

Workforce Acronyms – Frequently Used

AAA	Area Agency on Aging
ABE	Adult Basic Education
ABLE	Adult Basic Literacy Education
ACH	Automated Clearing House
ADA	Americans with Disabilities Act
ADM	Administrative Activities
ADR	Alternative Dispute Resolution
AFA	Administrative Financial Agreement
AICPA	American Institute of Certified Public Accountants
ALJ	Administrative Law Judge
AMR	Agreement of Mutual Responsibility
ARB	Administrative Review Board
ARRA	American Recovery and Reinvestment Act
AS&T	Administrative Staff and Technical Staff
ASMB	Assistant Secretary for Management and Budget
ASU	Area of Substantial Unemployment
ATELS	Apprenticeship Training, Employment, and Labor Services
BLS	Bureau of Labor Statistics
BWDA	Bureau of Workforce Development Administration
BWDP	Bureau of Workforce Development Partnership
BWPO	Bureau of Workforce Partnership & Operations
CAFR	Comprehensive Annual Financial Report
CAO	County Assistance Office
CAP (1)	Cost Allocation Plan
CAP (2)	Community Action Program
CAP (3)	Corrective Action Plan
CARS	Cost Allocation Reimbursement System
CAS	Cost Accounting Standards
CBO	Community Based Organizations
CC	Creative Commons
CCAP	County Commissioner Association of Pennsylvania
CCR	Central Contractor Registration
CEO	Chief Elected Official
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CJT	Customized Job Training
CMIA	Cash Management Improvement Act
COFAR	Council on Financial Assistance Reform
COG	Councils of Governments
COSO	Committee of Sponsoring Organizations of the Treadway Commission
CPA	Certified Public Accountant
CPCS	Certification Performance Coordination Services

Workforce Acronyms – Frequently Used

CPS	Cost Policy Statement
CRA	Construction, Rehabilitation, Acquisition
CSOL	Community Services of Organized Labor
CTC	Career & Technology Center
CTE	Career & Technology Education
CWDS	Commonwealth’s Workforce Development System
CWIA	Center for Workforce Information and Analysis
CY	Calendar Year (Jan – Dec)
D&B	Dun & Bradstreet
DCD	Division of Cost Determination
DCED	Department of Community and Economic Development
DD	Discharge from Duty
DHHS	Department of Health and Human Services
DHS	Department of Human Services
DINAP	Division of Indian and Native American Programs
DOL	Department of Labor
DOT	Department of Transportation
DPM	Division of Payment Management (HHS)
DS-2	Disclosure Statement (for Institutions of High Education)
DUNS	Data Universal Numbering System
DVA	Department of Veteran’s Affairs
DVET/GOTR	Director for Veteran’s Employment and Training/Grant Officer Technician Representative
DVOP	Disabled Veteran’s Outreach Program
DW	Dislocated Worker
E.O.	Executive Order
EAP	Employee Assistance Program
EARN	Employment Advancement and Retention Network
ED	Department of Education
EEO	Equal Employment Opportunity
EFT	Electronic Funds Transfer
EIMS	Electronic Information Management System
EO	Equal Opportunity
EPA	Environmental Protection Agency
ERISA	Employee Retirement Income Security Act of 1974 (29 U.S.C. 1301-1461)
ES	Employment Service
ESL	English as a Second Language
EST	Eastern Standard Time
ETA	Employment and Training Administration (USDOL)
ETA-9130	U.S. DOL ETA Financial Report form
ETP	Eligible Trainer Provider
ETPL	Eligible Training Provider List
EUI	Energy Usage Index

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F&A	Facilities and Administration
FAR	Federal Acquisition Regulations
FAC	Federal Audit Clearinghouse
FAIN	Federal Award Identification Number
FAPIIS	Federal Awardee Performance and Integrity Information System
FAR	Federal Acquisition Regulation
FASA	Free Application for Student Aid
FASB	Financial Accounting Standards Board
FBO	Faith Based Organization
FCS	Fiscal Coordination Services
FD (1)	Findings and Determination
FD (2)	Final Determination
FDIC	Federal Deposit Insurance Corporation
FFATA	Federal Funding Accountability and Transparency Act of 2006 or Transparency Act – Public Law 109-282, as amended by section 6202(a) of Public Law 110-252 (31 U.S.C. 6101)
FICA	Federal Insurance Contributions Act
FIFO	First In First Out
FMG	Financial Management Guide
FMS	Financial Management System
FOA	Funding Opportunity Announcement (formerly SGA)
FOIA	Freedom of Information Act
FP/PBC	Fixed-Price/Performance Based Contract
FPO	Federal Project Officer
FR	Federal Register
FSR	Financial Status Report
FSRS	FFATA Sub-award Reporting System
FTE	Full-Time Equivalent
FY	Fiscal Year
G&A	General and Administration
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GAGAS	Generally Accepted Government Auditing Standards
GAO	Government Accounting Office
GAT	Governor’s Action Team
GCS	Grants Coordination Services
GED	General Equivalency Diploma
GOCO	Government Owned, Contractor Operated
GSA	General Services Administration
HHS	Department of Health and Human Services
HHS/PMS 272	Health: Human Services/Payment Management System 272
HUD	Department of Housing and Urban Development

Workforce Acronyms – Frequently Used

HVRP	Homeless Veteran’s Reintegration Program
IBS	Institutional Base Salary
ICM	Intake and Case Management Activities
ICR	Indirect Cost Rate
IFB	Invitation for Bid
IHE	Institutions of Higher Education
INA	Indian and Native American
IP	Industry Partnership
IPERA	Improper Payments Elimination and Recovery Act of 2010
IRC (1)	Internal Revenue Code
IRC (2)	Industrial Resource Center
ISDEAA	Indian Self-Determination and Education and Assistance Act
ISS	Individual Service Strategy
ISY	In-School Youth
IT	Information Technology
ITA	Individual Training Account
ITCS	Information Technology Coordination Services
IWT	Incumbent Worker Training
JD	Job-Driven
JJI	Join Jobs Initiative
JSA	Job Search Assistance
JTPA	Job Training Partnership Act
JV	Journal Voucher
K-12	Kindergarten through 12 th Grade
K-16	Kindergarten through post-secondary education
L&I	Labor & Industry
LCCTC	Lancaster County Career and Technology Centers
LCD	Liquid Crystal Display
LECS	Labor, Education, and Community Service comptroller
LEO	Local Elected Official
LLSI or LLSIL	Lower Living Standard Income Level
LMC	Local Management Committee
LMI	Labor Market Information
LVER	Local Veteran’s Outreach Program
LWDA	Local Workforce Development Area
LWDB	Local Workforce Development Board
LWIA	Local Workforce Investment Area
LWIB	Local Workforce Investment Board
LXCS	Labor Exchange Coordination Services

Workforce Acronyms – Frequently Used

MIS	Management Information System
MOU	Memorandum of Understanding
MTC	Modified Total Cost
MTDC	Modified Total Direct Cost
NACo	National Association of Counties
NAFTA	North American Free Trade Agreement
NAICS	North American Industrial Classification System
NAWB	National Association of Workforce Boards
NAWDP	National Association of Workforce Development Professionals
NCLB	No Child Left Behind
NEG	National Emergency Grant
NFE	Non-Federal Entity
NFJP	National Farmworkers Jobs Program
NGA	National Governors Association
NICRA	Negotiated Indirect Cost Rate Agreement
NOI	Notice of Intent
NOO	Notice of Obligation
NPS	Non-Personnel Services
OALJ	Office of the Administrative Law Judge
OASAM	Office of the Assistant Secretary for Administration and Management
ODCS	Organizational Development Coordination Services
OES	Office of Employment Security
OIG	Office of the Inspector General
OIM	Office of Income Maintenance
OIT	Office of Information Technology
OJT	On-the-Job Training
OMB	Office of Management and Budget
O*NET	Occupational Information Network
OSY	Out-of-School Youth
OVAE	Office of Vocational and Adult Education
OVR	Office of Vocational Rehabilitation
OWCP	Office of Workers Compensation
PACL	Pennsylvania CareerLink [®]
PACL-FCS	Pennsylvania CareerLink [®] Finance Coordination Services
PAN	Payee Account Number
PAR	Personnel Activity Report
PCS	Planning Coordination Services
PDE	Pennsylvania Department of Education
PEDA	Pennsylvania Economic Development Association
PHEAA	Pennsylvania Higher Education Assistance Agency
PII	Personally Identifiable Information

Workforce Acronyms – Frequently Used

PIN	Personal Identification Number
P.L.	Public Law
PM	Program Management
PMS	Payment Management System
POC	Point of Contact
PRHP	Post-Retirement Health Plans
PTE	Pass-through Entity
PWDA	PA Workforce Development Association
PWE	Paid Work Experience
PY	Program Year
QFSR	Quarterly Financial Status Report
R2W	Ready to Work
REUI	Relative Energy Usage Index
RFF	Request for Funds
RFP	Request for Proposal
RFQ	Request for Quotation
RMO	Reentry Management Organization
RRCS	Rapid Response Coordination Services
RSA (1)	Resource Sharing Agreement
RSA (2)	Rehabilitative Services Administration
RSAB	Resource Sharing Agreement Budget
RSABW	Resource Sharing Agreement Budget Worksheet
RTS	Random Time Sampling
SAA	Single Audit Act of 1984 and the Single Audit Act Amendments of 1996
SACA	Spanish American Civic Association
SAM	System for Award Management
SBR	Supplemental Budget Request
SCSC	State Civil Service Commission
SCSEP	Senior Community Service Employment Program
SDCS	Staff Development Coordination Services
SEFA	Schedule of Expenditures of Federal Awards
SESA	State Employment Service Agency
SF	Standard Form
SF-424	Application for Federal Assistance and accompanying budget form 424A
SF-425	Federal Financial Report (general OMB format similar to ETA-9130)
SF-1408	Preaward Survey of Prospective Contractor – Accounting System
SFA	Student Financial Aid
SGA	Solicitation for Grant Agreement
SIC	Standard Industrial Codes
SNAP	Supplemental Nutrition Assistance Program
SOC	Standard Occupation Codes

Workforce Acronyms – Frequently Used

SOW	Statement of Work
SPCS	Special Program Coordination Services
SPOC	Single Point of Contact
STC	Statement of Total Costs
SWA	State Workforce Agency
SWC	Subsidized Wage Contract
SWCAP	State-Wide Cost Allocation Plan
SWDB	State Workforce Development Board
SYEP	Summer Youth Employment Program
TAA (1)	Trade Adjustment Act
TAA (2)	Trade Adjustment Assistance
TAG	Technical Assistance Guide
TANF	Temporary Assistance to Needy Families
TCS	Trade Coordination Services
TEGL	Training and Employment Guidance Letter
TEN	Training and Employment Notice
TFM	Treasury Financial Manual
THOMAS	The Library of Congress' resource system that tracks legislation, committees, and all members
TPCL	Team Pennsylvania CareerLink [®]
TRA	Trade Readjustment Allowance
UC	Unemployment Compensation
UI	Unemployment Insurance
U.S.C.	United States Code
UEI	Unique Entity Identifier
UI	Unemployment Insurance
USDA	U.S. Department of Agriculture
USDOL	United States Department of Labor
USES	United States Employment Service
USPS	United States Postal Service
VA	Veterans Administration
VA Card	Veteran's Affair Card
VAT	Value Added Tax
VOPAR	Veteran's Operational Program Activity Report
VWIP	Veteran's Workforce Investment Program
WARN	Worker Adjustment and Retraining Notification Act
WDA	Workforce Development Area
WDB	Workforce Development Board
WIA	Workforce Investment Act
WIB	Workforce Investment Board
WIIN	Workforce Investment Information Notice

Workforce Acronyms – Frequently Used

WIN		Worldwide Interactive Network
WIOA		Workforce Investment Opportunity Act
WOTC		Work Opportunity Tax Credit
WSG		Workforce System Guide
WSP		Workforce System Policy
W-t-W		Welfare to Work
YC		Youth Council