

## **A Partial Listing of Commonly Used Acronyms and Definitions**

*(April 2009)*



**A&A – Able and Available** – A basic requirement of eligibility for receipt of Unemployment Insurance. A claimant must be “able” to work and “available” to accept work if offered to them.

**ABC – Automated Benefits Calculation** – DHS computer system.

**ABE – Adult Basic Education** – A program through local community colleges. Classes on workplace skills, acquiring your GED, English as a second language, career assessment, financial aid and college entrance assistance.

**ABI – Association of Business & Industry**

**ACE – Action for Career Employment**

**ADA – Americans with Disabilities Act** – Prohibits discrimination on the basis of disability in employment, state and local government activities, public transportation, public accommodations and telecommunications.

**ADTU – Alcohol and Drug Treatment Unit**

**AFSCME – American Federation of State, County and Municipal Employees** – Collective bargaining unit that represents majority of state of Iowa employees

**AIWP – Association of Iowa Workforce Professionals**

**ALEX – Automated Labor Exchange**

**ALJ – Administrative Law Judge** – hearing officer who adjudicates appeals, either in UI disputes, or PROMISE JOBS.

**ALMIS – America’s Labor Market Information System**

**ANDS – Automated Non-Monetary Decision System**

**ARRA – American Recovery & Reinvestment Act** – Economic stimulus plan

**ATB – America’s Talent Bank** – A nation wide electronic resume system used by employers to search for workers.

**AWW – Average Weekly Wage**



**BCL – Business Closing**

**BFOQ – Bona Fide Occupational Qualification.**

**BLS – Bureau of Labor Statistics**

**BMS – Business Marketing Specialist** – IWD staff person who performs specialized marketing functions. Different from the BSR, below.

**BRI – Benefit Rights Interview** – Initial meeting held when a person files for Unemployment Insurance.

**BSR – Business Services Representative** – IWD staff person who calls on employers to explain agency services.

**BTQ – Benefit Timeliness & Quality**

**BYE – Benefit Year Ending**

**BWE – Benefit Week Ending (Saturday)**



**CAASA – Center Against Abuse & Sexual Assault**

**CAP Agency – Community Action Program Agency** – Varies by region. Non-profit public and private organizations created to fight poverty at the local level. There are 18 CAP agencies in Iowa. CAP agencies often administer heating assistance programs, food & clothing banks, child care resource and referral assistance, FaDSS, WIC and Head Start services. Examples include Upper Des Moines Opportunity, Mid-Sioux Opportunity, and Community Action Agency of Siouxland.

**CBA – Collective Bargaining Agreement**

**CDBG – Community Development Block Grant**

**CEBA – Community Economic Betterment Account**

**CEO – Chief Elected Officials**

**Choices** – Computer-based system of information on education requirements, wages, job skills and education programs.

**CM – Case Management**

**COG – Council of Governments**

**CRC – Career Readiness Certificate** – Credential that certifies a person’s skill level in reading for information, locating information and basic math.

**CSP – Coordinating Service Provider**

**CSP – Customer Service Plan**

**CSRU – Child Support Recovery Unit** – Agency that assists parents with getting child support for their dependent children.

**CWC – Combined Wage Claim** – Combines wages of two or more states to make a valid monetary claim for unemployment insurance benefits.



**DAS – Department of Administrative Services** – State agency that combines the services of the departments of personnel, information technology, general services and accounting.

**DAT – Department Approved Training** – You may receive unemployment benefits if you are attending school or a training course and it is approved by IWD.

**DAWG – Delete/Add Wages**

**DED – Department of Economic Development**

**DHS – Department of Human Services** – Agency to go to apply for FIP, food stamps, Title 19, HAWKI etc.

**DIA – Department of Inspections & Appeals**

**DMACC – Des Moines Area Community College**

**DOL – Department of Labor**

**DOT – Dictionary of Occupational Titles**

**DPN – Disability Program Navigator**

**DQ – Disqualify**

**DUA – Disaster Unemployment Assistance** – Unemployment benefits that may be available when an area has been designated as a federal disaster area.

**DVOP – Disabled Veteran’s Outreach Program**

**DVOR – Disabled Veteran’s Outreach Representative** – IWD staff person who provides specialized services to disabled veterans.

**DW – Dislocated Worker**

**DWU – Dislocated Worker Unit** – Carries out training services and Statewide Rapid Response Activities when there is a plant closing or layoff.



**E & T – Employment & Training**

**EARN – Employer Access Resource Network** - Benefits counseling.

**ECI – Employers’ Council of Iowa**

**ECIA – East Central Intergovernmental Association** – The East Central Intergovernmental Association is a membership supported organization of local governmental bodies in Cedar, Clinton, Delaware, Dubuque and Jackson Counties.

**ED – Economic Development**

**EDPD – Employee Development and Performance Dialogue** – State employee performance evaluation.

**EDSAA – Economic Development Set Aside Account**

**EDWAA – Economical Development & Workers Adjustment Assistance Act** – If a person is unemployed due to a layoff or business closing and they have had the same type of job for many years, they may be eligible for this dislocated worker program.

**EEO – Equal Employment Opportunity**

**ES – Employment Services** – Provides assistance for persons looking for work.

**ESL – English as a Second Language**

**ET – Entrepreneurial Training** – Training for persons interested in self-employment.

**EUC – Emergency Unemployment Compensation**

**Experience Works** – Employment & training program for eligible persons aged 55 and older.



**FA – Food Assistance**

**FaDSS – Family Development & Self Sufficiency Program** – Program that assists eligible families in meeting self-sufficiency needs.

**FFI – Fact Finding Interview**

**FFW – Facts for Workers** – Now called Facts about Unemployment Insurance Guide.

**FIA – Family Investment Agreement** - Plan to become self-sufficient FIP recipients set up with their PROMISE JOBS worker.

**FIA B4 FIP – Family Investment Agreement Before Family Investment Program** – DHS rule that requires Family Investment Program applicants to develop a Family Investment Agreement as a condition of eligibility for cash assistance.

**FIP – Family Investment Program** - Cash assistance for rent and utilities, must have children in the house. FIP is for items you can't buy with food stamps.

**FMLA – Family Medical Leave Act**

**FSET – Food Stamps Employment & Training**

**FSSG – Family Self Sufficiency Grant** – Financial assistance for PROMISE JOBS participants who are currently working, or who will be employed within two months. Each region has its own plan and application form, which has to be approved by DHS.

**FTE – Full time equivalent**

**FUTA – Federal Unemployment Tax Account**

**FY – Fiscal Year**



**GAO – General Accounting Office**

**GATB – General Aptitude Test Battery** – A series of tests designed to measure a person's intelligence, verbal aptitude, numerical aptitude, spatial aptitude, forms perception, clerical perception, motor coordination, finger dexterity and manual dexterity.

**GED – General Equivalency Diploma**



**HAWK-i – Healthy & Well Kids in Iowa** - Kids ages 0 to 19 are eligible for health care coverage when certain guidelines are met.

**HIPP – Health Insurance Premium Payment Program** – Medicare program for medically eligible people.

**HUD – Housing and Urban Development** – Oversees home ownership, low-income housing assistance, fair housing laws, aid for distressed neighborhoods and housing development programs.



**IAPES – International Association of Personnel in Employment Security**

**ICCC – Iowa Central Community College** – Community college with main campus in Fort Dodge

**ICER – Iowa Centralized Employee Registry** – database listing new hire information

**ICESA – Interstate Conference of Employment Security Agencies**

**ICN – Iowa Communications Network**

**IDED – Iowa Department of Economic Development**

**IJAG – Iowa Jobs for America’s Graduates**

**ILCC – Iowa Lakes Community College** – A two-year community college serving an area that consists roughly of Clay, Dickinson, Emmet, Palo Alto and Kossuth counties.

**IM – Income Maintenance Worker** – This staff person determines participant eligibility for a variety of entitlement programs – including but not limited to FIP, Food Stamps and Title 19 medical coverage – as well as mandatory, voluntary or exempt status for PROMISE JOBS services.

**INB – Incentive and Bonus Payments** – Compensation/Rewards granted to youth based on attendance and/or performance in a program.

**IOSHA – Iowa Occupational Safety and Health Administration**

**IPP – Individual Performance Plan** – State employee performance evaluation.

**ISED – Institute for Social and Economic Development** – Entrepreneurial training provider.

**ISOICC – Iowa State Occupational Information Coordinating Committee**

**ISS – Individual Service Strategy** – A training and service plan for youth to obtain employment.

**IST – Institutional Skill Training** – Vocational skill training to help with technical skills and information required to perform a specific job(s).

**IT – Information Technology**

**IUP – Iowa United Professionals** – Collective bargaining unit that represents many DHS employees, including social workers and income maintenance workers.

**IVR – Interactive Voice Response – Same as VRU.** Recorded message asking eligibility questions when you call to file your weekly unemployment benefit claim

**IVRS – Iowa Vocational Rehabilitation Services** – State agency that works with people with disabilities and assists them in getting back into the workforce.

**IWCC – Iowa Western Community College** – Community College with main campus in Council Bluffs

**IWD – Iowa Workforce Development** – Agency that provides services such as unemployment insurance, job placement assistance and specialized services to eligible persons and veterans.

**IWIN – Iowa Workforce Information Network**

**J**

**JSS – Job Seeking Skills**

**K**

**L**

**LBP – Limited Benefit Plan** – Ineligibility for FIP due to non-cooperation with PROMISE JOBS.

**LIHEAP – Low Income Home Energy Assistance Program** – this program was established to help low-income Iowa homeowners and renters pay a portion of their

primary heating costs for the winter heating season. The assistance is based on household income, household size, type of fuel, and type of housing.

**LIN – Limited Internship** – Training for eligible youth to participant in a work environment and to gain the requirements for successful and long-term employment.

**LLSIL – Lower Living Standard Income Level** – Guideline of income levels based upon the most recent lower living family budget.

**LMI – Labor Market Information** – Information that describes the labor market in terms of jobs, workers, wages, industrial structure, major employers and economic conditions.

**LO – Local Office**

**LSS – Lutheran Social Services**

**LVER – Local Veterans’ Employment Representative** – IWD staff person who provides specialized services to veterans.



**Medicaid – Title 19** – Assistance that pays for covered medical and health care costs of persons who qualify.

**MBA – Maximum Benefit Amount**

**MEDIGAP** – Medicare supplemental policy

**MOU – Memorandum of Understanding**

**MSFW – Migrant and Seasonal Farm Worker**



**NAFTA – North American Free Trade Act**

**NAICS – North American Industry Classification System**

**NASWA – National Association of State Workforce Agencies**

**NCC – Northwest Iowa Community College** – Sheldon based two-year community college serving an area that consists roughly of Lyon, Sioux, Osceola and O’Brien counties.

**NEG – National Emergency Grant**

**NIACC – North Iowa Area Community College** – Two year community college with main campus in Mason City.

**NIC – New Iowan Center**

**NICC – Northeast Iowa Community College** – Two year community college with main campuses in Calmar and Dubuque.

**NLRB – National Labor Relations Board**

**NRP – Needs-Related Payments** – Payments made to participants who no longer qualify for unemployment insurance in order to enable them to participate in Title III Retraining activities.

**NWIPDC – Northwest Iowa Planning & Development Commission** – Spencer based nine-county Council of Governments with two divisions: Planning, who assists business and industry, city and county governments and Job Training who assists economically eligible persons with programs such as RES, PJ, WTW, School-To-Work and Adult/Youth Services.



**OBA – Objective Assessment** – Evaluation of capabilities, needs and vocational potential of a participant that will help develop an individual’s service strategy and employment goal.

**OC – Original Claim Date** – Also effective date. The Sunday of the week the claim is effective.

**OHO – Order Holding Office** – Office that wrote the job order.

**OJT – On-the-Job Training** – Training by an employer that is provided to a paid participant while engaged in work that meets certain guidelines.

**OMB – Office of Management and Budget**

**O\*NET – Occupational Information Network** – Job classification system

**OSHA – Occupational Safety and Health Act**

**OVPY - Overpayment**



**PAER – Public Assistance Eligibility Report** – Known as “monthly report” form to receive food stamps, medical & FIP.

**PASS Plan – Plan for Achieving Self Support**

**PDI – Professional Developers of Iowa**

**PET – Pre-Employment Training** – Helps participants identify occupational goals and acquire skills necessary to obtain and keep jobs.

**PIN – Personal Identification Number** – Four-digit number used when you file for weekly unemployment claims.

**PJ – PROMISE JOBS – Promoting Independence and Self-Sufficiency through Employment Job Opportunities and Basic Skills** - Employment & training services for FIP recipients.

**PJPM – PROMISE JOBS Provider Manual** – program policies, rules and procedures. Includes an appendix of all forms. Is also available on line.

**PPD – Permanent Partial Disability**

**PY – Program Year**



**QC – Quality Control**



**Rapid Response Assistance** – Services provided to workers dislocated because of permanent plant closures or layoffs.

**RBS – Remedial and Basic Skill Training** – Activity designed to help the employability of individuals by upgrading basic academic skills.

**RES – Re-employment Services** also known as **PROFILING or WPRS** – Specialized services for certain recipients of Unemployment Insurance Benefits.

**Resource Center** – IWD computers available to job seekers looking for information on job listings, education, employer services, career planning, training, interview preparation and community information.

**RFP – Request for Proposal**

**RFQ – Request for Quotes**

**RM – Regional Manager**

## **RWIB – Regional Workforce Investment Board**



**SDA – Service Delivery Area**

**SDR – Service Delivery Region**

**SEC – Secondary Education Certification** – Training to help participants upgrade their education. The goal for the participant is to obtain their high school diploma or GED.

**SEG – State Emergency Grant**

**SHIP – Senior Health Insurance Information Program** -Answers to Medicare, Medicare supplemental insurance, long-term care insurance and other health insurance issues.

**SIC – Standard Industrial Code**

**SIP – Senior Internship Program** – The Senior Internship Program is a work training program authorized under Title V of the Older Americans Act. It is funded by the U.S. Department of Labor and is administered in Iowa by the Department of Elder Affairs. SIP helps low-income job seekers aged 55 and older gain the skills and paid work experience necessary to transition into permanent, unsubsidized jobs.

**SIR – Two Party Factfinding Cover Sheet**

**SSA – Social Security Administration**

**SSDI – Social Security Disability Income/SSI – Supplemental Security Income** – Public assistance for the aged, blind and disabled based on need.

**SSN – Social Security Number**

**STW – School to Work** – An approach to education that unites business, community agencies, government, industry, labor organizations, parents and schools in an effort to improve the transition from school to work.



**201A – Notice of Claim Sent to an Employer**

**TAA – Trade Adjustment Assistance Act** – Benefits and services for workers displaced from their jobs due to imports.

**TANF – Temporary Assistance to Needy Families** – Program that consolidates federal funding for services and administration related to FIP, JOBS and Emergency Assistance. It also created a five-year lifetime limit nationally on the receipt of cash benefits.

**TEUC – Temporary Extended Unemployment Compensation** – Additional Unemployment Insurance benefits for persons who have exhausted regular benefits. Requires federal approval.

**TLO – Temporary Lay Off**

**TORQ – Transferable Occupation Relationship Quotient**

**TTD – Temporary Total Disability**

**TRA – Trade Readjustment Allowance**



**UDMO – Upper Des Moines Opportunity** – Graettinger-based community action agency that assists eligible persons with assistance such as food, clothing, Head Start services, etc.

**UERPC – Upper Explorerland Regional Planning Commission** - created in 1972 to promote regional cooperation and meet the planning and economic development needs to local governments in the five Northeast Iowa counties of Allamakee, Clayton, Fayette, Howard and Winneshiek.

**UI – Unemployment Insurance** – Temporary benefits for eligible people during periods of unemployment when suitable work is not available. Must be able and available to accept work if offered to them.

**UISC – Unemployment Insurance Service Center** – Unemployment insurance processing center located in Des Moines



**VEP – Vocational Exploration** – Activities at a work site for the purpose of exposing the participant to jobs through observation, instruction and limited experience.

**VETS – Veterans Employment and Training Service**

**VRU – Voice Response Unit** – Recorded message asking eligibility questions when you call to file you weekly unemployment benefit claim.



**WAR – Worker Action Report** – DHS income maintenance worker error report

**WARN – Worker Adjustment and Retraining Notification Act** – Law that provides early notice to employees on plant closings and substantial layoffs.

**WBA – Weekly Benefit Amount** – Amount an eligible claimant receives in unemployment insurance.

**WC – Workers’ Compensation**

**WDC – Workforce Development Center**

**WEP – Work Experience Placement** - A short term or part-time work assignment used to enhance participant’s employability through the development of good work habits and basic work skills.

**WFC – Workforce Center**

**WIA – Workforce Investment Act**

**WIB – Workforce Investment Board**

**WIC – Women, Infants and Children Food Program** – WIC offers monthly financial allotments in the form of WIC checks that enable pregnant, postpartum or breastfeeding women or parents of infants or children age five and under to purchase healthy foods from WIC-approved vendors. WIC professional staff also encourages the best source of nutrition for infants – breast milk. Iron-fortified formula is provided to infants up to age one if the mother chooses not to or is unable to breastfeed. WIC registered nurses provide health screenings, assessments, referrals and immunizations to children.

**WIG – Workforce Incentive Grant**

**WIPA – Work Incentives Planning and Assistance** – WIPA staff is authorized to serve all SSA beneficiaries with disabilities, including transition-to-work aged youth, providing benefits planning and assistance services on request and as resources permit.

**WITCC – Western Iowa Tech Community College** – Sioux City based two-year community college serving an area that consists roughly of Woodbury, Plymouth, Ida, Monona and Cherokee counties.

**WOTC – Work Opportunity Tax Credit** – Federal tax credit for employers who hire and retain people from certain qualified groups.

**WPRS – Worker Profiling and Reemployment Services** – See RES entry above.

**WtW Tax Credit – Welfare to Work Tax Credit** – Federal tax credit for employers who hire and retain people from certain qualified groups.



**YAC – Youth Advisory Council** - Provides guidance for, and exercises oversight of, local youth programs operated under the Workforce Investment Act.



