

KEY DEFINITIONS FOR ADULT AND DISLOCATED WORKER PERFORMANCE UNDER COMMON MEASURES

GENERAL DEFINITIONS	
Adult	A customer who is 18 years or older at the date of participation. To be eligible for the Adult program, customers must be unemployed and in need of services to find employment, or employed, but in need of services to retain or obtain employment that allows for self-sufficiency. In addition, if funds are limited, low income customers must receive priority for services.
Certificate	Awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards or for generic pre-employment or work readiness skills are NOT included. Awarding entities include state educational agencies; college, tribal college, or proprietary school; professional, industry, employer organization; public regulatory agency; registered apprenticeship program; Job Corps; or education and training program approved by Dept. of Veterans Affairs.
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, postsecondary degrees, recognized skills standards, licensure, apprenticeship 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 recognize 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. For customers who enter on July 1, 2006 and after, the certificate definition replaces the credential definition.
Dislocated Worker	Laid off customer or customer who has received notice of layoff (could be under 18), displaced homemaker, former self employed person unemployed due to economy or natural disaster.
Date of Participation	Represents the first day, following a determination of eligibility, that the individual begins receiving a service funded by the WIA program.
Employed at Participation	An employed individual who, at the date of participation, did any work at all as a paid employee, in his or her own businesses, profession or farm, or works 15 hours or more per week as an unpaid worker in an enterprise operated by a member of the family, or is one who is 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. Note: This information is to be collected from the individual at intake and on the date of participation, not from wage records.

Employed in quarter after exit quarter	The individual should be considered as employed if wage records for the quarter after exit show earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit. When supplemental sources are used, individuals should be counted as employed if, in the calendar quarter after exit, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm. This definition also applies to "Employed in the second and third quarters after exit quarter" except that the period to which wage records or supplemental data refer is the second and third quarters after exit.
Exit Quarter	The calendar quarter containing the exit date.
Exits	<p>Exit Date Date of last WIA Title 1B funded or partner service, excluding follow-up services.</p> <p>Exit Customer does not receive a WIA Title 1B funded or partner service for ninety days, and is not scheduled for services other than follow-up. Planned gaps in service due to a health/medical condition, delay before entry into training, or temporary move from the area should not cause an exit, but must be documented.</p>
Institutionalized	The participant is residing in an institution or facility providing 24-hour support such as a prison or hospital and is expected to remain in that institution for at least 90 days. Individuals with disabilities residing in an institution, nursing home, or other residential facility <i>cannot</i> be excluded under this definition.
Military Service	Reporting for active duty.
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 to the period of time required for a participant to become proficient in the occupation for which the training is being provided.
Occupational Skills Training	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: 1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, 2) coincide with exit rather than short-term training that is part of services received while enrolled in ETA-funded youth programs, and 3) result in attainment of a certificate.
Quarter	A calendar quarter is a three month period within a calendar year. There are four calendar quarters: January through March, April through June, July through September, October through December.
Quarter after Exit	The quarter after the exit quarter.

Enhancing Performance for Adults and Dislocated Workers Under Common Measures

Supplemental Data	Data collected to provide employment information for workers who are not found in UI wage data. It may be used for all Adult and Dislocated Worker measures except Earnings Increase. Employment "uncovered" by UI wage data typically includes Federal employment, postal service, military, railroad, self-employment, some agricultural employment, and employment where earnings are primarily based on commission.
Total Earnings from wage records	For the 2 nd and 3 rd quarters before participation and for the 2 nd and 3 rd quarters after exit for Adult/Dislocated Worker Earnings Increase measure, the total earnings in the quarter in question as determined from the wage records. Note: Supplemental data can not be used for this measure.
Training	Occupational skills training; on-the-job training; programs that combine workplace training with related instruction; training programs operated by the private sector; skill upgrading and retraining; entrepreneurial training; job readiness training; adult education and literacy activities in combination with other training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. Users of Individual Training Accounts are limited to programs on the State Eligible Training Provider list. <i>Stand-alone basic skills instruction is NOT considered training.</i>
UI Wage Data	Unemployment Insurance (UI) wage data is information on wages collected by state UI systems in which records are kept for all individuals working in UI covered employment. At a minimum, information in the record includes employee name, SSN, address, and total earnings paid, listed separately by each employer, for all such employers in the quarter.