

CSBG ANNUAL REPORT LEXICON



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CSBG Annual Report Lexicon

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ANCRT

The Association of Nationally Certified ROMA Trainers (ANCRT) provides support and continuing education to Nationally Certified ROMA Professionals, collaborating with national, state, and local community action partners to improve the network's ability to achieve, document, report, and analyze results (*Source: ANCRT*).

Related Modules: Module 2, Module 3, Module 4

Also See: ROMA, Nationally Certified ROMA Trainer (NCRT), Nationally Certified ROMA Implementer (NCRI), NASCSP, CAPLAW, NCAF, National Community Action Partnership

Active Military

An individual who is in the military full time. The individual should work for the military, may live on a military base, and can be deployed at any time. Persons in the Reserve or National Guard are not full-time active duty military personnel, although they can be deployed at any time, should the need arise¹ (*Source: Department of Veterans Affairs*).

Related Modules: Module 4

Also See: Veteran

Actual Results

The benefits or changes for clients, households, or a community that are produced as a result of Community Action. In Module 3, the actual results will identify the outcomes related to community level initiatives (e.g. jobs, assets, resources, housing units, donated time, etc.). In Module 4, the actual results will be reported as the number of participants who actually achieved the identified outcome within the reporting period. **This number must be based on verification that an outcome has been achieved and must be supported by appropriate documentation** (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Also See: Target, Number of Participants Served, Percentage Achieving the Outcome, Performance Target Accuracy, Community National Performance Indicators (CNPI), Individual and Family National Performance Indicators (FNPI)

Administrative Costs

Information Memoranda 37 (IM 37)² contains guidance on reporting CSBG administrative costs. IM 37 describes Administrative Costs, in the context of CSBG statutory reporting requirements, as the equivalent to the familiar concepts of "indirect" costs or "overhead." Administrative costs relate to the general management of the grantee organization, such as strategic direction, Board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Related Modules: Module 2

Also See: CSBG Expenditure Domains

¹ https://www.va.gov/vetsinworkplace/docs/em_activeReserve.html

² <https://www.acf.hhs.gov/ocs/resource/im-no-37-definition-and-allowability-of-direct-and-administrative-cost>

Adults

Individuals aged 25 and up (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4
Also See: Youth, Children, Seniors

Affordable Care Act Subsidy

The subsidy a family receives through the federal Affordable Care Act to assist with paying health insurance premiums (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4
Also See: Income from Employment, Other Income Source, and Non-Cash Benefits; Income from Employment and Non-Cash Benefits; Other Income Source and Non-Cash Benefits; Non-Cash Benefits Only

Affordable Housing

Affordable housing is defined as the CSBG Eligible Entity deems it appropriate, considering community conditions. **Affordable** typically means that a family spends no more than 30% of its income on housing (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4
Also See: Safe Housing

Alimony or other Spousal Support

Income paid/received by one spouse typically as an agreement in a divorce to assist in supporting the other individual's basic needs (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4
Also See: Child Support, Income from Employment and Other Income Source; Income from Employment, Other Income Source and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits

Allocated Dollars

The amount that is available to each CSBG Eligible Entity during a twelve-month period. If a contract covers a three-year period, only report the amount allocated for the most current year of the contract (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Related Modules: Module 2

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.³

Related Modules: Module 4

³ <https://www.census.gov/topics/population/race/about.html>

Asian

A person 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 Vietnam⁴.

Related Modules: Module 4

Basic Education

Basic skills adults need, such as reading, writing, math, English language proficiency, and problem solving, to be productive workers and citizens. This can also include the basic education needed as a prerequisite to obtain additional education. For example, in order to be accepted to college and take college level courses, a participant must first complete and pass a basic math course (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Also See: Education and Cognitive Development Services (SRV 2)

Basic Needs

When reporting on indicators related to basics needs, CSBG Eligible Entities can provide their own definition or select from national, state, or locally defined models. CSBG Eligible Entities must identify in the General Comments Section the basic needs definition used. In general, basic needs is the ability to have consistent access to food, safe and stable shelter [including utilities] and ensure the safety of participants and their family (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Black or African American

A person having origins in any of the Black racial groups of Africa.⁵

Related Modules: Module 4

CAPLAW

The Community Action Program Legal Services, Inc. (CAPLAW) is the national membership association dedicated to providing legal, governance, and management resources to CAAs.

Related Modules: Module 2, Module 3, Module 4

Also See: NASCSP, NCAF, ANCRT, National Community Action Partnership

Career-Advancement Program

A program that helps people move forward in their employment situation. For example, moving from an entry level position to management. Career advancement programs could include:

⁴ <https://www.census.gov/topics/population/race/about.html>

⁵ <https://www.census.gov/topics/population/race/about.html>

- Continuing or vocational education
- Job referral or employment placement assistance
- Employment counseling/coaching
- On-the-job training
- Starting a micro-business
- Achieving daycare provider licensure

(Source: CSBG Annual Report Instruction Manual, Module 4)

Related Modules: Module 4

Caregiver

A family member or other helper (paid or unpaid) who regularly looks after a child or a sick, elderly, or disabled person.

Related Modules: Module 4

Child Care Voucher

State or federally subsidized child care that allows families access to quality child care *(Source: CSBG Annual Report Instruction Manual, Module 4)*.

Related Modules: Module 4

Also See: Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source and Non-Cash Benefits; Income from Employment and Non-Cash Benefits; Non-Cash Benefits Only

Child Support

Income paid/received by one parent of a child or children to another to assist in supporting the basic needs of the child(ren) *(Source: CSBG Annual Report Instruction Manual, Module 4)*.

Related Modules: Module 4

Also See: Alimony or other Spousal Support; Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits

Children

Individuals aged 0-13. If an NPI indicates a more specific age range for children (as in the case of Education and Cognitive Development indicators collecting outcomes for children ages 0-5), it is expected that every effort will be made to report on those programs that serve only this specific age group.

Related Modules: Module 4

Also See: Youth, Adults

Chronic Illness

A human health condition or disease that is persistent or otherwise long lasting in its effects, often defined as lasting more than three months. Examples of chronic illnesses include cancer, asthma, diabetes, HIV/AIDS, COPD, depression, and many others.⁶

Related Modules: Module 4

Also See: Disability, Disabling Condition

Civic Engagement and Community Involvement Strategies—Goal 2 (STR 6 G2)

Strategies STR 6G2a-6G2k are selections that can be made under the civic engagement and community involvement domain of Module 3, Section A. These strategies include: development of health and social service provider partnerships; recruiting and coordinating community volunteers; poverty simulations; attract capital investments; build/support increased equity; equity awareness campaign; coordinated community-wide needs assessment; civic engagement and community involvement in advocacy efforts; civic engagement policy changes; and civic engagement legislative changes. A strategy under the civic engagement and community involvement domain may also assist a CSBG Eligible Entity in obtaining an outcome in another domain. There is an “other” option that should be used if the strategy implemented in Module 3 is not already included in the list of available strategies (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Level Initiative, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies, Civic Engagement and Community Involvement (CNPI 6)

Civic Engagement and Community Involvement Strategies — Goal 3 (STR 6 G3)

Strategies STR 6G3a-6G3g are selections that can be made under the civic engagement and community involvement domain of Module 3, Section A. These strategies include: empowerment of individuals/families with low incomes; campaign to ensure individuals with low incomes are represented in local governing bodies; social capital building campaign for individuals/families with low incomes; campaign for volunteer placement and coordination; civic engagement policy changes; and civic engagement legislative changes. A strategy under the civic engagement and community involvement domain may also assist a CSBG Eligible Entity in obtaining an outcome in another domain. The “Other” option should be selected if the strategy implemented in Module 3 is not already included in the list of available strategies (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Level Initiative, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies, Civic Engagement and Community Involvement (CNPI 6)

⁶ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4969287/>

Community Action Plans

A plan that allows CSBG Eligible Entities to describe to their State Office how they will use and leverage CSBG to meet the three national goals. See Section 676(b)(11), of the CSBG Act that states “...an assurance that the State will secure from each eligible entity in the State...a community action plan...that includes a community needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs...” (Source: CSBG Act).

Related Modules: Module 2, Module 3, Module 4

Also See: Results Oriented Management (ROMA) framework, CSBG Organizational Standards, Community Needs Assessments (CNA)

Community Economic Development (CED)

Community Economic Development (CED) is a federal grant program funding Community Development Corporations that address the economic needs of people with low-incomes through the creation of sustainable business development and employment opportunities (Source: CSBG Annual Report Instruction Manual, Module 2).

Related Modules: Module 2

Community Initiative Status Form (CIS)

Form in Module 3, Section A that provides a central place to report information about each community initiative that started, continued, or ended during the current reporting period. This includes, but is not limited to, information about how a problem was identified, the strategies being employed, expected outcomes, and partners involved. The CIS must be completed for any CSBG Eligible Entity wishing to report community-level outcomes. Community National Performance Indicators (CNPIs) cannot be reported without completing a CIS. Each initiative being reported should have its own CIS form (Source: CSBG Annual Report Instruction Manual, Module 3).

Components of the CIS:

Initiative Name

Name of the initiative.

Initiative Year

Current initiative year.

Problem Identification

Brief narrative about the scope of the problem that the initiative seeks to address in the community. This may include the needs statement from the Community Needs Assessment and/or any data collected to complete the Needs Assessment.

Goal/Agenda

Narrative of the initiative's overall goal. This should be the ultimate outcome the initiative seeks to achieve. This is different than the indicators that the initiative will use to report. This section describes the overall goal.

Issue/CSBG Community Domains

CSBG Community Domain(s) that best describe the initiative.

Ultimate Expected Outcome

Indicator(s) from the Community-Level NPIs (listed in Section B) that measures the ultimate expected outcome of the initiative OR enter an "Other Outcome Indicator." More than one NPI may be selected, and NPI's can be selected across multiple domains.

Identified Community

CSBG Eligible Entities may choose to target any type of community in which to implement the initiative. Select only one target community from a drop-down menu of the following community types: Neighborhood, City, School District, County, Service Area, State, Region, or Other. When "Other" is selected, please describe the type of community.

Expected Duration

Range of years that the initiative is expected to operate in order to achieve its outcome(s). Select "7+" when initiatives are ongoing and do not have a set end date (for example, Weatherization or other longstanding initiatives that achieve outcomes for over 7 years).

Partnership Type

Level of partnership for which the CSBG Eligible Entity is engaged in the initiative: Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners.

Partners

Brief narrative on 1 – 3 partners participating in the initiative. Information on who the partner is, how they are involved, and resources that they offer to the initiative.

Strategy(ies)

Community-Level Strategies from Section C of Module 3.

Progress on Outcomes/Indicators

Community Initiative progress level. Options include: No Outcomes to Report, Interim Outcomes, or Final Outcomes.

Impact of Outcomes

A narrative on the outcomes' scope of impact. This is where CSBG Eligible Entities provide background, detail, and/or context to the numbers they are reporting.

Outcomes/Indicators to Report

Outcome data on the CNPI that is being reported.

Final Status

Final Status of the initiative: Initiative Active, Initiative Ended Early, Completed Still Delivering Value, or Initiative Ended as Planned. Select “Initiative Active” when an initiative is in progress. Select “Initiative Ended Early” if the initiative ended earlier than expected. Provide an explanation in Lessons Learned if the initiative ended early. Select “Completed Still Delivering Value” when the initiative has ended, but outcomes are still being obtained by the community. Select “Initiative Ended as Planned” when an initiative ended as planned and is no longer obtaining outcomes.

Lessons Learned

Narrative on any lessons learned during the implementation of the initiative. The narrative may be entered at any stage of the initiative. Include information on what went well, identify barriers to success, or any significant findings or issues that occurred during the initiative.

Related Modules: Module 3

Also See: Community Level Work, Community-Level Initiative, Community National Performance Indicators (CNPI), Community Strategies

Community-Level Initiative

Any project, program, coalition, group, committed entities, or other group or activity that has a clearly defined purpose or goal to create measurable community-level change in a specific community (e.g. neighborhood, school district, service area). Community-level initiatives are about changing the conditions and environment (e.g., assets, infrastructure, capital) where households with low incomes live and work. These initiatives are guided by the Community Needs Assessment that is completed at least every three years (Organizational Standard 3.1) (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies

Community Level Work

Strategies and results achieved for communities of low income. Module 3 creates the reporting space for CSBG Eligible Entities who are tackling complex community-level issues. This includes collecting information on agencies’ community-level initiatives and showcasing the connection between initiatives and outcomes over time (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community-Level Initiative, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies

Community National Performance Indicators (CNPI)

CNPIs allow CSBG Eligible Entities to report outcomes for each community initiative reported in Module 3, Section A. Entities may select from the indicators outlined in this section or create their own indicator in “other” if none of the provided indicators captures what the CSBG Eligible Entity is trying to achieve. All Community National Performance Indicators (both “counts” and “rates of change”) are categorized under six primary CSBG domains. CSBG Eligible Entities should select indicator(s) based on the community-level initiatives in which they are engaged, paying particular attention to the ultimate goals of their effort. CSBG Eligible Entities should select to report on either “counts of change” or “rates of change.” However, in some cases, selecting both “count of change” and “rate of change” indicators may be appropriate (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Counts of Change Indicators

Require CSBG Eligible Entities to report the number of outcomes targeted and achieved for each initiative. For example, a CAA may report 1) the target number of new housing units and 2) the actual number of new housing units created in FY 2018 as a result of their community affordable housing initiative.

Rates of Change indicators

Require CSBG Eligible Entities to report the “percent change” (the increase or decrease) of a community-level indicator from one year to the next, or as data becomes available. While requiring a bit more information, these indicators fully show the impact a community initiative (usually involving multiple organizations) has within an identified community. For instance, a CAA may report a change in the community unemployment rate as a result of their job creation initiative.

Related Modules: Module 3

Also See: Community Level Work, Community Initiative Status Form (CIS) Community-Level Initiative, Community Strategies

Community Needs Assessments (CNA)

Section 676(b)(11), of the CSBG Act states “...an assurance that the State will secure from each eligible entity in the State...a community action plan...that includes a community needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs...”. A CNA establishes a profile of a community, noting both needs as well as community resources. CSBG Eligible Entities conduct assessments to determine the needs in a community that can be addressed and the population that is most impacted by the need. The Community Assessment is a key component of the Results Oriented Management (ROMA) framework and the CSBG Organizational Standards (*Source: NASCSP Checklist For Monitoring Community Needs Assessments for State CSBG Offices*).

Related Modules: Module 2, Module 3, Module 4

Also See: Results Oriented Management (ROMA) framework, CSBG Organizational Standards, Community Action Plans

Community Strategies

An approach/method that may assist CSBG Eligible Entities in obtaining a community-level outcome. Module 3, Section C provides a list of strategies to use when completing the Community Initiative Status Form in Section A. CSBG Eligible Entities will use the Community Strategies field provided in the Community Initiative Status Form to identify relevant strategies associated with the community-level initiative.

Community Strategies are arranged by domain and by topic area. The list is not all-inclusive; therefore, an “Other” category is included. Strategies may be selected from different domains to achieve one outcome. This standardized list will aid in local and state analysis of the relationship between community-level strategies and outcomes (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Initiative Status Form (CIS), Community-Level Initiative, Community National Performance Indicators (CNPI), Employment Strategies (STR 1), Education and Cognitive Development Strategies (STR 2), Infrastructure and Asset Building Strategies (STR 3), Housing Strategies (STR 4), Health and Social/Behavioral Strategies (STR 5), Civic Engagement and Community Involvement Strategies—Goal 2 (STR 6 G2), Civic Engagement and Community Involvement Strategies — Goal 3 (STR 6 G3)

Community Support Strategies (STR 7)

Strategies STR 7a-7f are unique, and do not fall under a specific domain in Module 3. These strategies include: off-hours (non-traditional hours) child care development; transportation system development; transportation services coordination and support; community support policy changes; and community support legislative changes. A strategy under the community support section may also assist a CSBG Eligible Entity in obtaining an outcome in any domain. The “Other” option should be selected if the strategy implemented in Module 3 is not already included in the list of available strategies. (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Level Initiative, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies (STR)

Continuum of Care (CoC)

The Continuum of Care is a community-wide program working towards ending homelessness (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Related Modules: Module 2

Also See: Homeless

Corporation for National and Community Service (CNCS) programs

The Corporation for National and Community Service is a public-private partnership that oversees three national service initiatives—AmeriCorps (AmeriCorps*VISTA and AmeriCorps*National Civilian Community Corps), Learn and Serve America, and the National Senior Service Corps

(Foster Grandparent Program, Senior Companions Program, and the Retired and Senior Volunteer Program—RSVP).

Related Modules: Module 2

CSBG Eligible Entities

Per Section 673(1)(A) of the CSBG Act, “an eligible entity is an entity that is an eligible entity described in section 673(1) (as in effect on the day before the date of enactment of the Coats Human Services Reauthorization Act of 1998) as of the day before such date of enactment or is designated by the process described in section 676A (including an organization serving migrant or seasonal farmworkers that is so described or designated); and (ii) that has a tripartite board or other mechanism described in subsection (a) or (b), as appropriate, of section 676B.”

Related Modules: Module 2, Module 3, Module 4

Also See: State CSBG Lead Agency

CSBG Eligible Entity Reporting Period

The CSBG Reporting Period is selected by the CSBG State Office and indicates the 12-month period in which most of the Federal Fiscal Year (FFY) CSBG funds for the year covering this report were expended. This reporting period may or may not be the same as the Federal Fiscal Year (FFY). CSBG Eligible Entities should check with their State Office with any questions on the reporting period (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Related Modules: Module 2, Module 3, Module 4

Also See: Federal Fiscal Year (FFY)

CSBG Expenditure Domains

Each CSBG Eligible Entity should report all CSBG funds expended by domain. Report the expended funds in the domain that best matches the need identified and the outcome the project is designed to achieve. In the most straightforward situations, a CSBG project will fit in one of the nine domain areas: Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development (includes nutrition); Civic Engagement and Community Involvement; Services Supporting Multiple Domains; Linkages (e.g. partnerships that support multiple domains); Agency Capacity Building; and “Other” (e.g. emergency management/disaster relief) (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Employment

Report all federal CSBG funds expended on employment programs or initiatives, for both individual/family services and community strategies. This might include CSBG funds spent to support staff time operating a job training program or the funds spent to provide services like clothing needed for work or job readiness training (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Education and Cognitive Development

Report all federal CSBG funds expended on education and cognitive development programs or initiatives, for both individual/family services and community strategies. Examples include funds spent to support staff time operating a preschool readiness program or the executive director's time spent sitting on a coalition to build a new school in the community or on services such as providing school supplies to grade schoolers (Source: CSBG Annual Report Instruction Manual, Module 2).

Income, Infrastructure, and Asset Building

Report all federal CSBG funds expended on income, infrastructure and asset building programs or initiatives, for both individual/family services and community strategies. Examples of Income, Infrastructure and Asset Building activities supported by CSBG that could be reported here include staff time spent operating a free income tax preparation site or the executive director's time spent on a coalition to bring a new bus line into the community (Source: CSBG Annual Report Instruction Manual, Module 2).

Housing

Report all federal CSBG funds expended on housing programs or initiatives, for both individual/family services and community strategies. Types of activities that CSBG supported under the Housing domain could be funds used to pay rent for a participant or staff time spent case managing housing participants or advocacy work on housing for people with low-incomes (Source: CSBG Annual Report Instruction Manual, Module 2).

Health and Social/Behavioral Development (includes nutrition)

Report all federal CSBG funds expended on health and social/behavioral programs or initiatives, for both individual/family services and community strategies. Examples of the type of activities that CSBG supported to be reported here could include staff time spent operating a Retired Senior Volunteer Program or CSBG funds spent supporting a food pantry (Source: CSBG Annual Report Instruction Manual, Module 2).

Civic Engagement and Community Involvement

Report all federal CSBG funds expended on civic engagement and community involvement programs or initiatives, for both individual/family services, and community strategies. Examples of the type of activities that CSBG supported that could be reported here could be funds spent supporting a leadership training program, funds spent on citizenship classes, or funds spent to support a volunteer training program (Source: CSBG Annual Report Instruction Manual, Module 2).

Services Supporting Multiple Domains

Report all federal CSBG funds expended under services supporting multiple domains, which are programs that span or support outcomes achieved across the multiple domains (A.2a – A.2f), for both individual/family services and community strategies, such as case management, transportation, and childcare (Source: CSBG Annual Report Instruction Manual, Module 2).

Linkages

Many of the activities that were associated with Linkages are now captured in Module 2, A.2i. Agency Capacity Building, which narrows the definition of Linkages. Linkages includes the activities that build partnerships related to community initiatives and work on collaborations. For example, staff time spent at regular community resource sharing meetings where the purpose is to inform the community about available programs and resources should be reported here (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Agency Capacity Building

Report all federal CSBG funds expended on agency capacity building, which is detailed in Module 2, A.4. on this form. For example, if staff are involved in the development of the Community Needs Assessment, Strategic Plan, or time spent in training, it should be reported here. Agency capacity building is the training, technical assistance, or other activity that helps a Board member or staff person improve their skills, knowledge and understanding of CSBG or other entity programs with the explicit purpose of creating knowledge, understanding and capability of the CSBG Eligible Entity to achieve results. Activities can include, but are not limited to staff development, strategic planning sessions, succession planning, ROMA Activities, Organizational Standards technical assistance, fiscal training, risk assessment, or Board retreats (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Other (e.g. emergency management/disaster relief)

Report all federal CSBG funds expended on activities not easily classified in the other nine categories. The State CSBG Lead Agency will review any funds reported here to ensure that the activity(ies) cannot be reported in one of the other nine categories prior to submitting the CSBG Annual Report to OCS (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Related Modules: Module 2

Also See: Community National Performance Indicators (CNPI), Individual and Family National Performance Indicators (FNPI)

CSBG IS Survey

Annual CSBG Information System (IS) Survey on the CSBG Network's use of funds, demographics of those served, and outcomes achieved from FY 2001-FY 2017. The final submission of the CSBG IS Survey was due March 31, 2018. The CSBG Annual Report effectively replaced the CSBG IS Survey in FY 2018.

Related Modules: Module 2, Module 3, Module 4

Also See: DATA TF

CSBG Organizational Standards

The CSBG Organizational Standards were established in 2015, as a part of an enhanced system for accountability and performance management across the CSBG Network. The Organizational Standards were developed by the Center of Excellence through a two-year process that included

extensive feedback from the CSBG Network. These standards work together to characterize an effective and healthy organization, with the capacity to provide high-quality services to low-income families and communities. As a whole, the standards reflect many of the requirements of the CSBG Act, applicable Federal laws and regulations, good management practices, and the values of Community Action⁷ (*Source: National Community Action Partnership*). For additional information, visit the [National Community Action Partnership's website](#) and read [CSBG IM 138](#).

Related Modules: Module 2, Module 3, Module 4

Also See: Community Needs Assessment (CNA), Community Action Plan, Results Oriented Management and Accountability (ROMA) framework

DATA TF

The CSBG Data, Analysis, and Technical Assistance (DATA) Task Force was convened in 2017 by the National Association for State Community Services Programs (NASCS) to assist the Office of Community Services (OCS) and NASCS in understanding and addressing the CSBG Network's data needs and the use of data for analysis and continual improvement of results. The CSBG DATA Task Force serves as a consultative body focused on the transition from the CSBG IS Survey to the CSBG Annual Report, as well as ongoing assistance in the implementation of the CSBG Annual Report. The task force consists of representatives from Community Action Agencies, State CSBG Offices, Community Action Agency State Associations, National Partner organizations and OCS (*Source: NASCS*).

Related Modules: Module 2, Module 3, Module 4

Also See: CSBG IS Survey

Direct-Purchase Health Care

Health insurance purchased directly from the insurer or through the Health Insurance Exchange under the Affordable Care Act (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Medicaid, Medicare, State Children's Health Insurance Program, State Health Insurance for Adults, Military Health Care, Employment-Based Health Care

Disability

A physical or mental impairment that substantially limits one or more of an individual's major life activities.⁸

Related Modules: Module 4

Also See: Chronic Illness, Disabling Condition

⁷ https://communityactionpartnership.com/publication_toolkit/center-of-excellence-developed-csbg-organizational-standards-private-and-public-separated/

⁸ <https://www.merriam-webster.com/dictionary/disability>

Disabling Condition

The inability to engage in any substantial gainful employment by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months⁹ (*Source: Social Security Administration*).

Related Modules: Module 4

Also See: Disability, Chronic Illness

Disconnected Youth

Youth who are neither working nor in school and are enrolled in a CSBG Eligible Entity program. Youth is defined as ages 14-24 (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Youth

Early Head Start

Early Head Start was created to serve pregnant women, infants, and toddlers. Early Head Start programs are available to the family until the child turns 3 years old and is ready to transition into Head Start or another pre-K program¹⁰ (*Source: Office of Head Start*). Head Start is funded by the U.S. HHS.

Related Modules: Module 2, Module 3, Module 4

Also See: Head Start

Earned Income Tax Credit (EITC)

The Earned Income Tax Credit, EITC or EIC, is a benefit for working people with low to moderate income. To qualify, a person must meet certain requirements and file a tax return, even if they do not owe any tax or are not required to file. EITC reduces the amount of taxes owed and may give a refund.¹¹

Related Modules: Module 3, Module 4

Also See: Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits

Education and Cognitive Development Services (SRV 2)

Services intended to help participants obtain outcomes in the Education and Cognitive Development Domain of Module 4, Section A. These services include: Child/Young Adult Education Programs; School Supplies; Extracurricular Programs; Adult Education Programs; Post-Secondary Education Supports; Financial Aid Assistance; and Home Visits. This list of services supports the outcomes in FNPI 2a – 2j. These services may also support outcomes in other domains, such as FNPI 3a (the number of individuals who achieved and maintained capacity to

⁹ <https://www.ssa.gov/disability/professionals/bluebook/general-info.htm>

¹⁰ <https://www.acf.hhs.gov/ohs/about/head-start>

¹¹ <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>

meet basic needs for 90 days) within the Income and Asset Building Domain (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Child/Young Adult Education Programs

Services intended to help participants obtain outcomes in the Education and Cognitive Development Domain of Module 4, Section A. These services include Early Head Start, Head Start, Other Early-Childhood (0-5 yr. old) Education, K-12 Education, K-12 Support Services, Financial Literacy Education, Literacy/English Language Education, College-Readiness Preparation/Support, Other Post Secondary Preparation, Other Post Secondary Support.

Early Head Start Preschool programs tailored for the unique needs of infants and toddlers (ages 0-3). Early Head Start programs promote the physical, cognitive, social, and emotional development of infants and toddlers through safe and developmentally enriching caregiving. Head Start is funded by the U.S. HHS¹² (*Source: Head Start Early Childhood Learning & Knowledge Center*).

Head Start Services to children (under 5 years old) and families in core areas of early learning, health, and family well-being while engaging parents. Head Start is funded by the U.S. HHS¹³ (*Source: Head Start Early Childhood Learning & Knowledge Center*).

Other Early-Childhood (0-5 yr. old) Education Preschool or other educational programs that promote school readiness for children ages 0-5 years old and are not Head Start or Early Head Start programs.

K-12 Education Primary and secondary education.

K-12 Support Services Additional assistance provided to support students' educational success in kindergarten through 12th grade. This may include special assistance for children/youth with special needs, such as homelessness, disabilities, trauma, etc.

Financial Literacy Education Workshops or classes for youth (ages 14-24) that help participants learn budgeting skills, debt reduction, savings plans, etc. This training is provided in addition to other educational opportunities.

Literacy/English Language Education English language reading, writing, speaking and listening skill development for children (ages 0-13) and youth (ages 14-24).

College-Readiness Preparation/Support Supplies and assistance provided to children (ages 0-13) and youth (ages 14-24) to prepare for, start, continue, or complete post-secondary education at a college or university.

Other Post Secondary Preparation Supplies and assistance provided to children (ages 0-13) and youth (ages 14-24) to prepare for post-secondary education that occurs outside a college or university.

¹² <https://eclkc.ohs.acf.hhs.gov/programs/article/about-early-head-start-program>

¹³ <https://eclkc.ohs.acf.hhs.gov/programs/article/head-start-programs>

Other Post Secondary Support Supplies and assistance provided to children (ages 0-13) and youth (ages 14-24) who are enrolled in post-secondary education that occurs outside a college or university.

School Supplies

Services intended to help participants obtain outcomes in the Education and Cognitive Development Domain of Module 4, Section A. These services include School Supplies.

School Supplies Backpacks, scissors, uniforms, folders, pencils, and other items needed for K-12 education.

Extra-Curricular Programs

Services intended to help participants obtain outcomes in the Education and Cognitive Development Domain of Module 4, Section A. These services include Before and After, School Activities, Summer Youth Recreational Activities, Summer Education Programs, Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.), Mentoring, Leadership Training.

Before and After School Activities Childcare and educational opportunities before and after K-12 education.

Summer Youth Recreational Activities Summer programs that engage youth (ages 14-24) in fun activities such as sports, aquatics, camping, travel, etc.

Summer Education Programs Summer programs for children (ages 0-13) and youth (ages 14-24) that provide activities to develop employment, education, and/or social skills.

Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.) Training programs focused on soft skills and/or social/emotional development such as communication, empathy, anger management, attitude, teamwork, and professionalism.

Mentoring Advice and guidance to low-income youth (ages 14-24) and adults (ages 25 and up) about their educational aspirations and opportunities.

Leadership Training Opportunities for children (ages 0-13) and youth (ages 14-24) to gain skills, knowledge and abilities that prepare them to be leaders in the community. This training is provided in addition to other educational opportunities.

Adult Education Classes

Services intended to help participants obtain outcomes in the Education and Cognitive Development Domain of Module 4, Section A. These services include Adult Literacy Classes, English Language Classes, Basic Education Classes, High School Equivalency Classes, Leadership Training, Parenting Supports, Applied Technology Classes, Post-Secondary Education Preparation, Financial Literacy Education.

Adult Literacy Classes Opportunities for adults to gain reading and writing competency (ages 25 and up).

English Language Classes Opportunities for adults to gain English language reading, writing, speaking and listening skill development (ages 25 and up).

Basic Education Classes Courses that help adults (ages 25 and up) get the basic skills they need including reading, writing, math, English language proficiency, and problem-solving to be productive workers, family members, and citizens. Activities may include: Adult education; Literacy; Workplace adult education and literacy; Family literacy activities; English language acquisition activities; Integrated English literacy and civics education; Workforce preparation activities; and Integrated education and training¹⁴ (*Source: U.S. Department of Education*). These classes may prepare adults to obtain a GED or high school equivalency.

High School Equivalency Classes Courses or lessons for adults (ages 25 and up) to obtain a high-school equivalency certificate (GED).

Leadership Training Training that provides opportunities for adults (ages 25 and up) to gain skills, knowledge and abilities that prepare them to be leaders in the community. This training is provided in addition to other educational opportunities.

Parenting Supports (may be a part of the early childhood programs identified above) Direct instruction for adults (ages 25 and up) in parenting skills. This training is provided in addition to other educational opportunities provided to parents or children.

Applied Technology Classes Courses or lessons providing adults (ages 25 and up) with the opportunity to gain skills and education in services related to the electronic, engineering, and mechanical fields.

Post-Secondary Education Preparation Supplies and assistance provided to adults (ages 25 and up) to prepare for post-secondary education.

Financial Literacy Education Opportunities for adults (ages 25 and up) that help participants learn budgeting skills, debt reduction, savings plans, etc. This training is provided in addition to other educational opportunities.

Post-Secondary Education Supports

Services intended to help participants obtain outcomes in the Education and Cognitive Development Domain of Module 4, Section A. These services include College applications, text books, computers, etc.

College applications, textbooks, computers, etc. Supplies and assistance provided to adults (ages 25 and up) to start, continue, or complete post-secondary education.

Financial Aid Assistance

Services intended to help participants obtain outcomes in the Education and Cognitive Development Domain of Module 4, Section A. These services include Scholarships.

¹⁴ <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/index.html>

Scholarships Assistance in obtaining money awarded to students based on academic or other achievements to help pay for education expenses. Scholarships generally do not have to be repaid¹⁵ (Source: *Federal Student Aid*).

Home Visits

Services intended to help participants obtain outcomes in the Education and Cognitive Development Domain of Module 4, Section A. These services include Home Visits.

Home Visits Services related to early learning, health, and family well-being that occur in the family's home. This service is provided in addition to other educational opportunities.

Related Modules: Module 4

Also See: Outcomes across Multiple Domains (FNPI 7), Employment Services (SRV 1), Income and Asset Building Services (SRV 3), Housing Services (SRV 4), Health and Social/Behavioral Development Services (SRV 5), Civic Engagement and Community Involvement Services (SRV 6), and Services Supporting Multiple Domains (SRV 7)

Education and Cognitive Development Strategies (STR 2)

Strategies STR 2a-2l are selections that can be made under the education domain of Module 3, Section A. These strategies include: preschool for all campaign; charter school development; after-school enrichment activities promotion; pre K-college/community college promotion; children's trust fund creation; scholarship creation; child tax credit (CTC) promotion; adoption child care quality rating; adult education establishment; education and cognitive development policy changes; and educational and cognitive development legislative changes. A strategy under the education domain may also assist a CSBG Eligible Entity in obtaining an outcome in another domain. The "Other" option should be selected if the strategy implemented in Module 3 is not already included in the list of available strategies (Source: *CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Level Initiative, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies

Emergency Management Strategies (STR 8)

Strategies STR 8a-8e are unique, and do not fall under a specific domain in Module 3. These strategies include: state of local emergency management board enhancement; communitywide emergency disaster relief service creation; disaster preparation planning; emergency management policy changes; and emergency management legislative changes. A strategy under the emergency management section may also assist a CSBG Eligible Entity in obtaining an outcome in any domain. The "Other" option should be selected if the strategy implemented in Module 3 is not already included in the list of available strategies.

Related Modules: Module 3

Also See: Community Level Work, Community Level Initiative, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies

¹⁵ <https://studentaid.ed.gov/sa/glossary#Scholarship>

Emergent Literacy Skills

The knowledge and expertise or ability that lays the foundation for reading and writing for infants and toddlers¹⁶ (Source: *Head Start*).

Related Modules: Module 4

Employed Full-Time

Working at least 30 hours each week¹⁷ (Source: *Internal Revenue Service*).

Related Modules: Module 4

Also See: Employed Part-Time

Employed Part-Time

Working less than 30 hours each week (Source: *CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Employed Full-Time

Employment Based Health Care

Insurance provided by an employer (Source: *CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Medicaid, Medicare, State Children's Health Insurance Program, State Health Insurance for Adults, Military Health Care, Direct-Purchase Health Care

Employment Services (SRV 1)

Services intended to help participants obtain outcomes in the Employment Domain of Module 4, Section A. These services include: Skills Training and Opportunities for Experience; Career Counseling; Job Search; Post-Employment Supports; and Employment Supplies. This list of services primarily supports the outcomes in FNPI 1a – 1h. These services may also support outcomes in other FNPIs. It will likely take multiple services across various domains for a participant to obtain one of the Employment outcomes in the FNPIs (Source: *CSBG Annual Report Instruction Manual, Module 4*).

Skills Training and Opportunities for Experience

Services intended to help participants obtain outcomes in the Employment Domain of Module 4, Section A. These services include Vocational Training, On-the-Job and other Work Experience, Youth Summer Work placements, Apprenticeship/Internship, Self-Employment Skills Training, and Job Readiness Training.

¹⁶ <https://eclkc.ohs.acf.hhs.gov/school-readiness/effective-practice-guides/language-literacy>

¹⁷ <https://www.irs.gov/affordable-care-act/employers/identifying-full-time-employees>

Vocational Training Skill development and education that prepares individuals to work in a particular job, such as a trade, a craft, or as a technician.

On-the-Job and other Work Experience Activities to enhance the skills of working persons during their hours of employment.

Youth Summer Work Placements Summer jobs for low-income young people, providing them income, work experience, and perhaps on-the-job training.

Apprenticeship/Internship Training and supervision provided to an individual in order to obtain a skill or fulfill an educational requirement.

Self-Employment Skills Training Skill development and education that prepares individuals to be self-employed. Self-employment generally applies to individuals who carry on a trade or business as a sole proprietor or an independent contractor, are a member of a partnership that carries on a trade or business or are otherwise in business for his/herself (including a part-time business)¹⁸ (Source: Internal Revenue Service).

Job Readiness Training Skill development and education to help individuals find, acquire, and keep a job.

Career Counseling

Services intended to help participants obtain outcomes in the Employment Domain of Module 4, Section A. These services include career counseling Workshops and Counseling.

Workshops The meeting of a group of participants to obtain assistance with identifying and reaching an employment goal and/or career path planning.

Coaching Individualized periodic assistance focused on identifying and reaching an employment goal and/or career path planning.

Job Search

Services intended to help participants obtain outcomes in the Employment Domain of Module 4, Section A. These services include Coaching, Resume Development, Interview Skills Training, Job Referrals, Job Placements, and Pre-employment physicals, background checks, etc.

Coaching Individualized periodic assistance for un- or under-employed participants in completing a job search. This could include identification of jobs and/or completion of job applications.

Resume Development Assistance for un- or under-employed participants in developing a resume.

Interview Skills Training Development of skills required to prepare an individual for the job interview process.

Job Referrals Providing information about vacant job positions to un- or under-employed participants and/or connecting participants with employers who agree to interview low-income job seekers.

Job Placements The service of putting someone in a job that is suitable to their skills and interests.

Pre-employment physicals, background checks, etc. Assistance with completing employer requirements before starting a new job. This may include physicals, medical records, background checks, references, etc.

Post Employment Supports

Services intended to help participants obtain outcomes in the Employment Domain of Module 4, Section A. These services include Coaching and Interactions with employers.

Coaching Individualized periodic job assistance for employed participants in order to promote job retention and/or advancement.

Interactions with employers Individualized assistance with resolving workplace issues and/or other negotiations.

Employment Supplies

Services intended to help participants obtain outcomes in the Employment Domain of Module 4, Section A. These services include Employment Supplies.

Employment Supplies Items required for employment that are purchased at the employee's expense. This may include uniforms, office items, a computer, etc.

Related Modules: Module 4

Also See: Outcomes across Multiple Domains (FNPI 7), Education and Cognitive Development Services (SRV 2), Income and Asset Building Services (SRV 3), Housing Services (SRV 4), Health and Social/Behavioral Development Services (SRV 5), Civic Engagement and Community Involvement Services (SRV 6), and Services Supporting Multiple Domains (SRV 7)

Employment Strategies (STR 1)

Strategies STR 1a-1i are selections that can be made under the employment domain in Module 3, Section A. These strategies include: minimum/living wage campaign; job creation/employment generation; job fairs; earned income tax credit (EITC) promotion; commercial space development; employer education; employment policy changes; and employment legislative changes. A strategy under the employment domain may also assist a CSBG Eligible Entity in obtaining an outcome in another domain. The "Other" option should be selected if the strategy implemented in Module 3 is not already included in the list of available strategies (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies

¹⁸ <https://www.irs.gov/businesses/small-businesses-self-employed/self-employed-individuals-tax-center#SelfEmployed>

Eviction

The act of being expelled from a property, typically in a renter/landlord situation. CSBG Eligible Entities may identify what constitutes a potential eviction and determine at the local level the appropriate time to provide an intervention and the appropriate intervention (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Housing Services (SRV 4)

Federal Fiscal Year (FFY)

The accounting period for the federal government which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2013 begins on October 1, 2012 and ends on September 30, 2013¹⁹ (*Source: U.S. Senate*). The reporting timeframes for all information in Module 1 is based on the FFY (*Source: CSBG Annual Report Instruction Manual, Module 1*).

Related Modules: Module 1, Module 2

Also See: CSBG Eligible Entity Reporting Period

FEMA

Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security.

Related Modules: Module 2, Module 3

Financial Well-Being

A state of being wherein you: have control over day-to-day and month-to-month finances; have the capacity to absorb a financial shock; are on track to meet your financial goals; and have the financial freedom to make the choices that allow you to enjoy life²⁰ (*Source: Consumer Financial Protection Bureau*).

Related Modules: Module 4

Also See: Income and Asset Building Services (SRV 3)

Head Start

Head Start promotes school readiness of children under 5 from low-income families through education, health, social and other services²¹ (*Source: Office of Head Start*). Head Start is funded by the U.S. HHS.

Related Modules: Module 2, Module 3, Module 4

Also See: Early Head Start

¹⁹ https://www.senate.gov/reference/glossary_term/fiscal_year.htm

²⁰ https://files.consumerfinance.gov/f/201501_cfpb_report_financial-well-being.pdf

²¹ <https://www.acf.hhs.gov/ohs>

Health and Social/Behavioral Development Services (SRV 5)

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include: Health Services; Screening and Assessments; Reproductive Health Services; Wellness Education; Mental/Behavioral Health; Support Groups; Dental Services, Screenings and Exams; Nutrition and Food/Meals; and Family Skills Development; Emergency Hygiene Assistance. This list of services primarily supports the outcomes in FNPI 5a – 5j. However, these services may also support a participant obtaining outcomes such as FNPI 1c (maintaining employment for 90 days) within other domains such as Employment (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Health Services, Screening and Assessments

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Immunizations, Physicals, Developmental Delay Screening, Vision Screening, Prescription Payments, Doctor Visit Payments, Maternal/Child, Health, Nursing Care Sessions, In-Home Affordable Seniors/Disabled Care Sessions, and Health Insurance Options Counseling.

Immunizations Vaccines for low-income individuals. Vaccines may be low cost or free.

Physicals Routine physical examination completed by a medical professional.

Developmental Delay Screening Assessment of a child's stage of development, which may include all or some of the following areas: social and emotional; movement; finger and hand skills; cognitive; hearing and speech; vision; and language²² (*Source: Head Start*).

Vision Screening Assessment for visual impairments or eye conditions.

Prescription Payments Financial assistance in paying for prescribed medications.

Doctor Visit Payments Financial assistance for co-pays and other costs related to a doctor visit.

Maternal/Child Health Services promoting and improving the health and wellbeing of mothers, children, including children with special needs, and their families²³ (*Source: U.S. HHS, Health Resources & Services Administration*).

Nursing Care Sessions Healthcare services provided by a nurse. This care may be home-based or provided at a medical facility. This may include palliative care, end of life care, postpartum care, etc.

In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services) Assistance with activities of daily living (ADLs), and in some cases, monitoring of medication and/or vital signs. The services may be provided by a Home Health Aide.

²² <https://eclkc.ohs.acf.hhs.gov/child-screening-assessment/article/developmental-screening-child-development-learn-signs-act-early>

²³ <https://mchb.hrsa.gov/maternal-child-health-initiatives/title-v-maternal-and-child-health-services-block-grant-program>

Health Insurance Options Counseling Assistance with applying, comparing plans, and enrolling in health insurance.

Reproductive Health Services

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Coaching Sessions, Family Planning Classes, Contraceptives, STI/HIV Prevention Counseling Sessions, and STI/HIV Screenings.

Coaching Sessions Guidance related to reproductive health. This refers to the diseases, disorders and conditions that affect the functioning of the male and female reproductive systems during all stages of life. Disorders of reproduction include birth defects, developmental disorders, low birth weight, preterm birth, reduced fertility, impotence, and menstrual disorders²⁴ (Source: *National Institute of Health*).

Family Planning Classes Courses or lessons designed to assist couples in using natural signs of fertility to plan or postpone pregnancy.

Contraceptives Assistance in obtaining birth control methods such as birth control pills, barrier methods, etc.

STI/HIV Prevention Counseling Sessions Assistance for individuals in lowering their risk of contracting a sexually transmitted infection (STI) or human immunodeficiency virus (HIV).

STI/HIV Screenings Testing services for a sexually transmitted infection (STI) or human immunodeficiency virus (HIV) infection.

Wellness Education

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Wellness Classes and Exercise/Fitness.

Wellness Classes (stress reduction, medication management, mindfulness, etc.) Classes that support overall emotional, mental, and physical wellbeing that may focus on nutrition, physical activity, stress management, etc.

Exercise/Fitness Classes or programs that encourage physical activity.

Mental/Behavioral Health

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Detoxification Sessions, Substance Abuse Screenings, Substance Abuse Counseling, Mental Health Assessments, Mental Health Counseling, Crisis Response/Call-In Responses, and Domestic Violence Programs.

Detoxification Sessions In-patient or out-patient services to manage withdrawal symptoms experienced when someone has stopped using drugs or alcohol.

Substance Abuse Screenings Assessment of the severity of substance use and identifies the appropriate level of treatment²⁵ (Source: *SAMHSA*).

²⁴ <https://www.niehs.nih.gov/health/topics/conditions/repro-health/index.cfm>

²⁵ <https://www.samhsa.gov/sbirt>

Substance Abuse Counseling Individualized assistance focused on reducing or stopping illicit drug or alcohol use²⁶ (Source: National Institute on Drug Abuse).

Mental Health Assessments Clinical assessment to determine the symptoms, diagnosis, and/or appropriate level of treatment for a mental disorder.

Mental Health Counseling Individualized counseling focused on the treatment of mental disorders and/or emotional well-being.

Crisis Response/Call-In Responses Mental health crisis services that may include 24-Hour crisis lines, walk-in crisis services, or mobile crisis teams²⁷ (Source: NAMI).

Domestic Violence Programs Support services for survivors of a pattern of behaviors used by one partner to maintain power and control over another partner in an intimate relationship²⁸ (Source: National Domestic Violence Hotline). This may include counseling/therapy, legal help, shelter, coordination of benefits, etc.

Support Groups

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Substance Abuse Support Group Meetings, Domestic Violence Support Group Meetings, and Mental Health Support Group Meetings.

Substance Abuse Support Group Meetings Group counseling focused on reducing or stopping illicit drug or alcohol use²⁹ (Source: National Institute on Drug Abuse).

Domestic Violence Support Group Meetings Gatherings to support survivors of a pattern of behaviors used by one partner to maintain power and control over another partner in an intimate relationship³⁰ (Source: National Domestic Violence Hotline).

Mental Health Support Group Meetings Group counseling focused on the treatment of mental disorders and/or emotional well-being.

Dental Services, Screenings and Exams

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Adult Dental Screening/Exams, Adult Dental Services, Child Dental Screenings/Exams, and Child Dental Services.

Adult Dental Screening/Exams Oral health screening for adults to assess symptoms of oral health conditions and determine a recommended treatment.

²⁶ <https://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/drug-addiction-treatment-in-united-states/types-treatment-programs>

²⁷ <https://www.nami.org/Learn-More/Treatment/Getting-Treatment-During-a-Crisis>

²⁸ <https://www.thehotline.org/is-this-abuse/abuse-defined/>

²⁹ <https://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/drug-addiction-treatment-in-united-states/types-treatment-programs>

³⁰ <https://www.thehotline.org/is-this-abuse/abuse-defined/>

Adult Dental Services (including Emergency Dental Procedures) Oral care for adults (ages 25 and up) that may include dental cleanings, diagnostic services, preventative services, oral surgery, etc.

Child Dental Screenings/Exams Oral health screening for children to assess symptoms of oral health conditions and determine a recommended treatment.

Child Dental Services (including Emergency Dental Procedures) Oral care for children (ages 0-13) that may include dental cleanings, diagnostic services, preventative services, oral surgery, etc.

Nutrition and Food/Meals

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Skills Classes, Community Gardening Activities, Incentives, Prepared Meals, and Food Distribution.

Skills Classes (Gardening, Cooking, Nutrition) Courses or lessons to assist low-income people in making healthier and more cost-effective food choices.

Community Gardening Activities Assistance with neighborhood or community gardens to improve the diets of low-income families.

Incentives (e.g. gift card for food preparation, rewards for participation, etc.) Items that can be used to purchase food or other goods and may be an incentive for other programs.

Prepared Meals Providing hot breakfasts, lunches, or dinners to low-income individuals and families. This includes congregate or home-delivered meals.

Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries) Providing individuals food.

Family Skills Development

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Family Mentoring Sessions, Life Skills Coaching Sessions, and Parenting Classes.

Family Mentoring Sessions Parenting support to develop healthy relationships within the family.

Life Skills Coaching Sessions Regular guidance to build life skills such as personal hygiene, cleaning a home, cooking, shopping, building family and other social relationships, using a computer, navigating local transportation, etc.

Parenting Classes Courses or lessons that teach how to improve parenting skills.

Emergency Hygiene Assistance

Services intended to help participants obtain outcomes in the Health and Social/Behavioral Development Domain. These services include Kits/boxes and Hygiene Facility Utilizations.

Kits/boxes Package of hygiene/personal care products such as soap, shampoo, feminine products, toothbrushes, toothpaste, etc.

Hygiene Facility Utilizations (e.g. showers, toilets, sinks) Public showers, toilets, or other facilities that allow low-income individuals to care for their personal hygiene.

Related Modules: Module 4

Also See: Outcomes across Multiple Domains (FNPI 7), Employment Services (SRV 1), Education and Cognitive Development Services (SRV 2), Income and Asset Building Services (SRV 3), Housing Services (SRV 4), Civic Engagement and Community Involvement Services (SRV 6), and Services Supporting Multiple Domains (SRV 7)

Health and Social/Behavioral Strategies (STR 5)

Strategies STR 5a-5n are selections that can be made under the health and social/behavioral domain. These strategies include: health-specific campaigns; farmer markets or community garden development; grocery store development; gun safety/control campaign; healthy food campaigns; nutrition education collaboratives; food bank development; domestic violence court development; drug court development; alternative energy source development; develop or maintain a health clinic; health and social/behavioral development policy changes; and health and social/behavioral development legislative changes. A strategy under the health and social/behavioral domain may also assist a CSBG Eligible Entity in obtaining an outcome in another domain. The “Other” option should be selected if the strategy implemented in Module 3 is not already included in the list of available strategies (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies

Health Insurance

A contract that requires your health insurer to pay some or all of your health care costs in exchange for a premium³¹ (*Source: Centers for Medicare and Medicaid Services*). Module 4, Section C reports the unduplicated number of individuals who have some type of health insurance and those who do not. If an individual is reported as having health insurance, they should also be included the Health Insurance Categories, which are as follows:

- Medicaid
- Medicare
- State Children’s Health Insurance Program
- State Health Insurance for Adults
- Military Health Care
- Direct-Purchase Health Care
- Employment-Based Health Care

Related Modules: Module 4

Also See: Medicaid, Medicare, State Children’s Health Insurance Program, State Health Insurance for Adults, Military Health Care, Direct-Purchase Health Care, Employment-Based Health Care

³¹ <https://www.cms.gov/CCIIO/Resources/Files/Downloads/uniform-glossary-final.pdf>

HHS Poverty Income Guidelines

“The term ‘poverty guideline’ means the official poverty line defined by the Office of Management and Budget based on the most recent data available from the Bureau of the Census. The Secretary shall revise annually (or at any shorter interval the Secretary determines to be feasible and desirable) the poverty line, which shall be used as a criterion of eligibility in the community services block grant program ...” Quoted from Sec. 673 (2) of the CSBG Act.

Related Modules: Module 4

Hispanic, Latino or Spanish Origins

The terms “Hispanic,” “Latino,” and “Spanish” are used interchangeably. Some individuals identify with all three terms while others may identify with only one of these three specific terms. Hispanics or Latinos who identify with the terms “Hispanic,” “Latino,” or “Spanish” are those who classify themselves in one or more of the specific Hispanic, Latino, or Spanish categories (“Mexican,” “Puerto Rican,” or “Cuban”) as well as those who indicate that they are “another Hispanic, Latino, or Spanish origin.” People who do not identify with any of the specific origins listed on the questionnaire but indicate that they are “another Hispanic, Latino, or Spanish origin” are those who may identify as Argentinian, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, or other Spanish cultures or origins. Origin can be viewed as the heritage, nationality group, lineage, or country of birth of the person or the person’s parents or ancestors before their arrival in the United States. People who identify their origin as Hispanic, Latino, or Spanish may be of any race³² (*Source: American Community Survey and Puerto Rico Community Survey*).

Related Modules: Module 4

Homeless

- People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided. The only significant change from existing practice is that people will be considered homeless if they are exiting an institution where they resided for up to 90 days (previously 30 days) and were in a shelter or a place not meant for human habitation immediately prior to entering that institution.
- People who are losing their primary nighttime residence, which may include a motel, hotel, or a doubled-up situation, within 14 days and lack resources or support networks to remain in housing. (HUD had previously allowed people who were being displaced within 7 days to be considered homeless.)
- Families with children or unaccompanied youth who are unstably housed and likely to remain in that state. This new category of homelessness applies to families with children or unaccompanied youth who have not had a lease or ownership interest in a housing unit in the last 60 or more days or more, have moved two or more times within the last 60 days, and who are likely to continue to be unstably housed because of disability or other barriers to employment.

³² https://www2.census.gov/programs-surveys/acs/tech_docs/subject_definitions/2016_ACSSubjectDefinitions.pdf

- People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing.

(Source: U.S. HUD).

Related Modules: Module 3, Module 4

Also See: Housing Services (SRV 4)

Household

One or more people living in the same home (Source: CSBG Annual Report Instruction Manual, Module 4).

Related Modules: Module 3, Module 4

Housing Choice Voucher

A HUD-subsidized housing voucher program that gives households a choice in where they live³³ (Source: U.S. Department of Housing and Urban Development).

Related Modules: Module 4

Also See: SNAP, WIC, LIHEAP, Public Housing, Permanent Supportive Housing, HUD-VASH, Child Care Voucher, Affordable Care Act Subsidy, Income from Employment and Other Income Source, Income from Employment, Other Income Source, and Non-Cash Benefits, Income from Employment and Non-Cash Benefits, Other Income Source Only, Other Income Source and Non-Cash Benefits, Non-Cash Benefits Only

Housing Services (SRV 4)

Services intended to help participants obtain outcomes in the Housing Domain of Module 4, Section A. These services include: Housing Payment Assistance; Eviction Prevention Services; Utility Payment Assistance; Housing Placement/Rapid Rehousing; Housing Maintenance & Improvement; and Weatherization Services. This list of services primarily supports the outcomes in FNPI 4a – 4i. These services may also assist participants in meeting other FNPIs. For example, a participant who receives SRV 4k (utility arrears payments) may meet the outcome in FNPI 3a (the number of individuals who achieved and maintained capacity to meet basic needs for 90 days) (Source: CSBG Annual Report Instruction Manual, Module 4).

Housing Payment Assistance

Services intended to help participants obtain outcomes in the Housing Domain of Module 4, Section A. These services include Financial Capability Skill Training, Financial Coaching/Counseling, Rent Payments, Deposit Payments, and Mortgage Payments.

Financial Capability Skill Training Workshop or other group sessions that help participants learn budgeting skills, debt reduction, savings plans, etc. This training is completed in order to obtain or maintain housing.

³³ https://www.hud.gov/topics/housing_choice_voucher_program_section_8

Financial Coaching/Counseling Ongoing individualized support and guidance to low-income individuals and families in preparing and implementing household budgets, personal credit and general consumer education issues. This service is completed in order to obtain or maintain housing.

Rent Payments (includes Emergency Rent Payments) Financial assistance to cover rent payments for a home.

Deposit Payments Financial assistance to cover rental security deposits for a home.

Mortgage Payments (includes Emergency Mortgage Payments) Financial assistance to cover payments on a home loan.

Eviction Prevention Services

Services intended to help participants obtain outcomes in the Housing Domain of Module 4, Section A. These services include Eviction Counseling, Landlord/Tenant Mediations, Landlord/Tenant Rights Education.

Eviction Counseling Assistance provided to individuals or families who are removed from a rental property by a landlord. This may include counseling for relocation situations.

Landlord/Tenant Mediations Assistance in addressing the concerns raised by tenants or landlords. This may include rent increase, unit repairs, etc.

Landlord/Tenant Rights Education Education related to fair housing concerns, the landlord/tenant relationship, etc.

Utility Payment Assistance

Services intended to help participants obtain outcomes in the Housing Domain of Module 4, Section A. These services include Utility Payments, Utility Deposits, Utility Arrears Payments, and Level Billing Assistance.

Utility Payments (LIHEAP-includes Emergency Utility Payments) Assistance in covering cooling and heating energy costs, as well as other utilities such as water and electricity. Assistance may be provided directly to the utility company or the individual.

Utility Deposits Assistance in covering deposits for cooling and heating energy costs, as well as other utilities such as water and electricity. Assistance may be provided directly to the utility company or the individual.

Utility Arrears Payments Assistance in covering cooling, heating, water, and other utility arrears. Assistance may be provided directly to the utility company or the individual.

Level Billing Assistance Assistance in enrolling in a billing plan that will ensure that approximately the same amount is charged for utilities every month.

Housing Placement/Rapid Re-housing

Services intended to help participants obtain outcomes in the Housing Domain of Module 4, Section A. These services include Temporary Housing Placement, Transitional Housing Placements, Permanent Housing Placements, and Rental Counseling.

Temporary Housing Placement (includes Emergency Shelters) Placement in any facility whose primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements³⁴ (Source: HUD).

Transitional Housing Placements Placements to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing³⁵ (Source: HUD, Continuum of Care Program Eligibility Requirements).

Permanent Housing Placements Placing individuals or families in community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under Permanent Housing, a program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month³⁶ (Source: HUD, Continuum of Care Program Eligibility Requirements).

Rental Counseling Assistance and education in locating rental properties, competing lease agreements, understanding rental costs, assistance programs, and landlord/tenant responsibilities.

Housing Maintenance & Improvements

Services intended to help participants obtain outcomes in the Housing Domain of Module 4, Section A. These services include Home Repairs.

Home Repairs (e.g. structural, appliance, heating systems. etc.) (Including Emergency Home Repairs) Provision of home repair and residential rehabilitation services to low-income households. Can include home maintenance workshops (Source: CSBG IS Lexicon).

Weatherization Services

Services intended to help participants obtain outcomes in the Housing Domain of Module 4, Section A. These services include Independent-living Home Improvements, Healthy Homes Services, and Energy Efficiency Improvements.

³⁴ <https://www.hudexchange.info/fags/983/can-a-day-shelter-be-funded-as-an-emergency-shelter-under-esg/>

³⁵ <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

³⁶ <https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.) Provision of home repair and residential rehabilitation services that are completed in order to support low-income elderly or disabled adults in maintaining independent living.

Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.) Services delivered to protect children and their families from housing-related health and safety hazards. These services may address environmental health and safety concerns including: mold, lead, allergens, asthma, carbon monoxide, home safety, pesticides, and radon³⁷ (Source: HUD).

Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.) Home improvements that reduce the amount of energy used in a home.

Related Modules: Module 4

Also See: Outcomes across Multiple Domains (FNPI 7), Employment Services (SRV 1), Education and Cognitive Development Services (SRV 2), Income and Asset Building Services (SRV 3), Health and Social/Behavioral Development Services (SRV 5), Civic Engagement and Community Involvement Services (SRV 6), and Services Supporting Multiple Domains (SRV 7)

Housing Strategies (STR 4)

Strategies STR 4a-4j are selections that can be made under the housing domain. These strategies include: end chronic homelessness campaign; new affordable single-unit housing creation; new affordable multi-unit housing creation (single resident occupancy [SRO], temporary housing, transitional housing); tenants' rights campaign; new shelters creation (including day shelters and domestic violence shelters); housing or land trust creation; building codes campaign; housing policy changes; and housing legislative changes. A strategy under the housing domain may also assist a CSBG Eligible Entity in obtaining an outcome in another domain. The "Other" option should be selected if the strategy implemented in Module 3 is not already included in the list of available strategies. Also select the "Other" option for campaigns that end specific homeless populations (e.g., end chronic veteran homelessness) (Source: CSBG Annual Report Instruction Manual, Module 3).

Related Modules: Module 3

Also See: Community Level Work, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies

HUD-VASH

A partnership between HUD and the VA that combines the Housing Choice Voucher and VA funding to provide housing assistance to homeless veterans (Source: CSBG Annual Report Instruction Manual, Module 4).

Related Modules: Module 4

³⁷ https://www.hud.gov/program_offices/healthy_homes/hhi

Also See: Income from Employment, Other Income Source, and Non-Cash Benefits; Income from Employment and Non-Cash Benefits; Other Income Source and Non-Cash Benefits; Non-Cash Benefits Only

IDA

Individual Development Accounts (IDAs) are special savings accounts that match the deposits of low- and moderate-income savers. For every dollar saved in an IDA, savers receive an additional dollar, or more, depending on the guidelines of each program. Typically, IDA savings and match may be used for postsecondary education or job training, homeownership, or to start a small business³⁸ (*Source: Prosperity Now [formerly CFED]*).

Related Modules: Module 4

Also See: Income and Asset Building Services (SRV 3)

Improving Home Environments

Progress toward having a safe home free of violence, where children are nurtured, food and books are readily available, and parents and children have resiliency skills for tough times. Depending on the service provided, there will be different methods of assessment and documentation to confirm that the home environment has been approved. CSBG Eligible Entities pursuing this outcome/indicator should develop appropriate methods for documenting that the outcome has been achieved (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Education and Cognitive Development Services (SRV 2)

Improving Health and Wellbeing

CSBG Eligible Entities who plan to report on improving health and wellbeing should have a definition for what it means to *improve health and wellbeing*. A measurement tool to determine improvement should be implemented. Tracking an individual's health and wellbeing could include a number of indicators such as reduction of injuries from falls, reduced blood pressure, weight reduction, improved affects from asthma, vision, hearing, mobility improvements, or a variety of other measurable changes.

Related Modules: Module 4

Also See: Education and Cognitive Development Services (SRV 2)

Income and Asset Building Services (SRV 3)

Services intended to help participants obtain outcomes in the Income and Asset Building Domain. These services include: Training and Counseling Services; Benefit Coordination and Advocacy; Asset Building; and Loans and Grants. This list of services primarily supports the outcomes in FNPI 3a – 3h (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Training and Counseling Services

Services intended to help participants obtain outcomes in the Income and Asset Building Services Domain of Module 4, Section A. These services include Financial Capability Skills Training,

³⁸ <https://prosperitynow.org/everything-you-need-know-about-individual-development-accounts-idas>

Financial Coaching/Counseling, Financial Management Programs, First-time Homebuyer Counseling, Foreclosure Prevention Counseling, and Small Business Start-Up and Development Counseling Sessions/Classes.

Financial Capability Skills Training Workshop or other group sessions that help participants learn budgeting skills, debt reduction, savings plans, etc.

Financial Coaching/Counseling Ongoing individualized consultation and guidance to low-income individuals and families on preparing and implementing household budgets, personal credit, and general consumer education issues (*Source: CSBG IS Lexicon*).

Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.) Ongoing workshops or other group sessions that help participants learn budgeting skills, debt reduction, savings plans, etc.

First-time Homebuyer Counseling Consultation and guidance on homeownership for low-income people, including assistance completing applications for HUD and USDA Rural Development home loan programs.

Foreclosure Prevention Counseling Assistance to individuals who have difficulty paying mortgage payments and are at risk of the lender taking their home. This may include loan modification or refinance and is focused on the homeowner keeping their home.

Small Business Start-Up and Development Counseling Sessions/Classes Assistance with creating or expanding a small business. To qualify as a small business, the business must meet the size standards for the maximum number of employees and annual receipts for businesses in that industry. The standards are defined by the [United States Small Business Administration](#).

Benefits Coordination and Advocacy

Services intended to help participants obtain outcomes in the Income and Asset Building Services Domain of Module 4, Section A. These services include Child Support Payments, Health Insurance, Social Security/SSI Payments, Veteran's Benefits, TANF Benefits, and SNAP Benefits.

Child Support Payments Assistance in obtaining income paid/received by one parent of a child or children to another to assist in supporting the basic needs of the child(ren) (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Health Insurance Assistance in obtaining a contract that requires your health insurer to pay some or all of your health care costs in exchange for a premium³⁹ (Source: Centers for Medicare and Medicaid Services). See additional detail in the definition of Health Insurance.

Social Security/SSI Payments Assistance in obtaining federal assistance under the Social Security program designed to help aged, blind, and disabled people who have little or no income. Individuals who receive Social Security Disability Income (SSDI) have enough work credits to qualify for assistance (Source: Social Security Administration). Individuals who receive Supplemental Security Income (SSI) payments have no work or too few work credits to qualify for Social Security Disability Income (SSDI) (Source: Social Security Administration). See additional detail in the definitions of Social Security Disability Income (SSDI) and Supplemental Security Income (SSI).

Veteran's Benefits Assistance in obtaining benefits for individuals who received honorable or general discharge for the military. This may include pension, health care, housing, and/or education benefits, etc. See additional detail in the definition of Veteran.

TANF Benefits Assistance in obtaining Temporary Assistance for Needy Families (TANF) benefits. See additional detail in the definition of TANF.

SNAP Benefits Assistance in obtaining Supplemental Nutrition Assistance Program (SNAP) benefits. See additional detail in the definition of SNAP.

Asset Building

Services intended to help participants obtain outcomes in the Income and Asset Building Services Domain of Module 4, Section A. These services include Saving Accounts/IDAs and other asset building accounts, other financial products (IRA accounts, MyRA, other retirement accounts, etc.), and VITA, EITC, or Other Tax Preparation programs.

Saving Accounts/IDAs and other asset building accounts Assisting low-income individuals and families in opening an interest-bearing deposit account, Individual Development Accounts (IDAs), or other accounts. See additional detail in the definition of IDA.

Other financial products (IRA accounts, MyRA, other retirement accounts, etc.) Assisting low-income individuals in opening Individual Retirement Accounts (IRA) and other retirement accounts. This may include my Retirement Accounts (MyRA), which are Roth IRA—an individual retirement account in which earnings and withdrawals are tax-free under certain circumstances—that invests in a U.S. Treasury retirement security that is guaranteed to never lose dollar value. A myRA has no fees and has no minimum balance or contribution (deposit) requirements⁴⁰ (Source: U.S. Department of the Treasury).

³⁹ <https://www.cms.gov/CCIIO/Resources/Files/Downloads/uniform-glossary-final.pdf>

⁴⁰ <https://myra.gov/about/>

VITA, EITC, or Other Tax Preparation programs Assisting low-income individuals and families to prepare their federal, state, and/or local annual income tax reports, and informing them about the availability of credits and benefits. This includes the Volunteer Income Tax Assistance (VITA) program, which offers free tax help to people who generally make \$54,000 or less, persons with disabilities, and limited English speaking taxpayers who need assistance in preparing their own tax returns,⁴¹ and the Earned Income Tax Credit, EITC or EIC, which is a benefit for working people with low to moderate income⁴²(*Source: Internal Revenue Service*).

Loans and Grants

Services intended to help participants obtain outcomes in the Income and Asset Building Services Domain of Module 4, Section A. These services include Micro-loans and Business incubator/business development loans.

Micro-loans Lending services, investments, or other activities that promote financial well-being.

Business incubator/business development loans Lending services to support small business development. To qualify as a small business, the business must meet the size standards for the maximum number of employees and annual receipts for businesses in that industry. The standards are defined by the [United States Small Business Administration](#).

Related Modules: Module 4

Income from Employment and Other Income Source

Income from employment and other sources such as those listed in Module 4, Section C, items 14 (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits; , TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, VA Non-Service-Connected Disability Pension, Private Disability Insurance, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment Insurance, Earned Income Tax Credit (EITC)

Income from Employment Only

Employment is the only source of income in the household. Employment income includes wages, salaries, and self-employment income. (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Income from Employment and Non-Cash Benefits

⁴¹ <https://www.irs.gov/individuals/free-tax-return-preparation-for-you-by-volunteers>

⁴² <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>

Income from Employment, Other Income Source, and Non-Cash Benefits

Income from employment, from any other sources, and from non-cash benefits such as those listed in Module 4, Section C, items 14 and 15. (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment Only; Income from Employment and Other Income Source; Income from Employment and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits; Non-Cash Benefits Only; TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, VA Non-Service-Connected Disability Pension, Private Disability Insurance, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment Insurance, Earned Income Tax Credit (EITC), SNAP, WIC, LIHEAP, Housing Choice Voucher, Public Housing, Permanent Supportive Housing, HUD-VASH, Child Care Voucher, Affordable Care Act Subsidy

Independent Living

A situation where the individual has freedom to make their own decisions, control over their financial, legal, or medical situation, and assistance in overcoming physical or mental barriers to independence (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Individual and Family Level

Includes information on outcomes obtained by and services provided to individuals and families, as well as demographic characteristics of people served by CSBG Eligible Entities (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Individual and Family National Performance Indicators (FNPI), Individual and Family Services (SRV)

Individual and Family National Performance Indicators (FNPI)

The CSBG Network uses individual and family national indicators (FNPIs) of community action performance. Module 4 of the CSBG Annual Report is comprised of indicators to report outcomes that fall under National Goal 1: Individuals and families with low incomes are stable and achieve economic security. The indicators and services in this module are the vehicle by which CSBG Eligible Entities report the work they do that change conditions at the individual and family level. All individual and family-level performance indicators are categorized within seven domains: Employment, Education and Cognitive Development, Income and Asset Building, Housing, Health and Social/Behavioral Development, Civic Engagement and Community Involvement, Outcomes and Services Across Multiple Domains (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Outcomes across Multiple Domains (FNPI 7), Employment Services (SRV 1), Education and Cognitive Development Services (SRV 2), Housing Services (SRV 4), Health and Social/Behavioral Development Services (SRV 5), Civic Engagement and Community Involvement Services (SRV 6), and Services Supporting Multiple Domains (SRV 7)

Individual and Family Services (SRV)

The activities conducted by a CSBG Eligible Entity in order to achieve an outcome. CSBG Eligible Entities may provide individual and family services directly or may pay another organization, vendor, or entity for a service. (*Source: CSBG Annual Report Instruction Manual, Module 4*). Individual and Family Services are categorized within seven domains: Employment, Education and Cognitive Development, Income and Asset Building, Housing, Health and Social/Behavioral Development, Civic Engagement and Community Involvement, and Services Supporting Multiple Domains.

Related Modules: Module 4

Also See: Outcomes across Multiple Domains (FNPI 7), Employment Services (SRV 1), Education and Cognitive Development Services (SRV 2), Income and Asset Building Services (SRV 3), Housing Services (SRV 4), Health and Social/Behavioral Development Services (SRV 5), Civic Engagement and Community Involvement Services (SRV 6), and Services Supporting Multiple Domains (SRV 7)

Infrastructure and Asset Building Strategies (STR 3)

Strategies STR 3a-3s are selections that can be made under the infrastructure and asset building domain of Module 3, Section A. These strategies include: cultural asset creation; police/community relations campaign; neighborhood safety watch programs; anti-predatory lending campaign; asset building and savings promotion; develop/build/rehab spaces; maintain or host income tax preparation sites; community-wide data collection systems development; local 211 or resource/referral system development; water/sewer system development; community financial institution creation; infrastructure planning coalition; park or recreation creation and maintenance; rehabilitation/weatherization of housing stock; community center/community facility establishment; asset limit barriers for benefits policy changes; infrastructure and asset building policy changes; and infrastructure and asset building legislative changes. A strategy under the infrastructure and asset building domain may also assist a CSBG Eligible Entity in obtaining an outcome in another domain. The “Other” option should be selected if the strategy implemented in Module 3 is not already included in the list of available strategies (*Source: CSBG Annual Report Instruction Manual, Module 3*).

Related Modules: Module 3

Also See: Community Level Work, Community Level Initiative, Community Initiative Status Form (CIS), Community National Performance Indicators (CNPI), Community Strategies

LIHEAP

The federal Low Income Home Energy Assistance Program (LIHEAP), which has a variety of names in the States. LIHEAP is funded by U.S. HHS.

Related Modules: Module 2, Module 3, Module 4

Also See: U.S. HHS

Living Wage

There is no single national “living wage.” Each state and/or local agency must define what constitutes a “living wage” in its service area. When reporting on indicators related to living wage, Community Action Agencies (CAAs) can provide their own definition, select from national or

locally defined models, or work with their state to identify a shared definition (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Medicaid

A federally funded and state-administered program that provides health insurance to individuals and families with low-incomes (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Health Insurance

Medicare

A single-payer, national social insurance program administered by the United States federal government (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Health Insurance

Migrant Seasonal Farm Worker

An individual who is either a seasonal farmworker or a migrant farmworker⁴³ (*Source: United States Department of Labor*).

Related Modules: Module 4

Military Health Care

A program administered by the Department of Defense that provides health insurance to active and retired military and their family (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Health Insurance

Module

The CSBG Annual Report contains four modules.

- **Module 1:** State Administration (completed by State CSBG Administrators) includes information on state administration of funds to CSBG Eligible Entities, use of state-administered and discretionary funds for training and technical assistance, and information on CSBG Eligible Entity progress in meeting the Organizational Standards and implementing ROMA Next Generation. (States submitted Module 1 in OLDC in March 2017.)
- **Module 2:** Agency Expenditures, Capacity, and Resources (completed by CSBG Eligible Entities; reviewed, evaluated, and analyzed by State CSBG Lead Agencies) includes

⁴³ https://www.doleta.gov/programs/who_msfw.cfm

information on funds spent by CSBG Eligible Entities on the direct delivery of local services and strategies and capacity development as well as information on funding devoted to administrative costs by the CSBG Eligible Entities. (States will submit Module 2 in OLDC by April 30, 2019.)

- **Module 3:** Community Level (completed by CSBG Eligible Entities; reviewed, evaluated, and analyzed by State CSBG Lead Agencies) includes information on the implementation of strategies and results achieved for communities where people with low incomes live. (States will submit Module 3 in OLDC by April 30, 2019.)
- **Module 4:** Individual and Family Level (completed by CSBG Eligible Entities; reviewed, evaluated, and analyzed by State CSBG Lead Agencies) includes the information described above. (States will submit Module 4 in OLDC by April 30, 2019.)

Each module has an accompanying instruction manual released by the National Association for State Community Services Programs (NASCS) that serves as a supplement to the federal system.

Related Modules: Module 1, Module 2, Module 3, Module 4

Multigenerational Household

A household where three or more generations of the family live under one roof ⁴⁴(*Source: American Community Survey and Puerto Rico Community Survey*).

Related Modules: Module 4

Also See: Single Person, Two Adults, No Children, Single Parent, Female, Single Parent, Male, Two-Parent Household, Non-related Adults with Children

NASCS

The National Association for State Community Services Programs (NASCS), a professional association of state administrators of the CSBG, and the Department of Energy's Weatherization Assistance Program (*Source: CSBG IS Lexicon*).

Related Modules: Module 2, Module 3, Module 4

Also See: U.S. DOE, Weatherization, NCAF, CAPLAW, ANCRT, National Community Action Partnership

National Community Action Partnership

Community Action Partnership is a national, 501(c)3 nonprofit membership organization that provides technical assistance, training, and other resources to Community Action Agencies, nonprofit and public groups funded by the Community Services Block Grant (CSBG), a federal program that allocates funding to states to connect Americans to greater opportunity (*Source: National Community Action Partnership*).

Related Modules: Module 2, Module 3, Module 4

Also See: ANCRT, NASCS, CAPLAW, NCAF

⁴⁴ https://www2.census.gov/programs-surveys/acs/tech_docs/subject_definitions/2016_ACSsubjectDefinitions.pdf

National Goals

The indicators, services, and strategies in Module 3 and Module 4 are organized under three national goals:

- National Goal 1: Individuals and families with low incomes are stable and achieve economic security.
- National Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.
- National Goal 3: People with low-incomes are engaged and active in building opportunities in communities.

Related Modules: Module 3, Module 4

Nationally Certified ROMA Implementer (NCRI)

A professional certification administered by the Association of Nationally Certified ROMA Trainers (ANCRT). ROMA Implementer (NCRI) will be charged with providing information at his/her own agency to further develop understanding of what needs to be done to fully implement ROMA. The training for NCRI will assure that the individual has a deep understanding of the full ROMA Cycle⁴⁵ (*Source: Association of Nationally Certified ROMA Trainers*).

Related Modules: Module 2

Also See: Nationally Certified ROMA Trainer (NCRT), ROMA

Nationally Certified ROMA Trainer (NCRT)

A professional certification administered by the Association of Nationally Certified ROMA Trainers (ANCRT). The ROMA Trainer (NCRT) is charged with providing the standardized one-day training known as “Introduction to ROMA.” The ROMA Trainer has documented an understanding of the core elements of the full ROMA Cycle and how these elements work together to increase the agency’s capacity to produce results. The Trainer has also documented his/her ability to share this understanding by delivering the Introduction to ROMA Training⁴⁶ (*Source: Association of Nationally Certified ROMA Trainers*).

Related Modules: Module 2

Also See: Nationally Certified ROMA Implementer (NCRI), ROMA

Native Hawaiian and Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.⁴⁷

Related Modules: Module 4

⁴⁵ [http://www.roma-nptp.org/events/What is new NCRI.docx](http://www.roma-nptp.org/events/What%20is%20new%20NCRI.docx)

⁴⁶ [http://www.roma-nptp.org/events/What is new NCRI.docx](http://www.roma-nptp.org/events/What%20is%20new%20NCRI.docx)

⁴⁷ <https://www.census.gov/topics/population/race/about.html>

NCAF

The National Community Action Foundation (NCAF) is a private, non-profit organization that serves as the national advocate for Community Action Agencies.

Related Modules: Module 2, Module 3, Module 4

Also See: NASCSP, CAPLAW, ANCRT, National Community Action Partnership

Net Worth

The total value of the participant's assets, minus the participant's total amount of debt (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

No Income

The household has no source of income (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Non-Cash Benefits Only

Income only from non-cash benefits such as those listed in Module 4, Section G, Item 15 (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment, Other Income Source, and Non-Cash Benefits; Income from Employment and Non-Cash Benefits; Other Income Source and Non-Cash Benefits; SNAP, WIC, LIHEAP, Housing Choice Voucher, Public Housing, Permanent Supportive Housing, HUD-VASH, Child Care Voucher, Affordable Care Act Subsidy

Non-Related Adults with Children

Two adults who are not related by blood or marriage with at least one child in the household (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Single Person, Two Adults, No Children, Single Parent, Female, Single Parent, Male, Two-Parent Household, Multigenerational Household

Number of Participants Served

The unduplicated number of participants who received services in programs that were part of the CSBG Eligible Entity's efforts to achieve the particular outcome that would be reported in an associated indicator (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Target, Actual Results, Percentage Achieving the Outcome, Performance Target Accuracy

OCS

The Office of Community Services (OCS) is the HHS agency designated by the Secretary to administer the CSBG.

Related Modules: Module 2, Module 3, Module 4

Also See: U.S. HHS

OLDC

Online Data Collection System (OLDC), the central web-based reporting tool that the Office of Community Services (OCS) uses for CSBG data collection (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 2, Module 3 and Module 4

Other Income Source and Non-Cash Benefits

Income from another source and non-cash benefits such as those listed in Module 4, Section C, Items 14 and 15 (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Income from Employment and Non-Cash Benefits; Other Income Source Only; Non-Cash Benefits Only; TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, VA Non-Service-Connected Disability Pension, Private Disability Insurance, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment Insurance, Earned Income Tax Credit (EITC), SNAP, WIC, LIHEAP, Housing Choice Voucher, Public Housing, Permanent Supportive Housing, HUD-VASH, Child Care Voucher, Affordable Care Act Subsidy

Other Income Source Only

Income not from employment or a non-cash benefit. Examples include retirement income or other income and those listed in Module 4, Section C, Item 14 (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source and Non-Cash Benefits; TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, VA Non-Service-Connected Disability Pension, Private Disability Insurance, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment Insurance, Earned Income Tax Credit (EITC)

Other Outcome Indicator

The specific indicators and services reported are determined by the Community Needs Assessment and selected by the CSBG Eligible Entity. Additionally, there is a category for "Other Outcome Indicator." CSBG Eligible Entities will only report an "Other Outcome Indicator" if there is no FNPI listed to capture the outcomes the CSBG Eligible Entity is trying to achieve. Sample language is provided in the "Other Outcome Indicator" data entry section and can be modified

by the CSBG Eligible Entity, as necessary (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Also See: Community Needs Assessment (CNA), Individual and Family National Performance Indicators (FNPI), Community National Performance Indicators (CNPI)

Other Permanent Housing

A household resides in a HUD supported unit or other program that provides permanent housing that the household does not rent or own. This can also include living situations where a participant lives with a family member and does not rent or own the property (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Own a Home, Rent a Home, Homeless

Outcome

The benefits or changes for clients, households, or a community that are produced during or after participation in program activities.

Related Modules: Module 3, Module 4

Also See: Individual and Family National Performance Indicators (FNPI), Community National Performance Indicators (CNPI), Other Outcome Indicator, Results Oriented Management (ROMA) framework

Outcomes across Multiple Domains (FNPI 7)

Individual and Family Level indicators that collect data on the unduplicated number of individuals who achieve **one or more** of the outcomes reported throughout **any** of the domains as a result of a CSBG Eligible Entity. An individual who obtained employment (FNPI 1b) and a certificate or diploma (FNPI 2g) may be reported in each of those indicators and reported here once. An individual who obtained only one outcome may also be reported here once.

The data from this indicator will help tell the story of how many lives were improved because of the CSBG eligible Entity Network. Reporting on this indicator requires CSBG Eligible Entities to keep an unduplicated count of individuals who achieved one or more outcomes reported in the FNPIs (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Own a Home

A household owns its home. This can include a single-family home, mobile home, apartment, condo, or any other dwelling that is considered owned (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Also See: Rent a Home, Other Permanent Housing, Homeless

Pension

Any type of income earned from private pensions, e.g., company retirement, IRA income, or 401(k) (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits

Percentage Achieving the Outcome

The proportion of program participants who achieved an outcome divided by the total number of participants served. The provided forms will automatically calculate the percentage (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Target, Actual Results, Number of Participants Served, Performance Target Accuracy

Performance Target Accuracy

The accuracy of planned anticipated outcomes. The Actual Result is divided by the Target. The provided forms will automatically calculate this percentage (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Also See: Target, Actual Results, Number of Participants Served, Percentage Achieving Outcomes

Permanent Supportive Housing

A HUD program that uses a model that combines low-barrier affordable housing, health care, and supportive services to help individuals and families lead more stable lives. This type of housing is typically used to house formerly homeless individuals and families (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment, Other Income Source, and Non-Cash Benefits; Income from Employment and Non-Cash Benefits; Other Income Source and Non-Cash Benefits; Non-Cash Benefits Only

Positive Approaches to Learning

How children learn and the skills and behaviors that children use to engage in learning. It incorporates emotional, behavioral, and cognitive self-regulation under a single umbrella to guide teaching practices that support the development of these skills⁴⁸ (*Source: Head Start*).

Related Modules: Module 4

Also See: Education and Cognitive Development Services (SRV 2)

Private Disability Insurance

⁴⁸ <https://eclkc.ohs.acf.hhs.gov/school-readiness/article/approaches-learning>

A disability payment paid from a private disability insurance policy (*Source: CSBG Annual Report Instruction Manual, Module 4*). This can be offered as an employee benefit or paid for out of pocket by an individual.

Related Modules: Module 4

Also See: Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits

Public Housing

HUD-subsidized housing. Public housing is site-based in locations predetermined by the local Housing Authority (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Income from Employment, Other Income Source, and Non-Cash Benefits; Income from Employment and Non-Cash Benefits; Other Income Source and Non-Cash Benefits; Non-Cash Benefits Only

Recidivistic Event

A recidivistic event occurs when, after an individual is released from custody (jail, prison, or other correctional facility), they violate their probation or parole and are returned to custody (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Rent a Home

A household makes regular payments to a landlord for the use of property or land (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Own a Home, Other Permanent Housing, Homeless

Results Oriented Management (ROMA) framework

Results Oriented Management and Accountability (ROMA) is an interagency initiative promoting outcome-based management strategies for community, state, and federal agencies participating in CSBG programs. ROMA was designed by the Office of Community Services' Monitoring and Assessment Task Force (MATF) in response to the 1993 Government Performance and Results Act (GPRA). For additional information, visit the [ROMA National Peer to Peer Training Project website](#).

Related Modules: Module 2, Module 3, Module 4

Also See: CSBG Organizational Standards, Community Needs Assessments (CNA), Outcome

Retired

Individuals who have concluded their working career. Typically someone who currently has income from their former employer, Social Security, or both (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Unemployed (Long-Term, more than six months), Unemployed (Short-Term, six months or less), Unemployed (Not in Labor Force)

Retirement Income from Social Security

Social Security that is being received by a former worker who earned enough work credits to receive a monthly payment⁴⁹ (*Source: Social Security Administration*).

Related Modules: Module 4

Also See: Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; , Other Income Source Only; Other Income Source and Non-Cash Benefits

Safe Housing

Safe housing is defined as the CSBG Eligible Entity deems it appropriate, considering community conditions. **Safe** typically means that there are no health or safety risks (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Affordable Housing

Seniors

Individuals aged 65 and older.

Related Modules: Module 4

Also See: Adults, Youth, Children

Services Supporting Multiple Domains (SRV 7)

Services intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A. These services include: Case Management; Eligibility Determinations; Referrals; Transportation Services; Child Care; Elder Care; Identification Documents; Re-Entry Services; Immigration Support Services; Legal Assistance; Emergency Clothing Assistance; and Mediation/Customer Advocacy Interventions (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Case Management

A system that helps clients to achieve goals through development of a formal, goal-oriented action plan, under the guidance of a trained professional (Source: CSBG IS Lexicon). This is a service intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A.

Eligibility Determinations

A process of determining if an individual or household meets the eligibility requirements for services or benefits provided by the CSBG Eligible Entity OR external agencies. This is a service

⁴⁹ <https://www.ssa.gov/benefits/retirement/>

intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A.

Referrals

A process for fielding inquiries about available services and making referrals to community programs. This is a service intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A.

Transportation Services

Services intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A. Resources to meet the various transportation needs of individuals served by the CSBG Eligible entity. Transportation services may support gaining access to healthcare, meals, education, employment, etc. This is a service intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A.

Child Care

Services intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A. These services include Child Care subsidies and Child Care payments.

Child Care subsidies A portion of the childcare cost is paid directly to the child care provider and the parent/caretakers pay a small portion.

Child Care payments Childcare cost are completely covered and paid directly to the childcare provider.

Elder Care

Services intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A. These services include Day Centers.

Day Centers Nonresidential community services that provide care and companionship for older adults who need assistance or supervision during the day. Day centers may provide social activities, meals, recreation, and some health-related services and/or intensive health, therapeutic, and social services for individuals with serious medical conditions and those at risk of requiring nursing home care⁵⁰ (Source: U.S. HHS).

Identification Documents

Services intended to help participants obtain outcomes in the “Services Supporting Multiple Domains” Domain of Module 4, Section A. These services include Birth Certificate, Social Security Card, Driver's License.

⁵⁰ https://eldercare.acl.gov/Public/Resources/Factsheets/Adult_Day_Care.aspx

Birth Certificate Assistance in completing paperwork, collecting documentation, paying fees, and/or other assistance required to obtain the official documentation of an individual's birth.

Social Security Card Assistance in completing paperwork, collecting documentation, and/or other assistance required to obtain an official documentation of an individual's social security number.

Driver's License Assistance in completing paperwork, collecting documentation, paying fees, and/or other assistance required to obtain an official license to operate a motor vehicle.

Re-Entry Services

Services intended to help participants obtain outcomes in the "Services Supporting Multiple Domains" Domain of Module 4, Section A. These services include Criminal Record Expungements.

Criminal Record Expungements Assistance in sealing arrests and convictions.

Immigration Support Services (relocation, food, clothing)

Assistance provided to immigrants, refugees, and/or asylum seekers. This is a service intended to help participants obtain outcomes in the "Services Supporting Multiple Domains" Domain of Module 4, Section A.

Legal Assistance

Assistance provided to address legal issues related to housing, benefits, child support, domestic violence, etc. This is a service intended to help participants obtain outcomes in the "Services Supporting Multiple Domains" Domain of Module 4, Section A.

Emergency Clothing Assistance

Clothing items or clothing vouchers. This is a service intended to help participants obtain outcomes in the "Services Supporting Multiple Domains" Domain of Module 4, Section A.

Mediation/Customer Advocacy Interventions

Court, consumer, or other mediations and/or advocacy services. This is a service intended to help participants obtain outcomes in the "Services Supporting Multiple Domains" Domain of Module 4, Section A.

Related Modules: Module 4

Also See: Outcomes across Multiple Domains (FNPI 7), Employment Services (SRV 1), Education and Cognitive Development Services (SRV 2), Income and Asset Building Services (SRV 3), Housing Services (SRV 4), Health and Social/Behavioral Development Services (SRV 5), Civic Engagement and Community Involvement Services (SRV 6)

Single Parent, Female

The Head of Household is a female and has at least one child (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Single Person, Two Adults, No Children, Single Parent, Male, Two-Parent Household, Non-related Adults with Children, Multigenerational Household

Single Parent, Male

The Head of Household is a male and has at least one child (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Single Person, Two Adults, No Children, Single Parent, Female, Two-Parent Household, Non-related Adults with Children, Multigenerational Household

Single Person

A single individual living alone (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Two Adults, No Children, Single Parent, Female, Single Parent, Male, Two-Parent Household, Non-related Adults with Children, Multigenerational Household

SNAP

Supplemental Nutrition Assistance Program (SNAP) offers nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities. SNAP is the largest program in the domestic hunger safety net and is funded by USDA. (*Source: United States Department of Agriculture*).

Related Modules: Module 2, Module 4

Also See: WIC, LIHEAP, Housing Choice Voucher, HUD-VASH, Public Housing, Permanent Supportive Housing, Child Care Voucher, Affordable Care Act Subsidy, Income from Employment, Other Income Source, and Non-Cash Benefits; Income from Employment and Non-Cash Benefits; Other Income Source and Non-Cash Benefits; Non-Cash Benefits Only; USDA

Social Security Disability Income (SSDI)

Federal assistance under the Social Security program designed to help aged, blind, and disabled people who have little or no income.⁵¹ Individuals in this program have enough work credits to qualify for assistance. (*Source: Social Security Administration*).

Related Modules: Module 4

Also See: TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, Private Disability Insurance, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment Insurance, Earned Income Tax Credit (EITC), Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; , Other Income Source Only; Other Income Source and Non-Cash Benefits; Non-Cash Benefits Only

⁵¹ <https://www.ssa.gov/disability/>

State Children's Health Insurance Program

A program administered by the United States Department of Health and Human Services that provides matching funds to states for health insurance to families with children who have low incomes (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Health Insurance

State CSBG Lead Agency

The bureau, office, or division of state government that is designated by the Governor to operate the Community Services Block Grant in the state (*Source: CSBG IS Lexicon*).

Related Modules: Module 2, Module 3, Module 4

Also See: CSBG Eligible Entity

State Health Insurance for Adults

A state-funded and administered health insurance program (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Health Insurance

Supplemental Security Income (SSI)

Federal assistance under the Social Security program designed to help aged, blind, and disabled people who have little or no income. SSI is awarded to individuals who have no work or too few work credits to qualify for SSDI⁵² (*Source: Social Security Administration*).

Related Modules: Module 4

Also See: TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, VA Non-Service-Connected Disability Pension, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Earned Income Tax Credit (EITC), Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits Other Income Source Only; Other Income Source and Non-Cash Benefits

TANF

The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency. States receive block grants to design and operate programs that accomplish one of the purposes of the TANF program⁵³ (*Source: Office of Family Assistance*). TANF is funded by U.S. HHS.

Related Modules: Module 2, Module 4

Also See: Social Security Disability Income (SSDI), Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, Private Disability Insurance, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment

⁵² <https://www.ssa.gov/ssi/text-over-ussi.htm>

⁵³ <https://www.acf.hhs.gov/ofa/programs/tanf>

Insurance, Earned Income Tax Credit (EITC), Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits; U.S. HHS

Target

A target is a number representing the projected scope of the outcome that you predict you can achieve (*Source: NASCSP Targeting Field Manual*). In Module 3, the target will identify the projected outcomes related to community level initiatives (e.g. jobs, assets, resources, housing units, donated time, etc.). In Module 4, the target will identify the number of participants who were expected to achieve the identified outcome. In many cases, this target number can be found in the Community Action Plan, grants, or contracts of the particular funding source that supports the efforts, or through the CSBG Eligible Entity's ROMA (Results Oriented Management and Accountability) targeting process. **This number should be established *before* the reporting period starts. States should establish procedures for CSBG Eligible Entities to follow to make revisions to targets** (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Also See: Number of Participants Served, Actual Results, Percentage Achieving the Outcome, Performance Target Accuracy, ROMA

Two Adults, No Children

The Head of Household is an adult; another Non-Head of Household member is also an adult (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Single Person, Single Parent, Female, Single Parent, Male, Two-Parent Household, Non-related Adults with Children, Multigenerational Household

Two-Parent Household

The Head of Household has a Spouse or Partner and there is at least one child in the household (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Single Person, Two Adults, No Children, Single Parent, Female, Single Parent, Male, Non-related Adults with Children, Multigenerational Household

Unduplicated Count

An actual count of individuals, families, households, or otherwise identified units whereby each individual, family, household or other unit is only counted one time. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, not seven services. In order to obtain unduplicated counts of individuals, an agency will need to have a system to distinguish each individual.

Related Modules: Module 3, Module 4

Also See: Outcomes Across Multiple Domains

Unemployed (Long-Term, more than six months)

The individual has not worked for more than six months and is actively looking for work (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Unemployed (Short-Term, six months or less), Unemployed (Not in Labor Force), Retired

Unemployed (Not in Labor Force)

The individual is not working outside the home and is not actively looking for work. This category consists mainly of students, homemakers, seasonal workers interviewed in an off season who were not looking for work, institutionalized persons, and persons doing only incidental unpaid family work (less than 15 hours during the reference week) (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Unemployed (Short-Term, six months or less), Unemployed (Long-Term, more than six months), Retired

Unemployed (Short-Term, six months or less)

The individual has not worked for six months or less and is actively seeking work (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: Unemployed (Long-Term, more than six months), Unemployed (Not in Labor Force), Retired

Unemployment Insurance

Income received from an unemployment insurance fund by a worker whose job was terminated for any reason other than wrong doing (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 4

Also See: TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, VA Non-Service-Connected Disability Pension, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Earned Income Tax Credit (EITC), Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits

USDA

U.S. Department of Agriculture. Funds the Supplemental Nutrition Assistance Program (SNAP).

Related Modules: Module 2

Also See: SNAP

U.S. DOE

United States Department of Energy. Funds the Weatherization Assistance Program (WAP).

Related Modules: Module 2

Also See: Weatherization

U.S. DOJ

United States Department of Justice.

Related Modules: Module 2

U.S. DOT

United States Department of Transportation.

Related Modules: Module 2

U.S. HHS

U.S. Department of Health and Human Services.

Related Modules: Module 2

Also See: Head Start, Early Head Start, LIHEAP, SSBG, TANF, CED, CCDBG, OCS

U.S. HUD

United States Department of Housing and Urban Development.

Related Modules: Module 2

U.S. TD

United States Department of the Treasury.

Related Modules: Module 2

VA Non-Service-Connected Disability Pension

A needs-based benefit paid to wartime veterans who meet certain age or non-service-connected disability requirements⁵⁴ (*Source: U.S. Department of Veterans Affairs*).

Related Modules: Module 4

Also See: TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, Private Disability Insurance, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment Insurance, Earned Income Tax Credit (EITC), Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits

VA Service-Connected Disability Compensation

A benefit paid to veterans with disabilities that are the result of a disease or injury incurred or aggravated during active military service⁵⁵ (*Source: U.S. Department of Veterans Affairs*).

Related Modules: Module 4

⁵⁴ <https://www.benefits.va.gov/pension/>

⁵⁵ <https://www.benefits.va.gov/compensation/>

Also See: TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Non-Service-Connected Disability Pension, Private Disability Insurance, Workers' Compensation, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment Insurance, Earned Income Tax Credit (EITC), Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; , Other Income Source Only; Other Income Source and Non-Cash Benefits

Value of Volunteer Time

Calculated using the federal minimum wage except in those states with a higher minimum wage.

Veteran

Veteran status is used to identify people with active duty military service and service in the military Reserves and the National Guard. Veterans are men and women who have served (even for a short time), but are not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or the Coast Guard, or who served in the U.S. Merchant Marine during World War II. People who served in the National Guard or Reserves are classified as veterans only if they were ever called or ordered to active duty, not counting the 4-6 months for initial training or yearly summer camps⁵⁶ (*Source: Source: American Community Survey and Puerto Rico Community Survey*).

Related Modules: Module 4

Also See: Active Military

Weatherization

U.S. Department of Energy's Weatherization Assistance Program (WAP) reduces heating and cooling costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety (*Source: NASCSP*).

Related Modules: Module 2, Module 3, Module 4

Also See: DOE

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.⁵⁷

Related Modules: Module 4

WIC

Special Supplemental Nutrition Program for Women, Infants and Children funded by the U.S. Department of Agriculture (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Related Modules: Module 2, Module 4

⁵⁶ https://www2.census.gov/programs-surveys/acs/tech_docs/subject_definitions/2016_ACSSubjectDefinitions.pdf

⁵⁷ <https://www.census.gov/topics/population/race/about.html>

Workers' Compensation

Supplemental income paid to a worker who had been hurt on the job⁵⁸ (*Source: U.S. Department of Labor*).

Related Modules: Module 4

Also See: TANF, Supplemental Security Income (SSI), Social Security Disability Income (SSDI), VA Service-Connected Disability Compensation, VA Non-Service-Connected Disability Pension, Retirement Income from Social Security, Pension, Child Support, Alimony or other Spousal Support, Unemployment Insurance, Earned Income Tax Credit (EITC), Income from Employment and Other Income Source; Income from Employment, Other Income Source, and Non-Cash Benefits; Other Income Source Only; Other Income Source and Non-Cash Benefits

Workforce Innovation and Opportunity Act (WIOA) *previously WIA

The Workforce Innovation and Opportunity Act provides funding for employment and training activities from the U.S. Department of Labor (*Source: CSBG Annual Report Instruction Manual, Module 2*).

Related Modules: Module 2

Youth

Individuals aged 14-24. (*Source: CSBG Annual Report Instruction Manual, Module 4*).

Related Modules: Module 3, Module 4

Also See: Adults, Children, Seniors

⁵⁸ <https://www.dol.gov/general/topic/workcomp>