

Attachment C

Commonly used Industry Terms

RFP Number 4888 Z1

Activities of Daily Living (ADL): the activities usually performed in the course of a normal day in a person's life, such as eating, toileting, dressing, bathing, or brushing the teeth.

Disability: A condition that is attributable to mental or physical impairment, or a combination of mental and physical impairments and results in substantial functional limitations in one or more of the following areas of major life activity:

- a. self-care
- b. receptive and expressive language
- c. learning
- d. mobility
- e. self-direction
- f. capacity for independent living
- g. economic self-sufficiency
- h. cognitive functioning
- i. emotional adjustment

Eligibility: Someone who:

- a. Is age 55 years or older at time of enrollment;
- b. Is unemployed; and
- c. Is at or below 125% of the Federal Poverty Level

Follow up: Activities performed by the subrecipient to obtain current information on a participant's employment status upon exit from the program. Follow ups shall be conducted by telephone or electronically with the individual's employer or the individual, as appropriate. Follow ups are to be conducted the 1st, 2nd, 3rd calendar quarters after exit from the program.

Frail: An individual 55 years of age or older who is determined to be functionally impaired because they are either:

- a. Unable to perform at least 2 activities of daily living (ADL) without the substantial human assistance, including verbal reminding, physical cueing or supervision; and
- b. Due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individual or to another person.

Hard Job Skills: Specific knowledge and abilities required to succeed in a job.

Homeless: A participant who:

- a. lacks a fixed, regular, and adequate nighttime residence;
- b. a person who has a primary nighttime residence that is:
 1. a public or privately run shelter providing temporary living accommodations;
 2. an institution that provides temporary assistance for individuals intended to be institutionalized; or
 3. a public or private place not designated for, or ordinarily used as, regular sleeping accommodations for human beings.

Job Clubs: A regularly scheduled meeting of SCSEP participants for the purposes of training about issues including but not limited to:

- a. Job development;
- b. Available supportive services; and
- c. SCSEP regulations.

Job Developer: A staff member who:

- a. Markets SCSEP participants to potential employers; and
- b. Assists SCSEP participants in finding employment opportunities by assisting in the development of a resume preparing for an interview or training participants to complete online applications.

Limited English Proficiency: An individual who does not speak English as his/her primary language and who has a limited ability to read, speak, write, or understand English.

Low Employment Prospects: This relates to the likelihood that an individual will not obtain employment without assistance of a workforce development program, including SCSEP. These individuals will have significant barriers to employment including but not limited to:

- a. Lacking a substantial employment history;
- b. Lacking basic skills and/or English language proficiency;
- c. Lacking a high school diploma or the equivalent;
- d. Having a disability;
- e. Being homeless; and
- f. Residing in a social and economically rural or urban area where employment opportunities are limited.

Low Income: Person with an income at or below 125% of the federally established poverty line. For example, an individual income is \$14,363 annually and for a married person, income is \$19,388 annually. This example is based on the 2013 Health and Human Services Poverty Guidelines Adapted for SCSEP by the U.S. Department of Labor.

Low Literacy Skills: Able to compute or solve problems, read, write, or speak at or below an 8th grade level or unable to do these things at a level necessary to function either on the job or in society.

Most in Need: A program participant with one or more of the following barriers to employment:

- a. Disability;
- b. Frail;
- c. Homeless;
- d. Limited English Proficiency;
- e. Low Employment Prospects;
- f. Low Literacy Skills;
- g. Persistent Unemployment;
- h. Rural;
- i. Severe Disability;
- j. Severely Limited Employment Prospects; and
- k. Veteran.

Poverty: The income level defined each year by the United States Department of Health and Human Services (DHHS) Secretary. The annual Poverty Guidelines provide dollar thresholds representing levels of households of various sizes.

Rural: For planning purposes, the State Unit on Aging defines a rural community as those where at least 50 percent of residents reside in rural areas as defined by the U.S. Census Bureau's 2010 Census Urban and Rural Classification.

Severe Disability: A severe, chronic disability attributable to mental or physical impairment or a combination of mental and physical impairments that:

- a. Is likely to continue indefinitely; and
- b. Results in substantial functional limitation in three or more of the following areas of major life activity:
 1. Self-Care;
 2. Receptive and expressive language;
 3. Learning;
 4. Mobility;
 5. Self-direction;
 6. Capacity of independent living; and
 7. Economic self-sufficiency.

Severely Limited Employment Prospects: A substantially higher likelihood that an individual will not obtain employment without the assistance of a workforce development program, such as SCSEP. Such person may have more than one significant barrier to employment. These barriers may include but are not limited to:

- a. Lacking a substantial employment history, basic skills, and/or English-language proficiency;
- b. Lacking a high school diploma or the equivalent;
- c. Having a disability;
- d. Being homeless; and
- e. Residing in socially and economically isolated rural or urban areas where employment opportunities are limited.

Soft Job Skills: Personal attributes needed for success in a job, including communication, teamwork, and critical thinking.

Target Groups: Nebraska residents who are unemployed, low-income, and ages 55 or older. A focus is to be made to those considered by the US DOL as most in need as follows, a person who:

- a. Has a disability;
- b. Is frail;
- c. Is homeless;
- d. Has limited English Proficiency;
- e. Has low employment prospects;
- f. Has low literacy skills;
- g. Resides in an area of persistent unemployment;
- h. Resides in a rural area;
- i. Has a severe disability;
- j. Has severely limited employment prospects; or
- k. Is a Veteran.

Urban: (Areas defined by the U.S. Census Bureau) The Census Bureau identifies two types of urban areas: Urbanized Areas (UAs) of 50,000 or more people; Urban Clusters (UCs) of at least 2,500 and less than 50,000 people. "Rural" encompasses all population, housing, and territory not included within an urban area

Veteran: An individual who is a "covered person" for purposes of the Jobs for Veterans Act, 30 U.S.C. Section 4215(a)(1). It is defined as follows:

- a. Someone who has served in the Armed forces;
- b. The spouse of any of the following individuals:
 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 assistance under this section, is listed, pursuant to section 556 of Title 37 and regulations issued there under, by the Secretary concerned 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 line of duty by a hostile force, or (III) forcibly detained or interned in line of duty by a foreign government or power;
 3. Any Veteran who has a total disability resulting from a service-connected disability; and
 4. Any Veteran who died while a disability so evaluated was in existence.