**Workforce Solutions**

**Financial Aid Eligibility**

**Glossary**

**ACTIVE DUTY:** 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.

**ADULT:** An individual who is age 18 years of age or older.

**ATTENDING A JOB TRAINING OR EDUCATIONAL PROGRAM:** An individual is attending a job training or educational program if the individual:

• Is considered by the program to be officially enrolled

• Meets all attendance requirements established by the program

• Is making progress toward successful completion of the program as determined by the training/education provider.

 **Job training program**—A program that provides training or instruction leading to one of the following:

* Basic literacy
* English proficiency
* An occupational or professional certification or license
* The acquisition of technical skills, knowledge and abilities specific to an occupation

 **Educational program**—A program that leads to one of the following:

* High school diploma
* GED credential
* Postsecondary degree from an institution of higher education

**BASIC SKILLS DEFICIENT:**

(A) A youth who (i) computes or solves problems or (ii) reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test; or

(B) An adult or youth who 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.

**CORROBORATIVE WITNESS:** An individual who personally knows or can identify the customer and who is reasonably likely to be able to verify the self- certification. Such verification may be accomplished by the witness signing the applicant statement form or by completion of a telephone/document inspection form.

**DISLOCATED WORKER (WIOA):**

An individual who-

(A) (i) 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); **and**

(ii) (I)is eligible for or has exhausted entitlement to unemployment compensation; or

(II) has been employed for a duration sufficient to demonstrate 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**

(iii) is unlikely to return to a previous industry or occupation;

(B) (i) 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; or

(ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

(iii) 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;

(C) 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;

(D) is a displaced homemaker; or

(E) (i) 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

(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria for a Displaced Homemaker.

**DISPLACED HOMEMAKER (WIOA):** An individual who has been providing unpaid services to family members in the home and who—

(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or

(ii) 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

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**DOCUMENTATION:** Physical evidence obtained during the verification process and maintained in customer records. Such evidence would be copies of documents, completed telephone verification/document inspection forms, signed self- certification forms, and the Documentation Log.

**ELIGIBLE SPOUSE:** An individual whose military active duty or veteran spouse was-

1. Any veteran who died of a service-connected disability;
2. 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;

1. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
2. 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.

**EMPLOYED:** A job seeker who is currently:

1. working:
* as a paid employee;
* in his or her own business, profession, or farm; or
* worked 15 hours or more per week as an unpaid worker on a farm or in an enterprise operated by a member of the family; or
1. not working, but has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor management dispute, or personal reasons, whether paid by the employer for time off, and whether seeking another job.

**ENGLISH LANGUAGE LEARNER:** An individual who has limited ability in speaking, reading, writing or understanding the English language **and** meets at least one of the following two conditions (a) his or her native language is a language other than English, or (b) he or she lives in a family or community environment where a language other than English is the dominant language.

**EX-OFFENDER:** An individual who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction for committing delinquent acts, such as crimes against persons, crimes against property, status offenses, or other crimes.

**FAMILY (CC):** Two or more individuals 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:

1. Two individuals, married, including by common-law, and household dependents;
2. A parent and household dependents

**Household de pendent**—An individua l living in the household who is one of the following:

1. Adult considered as a dependent of the parent for income tax purposes
2. Child of a teen parent
3. Child or other minor living in the household who is the responsibility of the parent

**FAMILY (WIOA):** 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:

1. A husband, wife, and dependent children;
2. A parent or guardian and dependent children; or

(C) A husband and wife.

*Note:*

• Family size is determined based on those individuals meeting the above definition at time of application.

* For purposes of (B), references to *guardian* refer to *legal guardian.*

• An individual with a disability must, for purposes of income eligibility determination, be considered an unrelated individual who is a family unit of one if the individual’s family

• In a situation in which a job seeker is claiming, for purpose of defining his or her family, to be in a common-law marriage, written attestation must be obtained from both parties affirming the fact. Texas family law requires individuals in an “informal” marriage (aka common-law marriage) to be at least 18 years of age.

**FAMILY INCOME (WIOA):**

When determining WIOA income eligibility, the following income sources are excluded from income:

* Needs-based scholarship assistance.

• Financial assistance under Title IV of the Higher Education Act—Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work Study, PLUS, Stafford, and Perkins loans—is debt and not income.

• Cash welfare payments (including TANF, SSI, RCA, GA, emergency assistance, and general relief).

* Onetime income received in lieu of TANF cash assistance.

• Income earned while a veteran was on active military duty and certain other veterans’ benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance.

• Lump sum payments received as assets in the sale of a house, where the assets are to be reinvested in the purchase of a new home.

• Payments received as the result of an automobile accident insurance settlement that are being applied to the repair or replacement of an automobile.

* Foster care payments.

• Any withdrawal from an Individual Development Account (IDA) for the purchase of a home, medical expenses, or educational expenses.

• Onetime cash payment, including tax refunds; loans, which are debt and not income; onetime insurance payments; gifts; and lump sum inheritances.

• Noncash benefits such as employer-paid fringe benefits, food, or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals, and housing assistance.

*Note:* When a federal statute specifically provides that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments shall be excluded in WIA eligibility determination. *Example:* adoption subsidies

Everything that is not listed as excluded from income above is included as income.

**FOSTER CHILD:** An individual who is currently in foster care or has aged out of the foster care system.

**HOMELESS:** An individual who:

1. Lacks a fixed, regular, and adequate nighttime residence; this includes an individual 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;

1. 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;
2. 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
3. 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).

This definition does not include an individual imprisoned or detained under an Act of Congress or State law. An individual who may be sleeping in a temporary accommodation while away from home should not, as a result of that alone, be recorded as homeless.

**INDIVIDUAL WITH A DISABILITY:** An individual with a disability as defined in the Americans with Disabilities Act.

The individual:

• has a physical or mental impairment that substantially limits one or more of the major life activities of such individual;

• has a record of such an impairment; or

* is regarded as having such an impairment.

**LAYOFF:** A separation of an employee from an establishment that is initiated by the employer; an involuntary separation; a period of forced unemployment.

**LOW-INCOME INDIVIDUAL:** An individual who-

1. 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, 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, or the supplemental security income program established under title XVI of the Social Security Act, or State or local income-based public assistance;
2. is in a family with total family income that does not exceed the higher of-

(I) the poverty line; or

(II) 70 percent of the lower living standard income level;

1. is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994, or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act;
2. receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (Schoolwide free or reduced price lunch does not meet this eligibility criteria);
3. is a foster child on behalf of whom State or local government payments are made; or
4. is an individual with a disability whose own income meets the income requirement of clause A, but who is a member of a family whose income does not meet this requirement.

**OFFENDER:** Any adult or juvenile who is, or who has been, subject to any stage of the criminal justice process for whom service under WIA may be beneficial or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions.

*Note:* Includes misdemeanors.

**PARENT:** An individual who is responsible for the care and supervision of a child and is identified as the child’s natural parent, adoptive parent, stepparent, legal guardian, or person standing in loco-parentis (as determined in accordance with TWC policies and procedures). Unless otherwise indicated, the term applies to a single parent or both parents.

**PERMANENT CLOSURE:** The term plant closing means the permanent or temporary shutdown of a *single site of employment* or one or more *facilities* or *operating units* within a single site of employment. An employment action that results in the effective cessation of production or the work performed by a unit, even if a few employees remain, is a closure.

**PREGNANT OR PARENTING YOUTH:** Individuals who are pregnant or parenting.

**PUBLIC ANNOUNCEMENT:** An employer has publicly declared through the media the impending closure of a specific facility, including the planned date of final closure, and documented verification of such has been made to the state.

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

**RUNAWAY YOUTH:** An individual under 18 years of age who absents himself or herself from home or place of legal residence without the permission of parents or legal guardian. This definition is from regulations issued pursuant to the Runaway and Homeless Youth Act.

**SCHOOL DROPOUT:** An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

**SELF-CERTIFICATION:** An individual’s signed attestation that the information he or she submits to demonstrate eligibility for a service is true and accurate.

**TEEN PARENT:** An individua l 18 years of age or younger, or 19 years of age and attending high school or the equivalent, who has a child.

**UNEMPLOYED:** An individual who is without a job, and wants and is available for work. The determination of whether an individual is without a job is made in accordance with the following criteria, used by the DOL Bureau of Labor Statistics to define individuals as unemployed:

An individual who did not work during the seven consecutive days prior to application, who made specific efforts to find a job within the past four weeks prior to application, and who was available for work during the seven consecutive days prior to application. Also included as unemployed are those who did not work; and individuals:

* waiting to be called back to a job from which they have been laid off; or
* waiting to report to a new wage or salary job scheduled to start within 30 days.

**VERIFICATION:** Confirming eligibility requirements through examination of official documents, e.g., birth certificates, public assistance records, or speaking with official representatives of cognizant agencies.

**WORKING:** Working is defined as participation in:

* Activities for which one receives monetary compensation such as a salary, wages, tips and commissions or
* Choices or Supplemental Nutrition Assistance Program Employment and Training activities