



# TRAINING PROGRAM LANGUAGE GUIDE

Technical College System of Georgia  
Office of Workforce Development

## SUMMARY

The Workforce Innovation and Opportunity Act (WIOA) is a federal law that was established in 2014 with the goal of being the central coordinating force of workforce development training programs in the United States. This law provides federal funding and guidelines for workforce development programs to assist both job seekers and employers throughout the nation. Georgia's WIOA funds are administered through the Technical College System of Georgia (TCSG) and 19 local workforce development boards (LWDBs).

This guide is intended to assist employers and workforce development practitioners with understanding requirements and terms related to WIOA training programs. All training programs utilizing WIOA funds must adhere to the federal and state funding provisions and guidelines.

## FREQUENTLY ASKED QUESTIONS:

### **Why does my company need to provide this information?**

The training program associated with this contract/agreement is in part federally funded through the Workforce Innovation and Opportunity Act. In order for employers to receive this funding, the U.S. Department of Labor requires the collection and validation of specific employer-related information.

### **If provided, will my company's information be handled safely?**

Yes. If your organization chooses to move forward with a WIOA-funded training program, your information will be handled with the utmost safety, respect, and in compliance with federal and state information collection requirements.

### **Why does my company need to complete forms that are so similar to one another?**

Each document in your contract is included to meet the standard requirements for federal compliance. The paperwork process is regularly reviewed to reduce paperwork burdens and ensure the clarity of requirements.

### **Who created the contract documents?**

Depending on where your company is located in Georgia, the respective Local Workforce Development Area (LWDA), the TCSG Office of Workforce Development (OWD), or a combination of both organizations created the documents. LWDA's utilize their own versions of the contracts often based on templates developed by the TCSG OWD.

## ACRONYMS

**CFR** - Code of Federal Regulations. The CFR is comprised of regulations created by federal agencies, such as the U.S. Department of Labor (USDOL), to help implement laws passed by U.S. Congress. Regulations are considered the “official rules”. Since WIOA is a federal law, USDOL has developed and established regulations related to WIOA under Title 20 of the CFR. The CFR is made available for public usage by the Office of the Federal Register at [www.ecfr.gov](http://www.ecfr.gov).

**DUNS** - Data Universal Numbering System. This nine-digit number is used to identify single business entities for contract checks, compliance checks, business credit and funding, and other uses.

**FEIN/EIN** - Federal Employer Identification Number. This number is used by the Internal Revenue Service (IRS) to identify businesses operating in the United States. This number can also assist in verifying tax reporting requirements for WIOA funding eligibility.

**LWDA** - Local Workforce Development Area or “local area” for short. LWDA’s are the providers of workforce services to the different geographic regions of the State of Georgia. In Georgia, there are 19 local areas. Each local area operates under the direction of a local workforce development board.

**LWDB** - Local Workforce Development Board or “local board” for short. LWDBs oversee the activities of the LWDA and are the local administrators of WIOA funding. In Georgia, there are nineteen local boards, one for each corresponding LWDA.

**NAICS** - North American Industry Classification System. NAICS is the standard for which federal agencies classify businesses for the purpose of analyzing statistical data related to the U.S. business economy.

**SVP** - Specific Vocational Preparation. An SVP code is an identifier of the amount of time necessary for an average worker to become proficient in the responsibilities of the job. SVP codes are included on all O\*NET job listings.

**TCSG OWD** - The Technical College System of Georgia, Office of Workforce Development. TCSG OWD is the administrative organization in charge of Georgia’s WIOA funds and oversees the practices of each LWDA.

**WARN** - Worker Adjustment and Retraining Notification. A WARN notice is required to give advanced notice of a business’ announcement of closing or mass layoffs.

**WIOA** - Workforce Innovation and Opportunity Act. Signed into law in 2014, this act is the primary federal workforce development funding used to assist organizations in developing and implementing training programs.

## GENERAL TERMINOLOGY

**Competency** - Competency equates to the skills learned by the participant as a result of the training program.

**Contractor** - A contractor is an entity that provides a service, but is not responsible for carrying out the tenets of grant funding.

**DOL 626** - DOL 626 is a form that is disseminated by the Internal Revenue Service to businesses on a yearly basis for the purpose of indicating their tax rate.

**Employer Match** - The employer match is the amount of funds that the employer will contribute to the cost of training. The employer match will be determined by the total cost of training and equipment.

**In-Demand** - In-demand positions are highly sought after in either the current job market as a whole or in the specific industry in which the job falls.

**Judgement Lien** - A judgement lien is a legal ruling ensuring that a creditor is able to take possession of the debtor's property or assets as owed.

**Modification** - A modification is a change to the previously enacted contract or training plans. For example, if a desire to extend the training period is desired by the employer, they may request a modification to the contract. Modification approvals to training plans or contracts are not guaranteed.

**Monitoring** - Monitoring is the method of maintaining the integrity of the training program process. Similar to auditing, the participating organization will be monitored to review the progress and results of training. Entities receiving WIOA funds are subject to monitoring by the LWDA, Technical College System of Georgia, Office of Workforce Development, and the U.S. Department of Labor. The LWDA is also subject to monitoring by the Technical College System of Georgia, Office of Workforce Development and U.S. Department of Labor to ensure that all WIOA-based funds are used appropriately.

**Negotiator's Authority** - A negotiator's authority is an individual who has the appropriate standing to represent an organization and subsequently offer proposals or counterproposals for contracts.

**Non-Federal Share** - A non-federal share is the portion of costs that will not be contributed by the Federal government. For Incumbent Worker Training and Customized Training, the non-federal share provided by the participating organization is a portion of the total training costs.

**O\*NET Code** - The Online Information Network (O\*NET) is a free database that contains the details jobs including definitions, necessary experience, etc. O\*NET Codes are the eight digit identifying numbers associated with each position.

**Oversight** - Oversight is the LWDA's practice of ensuring that the training contract and

associated practices are appropriately executed. Similar to monitoring, oversight allows the LWDA to review the progress of training and offer guidance if necessary.

**Participant** - A participant is any individual who is enrolled in the training program. This can also be a worker or employee.

**Signatory Authority** - A signatory authority is an individual who has the appropriate standing within an organization to legally bind them in a contract or agreement.

**Subcontractor** - A subcontractor is an entity that provides a service on behalf of another entity's contract.

**Subsidiary** - A subsidiary is an organization owned or operated by a parent organization.

**Upskill** - Upskilling is the practice of improving upon already present skills or teaching new skills to a training participant. Through upskilling, employers may advance the skills of a current worker instead of rehiring another for the same position.

