

VI. Cost Category Detail

Glossary of Terms

Definitions of Categories:

ADMINISTRATION COSTS: Costs are defined by WIA Final Rules and Regulations – 20 CFR, Section §667.220 and are generally associated with the expenditures related to the overall operation of the employment and training system. For non-WIA programs, include the administrative expenditures in accordance with the appropriate rules and regulations.

CORE SERVICES: Core services are defined at WIA Law, Section §134(d)(2). Core services are universal services designed to give the general customer an orientation to the local, state, and national labor market. These services are available to the general public and are to be provided at the same high level by each appropriate One-Stop partner. Examples include reception staff costs (including backup duties), resource area staff costs, workshops, printed materials, share of rent, etc. **Services that were deemed previously to be Core II services are remaining under the Core services category.**

DIRECT CUSTOMER TRAINING COSTS: Any tuition, books, fees, OJT reimbursements, participant wages & fringes (SCSEP), and Personal Adjustment/ Independent Living Skills Training (Rehab. Svcs), provided directly on the customer's/consumer's behalf. For non-WIA programs, include the expenditures in accordance with the appropriate rules and regulations. **DO NOT INCLUDE STAFF COSTS.**

SERVICE RELATED COSTS: All staff, office supplies and other costs necessary to process customers in some type of intensive, vocational counseling and/or training services, exclusive of actual monies spent on tuition, books, OJT reimbursements, Job Coaching – Supported Employment, Personal Assistance Services (Rehab. Svcs.), or other direct and tangible training goods and services received by customers. For WIA programs, this is defined in WIA Law, Section §134(d)(3) and §134(d)(4). For non-WIA programs, include the expenditures in accordance with the appropriate rules and regulations.

SUPPORT SERVICES: Costs for services and items considered necessary for job seeker participation in the program including, but not limited to: transportation, housing/rental assistance, health and medical costs, needs-based payments (not allowed for Dislocated Worker Programs), travel assistance, legal aid, personal counseling, clothing, tools, etc. For non-WIA programs, include the expenditures in accordance with the appropriate rules and regulations.

Individual Definitions:

ACTUAL EXPENDITURES AND ACCRUED OBLIGATIONS: Costs that have been incurred, including both that have been paid, and those obligations that have not been paid.

ADVERTISING: Costs associated with the preparation and distribution of outreach material to employers and job seekers.

BOOKS: Costs associated with customer instructional and classroom books and materials.

DATA LINES: All chargeable data line costs (i.e. T1 lines) associated with a program component.

MATERIALS: Costs associated with the distribution of resources to customers.

ON-THE-JOB TRAINING: Costs associated with reimbursements to employers for training costs for customers training under On-the-Job Training contracts.

RENT: All chargeable space costs necessary for the program component such as rent, taxes, electricity, water, custodial, building repairs, parking lots, waste removal, etc.

SALARIES/FRINGES: All staff salaries/fringes associated with the program component, whether full time or part-time. Include sick pay, holiday pay, vacation pay, jury pay, differential pay, FICA costs, pension costs, health insurance, life insurance, workers' compensation, etc.

STAFF TRAINING: All staff conference fees associated with training sessions associated with the program component. Include travel costs, meals, hotel costs, etc. associated with these training sessions. **DO NOT INCLUDE STAFF SALARIES/ FRINGES THAT WOULD ORDINARILY BE PAID IF THE STAFF MEMBER WAS IN THE OFFICE.**

STAFF TRAVEL: All staff travel costs associated with a program component. **DO NOT INCLUDE** travel costs associated with staff training.

SUPPLIES: Expendable supply/ costs associated with a program component.

TECHNOLOGY or EQUIPMENT: Costs associated with the purchase and/or lease of equipment for a program component. Costs include any freight and/or installation.

TUITION: Costs associated with customer classes, workshops, and seminars.

UTILITIES: Costs associated with heat, water, and electricity, etc. (not otherwise noted) and the use of telephones/telecommunication devices (not otherwise noted) for a particular program component.

List of Acronyms used in budget sheets:

DW – Dislocated Worker Program

DVOP – Disabled Veterans Outreach Program

FSET – Food Support Employment & Training Program

LVER – Local Veterans Employment Representative

MFIP/TANF – Minnesota Family Investment Program/ Temporary Assistance for Needy Families

MYP – Minnesota Youth Program

RS – Rehabilitation Services

SCSEP – Senior Community Service Employment Program

SSB – State Services for the Blind

WIA – Workforce Investment Act

WP – Wagner-Peyser

WSA – Workforce Service Area