# Appendix C – Terms and Definitions

**AMR**: Agreement of Mutual Responsibility. The AMR is signed by the program participant and the County Assistance Office (CAO) caseworker. The AMR describes a plan of action that the program participant and CAO develop jointly and directs participants' efforts towards achieving self-sufficiency.

**CAO**: County Assistance Offices throughout Allegheny County assist residents and families in applying for/renew cash assistance, Supplemental Nutrition Assistance Program (SNAP), help with child care, health care coverage, home heating assistance (LIHEAP), school meals, family planning services, and long term living services. The CAO is responsible for referring eligible individuals to the EARN program.

**CWDS**: The Commonwealth Workforce Development System, known as CWDS, is the state of Pennsylvania’s internet-based record system for employment and training programs. The successful applicant(s) will utilize CWDS to track and manage participant progress throughout their time in EARN.

**EARN**: Employment Advancement and Retention Network (EARN) is designed to assist clients in their transition from public benefit receipt, to the workforce. The focus of all programming is to move the clients towards self-sufficiency, eliminating their need for public assistance. As the primary focus of the program is to move clients into the workforce, the program will provide activities that aid in the pursuit of that goal.

**EDP**: An agreement completed by the program participant and the County Assistance Office (CAO) caseworker. The document sets employment or training goals, with specific time frames and activities, and describes services to be provided by the program and the activities to be undertaken by the program participant.

**ETANF**: Extended Temporary Assistance to Needy Families. ETANF includes individuals who have received TANF assistance for a total of 60 months or 1,830 days or more. The periods of receipt of TANF benefits need not be consecutive to count towards the 60 months.

**IEP**: Individualized Employment Plan in the Commonwealth Workforce Development System (CWDS). The IEP is created in collaboration with the program participant, based on assessment results and participant career goals, used on an on-going basis to evaluate progress, changes, and additional service needs. The IEP is a requirement of service delivery for EARN and Work Ready.

**OJT**: On the Job Training provides public or private sector employers with a wage subsidy for a negotiated period of time. OJT programs require the employer to provide specialized training to the participant. To use OJT as an EARN activity, programs must enter into a written agreement with the employer.

**PADHS**: As the primary funder of statewide TANF employment and training programs, the Pennsylvania Department of Human Services offers policy guidance for EARN programming across the state.

**PWE**: Paid Work Experience is subsidized employment that provides an opportunity for clients to enhance workplace skills and employability.

**SNAP**: Supplemental Nutrition Assistance Program. The Food and Nutrition ACT of 2008 authorized SNAP to help low income households get the food they need to prevent hunger and malnutrition.

**TANF**: The Temporary Assistance for Needy Families (TANF) block grant was created in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. The program is designed to help families achieve self-sufficiency and transition off public assistance.

**Work Ready** is designed to assist individuals with significant barriers to employment in their transition from public benefit receipt, to the workforce. The Work Ready program works with individuals who have 1,830 days or more on TANF (extended TANF). The focus of all programming is to move the clients towards self-sufficiency, by offering support to stabilize barriers, work related activities, training and employment services.