

Farmworker Career Development Program

Glossary of Terms

Apprenticeship Training Representative (ATR) – Florida Department of Education (FLDOE) Registered Apprenticeship regional staff.

Career Services:

- **Basic Career Services** – Includes eligibility determinations, labor market information, job search, etc.
- **Individualized Career Services** – Includes comprehensive skill assessments, Individual Employment Plans (IEPs), career planning, internships, placement assistance, and work experiences linked to careers.

Case Management – The active marshaling of resources on behalf of the participant facilitating participant completion of the service plan/individual employability plan. Includes guidance, counseling, referral, monitoring participant progress, etc.

Common Exit – Occurs when a participant, enrolled in multiple partner programs, has not received services from any Department of Labor (DOL) - administered program in which the participant is enrolled, to which the common exit policy applies, for at least 90 days, and no future services are planned. The exit date will default to date of last activity, usually the National Farmworker Jobs Program (NFJP) Closure date.

Chronic Unemployment or Underemployment – Used in this definition refers to the nature of the agriculture or fish farming labor force as a whole and not whether an applicant is either chronically unemployed or underemployed.

Eligible Farmworker - A farmworker, who during the eligibility determination period, is a migrant or seasonal farmworker and whose family is disadvantaged.

Eligible Migrant Farmworker - An eligible seasonal farmworker as defined in Workforce Innovation and Opportunity Act (WIOA) Section 167(i)(3) whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day. Dependents of migrant farmworkers are also eligible.

Eligible Migrant and Seasonal Farmworker (MSFW) Youth - An eligible MSFW aged 14 - 24 who is individually eligible or a dependent of an eligible MSFW. Sub Recipients may enroll participants aged 18-24 as either a MSFW adult or a MSFW youth participant, but not in both categories (described in § 685.110).

Eligible Seasonal Farmworker - A low-income individual who for 12 consecutive months out of the 24 months prior to application for the program involved, has been primarily employed in agricultural or fish farming labor that is characterized by chronic unemployment or underemployment, and faces multiple barriers to economic self-sufficiency. Dependents of seasonal farmworkers are also eligible.

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Farmwork - NFJP participants must have performed labor for wages in occupations and industries within agricultural production and agricultural services for 12 consecutive months out of the 24 months prior to application for the program involved.

General Educational Development Test - (GED®) Tests high school level academic knowledge that permits individuals to certify that they possess major outcomes of a traditional high school education.

Global Exclusion - When a participant is closed and Hard Exited from the system due to death, incarceration, institutionalization, military service/national guard, or medical treatment expected to exceed 90 days. These participants are excluded from performance measures.

- **Youth participants only:** If the participant is in the foster care system and exits the program because the participant has moved from the area as part of such a program or system.

Individual Employment Plan (IEP) - Written plan delineating participant occupational goals, barriers, service agents, progress toward goals, counseling notes.

Memorandum of Understanding (MOU) - Mandatory for all Workforce Innovation and Opportunity Act (WIOA), Title I, Section 167 funds recipients. At minimum, the MOU specifies services and referral to services that may be provided to farmworkers by all the partners of the One-Stop Delivery System, including the applicant. The MOU must be signed by the Executive Director of the Local Workforce Development Board (LWDB) or his/her designee and the individual authorized by the entity applying for WIOA, Title I, Section 167 funds.

Negative Exit - When a participant exits without employment this count negatively towards program performance.

Primarily Employed in Agricultural or Fish Farming Labor - An individual earns at least 50 percent of his/her total income from farm work or is employed at least 50 percent of his/her total employment time in farm work.

Related Assistance Services - Includes short- term direct services and activities. Examples include emergency assistance, as defined in §685.110, and those activities identified in WIOA sec. 167(d), such as: English language and literacy instruction; pesticide and worker safety training; housing (including permanent housing), as described in §685.360 and as provided in the approved program plan; and school dropout prevention and recovery activities. Related assistance may be provided to eligible MSFWs not enrolled in career services, youth services, or training services.

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- **Emergency Assistance** - A form of short-term related assistance, may be provided to eligible MSFWs and their dependents as defined in § 685.110 to address these farmworkers' immediate needs. Emergency assistance may include, but is not limited to, the provision of necessary items like garments of clothing, food, and transportation vouchers. When an individual receives emergency assistance only (and no other NFJP services), an applicant's self-certification is accepted as sufficient documentation of eligibility.

Supportive Services - Any services provided to an individual also enrolled in career or training services. These services are necessary to enable the individual to participate in the activities authorized under NFJP. Examples of supportive services can include [WIOA sec. 3(59)]: transportation, childcare, dependent care, housing, and needs-related payments.

- **Allowance Payments** - Direct payments to participants meant to facilitate their program completion and made in accordance with verified hourly participation and the method recommended in the WIOA, Title I, Section 167.

Soft Exit - When a participant has not received a recorded service in EF for 90 consecutive days.

State Office - The Farmworker Career Development Program's administrative body located in Tampa, administered through the Florida Department of Education, Division of Career and Adult Education, Bureau of Grants Administration and Compliance.

System Closure - When an activity hasn't been updated and closes; the activity needs to be corrected before turning the participant file into a soft exit.

Training Services - Occupational specific training activities provided through classroom training, on-the-job-training (OJT), and similar activities.

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. [20 CFR §681.540 and WIOA sec. 123].

Such training must:

- (1) Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
- (2) Be of sufficient duration to impart the skills needed to meet the occupational goal;
- and (3) Lead to the attainment of a recognized postsecondary credential.

On-the-Job-Training (OJT) – “Hire first, train later” training service in which a participant gains specified job skills from private sector employers in return for reimbursement of extraordinary training costs; designed to benefit participants who may have some job skills at program entry.

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Unsubsidized Employment - Employment in the private sector or public sector for which the employer does not receive a subsidy from public funds to offset all or a part of the wages and costs of employing an individual.

Work Experience - A planned, structured learning experience that takes place in a workplace for a limited period of time and is designed to acquaint the participant with the requirements of the workplace. Its purpose is not to benefit the employer, although such benefit may occur. Work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act [20 CFR§680.180]. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Youth Work Experience - Work experiences provide the youth participant with opportunities for career exploration and skill development [20 CFR §681.600]. A key difference for youth work experiences is that they include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. This means that workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same timeframe and connected to training in a specific occupation, occupational cluster, or career pathway.