

Term	Definition
Basic Skills Deficient	English reading or computing skills below 8th grade as measured by the TABE.
Deficient in Basic Literacy Skills	<p>Computes or solves problems, reads, writes, or speaks English at or below 8.9 <u>or</u> 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</p>
Disabled	<ul style="list-style-type: none"> • A physical or mental impairment that substantially limits one or more of the major life activities of such individual • A record of such an impairment • Being regarded as having such an impairment
Documentation	Physical evidence obtained to verify or validate customer information; becomes a part of the customer's record
Dropout	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent
Family	<p>Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, <u>and</u> are included in one or more of the following categories:</p> <ul style="list-style-type: none"> • Husband, wife, and dependent children • Parent or guardian and dependent children • Husband and wife
Foster Youth	A child on behalf of whom state or local government payments are made and for whom a court order removing the child from the custody of the parent and specifying a managing conservator exists
Habitually Truant Youth	The unexcused absence of a child from school without the consent of parents on 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period

Homeless	<p>An individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:</p> <ul style="list-style-type: none"> • Supervised publicly or privately operated shelter designed to provide temporary living accommodations; • An institution that provides a temporary residence for individuals intended to be institutionalized; or • a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human
Independent Child	<p>An individual that may be living with their parent or guardian but is not dependent on them for food, shelter, or other forms of required support</p>
Individual	<p>A person not meeting the definition of family (aka family of one).</p>
In-School Youth	<p>Any Youth not classified as out-of-school. (Reference Out-of-School Youth)</p>
Literacy	<p>Ability to read, write, and speak in English, and to compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society</p>
Low-income Individual	<p>An individual who:</p> <ul style="list-style-type: none"> • Receives or is a member of a family that receives cash payments under a federal, state, or local income-based public assistance program • Received an income or is a member of a family that has received a total family income for the six-month period prior to application for the program involved that, in relation to family size, does not exceed the higher of: <ul style="list-style-type: none"> – the poverty line, for an equivalent period; or – 70 percent of the Lower Living Standard Income Level, for an equivalent period. • Is a member of a household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) food stamps • Qualifies as a homeless individual • Is a foster youth on behalf of whom state or local government payments are made • In cases permitted by regulations of the secretary of labor, is an individual with a disability whose own income meets the requirements of the second bullet above, but who is a member of a family whose income does not meet such requirements.
Offender	<p>Any adult or juvenile who is, or who has been, subject to any stage of the criminal justice process including misdemeanors</p>

Glossary of Terms

Out-of-School Youth	<ul style="list-style-type: none"> • School dropout; • Received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed
Pregnant Or Parenting Youth	<p>Individuals who are pregnant or parenting (as defined in behavioral terms)</p>
Runaway Youth	<p>A person under 18 years of age who leaves home (or place of legal residence) without the permission of parents or legal guardian</p>
Selective Service Registrant	<p>Males born on or after Jan. 1, 1960, Must register with the selective service system within 30 days after their 18th birthday or at least before they reach the age of 26</p>
Self-Certification	<p>An individual's signed attestation that the information he/she submits to demonstrate eligibility is true and accurate</p>
Special Rule - 5%	<p>Youth who are not low income eligible may participate if they meet one or more categories of individuals who face serious challenges to employment including:</p> <ul style="list-style-type: none"> • School dropouts • Basic skills deficient • Behind grade level • Pregnant or parenting • Disabled, including learning disability • Homeless or runaway youth • Offenders • Dependent in a single parent family <p><i>No more than 5% of youth participants can qualify under the Special Rule.</i></p>

Unemployed	<ul style="list-style-type: none">• An individual who is without a job, and wants and is available for work• 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, and who was available for work during the seven consecutive days prior to application• An individual who did not work• An individual who was waiting to be called back to a job from which he/she had been laid off• An individual who was waiting to report to a new wage or salary job scheduled to start within 30 days
Underemployed	Underemployment occurs when a worker is either overqualified for his or her job or is not working full time and is working fewer hours than desired. For example, a college graduate in microbiology can find no work in his or her field and ends up as a clerk in a department store