

## Commonly Used Acronyms

ABE	Adult Basic Education	Academic instruction and education services below the postsecondary level that increase an individual's ability to: (A) Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; (B) Transition to postsecondary education and training; and (C) Obtain employment.
AEFL	Adult Education and Family Literacy Act	The principal source of federal support for adult basic and literacy education programs for adults who lack basic skills, a high school diploma, or proficiency in English.
AJC	American Job Center	A partnership of organizations, working as a team, to promote a universal approach to providing effective workforce assistance to job seekers and businesses. The Lower Shore AJC is located in Salisbury, MD
BSD	Basic Skills Deficient	An individual who is at or below the 8th grade level on a generally accepted standardized test; or unable to compute or solve problems, or read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society.
CASAS	Comprehensive Adult Student Assessment System	Assessment tool to provide basic skills assessment for youth and adults.
DOL	Department of Labor	Federal agency responsible for administration of federal legislation and funding streams to support
DORS	Division of Rehabilitative Services	The Maryland Division of Rehabilitation Services (DORS) offers programs and services that help people with disabilities go to work.
DSS	Department of Social Services	The state's human services provider. DSS helps vulnerable Marylanders buy healthy foods, pay energy bills, and obtain medical assistance. DSS also provides stable environments for at-risk
EFL	Educational Functioning Level	Related to basic skills assessment, an EFL is achieved when a learner completes or advances one or more levels from the starting educational level measured at entry into the program.
ELL	English Language Learner	Individuals who are unable to communicate fluently or learn effectively in English, who often come from non-English-speaking homes and backgrounds, and who typically require specialized or modified instruction in both the English language and in their academic courses.
ESL	English as a Second Language	Refers to English taught to people whose first language is not English, but who live in an English-speaking country and need English to communicate in daily life.
ISS	Individual Service Strategy	An agreement between a case manager and a youth that details the goals and services to be provided.

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LEP	Limited English Proficiency	Refers to a person who is not fluent in the English language,
LMI	Labor Market Information	A source for reports and data about employment levels, unemployment rates, wages and earnings,
LSWA	Lower Shore Workforce Alliance	A division of the Tri-County Council for the Lower Eastern Shore of Maryland. The organization provides policy and oversight for Workforce Innovation and Opportunity Act (WIOA) funds and
MDOL	Maryland Department of Labor	Maryland State agency responsible for overseeing the State's workforce programs.
MPI	Maryland Policy Issuance	Policies issued by DLLR's Division of Workforce Development and Adult Learning, which is charged with providing policy guidance on workforce development and adult learning issues.
MSG	Measurable Skills Gain	Progress a participant is making in an education or training program that is leading to a credential or employment.
MWE	Maryland Workforce Exchange	"One-stop" source for information and services to assist in developing career plans: Access information about available jobs, career choices, education, training, labor market information.
NRS	National Reporting System	The accountability system for the Federally funded education programs, authorized by Section 212 of the Workforce Innovation and Opportunity Act (WIOA).
OJT	On-the-job Training	One-on-one training located at the job site. It usually consists of an experienced workers passing down their skills to a new employee.
OSY	Out-of-school Youth	(A) an eligible youth who is a school dropout; or (B) an eligible youth who has received a secondary school diploma or its equivalent.
PII	Personally Identifiable Information	Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
TANF	Temporary Assistance for Needy Families	Provides temporary financial assistance while aiming to get people off of that assistance, primarily through employment. In Maryland, this is referred to as Temporary Cash Assistance (TCA)
TCC	Tri-County Council	The Tri-County Council for the Lower Eastern Shore was created to facilitate regional planning and development in Somerset, Wicomico and Worcester counties.
TEGL	Training and Employment Guidance Letters	Provides Federal guidance and planning information to states, local workforce areas, and other recipients of WIOA Title I youth formula funds on the activities associated with the implementation of WIOA.

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UI	Unemployment Insurance	An insurance by which people may receive benefits if they have faultlessly lost their jobs and meet other eligibility criteria. Unemployment insurance provides cash stipends to unemployed workers who actively seek employment.
WDB	Workforce Development Board	WIOA Title I workforce services are provided through the Lower Shore Workforce Alliance (LSWA), governed by the Workforce Development Board. The board includes representation by businesses, workforce partners, and community agencies.
WEX	Work Experience	A work activity that provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment.
WIOA	Workforce Innovation and Opportunity Act	Signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.