

**WORKFORCE DEVELOPMENT
TERMS AND ACRONYMS – January 2011**

ABAWDs	Able-Bodied Adults Without Dependents – Target population for the Food Assistance Employment & Training Program.
ARRA	American Recovery & Reinvestment Act of 2009
BIP	Batterer Intervention Program, a counseling program designed to identify the causes of domestic violence and modify the behaviors of those involved in domestic assaults.
BWT	Bureau of Workforce Transformation– Unit within DELEG responsible for policy and oversight of JET, WIA and other workforce development programs..
CBO	Community-Based Organization – Private nonprofit organization that is representative of a community or a significant segment of a community.
CC	Community Coordinator, Community Coordinators are employees of the Administrative Agencies and act as staff for the local MPRI Steering Teams. They are responsible for coordinating the logistics involved in the re-entry process of parolees.
CEO	Chief Elected Official – Chair of the local elected official (county commissioner) board, sometimes referred to as the Administrative Board or Consortium Board. Individuals who sign the annual comprehensive plan for the elected officials.
CFA	The Correctional Facilities Administration is responsible for the state’s prisons and camps, including the Special Alternative Incarceration (boot camp).
CFJ-140	CFJ-140, a form completed by the parole agent referring the parolee for services or treatment.
CFR	Code of Federal Regulations – Federal department rulemaking. Establishes rules for the implementation of federal legislation.
CLEG	Council for Labor and Economic Growth –Mandatory body, appointed by the Governor. Advises the Governor on workforce development concerns for the state.
COMPAS	COMPAS is an assessment tool administered to prisoners as a measurement of offenders’ risks, needs and strengths. This will assist with the development of a Transition Accountability Plan to address the offender’s needs and risks.
CRA	Community Resource Advocate, A paid staff member, either contractor or employee, who coordinates the delivery of services to MPRI parolees.
CSC	Criminal Sexual Conduct, a collective phrase designating illegal behaviors commonly described as sexual assaults.
CY	Calendar year. Refers to a January 1 to December 31 timeframe.
DHS	Michigan Department of Human Services – State department that works in partnership with DELEG on workforce development concerns.
DELEG	Michigan Department of Energy, Labor and Economic Growth– State department with the primary responsibilities for workforce development policy and oversight. Works in partnership with other state departments on workforce development concerns.

DVOP	Disabled Veterans Outreach Program – Targeted program for disabled veterans. Service provided in the Michigan Works! Service Center by DELEG-BWT state employees.
EAG	Education Advisory Group – Advisory committee to the local board on a broad range of youth and educational issues.
ES	Employment Service – Labor Market services funded by Wagner-Peyser. Services include the Michigan Talent Bank, an internet-based resume and job bank.
ESL	English as a Second Language – Training for language proficiency in the workplace.
ETA	Employment and Training Administration – Unit within U.S. Department of Labor. Responsible for policy development and oversight of Wagner-Peyser, Workforce Investment Act, and TAA programs.
FAE&T	Food Assistance Employment & Training – A program that helps individuals maintain or regain their food assistance eligibility by participating in a qualifying work program or activity with a long term goal of obtaining unsubsidized employment.
FBR	Foundation for Behavioral Resources – one of our program operators.
FIP	Family Independence Program – The name given for the cash assistance that qualified families receive from DHS.
FOA	The Field Operations Administration is responsible for state probation and parole supervision and operations of the Parole Board, Community Residential Programs and other programs.
FOC	Friend of the Court – Separate entity that works in partnership with the MWAs to identify Non-Custodial Parents for workforce development services.
FY	Fiscal Year – Related to both appropriation cycles and program operation cycles. Typically refers to an October 1 to September 30 funding cycle.
HHS	Health and Human Services – Federal Department that is responsible for TANF-funded programs.
HRDI	Michigan Human Resources Development, Inc. – one of our program operators.
IEP/ISS/EDP	Individual Employment Plan, Individual Service Strategy/Employability Development Plan/Educational Development Plan – A plan of action developed in agreement between the customer and the case manager/counselor. The plan details the barriers to employment and the sequence of services to overcome the barriers. An educational development plan identifies career goals, lists interests and skills in line with meeting those goals, and documents the experiences, education and accomplishment the student wants to pursue to attain them.
ITA	Individual Training Account – Training voucher provided to the customer for the purchase of training services.
JD	Job Development – A workforce development service. The service is usually centered on the needs of an individual client.
JEHT	The JEHT Foundation’s name stands for the core values that underlie the Foundation’s mission: Justice, Equality, Human dignity and Tolerance. It is a core partner in the MPRI and a partial funder of the program.

JET	Jobs, Education and Training – Formerly called Work First, this is a program piloted in Michigan in 2006, which provides an intensive career and educational-based approach to serving individuals receiving public assistance.
JS	Job Search – A workforce development service focusing on the principles of finding employment: resumes, interviewing techniques, etc.
JTPA	Job Training Partnership Act – Federal workforce development legislation passed in 1982. Established the private-public partnerships evident in workforce development programs today. The legislation was repealed July 1, 2000 and replaced with WIA.
KPEP	Kalamazoo Probation Enhancement Program. KPEP operates residential and non-residential programs for adult offenders as a community-based alternative to incarceration. It is a vendor for MPRI services.
LEO	Local Elected Official – County Commission representative that provides policy and oversight at the local level. Sits on a Chief Elected Officials Board that works in partnership with the WDB.
LMI	Labor Market Information – Factors that impact a labor market area. Such factors may include industry-base, demographics, education availability, etc. A labor market area is an economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence.
LVER	Local Veterans’ Employment Representative Program – Provides for targeted services for veterans. Services are provided through the Michigan Works! Service Center by DELEG staff.
MCCD	Michigan Council on Crime and Delinquency is a statewide citizen’s organization. Its services are focused on advancing research-based, prevention-focused systems and programs. MCCD is a core partner in MPRI.
MEDC	Michigan Economic Development Corporation
MRS	Michigan Rehabilitation Services – Unit within DELEG. Provides services targeted to individuals with disabilities. MRS staff has a presence in the Michigan Works! Service Center.
MDE	Michigan Department of Education – State department that works in partnership with DELEG on workforce development concerns.
MDOC	Michigan Department of Corrections – State department that works in partnership with DELEG on workforce development concerns.
MDOT	Michigan Department of Transportation – State department that works in partnership with DELEG on workforce development concerns.
MIS	Management Information System – Electronic record keeping system providing information for program management, evaluation, and reporting.
MPRI	Michigan Prisoner Re-entry Initiative is a program of the Michigan Department of Corrections designed to reduce crime and recidivism among moderate to high-risk parolees. At the local level, parolees meet with a Transition Team to identify their needs to reintegrate into the community. Support is provided in a certain areas (including housing, job placement, health care, transportation, etc.) through state, federal and local resources to meet the parolee’s needs and thus, reduce the potential for failure. State funding for this program comes through the WDB which is the fiscal agent for the program.

MTB	Michigan Talent Bank – Michigan’s internet-based resume and job bank. Individuals looking for work can enter their resumes and employers can post their job openings. Both customers of the system can then search for available jobs or employment candidates.
MWA	Michigan Works! Agency – Refers to either a local geographic region or more appropriately the local administrative agency.
NAFTA	North American Free Trade Act – Federal legislation. Targeted program to assist workers affected by imports from Mexico or Canada or by shift of U.S. production to those countries.
NCP	Non-Custodial Parent – Target population to be served with JET funding.
NCR	Non-Cash Recipient – An individual who is receiving non-cash government assistance such as day care, Medicaid or food stamps, and is not receiving TANF cash payments.
NWLB	No Worker Left Behind – The program initiated by Governor Granholm in 2007 to provide free tuition to eligible workers so they can be trained in occupations that are in demand by Michigan employers.
OJT	On-the-Job Training – Workforce development service. Employer would be reimbursed a percentage of the employee’s wage for a specified training period.
PHA	Public Housing Authority, a generic term referring to governmental agencies providing or supporting public housing.
PMIG	Participant Management Information Guide – Program Guide for WIA programs. Provides definitions, enrollment, exit and service codes.
PRWORA	Personal Responsibilities and Work Opportunities Reconciliation Act of 1996 – Federal legislation. Replaced AFDC with TANF and established work responsibilities for welfare recipients.
PY	Program Year - Typically refers to a July 1 to June 30 funding cycle.
RFP	Request for Proposal – Generally at the local level between the MWA and potential bidders. Describes the programs and services that the MWA is seeking a service provider to deliver in that area. MWAs are prohibited from direct service delivery; therefore, the money is subcontracted through a competitive RFP process.
SAI	The Special Alternative Incarceration program (Boot Camp) is an alternative to prison for male and female prisoners and probationers convicted of certain crimes and selected by courts. The goal of the program is to keep selected lower-risk probationers from going to prison and to take qualified prisoners out of the traditional prison setting and place them into a more cost-effective management setting.
TAA	Trade Adjustment Assistance (Act) – Federal legislation. Program targeted to assist workers who lose their jobs because of foreign imports.
TANF	Temporary Assistance for Needy Families – Public assistance, formerly known as AFDC.
TAP	Transition Accountability Plan, a treatment plan prepared for each inmate during the corrections process. The plan identifies the inmate’s strengths upon entry into the corrections system and builds on those strengths throughout incarceration and continuing until the offender’s parole, re-entry into the community and discharge. The results of the COMPAS assessment are an integral component to the development of the Transition Accountability Plan.
TEGL	Training and Employment Guidance Letter – A letter issued by the U.S. Department of Labor Employment and Training Administration that provides guidance on federal programs or policies.

TEIN	Training and Employment Information Notice – A notice issued by the U.S. Department of Labor Employment and Training Administration that provides information about federal programs or policies.
UIA	Unemployment Insurance Agency– Unit within DELEG, responsible for unemployment matters throughout the state. Can also be referred to as UI.
USC	United States Code – Enacted federal legislation.
USDA	United States Department of Agriculture – Federal department responsible for Food Stamps and Food Assistance Employment & Training Program.
USDOE	United States Department of Education – Federal department responsible for programs connecting education and workforce development.
USDOL	United States Department of Labor – Federal department responsible for WIA, Wagner-Peyser, and TAA-NAFTA program policy and oversight.
USHHS	United States Health and Human Services – Federal department responsible for TANF program policy and oversight.
VA	Veterans Affairs – Responsible for providing federal benefits to veterans and their families.
WDB	Workforce Development Board – Local boards charged with workforce development responsibilities. Boards provide the vision for local workforce development services. Works in partnership with LEOs.
WF	Work First – Now called JET, this is Michigan’s program design in response to PRWORA, which is targeted to TANF recipients and NCPs of children connected to a TANF case. This program was renamed in 2006 to Jobs, Education & Training (JET).
WFD	Workforce Development – Promoting economic self-sufficiency and providing qualified workers to local employers through the delivery of employment and training services in partnership with businesses, educators, and economic developers.
WIA	Workforce Investment Act of 1999 – Federal legislation, with three streams of funding: Youth, Adult, and Dislocated Worker.
WRMIG/S	Welfare Reform Management Information Guide (System) – Program guide for JET Programs. Provides operational definitions, forms, codes, etc.