

ATTACHMENT C
WAGNER-PEYSER EMPLOYMENT SERVICE AND REEMPLOYMENT SERVICES GRANTS
MONTHLY REPORT DEFINITIONS

Performance Item	Definition
1. Total number of <u>new</u> participants served	The sum of participants who began participation during the reporting period.
2. Total number of participants served	The sum of participants during the reporting period.
3. Number of Veterans served	<p>The sum of participants who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or the individual served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; <u>or</u> was discharged or released because of a service connected disability; <u>or</u> as a member of a reserve component under an order to active duty pursuant to section 167 (a), (d), or, (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. Include also the sum of WIA Adult participants who are (a) the spouse of any person who died on active duty or of a service-connected disability; (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance under this part, is listed, pursuant to 38 U.S.C. 101 and the regulations issued thereunder, by the Secretary concerned, in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action, (ii) captured in the line of duty by a hostile force, or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service-connected disability or the spouse of a veteran who died while a disability so evaluated was in existence.</p> <p>NOTE: This definition also includes the sum of transitioning service members (TMS) that are in active duty status (including separation leave) who participate in employment services and are within 24 months of retirement or 12 months of separation.</p>

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4. Number received workforce information services	The sum of participants who received staff assisted workforce information services during the reporting period including information on state and local labor market conditions; industries, occupations and characteristics of the workforce; area business identified skills needs; employer wage and benefit trends; short and long term industry and occupational projections; worker supply and demand; and job vacancies survey results. Workforce information also includes local employment dynamics information such as workforce availability; business turnover rates; job creation; and job identification of high growth and high demand industries.
5. Number received career guidance	The sum of participants who received services which include the provision of information, materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions during the reporting period.
6. Number received job search activities	The sum of participants who received services during the reporting period which are designed to help the job seeker plan and carry out a successful job hunting strategy. The services include resume preparation assistance, job search workshops, job finding clubs, and development of a job search plan. "Resume Assistance" - Providing instructions on the content and format of resumes and cover letters and providing assistance in the development and production of the same. "Job Search Workshops" - An organized activity that provides instructions on resume writing, application preparation, interviewing skills, and/or job lead development. "Job Finding Clubs" - have all the elements of the ES Job Search Workshop, plus a period of structured application where participants attempt to obtain jobs. "Job Search Planning" - Development of a plan (not necessarily a written plan) that includes the necessary steps and timetables to achieve employment in specific occupational, industry, or geographic area. NOTE: (a) Provision of workforce information services is not included in this definition (b) Attendance at Transition Assistance Program (TAP) employment workshop is not included in this definition.
7. Number referred to employment	The sum of participants who were referred to employment during the reporting period. A referral to employment is (a) the act of bringing to the attention of an employer an applicant or group of registered job seekers who are available for a job and (b) the record of such a referral. It means the same as "referral to a job."
8. Number referred to WIA services	The sum of participants who were referred to a service delivery component funded under Title I of the Workforce Investment Act of 1998 during the reporting period.

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9. Number referred to training, including WIA-funded training (Note: Reemployment Service Participants only)	The sum of participants who were referred to federally funded training including WIA-funded training under Title I of the Workforce Investment Act of 1998 during the reporting period.