

The following terms are frequently used by the U.S. Department of Labor and Workforce Development, Bergen County government offices, and the New Jersey State Employment and Training Commission (SETC). We are indebted to the [SETC Website](#) for defining many of the acronyms on this list.

ABAWD	Able-Bodied Adults Without Dependents
ABE	Adult Basic Education
ACSES	Automated Child Support Enforcement System
ACT	In Department of Labor parlance, “The ACT” is short for the “Workforce Investment Act” of 1998.
ADA	Americans with Disabilities Act
ADV	Alternatives to Domestic Violence
AE	Administrative Entity
AFDC	Aid to Families with Dependent Children
AFL-CIO	American Federation of Labor - Congress of Industrial Organizations
AJB	America's Job Bank
ALC	Adult Learning Center
ALP	Acceptable Level of Performance
AOSOS	America’s One-Stop Operating System
APWA	American Public Welfare Association

ARRA	<p>American Recovery and Reinvestment Act: The ARRA was signed into law by President Obama on February 17, 2009. It is an unprecedented effort to jumpstart our economy, create or save millions of jobs, and put a down payment on addressing long-neglected challenges so our country can thrive in the 21st century. The Act is a response to a crisis unlike any since the Great Depression. It includes measures to modernize our nation's infrastructure, enhance energy independence, expand educational opportunities, preserve and improve affordable health care, provide tax relief, and protect those in greatest need.</p> <p>The Bergen One-Stop has been working diligently to provide services funded by ARRA to dislocated workers and at-risk youth. To date, nearly 500 unemployed workers have received \$4,000 grants to be retrained in demand occupations. In the summer of 2009, the One-Stop sponsored a program called "YouthWorks!" which placed more than 300 youth in public entity work sites around the county.</p>
ASPA	American Society of Public Administration
ATB	America's Talent Bank
AWEP	Alternative Work Experience Program
BAT	Bureau of Apprenticeship and Training
BCTS	Bergen County Technical Schools
BEIP	Business Employment Incentive Program (Grant)
BLS	Bureau of Labor Statistics (US Department of Labor)
BOSCC	Bergen One-Stop Career Center
BRAG	Business Relocation Assistance Grant
BRC	Business Resource Center: A division within the One-Stop Career Center that reaches out to local businesses to assist with their Human Resource needs. The BRC also helps companies recruit qualified

workers, train employees, access industry and labor market data, as well as find information about new business development, loan programs, and labor laws.

BS	Basic Skills
BSDA	Basic Skills for Deaf Adults
BSR	Business Services Representatives
BSS	County Board of Social Services
CAA	Community Action Agencies
CAP	Corrective Action Plan/Client Assistance Program
CBO	Community Based Organization
CBVI	Commission for the Blind and Visually Impaired
CCDBG	Child Care and Development Block Grant
CCPED	Community Care Program for the Elderly and Disabled
CEAS	Comprehensive Emergency Assistance System
CEI	Calculated Earned Income
CEO	Chief Elected Official (see also L-CEO)
CES	Current Employment Statistics
CETA	Comprehensive Employment and Training Act of 1973: U.S. federal law enacted to train workers and to provide them jobs in the public

service. The program offered work to those with low incomes and the long-term unemployed as well as summer jobs to low-income high school students. Full time jobs were provided for a period of 12 to 24 months in public agencies or private not-for-profit organizations.

The intent was to impart a marketable skill that would allow participants to move to an unsubsidized job. It was an extension of the Works Progress Administration program from the 1930s. The Act was intended to decentralize control of federally controlled job training programs, giving more power to the individual state governments. Nine years later, it was replaced by the Job Training Partnership Act (JTPA) of 1982 during the Reagan administration. In 1998, the JTPA was replaced by the Workforce Investment Act (WIA) during the Clinton administration.

CEUs	Continuing Education Units
CIANJ	Commerce and Industry Association of New Jersey
CIDS	Career Information Delivery System
CIP	Classification of Instructional Programs
CM	Case Manager
CMU	Case Manager Unit
COEI	Center for Occupational Employment Information
COLA	Cost of Living Adjustment
CRC	Consumer Report Card: NJ State Training Providers are required to submit student enrollment and exit information. This data collection serves as the basis of program evaluation, so that the State may periodically assess the quality of program offerings and provide

information for consumer choice. The analysis of both vendor and student information establishes benchmarks and performance standards that are used to classify schools and/or programs based on outcomes and create a Consumer Report Card for those seeking quality training programs.

CSA	Community Service Agreement
CSP	Child Support and Paternity
CT	Classroom Training/Customized Training
CTO	Chief Technology Officer
CVE	Center for Veterans Enterprise: The U.S. Department of Veterans Affairs has created the CVE, which is solely dedicated to assisting veterans in starting and building businesses. They maintain a Website that serves as the federal government portal for veteran-owned businesses known as <a href="http://VETBIZ.GOV">VETBIZ.GOV</a> .
CWA	County Welfare Agencies and also Communication Workers of America
CWEP	Community Work Experience Program
DAV	Department of Veterans' Affairs
DCA	Department of Community Affairs
DCF	Department of Children and Families
DFD	Division of Family Development
DHS	Department of Human Services

DHSS	Department of Health and Senior Services  Division of Information Technology
Disability	The law defines <i>disability</i> as the inability to engage in any substantial gainful activity (work) by reason of any medically determinable physical or mental impairment(s), which can be expected to result in death or which has lasted or can be expected to last for a continuous period of at least 12 months.
Dislocated Worker	You may be a <i>dislocated worker</i> if you lost your job and one or more of these things is true about you: <ol style="list-style-type: none"><li>1) You have been <b>terminated</b> or laid off, or have received a "notice of termination or layoff" and are unlikely to return to your usual occupation or industry because of:<ul style="list-style-type: none"><li>- a permanent plant closure</li><li>- a substantial layoff</li><li>- foreign competition</li><li>- lack of demand for your skills.</li></ul></li><li>2) You are <b>self-employed</b>, but the economy or a natural disaster has put you out of work. Examples include farmers, ranchers, and fishermen (<i>probably ineligible for unemployment benefits</i>).</li><li>3) You are a <b>displaced homemaker</b> who is either unemployed or working a job that does not support your household (<i>probably ineligible for unemployment benefits</i>).</li></ol>
DIT	Division of Information Technology
DMVA	Department of Military and Veteran Affairs
DOE	Department of Education
DOL	Former Department of Labor (Renamed Department of Labor and Workforce Development July 1, 2004—the acronym is now LWD)
DOLETA	U.S. Department of Labor Employment and Training Administration

DOLMA	Department of Labor Management Association
DOT	Department of Transportation
DV	Domestic Violence
DVA	Department of Veterans' Affairs
DVOP	Disabled Veterans Outreach Program
DVRS	Division of Vocational Rehabilitation Services: The New Jersey DVRS provides services that enable individuals with disabilities to find jobs or keep their existing jobs. The DVRS is staffed by experienced rehabilitation counselors who provide valuable services to people who, as a result of physical, learning, mental, or emotional difficulties, need assistance obtaining or maintaining employment.
DYFS	Division of Youth and Family Services
E&T	Employment & Training
EA	Emergency Assistance
EBT	Electronic Benefits Transfer
E-Connect	Offered through the Bergen One-Stop, E-Connect is an e-learning job training program that offers participants the ability to access more than 2,500 online courses from various career fields. Many courses are certified for college credit and/or Continuing Education Units (CEUs).
EDA	Employment Directed Activity
EDP	Employability Development Plan
EEDA	Education- and Employment-Directed Activity

EEI	Early Employment Initiative
EEO	Equal Employment Opportunity
EFF	Equipped for the Future: SETC’s content standards for adult education that define the core knowledge and skills adults need to carry out their roles as parents, citizens, and workers effectively.
EIC	Earned Income Credit
EO	Executive Order
ERS	Employment Resource Specialist
ES	Employment Services: The Employment Services (ES) Division of the New Jersey Department of Labor and Workforce Development helps clients find suitable positions through one-on-one counseling, résumé preparation, and job search. Clients meet with interviewers and counselors to learn about career prospects and training opportunities, develop résumés, or refine interview skills. or specialized programs
ESL	English as a Second Language
ETA	<p>The Department of Labor's Employment and Training Administration (ETA) provides funds and administers grant programs that offer training and employment assistance to people with disabilities. Information on ETA's disability-related grant programs can be found at <a href="#">disAbility Online</a>.</p> <p>ETA also is responsible for enforcing parts of the Ticket to Work and Self-Sufficiency Program, which aims to provide greater access for people with disabilities to training services, vocational rehabilitation services, and other support services they need to obtain, regain, or maintain employment.</p> <p>Disability-related grant programs also are provided by the Department's Office of Disability Employment Policy (ODEP). ODEP administers a grant program to support the New Freedom Initiative, which seeks to help integrate Americans with disabilities into the workforce.</p>



ETPL	Eligible Training Provider List: Inclusion of a training provider on the New Jersey ETPL is not an entitlement for a prospective student to receive funding from a local WIB or One-Stop Career Center nor a requirement that the WIB or One-Stop make any referrals to the provider. All potential providers must satisfy specific eligibility criteria established by both the State Employment and Training Commission (SETC) and the local WIB to be eligible to receive students paid for with public funds. The selection of an appropriate provider is a mutual decision made by the counselor and the prospective student.
ETPU	The Entrepreneurial Training Program for the Unemployed: Assists qualified unemployed individuals in becoming self-employed and starting a business in New Jersey. The program is offered through the Bergen County One-Stop Career Center.
EU	Eligible Unit
FBCO	Faith-Based and Community-Based Organizations
FDP	Family Development Program
FEIN	Federal Employer Identification Number (IRS)
FH	Fair Hearing
FS	Food Stamps
FSB	Federal Supplemental Benefits
FSC	Federal Supplemental Compensation
FSE&T	Food Stamp Employment and Training

FSP	Food Stamp Program
FUTA	Federal Unemployment Tax Act
GA	General Assistance: New Jersey is one of only a few states that provide cash benefits and support services to individuals and couples with no dependent children, through its General Assistance program.
GAAS	General Assistance Automated System
GAEP	General Assistance Employability Program
GAPB	General Assistance Procedural Bulletin
GAPI	General Assistance Program Instruction
GED	General Educational Development: General Educational Development (or GED) tests are a group of five subject tests which, when passed, certify that the taker has American or Canadian high school-level academic skills. The GED is also referred to as a General Education Diploma, General Equivalency Diploma, or Graduate Equivalency Degree.
GIS	Geographic Information System
GSETA	<p><a href="#"><u>Garden State Employment and Training Association</u></a>: Founded in 1975 as a private, not-for-profit organization, the Garden State Employment and Training Association, Inc. has functioned as a forum for New Jersey's workforce development professionals to share their expertise and to promote professional development. The mission of the Association is "to provide leadership, and promote quality and excellence for the advancement of New Jersey's workforce development system and its customers and professionals."</p> <p>The Garden State Employment and Training Association, more commonly referred to as GSETA, was formed in response to a statewide need to coordinate the development and implementation of state, regional, and national workforce policies. By serving as a clearinghouse on workforce matters and issues, GSETA provides effective leadership through the expertise of its collective membership and other affiliated</p>

organizations.

HA	Housing Authority
HSA	Homeless Shelter Allowance
HBCUs	Historical Black Colleges & Universities
HEA	Home Energy Assistance
HESAA	New Jersey Higher Education Student Assistance Authority
HH	Household
HSAC	Human Services Advisory Council
HSPT	High School Proficiency Test
HUA	Heating Utility Allowance
HUD	Department of Housing and Urban Development
IAPES	International Association of Professionals in Employment Security
ICESA	Interstate Conference of Employment Security Agencies
IDA	Individual Development Account
IEP	Individual Employability Plans
IEVS	Income Eligibility Verification System
IM	Income Maintenance

IMAS	Income Maintenance Administrative Supervisor
IMT	Income Maintenance Technician
INS	Immigration and Naturalization Service
IPV	Intentional Program Violation
IRP	Individual Responsibility Plan
ITA	Individual Training Account
ITG	Individual Training Grant
IVR	Interactive Voice Response
JAG	Jobs for America’s Graduates: A pilot program for dropout prevention of high school juniors and seniors, funded by the New Jersey Department of Labor and Workforce Development and the New Jersey Department of Education.
JOBS	Job Opportunities and Basic Skills
Jobs4Jersey.com	A service of the New Jersey Department of Labor, this new Website uses unique OnRamp software to match job seekers with job skills, not just on the basis of their last job title. With almost 10,000 New Jersey employers registered to list jobs and search our résumés for new employees and roughly 100,000 job listings in New Jersey alone, Jobs4Jersey.com represents an exciting and powerful new tool to “fast forward” any job search.
JTPA	Job Training Partnership Act of 1982: Replaced in 1998 by the

Workforce Investment Act during the Clinton Administration.

L-CEO and LEOs	Local-Chief Elected Official Local Elected Officials
LMA	Labor Market Analyst/Analysis
LMI	Labor Market Information
LOS	Level of Service
LPA	Labor Planning and Analysis
LRR	Legally Responsible Relative
LTCIP	Long Term Chronically Impaired Program
LWD	New Jersey Department of Labor and Workforce Development: formerly the Department of Labor (DOL), but renamed Department of Labor and Workforce Development on July 1, 2004. The acronym is now LWD.
MA	Medical Assistance
MARC	Multi-Access Resource Center
MBA	Maximum Benefit Amount (Unemployment Insurance)
MCA	Maximum Coupon Allotment
MDO	Medicaid District Office
MO	Medicaid Only

MOU	Memorandum of Understanding
MSA	Metropolitan Statistical Area
MSAI	Mandatory Substance Abuse Initiative
MSFW	Migrant & Seasonal Farm Workers
MWA	Municipal Welfare Agency
MWD	Municipal Welfare Department
NAB	National Alliance of Business
NAD	National Association of the Deaf
NAFTA	North America Free Trade Agreement
NAGLO	National Association of Government Labor Officials
NAP	National Apprenticeship Program
NAWB	National Association of Workforce Investment Boards
NCADD	National Council on Alcohol and Drug Dependence
NCP	Non-Custodial Parent
NGA	National Governors' Association
NGO	Notice of Grant Opportunity
NJAC	New Jersey Administrative Code

NJALL	New Jersey Association of Lifelong Learning
NJBIA	New Jersey Business & Industry Association
NJCAN	New Jersey Career Assistance Navigator: an Internet-based delivery system for accurate, comprehensive, current, and relevant occupational, post-secondary school and financial aid information. NJCAN contains the latest national, New Jersey, and local labor market data and projections. NJCAN is designed to support lifelong career exploration, career planning and decision-making through easy to use, straightforward search and sorting utilities and an online portfolio for saving information from all system components.
NJCK	New Jersey Cares for Kids
NJDVRS	New Jersey Division of Veterans
NJEDA	New Jersey Economic Development Authority
NJN	New Jersey Network
NJPLACE	New Jersey Pathways Leading Apprentices to a College Education
NJSBDC	New Jersey Small Business Development Centers
NJSES	New Jersey State Employment Service
NJSFSP	New Jersey State Food Stamp Program
NJSILC	New Jersey Statewide Independent Living Council
NJTC	New Jersey Technology Council
NJYC	New Jersey Youth Corps

NLRB	National Labor Relations Board
NMWP	National Migrant Worker Program
NOICC	National Occupational Information Coordinating Committee
NOO	Notice of Obligation: official name for a document specifying the allocation of funds by the New Jersey Department of Labor, including dollar amount and duration.
NPA	Non-Public Assistance
NPAFS	Non-Public Assistance Food Stamps
NRA	National Rehabilitation Association
NRS student	National Reporting System: NRS students are enrolled in WIA-funded adult education programs. Administered by the U.S. Department of Education, the National Reporting System is the accountability system for the federally funded, state-administered adult education program. It addresses the accountability requirements of the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act (WIA-P.L. 105-220).
NSSB	National Skills Standard Board
NWRC	National Work Readiness Council
OAA	Old Age Assistance
OAL	Office of Administrative Law
OCSE	Office of Child Support Enforcement
OCT	Office of Customized Training



ODEP	Office of Disability Employment Policy: ODEP administers a grant program to support the New Freedom Initiative, which seeks to help integrate Americans with disabilities into the workforce.
OEL	One EaseE-Link
OIT	Office of Information Technology
OJT	On-the-Job Training
OLS	Office of Legislative Services
OMB	Office of Management and Budget
One-Stop Delivery System	The One-Stop Delivery System in the U.S. provides universal access to an integrated array of labor exchange services so that workers, job seekers, and businesses can find the services they need in “one stop”—and frequently under one roof—in easy-to-find locations.
OnRamp	New Jersey’s state-of-the-art job-matching tool (based on Burning Glass software) that creates a unique profile for each job-seeker and looks for career opportunities they might otherwise not have considered.
OSCC	One-Stop Career Center
OSHA	Occupational Safety and Health Administration
OSOS	One-Stop Operating System
OSPIP	One-Stop Process Improvement Project
PA	Public Assistance
PAAD	Pharmaceutical Assistance to the Aged and Disabled

PAL	Participant Allowance
PAM	Public Assistance Manual
PB	Procedural Bulletin
PE	Presumptive Eligibility
PHA	Public Housing Authority
PI	Program Instruction
PIC	Private Industry Council
PIN	Personal Identification Number
PL	Public Law
PLS	Parent Locator Service
PNA	Personal Needs Allowance
PSG	Professional Service Group: Meets twice a week in the Bergen One-Stop Career Center. This is a volunteer networking group whose members help each other find employment through workshops and employer contact activities.
PY	Program Year
QC	Quality Control
RFP	Request for Proposal

RIF	Reduction in Force
RO	Re-Employment Orientation: Sessions are held several times a week in the Bergen One-Stop Career Center.
RSA	Rehabilitation Service Administration
SAT	Scholastic Aptitude Test. The SAT is also known as the Standardized Test for College Admissions
SBA	Small Business Administration
SBR	Supplemental Budget Request
SBYSP	School-Based Youth Services Program
SCALES	State Council for Adult Literacy Education Services: SCALES is a bipartisan body created within the State Employment and Training Commission by Public Law 1999, c. 107, to facilitate state and local policy development, planning, and oversight in consultation with stakeholders in the area of adult literacy education.
SCANS	Secretary's Commission on Achieving Necessary Skills
SCORE	Senior Corps of Retired Executives: SCORE is a non-profit national organization made up of more 13,000 volunteers dedicated to helping emerging and existing small businesses maximize their potential for success by providing free, confidential, professional business counseling, and low-fee workshops. SCORE is supported by the U.S. Small Business Administration (SBA).
SDA	Service Delivery Area: Bergen County is the SDA for WIA funding

SEA	Self-Employment Assistance Program
SES	Senior Executive Service
SESA	State Employment Security Agency
SETC	State Employment and Training Commission
SFY	State Fiscal Year
SIC	Standard Industrial Classification
SNAP	Supplemental Nutrition Assistance Program (formerly, Food Stamps)
SQSP	State Quality Service Plan
SRC	State Rehabilitation Council
SSA	Social Security Act/Administration
SSDI	Social Security Disability Insurance
SSESCP	State Senior Employment Services Coordination Plan
SSI	Supplemental Security Income
SSN	Social Security Number
SUA	Supplemental Unemployment Assistance
SUB	Supplemental Unemployment Benefits
SWA	Statewide Agencies

TACE	Technical Assistance and Continuing Education
TANF	Temporary Assistance for Needy Families
TDI	Temporary Disability Insurance (Unemployment Insurance)
TEGL	Training and Employment Guidance Letter
TJTC	Targeted Jobs Tax Credit
TRA	Trade Readjustment Act
TWES	Tax Web Enabled System
UCFE	Unemployment Compensation for Federal Employees
UCX	Unemployment Compensation for Ex-Servicemen
UEZ	Urban Enterprise Zone
UI	Unemployment Insurance
ULA	United Labor Agency
USDOL	United States Department of Labor
USES	United States Employment Service
USP	Unified State Plan
VA	Veterans' Administration
VETS	Veterans

VR	Vocational Rehabilitation
VR&C	Vocational Rehabilitation and Counseling
VRS	Vocational Rehabilitation Services
WAA	Worker Adjustment Assistance
Wagner-Peyser Act	The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service. The Act was amended in 1998 to make the Employment Service part of the One-Stop services delivery system.
WBR	Weekly Benefit Rate
WC	Workers Compensation
WDP	Workforce Development Partnership Program
WE	Worker Experience: (IS: In School; OS: Out- of-School)
WFL	Workforce Learning Link (see also WLL)
WFNJ	<p>WorkFirst New Jersey: The State's welfare program is known as WFNJ. To receive assistance, clients have to work, actively look for work, or participate in an approved work activity. The first activity of this job training is a mandatory 30-day in-service program at the One-Stop, where clients prepare their résumés and learn workplace readiness skills. Bergen County Technical School administers this training program.</p> <p>After initial training, clients are then placed in the next mandatory job activity, which includes occupational training, community work experience training, or basic skills instruction. Those in need of intensive job readiness services are placed in contracted programs with local providers. Through an RFP process, Bergen County Technical School sponsors intensive programs with a number of community-based providers.</p>

**WIA** Workforce Investment Act: legislation passed in 1998 that authorized 550+ local business-led Workforce Investment Boards (WIBs) in all 50 states, Puerto Rico, and the U.S. Territories to oversee and coordinate services through a network of 3,000 One-Stop Career Centers. This federal legislation created Workforce Investment Boards (WIBs) to oversee policy on workforce development and One-Stop Career Centers to implement initiatives for potential workers and employers in one convenient location.

**WIB** Workforce Investment Board

**WIG** Work Incentive Grant

**WLL or WFL** Workforce Learning Link: This program provides adult learners instruction in reading, writing, and math; communication; financial literacy; job search; employability; and life skills. WLL training programs are available at One-Stop Career Centers and community-based sites throughout the State.

The program is designed to deliver workforce training programs and services directly to welfare registrants, dislocated workers, and other job seekers. Using digital television technology, streaming video, computer software, the Internet and print materials, the Workforce Learning Link provides interactive training services that allow participants to address individual employment-related issues at their own pace.

**WNJ** Workforce New Jersey

**WNJPIN** Workforce New Jersey Public Information Network

**WorkFirst New Jersey** See WFNJ

Workforce 55+	Workforce 55+ is a federally funded program that offers economically disadvantaged seniors 55 years of age and older jobs and training. The program is authorized under Title V of the Older Americans Act and administered by the NJ Department of Labor and Workforce Development. The aim of WorkForce 55+ is to help seniors return to the workplace through an exciting program in which they earn while they learn. WorkForce 55+ participants receive the counseling, assessment, and training necessary to enable them to be placed in unsubsidized employment.
Workforce Learning Link	See WLL
WorkPAYS2	The WorkPAYS2 program is designed to get TANF (Temporary Assistance for Needy Families) recipients into the workforce. The program reimburses employers 100% of a new employee's wages for the first three months of employment and 50% of a new employee's wages for an additional three months to offset the costs of hiring a new employee. The total contract period can be for six months.
WPA	Workforce Development Partnership Act: provides individual training grants of up to \$4,000 to dislocated and displaced workers. While in training, a participant can still collect his/her unemployment insurance and may be eligible for additional benefits.
WRC	National Work Readiness Credential
WTW	Welfare-to-Work
YIC	Youth Investment Council
YTTW	Youth Transitions to Work: The YTTW program provides funding to consortia of employers, organized labor, and schools to implement school-to-registered-apprenticeship transition programs. YTTW offers



both structured on-the-job training and relevant classroom instruction. The program targets high school juniors and seniors and is funded by the State of New Jersey through the Workforce Development Partnership Act.