deployment Program
BIL.....	Bipartisan Infrastructure Law
BLS.....	Bureau of Labor Statistics
BSR.....	Business Services Representative
BST.....	Business Services Team
CAA.....	Community Action Agency
CBO.....	Community Based Organization
CBS.....	Community Based Services
CDO.....	Career Development Office
CED.....	Cabinet for Economic Development
CEP.....	Concentrated Employment Program
CFR.....	Code of Federal Regulation
CHFS.....	Cabinet for Health and Family Services
CLEO.....	Chief Local Elected Official
DAV.....	Disabled American Veterans
DCBS.....	Department for Community Based Services
DEI.....	Diversity, Equity, and Inclusion
DEIA.....	Diversity, Equity, Inclusion, and Accessibility
DJJ.....	Department of Juvenile Justice
DOC.....	Department of Corrections
DOL.....	United States Department of Labor
DVOP.....	Disabled Veterans Outreach Program
DWD.....	Department of Workforce Development
DWS.....	Division of Workforce Services
EDP.....	Employability Development Plan
EKCEP.....	Eastern Kentucky Concentrated Employment Program
EKOS.....	Employ Kentucky Operating System
ELC.....	Education and Labor Cabinet
EO.....	Executive Order
ESL.....	English as a Second Language
ETA.....	Employment and Training Administration, United States Department of Labor
FAA.....	Federal Aviation Administration
FAME.....	Federation of Advanced Manufacturing Education
FBCO.....	Faith Based and Community Organization
FBO.....	Faith Based Organization

FEIN.....Federal Employer Identification Number
 FEMAFederal Emergency Management Agency
 FFA.....Future Farmers of America
 FJ/FW.....First Jobs/First Wages
 FSETFood Stamp Employment and Training: a portion of the Food Stamp program where recipients have work obligations administered by the One-Stop system
 FYFiscal Year
 GEDGeneral Education Development certificate (testing for high school equivalency)
 HCTC.....Health Care Tax Credit
 HHS.....Health and Human Services: federal agency responsible for public assistance and similar services for low-income individuals
 IDAIndividual Development Accounts
 IRA.....Inflation Reduction Act
 ITAIndividual Training Accounts: programs for individuals with income qualifications that allow them to receive training and other services offered through the One-Stop Career Centers.
 IWTIncumbent Worker Training: skills upgrade training grant programs
 JRAJob Readiness Activity or WRA
 JTIAJob Training Improvement Act
 JTPAJob Training Partnership Act: primarily a federal job training program replaced by WIA in 1998-2000
 JVSG.....Jobs for Veterans State Grants
 KAED.....Kentucky Association for Economic Development
 KAM.....Kentucky Association of Manufacturers
 KDVA.....Kentucky Department of Veteran Affairs
 KCC.....Kentucky Career Center
 KCMA.....Kentucky Commission on Military Affairs
 KCTCS.....Kentucky Community and Technical College System
 KEE Suite.....Kentucky Engagement Enterprise Suite
 KEWES.....Kentucky Electronic Workplace for Employment Services
 KIBES.....Kentucky Integrated Business Engagement System
 K-TAP.....Kentucky Transitional Assistance Program
 KWIB.....Kentucky Workforce Innovation Board
 KWP.....Kentucky Works Program
 KYAE.....Kentucky Office of Adult Education
 KYSTATS.....Kentucky Center for Statistics
 LEO.....Local Elected Official
 LEPLimited English Program
 LMILabor Market Information
 LWA.....Local Workforce Area
 LWDB.....Local Workforce Development Board
 LWIB.....Local Workforce Innovation Board
 MISManagement Information System

MOA.....Memorandum of Agreement
 MOU.....Memorandum of Understanding
 MSFW.....Migrant and Seasonal Farm Workers
 NABNational Alliance of Business
 NAFTANorth American Free Trade Agreement: includes provision for the
 Transitional Assistance Program to assist workers in firms
 impacted by imports from Canada or Mexico or by shifts in
 production to those countries. Provides for training services and
 income maintenance. (Now replaced by a separate program by
 TAA.)
 NAICS.....North American Industry Classification System
 NASWA.....National Association of State Workforce Agencies
 NAWBNational Association of Workforce Boards
 NCRC.....National Career Readiness Certificate
 NDWG.....National Dislocated Worker Grant
 NEGNational Emergency Grant: special funding form USDOL for
 disaster response
 NFJP.....National Farmworker Jobs Program
 NGA.....National Governors Association
 OAE.....Office of Adult Education
 OEAS.....Office of Employment and Apprenticeship Services
 OET.....Office of Employment and Training
 OFB.....Office for the Blind
 OJT.....On-the-Job Training
 ONET.....Occupational Information Network
 OSO.....One Stop Operator
 OUI.....Office of Unemployment Insurance
 OVR.....Office of Vocational Rehabilitation
 PYProgram Year
 RAP.....Registered Apprenticeship Program
 RESEA.....Reemployment Services and Eligibility
 RFPRequest for Proposal
 SBA.....Small Business Administration
 SHRM.....Society of Human Resource Management
 SNAP.....Supplemental Nutrition Assistance Program
 SNAP E&T.....SNAP (see above) Employment and Training
 SOC.....Standard Occupational Classification
 SUD.....Substance Use Disorder
 SWA.....State Workforce Agency
 SWIB.....State Workforce Investment Board
 SWR.....Statewide Reserve
 TATechnical Assistance
 TAATrade Adjustment Assistance: federal programs to provide for
 retraining and reemployment services for individuals who become
 unemployed as a result of increased imports from anywhere in the
 works.

TANFTemporary Assistance for Needy Families
 TDS..... Talent Development Specialist
 TEGLTraining and Employment Guidance Letter issued by USDOL-
 ETA
 TEINTraining and Employment Information Notice issued by USDOL-
 ETA
 TENCO.....Ten Counties (Workforce Development Area)
 TPM.....Talent Pipeline Management
 TRACK..... Tech Ready Apprentices for Careers in Kentucky
 UIUnemployment Insurance
 USDOLUnited States Department of Labor
 VOA.....Volunteers of America
 Voc-EdVocational Education
 VR.....Vocational Rehabilitation
 WARNWorkforce Adjustment and Retraining Notification Act
 WIA.....Workforce Investment Act of 1998: Primary current federal
 workforce legislation; replaced JTPA.
 WIB.....Workforce Innovation Board
 WIOA..... Workforce Innovation and Opportunity Act
 WOTC.....Work Opportunity Tax Credit: a federal incentive to employers for
 hiring welfare recipients.
 W-PWagner-Peyser Act: established the public employment service
 and provides for its funding.
 W-t-WWelfare-to-Work: a generic term referring to current welfare
 reform activities and a specific program funded through USDOL
 grants to states and localities and provides special assistance.

DEFINITIONS

Adult Worker

An adult worker is age 18 or over and is eligible for employment and training services.

America's Career OneStop

America's Career OneStop is an integrated suite of Web sites that include America's Job Bank, America's Career InfoNet, and America's Service Locator.

<http://www.careeronestop.org/>

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability. Employers with 15 or more employees and state and local government are subject to ADA requirements. In addition, the ADA prohibits discrimination on the basis of disability in privately operated public accommodation facilities, including all hotels, restaurants, retail stores, places of recreation, and in transportation services. State and local governments also are prohibited from discriminating against individuals with disabilities when providing programs, activities, or services.

Apprenticeship Training

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by individual employers, employer associations, and joint labor and management partnerships.

Alternative Trade Adjustment Assistance (ATAA)

The Alternative Trade Adjustment Assistance (ATAA) program assists older workers who have lost their jobs due to foreign trade. Those who feel they are too old to go back to school, can elect to take a job for lesser pay than they were making at the trade affected business, and the ATAA program will make payments of 50 percent of the difference between pre-layoff wages and their reemployment wages. The maximum allowable for a two-year period is \$10,000.

Assessment

Assessment is the gathering, analyzing, and interpretation of information about the person's employment potential. The process includes the review of the individual's employment goals, strengths and skill deficits in relation to employer hiring requirements in the community. Information obtained from assessment is used to improve service delivery.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers who lose their health benefits under certain circumstances the right to choose to continue group health benefits provided by the plan of a previous employer.

Disaster Unemployment Assistance (DUA)

The Disaster Unemployment Assistance (DUA) program provides for the payment of unemployment assistance to individuals not otherwise eligible for unemployment compensation, whose unemployment is the direct result of a major disaster as declared by the President of the United States.

<http://workforcesecurity.doleta.gov/unemploy/disaster.asp>

Dislocated Worker

A dislocated worker is an adult who has been permanently laid off or has received a notice of termination or layoff from employment due to no fault of his/her own.

Dislocated Worker Unit

Kentucky's Division of Workforce Services in the Office of Employment and Training is responsible for ensuring effective Rapid Response services for workers, employers, and communities affected by plant closings and mass layoffs and for connecting those groups to other available services.

Federal Bonding Program

The Federal Bonding Program offers services to employers free-of-charge and serves as an incentive to the company to hire a job applicant who is an ex-offender or has some other risk factor in his/her personal background.

General Education Development Certificate (GED)

The General Education Development (GED) is a certificate earned by an individual who has passed an examination, which indicates that the individual has the basic skills equivalent to those of a high school graduate.

Health Care Tax Credit (HCTC)

The Health Coverage Tax Credit (HCTC) is a program that can help pay for 65 percent of monthly health plan premiums for individuals and their qualified family members who are eligible for the Trade Adjustment Assistance (TAA) Program. Certain beneficiaries of the Pension Benefit Guaranty Corporation (PBGC) may also be eligible.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) offers protection that improves portability and continuity of health insurance coverage to American workers.

<http://www.cms.hhs.gov/hipaa/>

Job Corps

The Job Corps is the nation's largest and most comprehensive residential education and job training program for at-risk youth, ages 16 through 24. Since 1964, the program has provided more than 1.7 million disadvantaged young people with the integrated academic, vocational, and social skills training they need to gain independence and get good quality, long-term jobs, or further their education. <http://www.jobcorps.org/>

Job Readiness Training (JRA) / Work Readiness Training (WRA)

Job Readiness Training (JRA) / Work Readiness Training (WRA) centers on pre-employment preparation and helps prepare participants for work by ensuring that participants are familiar with general workplace expectations. The training helps ensure the participant exhibits appropriate work behavior, attitudes, life skills, and personal hygiene.

Kentucky Transitional Assistance Program (K-TAP)

The Kentucky Transitional Assistance Program (K-TAP) is the monetary assistance program Kentucky established from the federally funded Temporary Assistance for Needy Families (TANF) block grant. K-TAP is provided to families with dependent children who meet technical and financial criteria.

Kentucky Works Program (KWP)

The Kentucky Works Program (KWP) assists recipients of K-TAP obtain gainful employment leading to self-support.

Labor Market Information (LMI)

Labor Market Information provides statistics on occupational trends, unemployment rates, and other economic statistics. <http://www.workforcekentucky.ky.gov/>

Manufacturing Extension Project (MEP)

The Manufacturing Extension Project (www.mep.nist.gov) is a nationwide network of not-for-profit centers in over 400 locations, whose purpose is to provide small and medium-sized manufacturers with the help they need to succeed.

Older Workers

Older workers are 55 years old or older. Those who have a low income may receive services such as government subsidized jobs and assistance in finding job opportunities in the private sector. <http://www.dol.gov/dol/topic/discrimination/agedisc.htm>

On-The-Job Training (OJT) / Wage Subsidy Program (WSP)

On-The-Job Training (OJT) / Wage Subsidy Program (WSP) provides training and supervision at the job site for a specified period of time in exchange for wage subsidy (50 percent of hourly wages). The participant has employee status and is provided the same benefits as other employees in the same position.

One-Stop Career Center

A one-stop career center provides employers and individuals with access and resources to obtain employment and training services at a single neighborhood location.

<http://www.dol.gov/dol/topic/training/onestop.htm>

Pension Benefits

Workers who were active participants in an employer's pension plan may be eligible to roll over vested pension benefits to an Individual Retirement Account (IRA) or to a new employer's retirement plan. <http://www.dol.gov/ebsa/> and <http://www.dol.gov/dol/topic/retirement/consumerinfpension.htm>

Rapid Response

Rapid Response is a program that provides early intervention services designed to respond to layoffs before they occur. Rapid Response helps transition workers into new jobs or training opportunities. <http://www.doleta.gov/layoff/employers02.cfm> and <http://dtr.ky.gov/rapidresponse.htm>

Temporary Assistance For Needy Families (TANF)

TANF was established by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996. TANF replaced the federal entitlement program of Aid to Families with Dependent Children (AFDC). TANF provides a block grant to each state to develop its own assistance plan.

Trade Adjustment Assistance (TAA)

The Trade Adjustment Assistance program provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. Workers may be eligible for training, job search, and relocation allowances, income support and other reemployment services. <http://www.doleta.gov/tradeact/>

Trade Readjustment Allowance

The Trade Readjustment Allowance is an income support benefit available to those workers who were laid off or who had hours reduced because their employer was adversely affected by increased imports from other countries.

<http://www.doleta.gov/tradeact/>

Unemployment Insurance (UI) (also known as Unemployment Compensation)

Unemployment Insurance is a federal-state program that pays benefits to eligible workers who are unemployed and who meet other state requirements. <http://www.oet.ky.gov>

U.S. Department of Labor (DOL)

The U.S. Department of Labor is charged with preparing the American workforce for new and better jobs and ensuring the adequacy of America's workplaces. It is responsible for a wide variety of workplace activities for nearly 10 million employers and well over 100 million workers. <http://www.dol.gov> and www.doleta.gov

U.S. Small Business Administration (SBA)

The U.S. Small Business Administration provides financial, technical, and management assistance to help Americans start, run, and grow their businesses.

<http://www.sbaonline.sba.gov/>

Unemployment Tax Credit (UTC)

The 1982 Kentucky General Assembly enacted KRS 141.065 which provides an Unemployment Tax Credit against the income tax liability of Kentucky employers who hire qualified unemployed individuals.

Veteran

Veterans, individuals who have served in the U.S. armed forces, have solid training through their military experience. Veterans are often directed to transition services that enhance the skills they acquired in the military. <http://www.dol.gov/vets/>

Wagner-Peyser Act

The Wagner-Peyser Act of 1933 provides for the establishment of a national employment service system and for federal-state cooperation in the promotion of such system. <http://www.uses.doleta.gov/wp.asp>

Work Opportunity Tax Credit (WOTC)

The Work Opportunity Tax Credit provides federal income tax credits for new hires from among eight target groups. An employer's federal income tax liability can be reduced by as much as \$2,400 per eligible new hire. <http://www.uses.doleta.gov/wotcdata.asp>

Worker Adjustment and Retraining Notification Act (WARN)

The Worker Adjustment and Retraining Notification Act offers protection to workers, their families, and communities by requiring employers to provide written notice 60 days in advance of covered plant closings and covered mass layoffs. This notice must be provided to either affected workers or their representatives (e.g., a labor union), to the Dislocated Worker Unit, and to the appropriate unit of local government.

<http://www.dol.gov/dol/compliance/comp-warn.htm>

Workforce Investment Act (WIA)

The Workforce Investment Act of 1998 provides the framework for a national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers.

Workforce Innovation Board (WIB)

In partnership with state and local elected officials, WIBs plan and oversee the state and local workforce investment system. At least 50 percent of the members on each board must be representatives of private industry and business.

Youth

Youth who qualify for services are those who range from age 14 to 21, are in low-income families, and face challenges in becoming self-sufficient and stable in their careers.

<http://www.youthrules.dol.gov/index.htm> and
<http://www.dol.gov/dol/topic/youthlabor/index.htm>