

Department of Public Health and Human Services	<b>SECTION:</b>  GLOSSARY
WoRC GUIDELINES MANUAL	<b>SUBJECT:</b>  Glossary

**ADULT BASIC EDUCATION  
AND LITERACY:**

Training in basic reading, writing, and arithmetic skills necessary to bring the participant to the level of competence required in the participant's Employability Plan.

**ACCELERATED EMPLOYMENT  
SERVICES:**

An individualized training contract between the employer, the TANF participant, and the agency intended to provide training for higher skilled occupations and ultimately full-time employment (AES).

► **ACCOMMODATE:**

Assist, help, be of service, find ways to help

**ASSESSMENT:**

A process to determine a person's employment potential and service needs.

► **ASSIGN:**

To set apart; as for a particular function, designate; to appoint; to give out or allot.

► **BARRIER REDUCTION  
SCREENING GUIDE:**

A tool used to determine a participant's barriers to employment or participation so more specific assessments or referrals can be made.

**CASE FILE:**

The record maintained about a participant's circumstances and progress during the course of participation in the program.

**CASE MANAGEMENT:**

The process for formulating, developing and monitoring an employability plan for a participant.

**CHILD CARE:**

Child care for TANF families participating in the WoRC program and is guaranteed for approved activities as needed.

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**COLLATERAL CONTACTS:**

Knowledgeable individuals or sources who serve to support or confirm information provided by the applicant/participant.

**COMMUNITY SERVICE:**

A means for participants to fulfill the required work participation hours by volunteering at a recognized volunteer site in the community. Expected outcomes may include career networking or employment contacts and adjustment to work place culture.

**CONFIDENTIAL INFORMATION:**

All information received from a participant is confidential; for exceptions see the TANF Policy section 101.

**DOMESTIC/FAMILY VIOLENCE:**

Physical, sexual, and/or mental or emotional abuse of a member of the assistance unit by a person with whom that member lives or with whom that member has recently lived which is sufficiently severe to interfere with the TANF participant.

**DPHHS:**

Department of Public Health and Human Services.

**DRA:**

Refers to the Deficit Reduction Act of 2005, the statutory changes enacted in the reauthorization of TANF.

**EDUCATIONAL ACTIVITIES:**

High school education or its equivalent, basic and remedial education, and English as a Second Language that directly lead to employment.

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**ENGLISH AS A SECOND  
LANGUAGE:**

(ESL) means classroom training for persons with limited or no skills in English. It provides them with sufficient command of the English language to compete in the labor force and to participate in training.

**EXTENDED BENEFITS:**

Cash assistance approved beyond 60 months due to incapacity, needed in the home, or domestic violence.

**FAIM:**

Families Achieving Independence in Montana, Montana's welfare reform initiative. Federal authorization waived existing federal rules for Montana's FAIM program which was implemented in 1996 and expired December 31, 2003.

**FAMILY INVESTMENT AGREEMENT/WoRC  
EMPLOYABILITY PLAN  
(FIA/WoRC EP):**

"Family Investment Agreement" (FIA) means the agreement between TANF participants and the department which details activities in which members of the assistance unit must participate in order to receive cash assistance. Once engaged in the WoRC program an Employability Plan (EP) is developed with the participant that sets forth services and activities (short term goals) that are intended to assist the participant in reaching self-reliance.

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GENERAL EDUCATION  
DEVELOPMENT (GED):

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A battery of tests that measures a student's academic skills as compared to a high school graduate. If passed, a Montana High School Equivalency Diploma is issued which institutions of higher education and employers accept as equivalent to a regular high school diploma.

GOOD CAUSE:

An acceptable circumstance exists that prevents the participant from fulfilling an eligibility requirement or participating in scheduled activities or obtaining/maintaining employment.

HIPAA:

Health Insurance Portability and Accountability Act.

INCAPACITATED:

A condition of physical or mental illness or impairment diagnosed by a licensed physician or psychologist as sufficiently serious enough to eliminate or substantially reduce the participant's ability to obtain and retain employment.

► JOB READINESS

Time-limited activities related to preparing for job seeking and employment activities.

JOB SEARCH:

Time-limited activities related to seeking and accepting employment through a variety of methods such as submitting applications, developing a resume or a master application, interviewing, following up job leads and

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**JOB SKILLS TRAINING:**

Skill specific training conducted by an instructor in a non-work site or classroom setting that is directly related to employment such as computer classes, personal and career goal-setting classes, etc.

▶ **LITERACY:**

The ability to read and write.

**MINOR PARENT:**

An individual under age 18, married and caring for his/her minor child.

▶ **NEGOTIATE:**

To treat or bargain with others in order to reach an agreement; to procure, arrange, or conclude by mutual discussion (negotiate an agreement).

**SANCTION:**

A penalty imposed for failure to cooperate with program requirements.

▶ **SHORT TERM TRAINING:**

Any education or training beyond a high school degree that leads to a certificate or an Associates degree.

▶ **SOCIAL SERVICE SPECIALIST:**

The employee of the County Office of Public Assistance who will determine eligibility for TANF cash assistance, Medicaid and Food Stamps.

**SUPPORTIVE SERVICES:**

The payment for goods or services necessary to enable a participant to engage in or retain employment, employment related activities or training.

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TEAMS:

The Economic Assistance Management System.  
SUBJECT:

TEEN PARENT:

An individual under age 18, unmarried and  
caring for his/her minor child.

TIME CLOCK:

Specific time-limits for receipt of cash assistance. The TANF program limits receipt of cash assistance to 60 months in the participant's lifetime.

WEX:

**Work Experience** or Assessment (WEX) means preparing for or placement on an actual job site for training purposes.

WoRC:

**“Work Readiness Component”** of TANF means contracted case management for participation activities and services.

WoRC CASE MANAGER:

The person who provides activities case management for a participant who is receiving TANF cash assistance and enrolled in the WoRC program.