

APPENDIX Q DEFINITIONS

DEFINITIONS	
Actual Hours	Hours the Temporary Assistance (TA) recipient actually participated in the MWA service and recorded on the 'Participation Hours Verification' or 'Mass Participation Hours Verification' screen.
Aid to Families with Dependent Children (AFDC)	Name of "welfare" program from 1935 to 1996. Replaced by Temporary Assistance for Needy Families.
Alerts	<p>For Missouri Work Assistance (MWA) program purposes, alerts are sent from the MWA System to FAMIS in a nightly batch to notify the Family Support Division (FSD) of critical or significant information regarding the TA recipient. An alert to FSD generally results in a re-determination of eligibility and/or the work status. Alerts are the only way information travels electronically from MWA case managers to FSD eligibility Specialists.</p> <p>For FSD purposes, the terminology "alert" simply means the FSD eligibility specialist receives an alert or reminder in FAMIS to complete some type of action on the case.</p>

APPENDIX Q DEFINITIONS

DEFINITIONS

Allowable Activity

Missouri Work Assistance (MWA) program activities defined in the Work Verification Plan (WVP).

Work Verification Plan (WVP) allowable *activities:

- Unsubsidized Employment
- Subsidized Private and Public Sector Employment
- Alternative Work Experience (AWEP) / Community Work Experience (CWEP)
- On-the-Job Training (OJT)
- Job Search and Job Readiness Assistance
- Community Service Program
- Vocational Education and Training
- Job Skills Training Directly Related to Employment
- Education Directly Related to Employment
- Satisfactory Attendance at Secondary School

*These do not match all of the MWA services available in the MWA System. The MWA services encompass some of the activity names and some are the subcomponents of the activities listed in the WVP.

APPENDIX Q DEFINITIONS

DEFINITIONS

Allowable Holidays	<p>Unpaid Missouri Work Assistance (MWA) program activities allow certain holidays to count toward participation for the hours he/she normally would have attended for that day (up to 8 hours) if the employer/school observes the holiday. Holidays include:</p> <ul style="list-style-type: none"> • January 1-New Year's Day • Third Monday in January-Martin Luther King Jr.'s Birthday • Third Monday in February-Washington's Birthday • Last Monday in May-Memorial Day • July 4-Independence Day • First Monday in September-Labor Day • Second Monday in October-Columbus Day • November 11-Veterans Day • Fourth Thursday In November-Thanksgiving Day • December 25- Christmas Day <p>If the employer/school observes holidays that are <u>not</u> on this list, this does not count towards participation, and the recipient needs to achieve the required hours in some other manner.</p>
Alternative Work Experience (AWEP)/ Community Work Experience (CWEP)	<p>Unpaid, volunteer work designed to improve the employability of the Temporary Assistance (TA) recipient not otherwise able to obtain sufficient or suitable employment. It provides work experience and training to assist the TA recipient to move promptly into regular public or private employment.</p> <p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <ul style="list-style-type: none"> • Assessments to determine if the TA recipient is able to pursue or obtain a specific employment opportunity including: Vocational Rehabilitation assessment to determine the ability to obtain the position; and employer-required tests such as typing, physical, psychological, aptitude, personality, and drug tests • Volunteer employment in a private sector setting, called Alternative Work Experience (AWEP) • Volunteer employment in a public sector setting, called Community Work Experience (CWEP)

APPENDIX Q DEFINITIONS

DEFINITIONS	
Americans with Disabilities Act (ADA)	Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees, including state and local governments. It also applies to employment agencies and to labor organizations. The ADA's nondiscrimination standards also apply to federal sector employees under section 501 of the Rehabilitation Act, as amended, and its implementing rules.
Applicants	Individuals who have applied for Temporary Assistance (TA) benefits and the determination of eligibility has not yet been made.
Barriers	Issues that prevent the Temporary Assistance (TA) recipient from partially or fully participating with the Missouri Work Assistance (MWA) program. Includes things such as: childcare, transportation, medical issues, etc.
Case Notes	Information recorded in the MWA System regarding Temporary Assistance (TA) recipients ability to engage in work activities and contacts with participants.
Community Service Program	<p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <ul style="list-style-type: none"> • Structured volunteer activity for TA recipients who lack clear work skills and may not be able to obtain and maintain stable employment • Assessment to determine he/she is not yet ready for other core activities including: reassessment at a minimum of every 90 days to determine the TA recipient's suitability for higher level activities through case contact with the TA recipient and a review of the mandated 'MWA Assessment' that is on file; Vocational Rehabilitation assessment to determine the ability to participate in the assignment; and employer required tests such as typing, physical, psychological, aptitude, personality, and drug tests
Conciliation	A period of time when the non-compliant Temporary Assistance (TA) recipient is given an additional opportunity to comply with the Missouri Work Assistance (MWA) participation requirements.
Countable Activity	An activity that is counted toward a recipient's required hours of work participation.

APPENDIX Q DEFINITIONS

DEFINITIONS	
Custodial Caretaker	A parent, minor parent, specific relative of dependent child(ren), or unrelated legal guardian who is receiving Temporary Assistance (TA) benefits to care for at least one child under the age of 18.
Department of Social Services (DSS)	State agency designated to receive Temporary Assistance for Needy Families (TANF) funds and administer programs under Title IV-A of the Social Security Act, as amended.
Distance Learning	On-line classes allowable for certain work activities in the Work Verification Plan (WVP).
Division of Workforce Development (DWD)	State agency designated to receive federal funds to operate the following programs: <ul style="list-style-type: none"> • Workforce Investment Act (WIA) • Wagner-Peyser • Missouri Employment and Training Program (METP)
Documentation	Required by all Missouri Work Assistance (MWA) work activities in accordance with the Work Verification Plan (WVP). Examples: <ul style="list-style-type: none"> • The job search activity is documented through Job Search Logs • The unsubsidized employment activity is documented through: pay stubs, written or verbal verification from the employer, or “MWA Attendance Logs” • The AWEP/CWEP activity is documented through “MWA Attendance Logs”

APPENDIX Q DEFINITIONS

DEFINITIONS	
Domestic Violence	<p>A chronic pattern of behaviors used by one person in a relationship to control the other person. Examples:</p> <ul style="list-style-type: none"> • Mind games, name calling, and put downs • Isolation from family or friends • Withholding money • Preventing from getting or holding a job • Actual or threatened physical harm • Sexual abuse, stalking, and intimidation <p>The Missouri Work Assistance (MWA) program allows non-participation in work activities if the Temporary Assistance (TA) recipient states he/she is unable to participate because of a domestic violence situation.</p>
Dually-enrolled	Individual is enrolled in and receiving services from more than one employment and training program. (i.e. MWA/WIA)
Earned Income Disregards	Family Support Division (FSD) term used to describe an amount that is disregarded from income for a certain period of time when calculating eligibility for Temporary Assistance (TA).
Education Directly Related to Employment (in the case of a TA recipient who has not received a high school diploma or GED)	<p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <ul style="list-style-type: none"> • Assessment to determine if the TA recipient is able to participate in the educational or training activity • Adult Education and Literacy (AEL) • Limited English Proficiency (LEP) • GED preparatory classes and testing • Literacy skills classes • Supervised homework and study activities related to AEL
Employment and Training Ready	Term used to describe recipient referrals sent from FSD to the Missouri Work Assistance (MWA) program. This does not mean this recipient will immediately be able to obtain and maintain employment, it only means that he or she does not meet an exclusion or exemption at the time of the referral. See also "Work Eligible Individual".

APPENDIX Q DEFINITIONS

DEFINITIONS

Exclusion	<p>The Family Support Division (FSD) terminology used when a Temporary Assistance (TA) recipient is allowed to temporarily not participate with the Missouri Work Assistance (MWA) program. If an exclusion is disclosed and verified at FSD prior to recipient referral, these individuals are not referred to MWA. Exclusions include:</p> <ul style="list-style-type: none"> • Pregnant in the third trimester • Temporarily disabled • Victims of domestic violence <p>An exclusion is the same as MWA’s temporary waiver; however, MWA’s temporary waiver also includes Active in Children’s Division, transportation, and childcare.</p>
Excused Absences	<p>Unpaid activities allow for excused absences totaling 80 hours for the previous 12-month period, with no more than 16 hours in any given month. For recording in the MWA System, the first 16 hours per month, for any reason, is counted as an excused absence. Since excused absences are allowed for any reason, these are not considered when calculating Transportation Reimbursement Expense (TRE) payments or counting participation for the client. This simply helps with the work participation rate.</p>
Exemption	<p>The Family Support Division (FSD) and Missouri Work Assistance (MWA) program’s terminology used when an individual is not required to participate in MWA. If this is determined at FSD prior to recipient referral, these individuals are not referred to MWA. If this is determined by MWA after referral, an alert must be sent notifying FSD so the case can close in the MWA System. Exemptions include:</p> <ul style="list-style-type: none"> • Age 60 or over • Single parent households with a child under 12 months • Applied for or receiving permanent or total disability and have applied for, or are receiving, Old Age Survivor’s and Disability Insurance (OASDI) benefits, Supplemental Security Income (SSI) benefits, Supplemental Security Disability Income (SSDI) benefits, or employer-sponsored disability insurance, or are disabled as determined by the state Medical Review Team for 12 months or longer • Needed in the home to care for a disabled household member.

APPENDIX Q DEFINITIONS

DEFINITIONS	
Fair Labor Standards Act (FLSA)	Establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.
Family Support Division (FSD)	<ul style="list-style-type: none"> • Division within the Missouri Department of Social Services • Administers Temporary Assistance for Needy Families benefits (Title IV-A) • Administers the Missouri Work Assistance (MWA) program • Formerly named Division of Family Services (DFS)
Federal Minimum Wage	Used for calculating self-employment and compensation in lieu of wages hours for Temporary Assistance (TA) recipients. As of July 24, 2009, the federal minimum wage is \$7.25.
Federal Month	Used for federal reports sent to the Department of Health and Human Services (HHS). Determined by the Friday of the federal weeks that fall within the month. There can be 4 or 5 weeks in the month. Displayed in the MWA System on the 'Participation Hours Verification' or 'Mass Participation Hours Verification' screen.
Federal Week	Begins on Saturday and ends on Friday. These weeks are displayed in the MWA System on the 'Participation Hours Verification' or 'Mass Participation Hours Verification' screen.

APPENDIX Q DEFINITIONS

DEFINITIONS

<p>Good Cause for Non-Participation with the Missouri Work Assistance (MWA) program</p>	<p>Reasons the Temporary Assistance (TA) recipient is not participating. These must be resolved prior to recommending sanction:</p> <ul style="list-style-type: none"> • Court required appearance or incarceration • Emergency family crisis or sudden change of immediate family circumstances that renders participation unreasonable • Breakdown in childcare arrangements including: availability of childcare is not suited for the special needs of the child for whom it is intended, or childcare necessary for participation is unavailable • Lack of identified social services necessary for participation including: a drug and/or alcohol abuse problem and cannot obtain counseling; a medical and/or mental health issue and cannot receive medical attention; and no shelter and cannot receive the necessary help to obtain shelter • The employment results in the TA recipient’s family suffering from a net loss of cash income. Net loss of cash income exists if the family’s gross income (less necessary work-related expense and any childcare costs paid by the TA recipient) is less than the TA cash assistance the TA recipient was receiving when the employment offer was made. (The MWA service provider must work in coordinated effort with local Family Support Division (FSD) to make this determination.) • Other good cause reasons such as inclement weather or personal illness
<p>Hardship/Extension</p>	<p>A Temporary Assistance (TA) recipient who has exhausted his/her 60-month lifetime limit, but is extended due to extraordinary circumstances. TA recipients will be referred on a case-by-case basis depending on barrier resolution.</p>
<p>Home Schooling</p>	<p>Allowable under the Satisfactory Attendance at Secondary School work activity for teen parents in accordance with Department of Elementary and Secondary Education (DESE) guidelines. Not allowed as a work activity for a parent to Home School a child.</p>

APPENDIX Q DEFINITIONS

DEFINITIONS

Individual Employment Plan (IEP)	<p>Plan created by the recipient and case manager to lead to self-sufficiency including:</p> <ul style="list-style-type: none">• Short and long-term employment, occupational, and education goals• Work activity and hours• Next steps (i.e. return attendance logs every two weeks, provide names of childcare providers contacted, etc.)• Client rights and responsibilities <p>Named 'Individual Employment Plan' in the MWA System.</p>
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APPENDIX Q DEFINITIONS

DEFINITIONS

<p>Job Search and Job Readiness Assistance</p>	<p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <p>Job Search:</p> <ul style="list-style-type: none">• Completing in-person applications• Responding to classified advertisements• Completing on-line applications either at home or at the employer's worksite• Attending, completing employment applications, and speaking with potential employers at job fairs• Online research through MissouriCareerSource.com and other state and national data bases• Travel time between multiple interviews or job search activities• A minimum of bi-weekly, post-job search assessment with the TA recipient, and guidance by the case manager <p>Job Readiness:</p> <ul style="list-style-type: none">• Conducting assessments to identify: training or type of employment that would best fit his/her personality, barriers and strengths to employment, job survival skills, job attitude, career path, career interests, and employment history• Allowing TA recipient to attend workshops and classes in subjects such as resume writing, networking, career exploration, and soft/life skills• Allowing TA recipients to attend one or more treatment programs designed to remove an identified employment barrier including: Day Treatment, counseling, Group Education, Group Counseling, Physical Rehabilitation, Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Substance Abuse Traffic Offenders Program (SATOP), Mental Health Case Management, and Residential Treatment <p>Allowed 240 hours for the previous 12 months for Temporary Assistance (TA) recipients normally required to complete 20 hours per week, and 360 hours for the previous 12 months for all other recipients.</p>
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APPENDIX Q DEFINITIONS

DEFINITIONS

Job Skills Training Directly Related to Employment	<p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <ul style="list-style-type: none"> • Assessment to determine if the TA recipient is able to participate in the educational or training activity • Customized or general training directly related to a specific job, or to prepare a TA recipient for employment in a particular occupational field • LEP or literacy instruction related to a specific job or occupational field • Post-secondary college programs leading to a baccalaureate or advanced degree and related to a specific job or occupational field • Distance learning • Any other educational setting wherein the TA recipient is gaining knowledge or skills related to a specific job or occupation, regardless of whether or not the TA recipient has gained a high school diploma or GED • One hour of unsupervised study time for each hour of class time for all programs • Supervised study time for all programs
Lifetime Limit	Temporary Assistance (TA) recipients are allowed 60 months of benefits unless there are certain exemption or hardship extension reasons.
Local Policy	Any policy that is developed locally that further restricts state Missouri Work Assistance (MWA) policy. This policy must be reviewed by Central Office MWA staff prior to implementation.
Medical Review Team (MRT)	Reviews medical conditions when a Temporary Assistance (TA) recipient states he/she cannot engage in work activities due to a medical disability that has not been confirmed by the Social Security Administration (SSA).
Minor Parent	The Family Support Division's (FSD) terminology used to describe a parent up to and including the month of 18 years. While participating in allowable educational activities, a minor parents Temporary Assistance (TA) months will not count towards the 60-month lifetime limit.

APPENDIX Q DEFINITIONS

DEFINITIONS	
Missouri Career Center	<p>Forty-two “one stop shops” located throughout the state with services that are provided through a partnership of federal, state, and local employment and training organizations and are tailored to reflect the specific needs in each community. The Missouri Career Centers provide:</p> <ul style="list-style-type: none"> • Workforce services • Career-assistance services for job seekers • Assistance from business representatives • Access to other valuable business services for businesses
Missouri Economic Research and Information Center (MERIC)	<p>Research division for the Missouri Department of Economic Development (DED) which provides analyses and assistance to policymakers and the public, including studies of the state’s targeted industries and economic development initiatives. Other MERIC research includes Economic Condition Reports, Economic Impact Assessments, and Labor Market Information produced in cooperation with the U.S. Department of Labor.</p> <p>On the website at http://www.missourieconomy.org/ is the latest research on Missouri industries, workforce, regions and economic conditions, with observations on the state's business climate.</p>
Missouri Employment & Training Program (METP)	<p>Job search and job readiness training program for food stamp recipients. Administered by the Division of Workforce Development through contract with the Family Support Division (FSD).</p>
Missouri Minimum Wage	<p>The state minimum wage for Missouri is \$7.25 effective July 24, 2009.</p> <p>The higher of the state or federal minimum wage is used for calculating Alternative Work Experience (AWEP) / Community Work Experience (CWEP) hours for Temporary Assistance (TA) recipients. Currently, the state minimum wage is equal to the federal minimum wage of \$7.25.</p>

APPENDIX Q DEFINITIONS

DEFINITIONS	
Missouri Work Assistance (MWA) program	<p>Employment and training services for Temporary Assistance (TA) recipients.</p> <ul style="list-style-type: none"> • Funded through the Temporary Assistance to <u>for</u> Needy Families (TANF) Block Grant • Administered through the Family Support Division (FSD). • Services are delivered by providers and their subcontractors who have contracted with FSD in accordance with the Work Verification Plan (WVP) and various state policies.
MissouriCareerSource.com	<p>Missouri's official workforce resource website that:</p> <ul style="list-style-type: none"> • Assists job seekers in creating an on-line profile and job search • Allows businesses to: access job seekers; ensure qualified matches; and allows for various methods of viewing and contacting the job seekers <p>Named GreatHires! in the previous data exchange system (Toolbox).</p>
MO HealthNet	<p>Federal program administered through the Family Support Division (FSD) that pays for medical services to persons who meet certain eligibility requirements. Previously named Medicaid.</p>
MWA Activities	<p>Activities or subcomponents of the activities as defined in the Work Verification Plan (WVP). These services are reported as the appropriate activity to the Department of Health and Human Services.</p>
Need to Engage	<p>Previous Missouri Work Assistance (MWA) terminology that was used to describe the Temporary Assistance (TA) recipients that needed to be in work activities. <u>Terminology is no longer used</u> since work participation rates are dependent on recipient hours being met for the month in countable activities only.</p>
Non-Parent Caretaker Relative (NPCR)	<p>Family Support Division (FSD) terminology used to describe a specified relative, other than a parent, who is the caretaker of the eligible children. A caretaker is defined as a specified relative exercising primary responsibility for care and control of the eligible child.</p>

APPENDIX Q DEFINITIONS

DEFINITIONS	
On-the-Job Training (OJT)	<p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <ul style="list-style-type: none"> • Assessments as part of a paid activity to determine if the Temporary Assistance (TA) recipient is able to obtain a specific employment opportunity including employer-required tests such as typing, physical, psychological, aptitude, personality, and drug tests • OJT employment in which a TA recipient hired by a public or private employer through a contractual agreement wherein the employer provides hands-on training for a specific job at the employer's place of business. The employer is compensated up to 50% of the wages paid to the TA recipient due to the extraordinary costs of training and lower productivity of the individual • Supportive services including mental health and substance abuse treatment, job search, and training as part of the OJT if the TA recipient is paid for these hours
Paid Missouri Work Assistance (MWA) Activities	<p>Includes the following MWA activities:</p> <ul style="list-style-type: none"> • Compensation in Lieu of Wages • Self-Employment • Subsidized Employment – Private Sector • Subsidized Employment – Public Sector • Unsubsidized Paid Employment • On-the-Job Training • Work-Study <p>Please note: These activities must be utilized in accordance with the Work Verification Plan.</p>
Projection of Actual Hours	<p>Allowed for paid activities up to 6 months in the MWA System based on at least one full week of documentation as outlined in the approved Work Verification Plan.</p>
Real-Time Data Entry	<p>Missouri Work Assistance (MWA) program requirement that all MWA System data entry be completed immediately in order to ensure correct reporting to FSD and accurate case management.</p>

APPENDIX Q DEFINITIONS

DEFINITIONS	
Recipient	Individuals who have applied and been approved for Temporary Assistance (TA).
Re-engagement	The process Missouri Work Assistance (MWA) service providers use to attempt to move sanctioned Temporary Assistance (TA) recipients into compliance with work activity requirements.
Refugee Recipients	Legal classification for individuals residing in the United States that traveled here from another country.
Sanction for Non-Participation with Work Activities	Temporary Assistance (TA) recipients who do not participate in work activities as required and do not meet a good cause reason, exemption, or exclusion will have their Temporary Assistance (TA) grant reduced by 25% for non-compliance.
Sanction Hearing for Non-Participation with Work Activities	Temporary Assistance (TA) recipient requests a hearing because he/she does not believe a sanction should have been imposed. Missouri Work Assistance (MWA) service provider is required to submit evidence for the hearing to the local Family Support Division (FSD) office prior to the hearing and attend the hearing as a witness.
Satisfactory attendance at secondary school or in a course leading to a GED (in the case of a TA recipient who has not completed secondary school or received such a certificate)	<p>Missouri Work Assistance (MWA) allowable work activity for teen parents up to the month he or she turns 19, which includes:</p> <ul style="list-style-type: none"> • GED preparatory classes and testing • LEP classes • Home schooling
Social Security Disability Insurance (SSDI)	Wage replacement income for individuals who have worked and paid FICA taxes and who now have a disability that meets Social Security disability rules. Provides a variety of benefits to family members when a primary wage earner in the family becomes disabled or dies. SSDI is financed with Social Security taxes paid by workers, employers, and self-employed persons. SSDI benefits are payable to disabled workers, widows, widowers, and children or adults disabled since childhood who are otherwise eligible.

APPENDIX Q DEFINITIONS

DEFINITIONS	
Subsidized Private and Public Sector Employment	<p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <ul style="list-style-type: none"> • Assessments performed as part of a paid activity to determine if the Temporary Assistance (TA) recipient is able to obtain a specific employment opportunity including employer-required tests such as typing, physical, psychological, aptitude, personality, and drug tests • Paid employment in the public or private sector wherein the salary is paid directly to the TA recipient by the contractor providing the employment and training services, and is fully-funded by TANF • Supportive services including mental health and substance abuse treatment, job search, and training if the TA recipient is paid for these hours • Paid Federal work study • Paid supported work for individuals with disabilities in an integrated setting
Supplemental Security Income (SSI)	A Federal income supplement program funded by general tax revenues (not Social Security taxes) designed to help aged, blind, and disabled people who have little or no income. Provides cash to meet basic needs for food, clothing, and shelter.
Teen Parent	Missouri Work Assistance (MWA) terminology defining Temporary Assistance (TA) recipients up to and including the month he/she turns 19. These recipients are allowed to engage in certain educational components and be considered fully participating.
Temporary Assistance (TA)	Name of Missouri's Temporary Assistance for Needy Families (TANF) program.

APPENDIX Q DEFINITIONS

DEFINITIONS	
Temporary Wavier	<p>The Missouri Work Assistance (MWA) terminology used when a Temporary Assistance (TA) recipient has been given temporary permission to not participate with work activities. Temporary waivers include:</p> <ul style="list-style-type: none"> • 2-parent households and teen parents with a child under 12 weeks • Pregnant in the third trimester • Temporarily disabled • Victims of domestic violence • Active in Children’s Division • Transportation • Childcare
Time-Limited Activities	<p>Work activities defined in the Work Verification Plan (WVP) that Temporary Assistance (TA) recipients are only allowed to participate in for a limited time including:</p> <ul style="list-style-type: none"> • Allowed 240 hours for the previous 12 months for Temporary Assistance (TA) recipients normally required to complete 20 hours per week, and 360 hours for the previous 12 months for all other recipients. • 12 months of Vocational Education (lifetime) • 4 weeks of consecutive job search/job readiness for any amount of time, with the 5th week off

APPENDIX Q DEFINITIONS

DEFINITIONS

Toolbox 2.0	<p>Replaced the Division of Workforce Development's data system in May 2008. Toolbox 2.0 has the following functionality:</p> <ul style="list-style-type: none"> A consolidated computer web-based system administered by the Division of Workforce Development (DWD) and used by Missouri Career Centers and partner agencies to record and track customer employment and training services. Integrates records from state and local partner agencies to assist in delivery of seamless services to businesses and job seekers. Provides record-keeping for the work requirements and activities of the TANF population. TANF cases are referred electronically from FAMIS to the Toolbox 2.0 system. When the referral reaches DWD, the Toolbox 2.0 system becomes a comprehensive case management data system for TA recipients, recording and tracking the TA recipient's progress, activity participation, actual participation hours, case history, Individual Employment Plan (IEP), assessments, work histories, supportive service payments, and all other aspects of case management. <p>NOTE: This has been replaced by the MWA System effective June 27, 2011.</p>
Transitional Employment Benefit (TEB)	<p>Family Support Division (FSD) began paying these benefits on October 1, 2008 to Temporary Assistance (TA) recipients whose case closed due to:</p> <ul style="list-style-type: none"> An increase in income of the parent(s); Removal of an earnings disregard or an allowable expense deduction; or A household composition change which causes ineligibility due to income guidelines for Temporary Assistance. <p>The benefit is \$50 a month for a 6-month period for those individuals who remain in compliance with the work requirements. MWA case managers should ensure TA recipients are aware of this new policy since this will benefit the TA recipient and the work participation rate. If the recipient has specific questions regarding this new benefit; however, advise them to contact their eligibility specialist at the FSD office.</p>

APPENDIX Q DEFINITIONS

DEFINITIONS

Transportation Reimbursement Expenses (TRE)	<ul style="list-style-type: none">• Paid to TA recipients who are participating in their core and non-core requirements. Allowed up to \$5 a day based on if there is a demonstrated need and a cost incurred.
Unable to Locate	Missouri Work Assistance (MWA) terminology used when a Temporary Assistance (TA) recipient is not living at the mailing address recorded in the MWA System and mail has been returned as “Unable to Locate-No forwarding address.” In addition, there must not be a new address received from the Family Support Division (FSD) or other sources.
Unemployment Insurance (UI)	Provides temporary compensation to those workers meeting the eligibility requirements of Missouri law.

APPENDIX Q DEFINITIONS

DEFINITIONS

<p>Unpaid Missouri Work Assistance (MWA) Services</p>	<p>Any MWA activity in which a Temporary Assistance (TA) recipient is participating, but he/she does not receive payment (other than grants).</p> <p>Includes the following MWA services:</p> <ul style="list-style-type: none">• AWEP/CWEP• Job Search• Job Readiness Activities• Treatment/Support Activity• Community Service Program• Job Skills Training Directly Related to Employment• Junior High School• High School• High School Equivalency• Remedial Education• GED and GED test• Limited English Proficiency (LEP)• Adult Education & Literacy (AEL)• Vocational Education and Training <p>Please note: These services must be utilized in accordance with the Work Verification Plan.</p> <p>The MWA System allows entries for excused absences and holidays for the unpaid activities.</p>
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APPENDIX Q DEFINITIONS

DEFINITIONS

Unsubsidized Employment	<p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <ul style="list-style-type: none">• Assessments performed as part of a paid activity to determine if the TA recipient is able to obtain a specific employment opportunity including employer-required tests such as typing, physical, psychological, aptitude, personality, and drug tests• Employment in which the wages are paid solely by the employer (no subsidies)• Employment by temporary employment agencies who function as the employer and therefore, pay the Temporary Assistance (TA) recipient directly while he/she works at various sites• Paid clinicals, paid internships, and paid apprenticeships• Substance abuse and mental health treatment when the employer pays for these hours• Employer compensation in lieu of wages• Self-employment
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APPENDIX Q DEFINITIONS

DEFINITIONS

Vocational Education and Training	<p>Missouri Work Assistance (MWA) program allowable work activity which includes:</p> <ul style="list-style-type: none"> • Assessment to determine if the TA Recipient is able to participate in the educational or training activity • Vocational schools and trade schools • Community college programs required for specific occupations • Proprietary schools • Remedial or basic education provided as a component of a vocational certificate, license or degree • Limited English Proficiency (LEP) provided as a component of or requirement for a vocational certificate, license or degree • Distance learning • Baccalaureate degrees and advanced degrees • Industry skills certifications • One hour of unsupervised study time for each hour of class time for all programs except remedial or basic education and LEP • Supervised study time for all programs <p>Allowed for a total of 12 months.</p>
Vocational Rehabilitation	<p>Housed under the Department of Elementary and Secondary Education, a partner agency to the Missouri Work Assistance (MWA) program and:</p> <ul style="list-style-type: none"> • Provides specialized services to individuals with disabilities to help them achieve employment and independence by providing individualized counseling, training, and other services to help individuals achieve gainful employment or independent living. • Is supported primarily with federal funds. (The Division of Vocational Rehabilitation is housed in the Department of Elementary and Secondary Education but is not considered elementary or secondary school.)

APPENDIX Q DEFINITIONS

DEFINITIONS	
Volunteer	<p>Volunteer means two different things in the Missouri Work Assistance (MWA) program including:</p> <ul style="list-style-type: none"> • A Temporary Assistance (TA) recipient who meets an exemption, but chooses to participate in the Missouri Work Assistance (MWA) program. This recipient cannot be sanctioned and includes: single parent with a child under 12 months; age 60 and over; needed in the home to care for a disabled individual; or mentally and physically disabled as determined by SSI/SSDI or the state Medical Review Team (MRT) • A TA recipient who is participating in an Alternative Work Experience (AWE) / Community Work Experience (CWE) or Community Service Program
Wagner-Peyser Act of 1933	<p>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.</p>
Work Eligible Individual	<p>Term used to describe recipient referrals sent from FSD to the Missouri Work Assistance (MWA) program. This does not mean this recipient will immediately be able to obtain and maintain employment, it only means that he or she does not meet an exclusion or exemption at the time of the referral. See also “Employment and Training Ready”.</p>
Work Opportunity Tax Credit (WOTC)	<p>Tax credit for employers who hire individuals with barriers to employment including Temporary Assistance for Needy Families (TANF) and food stamp recipients. To obtain the tax credit, the employer must be screening for these targeted groups by having the applicant to complete applicable sections of the 8850 form prior to offering the person employment. Then, appropriate forms must be sent to the Division of Workforce Development (DWD) within the required timeframe.</p>

APPENDIX Q DEFINITIONS

DEFINITIONS	
Work Participation Rate	<p>Determined based on Temporary Assistance (TA) recipients who are fully participating in work activities versus those not participating. This rate includes everyone except those who have a child under 12 months for the first 12 months, SSI/SSDI recipients, recipients needed in the home to care for a disabled individual, and recipients sanctioned for 3 months or less for the previous 12 month period. The remaining TA recipients including exemptions, exclusions, temporary waivers, and those who did not meet the required hours, etc. are included in determining the rate.</p> <p>This rate is determined by the Family Support Division (FSD) based on information sent monthly from the MWA System. This information is verified for accuracy by the Department of Health and Human Services (HHS). All states are required to meet a Work Participation Rate of 50 percent. If this rate is not met, the state faces federal sanction.</p>
Work Related Expenses (WRE)	<p>A supportive service of up to \$350 for the previous 12 month period provided to Temporary Assistance (TA) recipients to allow them to:</p> <ul style="list-style-type: none"> • Participate in allowable work activities • Interview for employment • Accept or maintain employment <p>WRE includes purchases of:</p> <ul style="list-style-type: none"> • Car repairs • Work clothing, shoes, uniforms, etc.
Work Verification Plan (WVP)	<p>Plan submitted by each state to the Department of Health and Human Services (HHS) stating how the allowable work activities will be implemented in accordance with the federal regulations. The current plan is effective October 1, 2008.</p>
Worker Initiated Closing (WICL)	<p>Family Support Division (FSD) terminology when an eligibility specialist takes action to close a Temporary Assistance (TA) case instead of the FAMIS system. The reasons the eligibility specialist closes the TA case include, but are not limited to, changes reported with all verification provided; the Eligibility Unit (EU) moved out of state; and the household did not respond to a Request for Contact.</p>
Workforce Investment Board (WIB)	<p>WIB's may have agreements that allow them to subcontract with the Missouri Work Assistance (MWA) program providers.</p>

APPENDIX Q DEFINITIONS