

## Definitions for AK Adult Ed Student Intake Form

Program staff collect demographic information directly from students upon entry into the program. Students self-report or staff may determine demographic measures through observation, when participants decline to self-identify. Data elements are entered into the State AK Adult Ed Database for PIRL Reporting purposes.

A. Student Race: Race or ethnicity is indicated by one or more of the following categories to which the person self-identifies, appears to belong to, or is regarded in the community as belonging.

- **Alaskan Native or American Indian** – having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** – having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** – having origins in any of the Black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** – having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands
- **White** – having origins in any of the original peoples of Europe, the Middle East, or North Africa
- **More than one race** – having origins in two or more race categories and not Hispanic/Latino. Persons who identify themselves as Hispanic/Latino are reported only in that category.

B. Ethnicity:

- **Hispanic/Latino**– A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term “Spanish origin” can be used in addition to “Hispanic/Latino or Latino.”

C. Employment Status:

Determine labor force status for all AK Adult Ed students.

- **Employed** – Working as paid employees; working at their own business or farm; or working 15 hours or more per week as unpaid workers at a farm or business operated by a member of their family. Also included are those who are not currently working, but who have jobs or businesses from which they are temporarily absent.
- **Unemployed** – Not employed but are seeking employment, are making specific efforts to find a job, and are available for work. Unemployed status is determined by answering yes to being available for work and yes to making specific efforts to find a job.
- **Not in the labor force** – Not employed and are not seeking employment nor are they available for work.
- **Have you been unemployed for 27 or more consecutive weeks?** – Have been unemployed for 27 or more consecutive weeks, about six to seven months. *The State AK Adult Ed Database automatically calculates this category.*
- **Employed but received notice of termination of employment or military separation is pending** – Having received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or

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enterprise will close, or transitioning service member (i.e., within 12 months of separation or 24 months of retirement.)

- *All full time fiscal year students are reported on NRS Table 6 as employed, employed but received notice of termination (see above), unemployed, or not in the labor force.*
- *All full time students who exited during the applicable program year, excluding incarcerated individuals under section 225 of WIOA who exited the AK Adult Ed program but are still incarcerated, are measured and reported on NRS Table 5. Students will be data matched to determine if they are employed in the second quarter after exit quarter and fourth quarter after exit.*

### D. Highest Degree or Level of School Completed:

- Defined as the highest number of years of formal schooling completed or the highest credential or degree the participant has achieved. Schooling in the United States or abroad is included. The highest degree is the person's status at the time of the most current enrollment into an AK Adult Ed Program.
- *All full time fiscal year students are reported on NRS Table 6 as to the schooling they had upon entering for the program year.*

### E. Barriers to Employment:

WIOA requires core programs to report the performance indicators disaggregated by the following 11 barriers to employment. These barriers are presumed to affect placement of the participant in unsubsidized employment and are self-identified by the participant at entry. Programs must report all categories to which the participant identifies. All categories are in turn reported on the Statewide Performance Report, a joint report with WIOA Titles I, II, III, and IV.

- **Veteran** - Identified as having served honorably on active duty in the US Armed Forces. (Not a barrier to employment, but a status which AK Adult Ed is asked to report in the tables for Federal DOL)
- **Individual with Disabilities** – Indicates that he or she has any disability, defined as a physical or mental impairment that substantially limits one or more of the person's major life activities, as defined under the Americans with Disabilities Act of 1990.
- **Displaced Homemaker** – Has been providing unpaid services to family members in the home and (a) has been dependent on the income of another family member but is no longer supported by that income; (b) is the dependent spouse of a member of the armed forces on active duty whose family income is significantly reduced because of (i) a deployment or a call or order to active duty pursuant to a provision of law, (ii) a permanent change of station, or (iii) the service-connected death or disability of the member; and (c) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- **Low Income** - (definition includes being on public assistance)– (a) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving in the past 6 months assistance through the Supplemental Nutrition Assistance Program (SNAP), the TANF program, the Supplemental Security Income (SSI) program, or State or local income-based public assistance; (b) is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; (c) is a youth who receives, or is eligible to receive, a free or reduced-price lunch; (d) is a foster child on behalf of whom State or

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local government payments are made; (e) is a learner with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; (f) is a homeless participant or homeless child or youth or runaway youth; or (g) is a youth living in a high-poverty area.

- **Single Parent** – A single, separated, divorced, or widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women.)
- **Ex-offender** – A person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.
  - *If an AK Adult Ed student is currently in a correctional center, they are not an ex-offender.*
- **In Foster Care or Aged Out of the System** – Currently in foster care or has aged out of the foster care system.
- **Exhausting TANF within Two Years** – Within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether he or she is receiving these benefits at AK Adult Ed program entry.
- **Homeless Adult or Youth, or Runaway Youth** – Lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e. Runaway youth). However, a participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that fact alone, be recorded as homeless.
- **Migrant and Seasonal Farmworker** – Low-income individual who for 12 consecutive months out of the 24 months prior to application, has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or underemployment and faces multiple barriers to economic self-sufficiency.

### F. Institutional Programs:

- **Correctional Facility** – Database automatically notes if an AK Adult Ed student is receiving instruction in one of the Alaskan Correctional Centers. However, correctional centers must manually check the status when entering intake information.
- **Community Correctional Program** – Refers to a community-based rehabilitation facility or halfway house. This category should be checked if student self-discloses they are in the community facility or the Adult Ed program staff member can mark the category if they know student is coming from a halfway house.
- **Other Institutional Settings** – Student identifies they are in any other medical or special institution.

### G. Other Measurements reported on NRS Tables:

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- **Educational Gain:** Applicable to all full time students and is measured by post-testing after 60 hours of direct instruction. *Reported on NRS Tables 4 and 4B.*
- **Earn a GED or Secondary School Diploma:** Students who obtain their GED during the fiscal year must be reported on *NRS Table 4* as an educational gain. Table must be manually updated.
  - *NRS Table 5:* Total number of students without a secondary school credential or recognized equivalent and who exited during the program year will be data matched for the measurement of enrolling in postsecondary education and training and/or were employed within one year of exit from the AK Adult Ed Program.

### **Employed second quarter after exit and fourth quarter after exit (reported on NRS Table 5):**

Students who exited during the program year will be data matched for employment second quarter and fourth quarter after exit. (excludes incarcerated individuals who exited AK Adult Ed but are still incarcerated)