

Glossary

in alphabetical order



- **accommodations:** changes that get rid of barriers
- **accountable:** being held responsible for something
- **achieve:** to gain or get something you have worked for
- **advance:** to move forward; can also mean to do something ahead of time or beforehand
- **advertisement:** an announcement to let people know that a job or a product is available
- **agency:** an organization or business
- **Aging and Disability Resource Center:** also known as the ADRC; places where you can get information about many different topics related to living with a disability or aging. The people who work at the center can help you apply for programs and benefits. There are Aging and Disability Resource Centers in all parts of the state.
- **allocate:** to give a certain amount of something (like money) to one thing and another amount to another
- **Americans with Disabilities Act:** a law passed in 1990 that says people with disabilities should not be treated unfairly because they have a disability
- **arrangements:** a situation that gets set up for a certain amount of time
- **assessment:** a tool used to help understand a person's skills or interests (a manual dexterity assessment looks at how a person can use their hands and fingers)
- **assistive technology:** equipment that help people learn, work, or do day-to-day tasks like cooking or getting dressed
- **balancing:** trying to keep different parts equal (for example, balancing your checkbook means making sure your records that show the amount of money you think is in your bank account matches the amount the bank thinks is in your account)
- **barriers:** something that stops people from making progress or moving forward
 - **personal barriers:** things specific to you that make it hard to get what you want or need. For example, being afraid to try something new, lacking self-confidence, having difficulty reading, etc.
 - **social barriers:** things in your environment (or in your community) that make it hard to get what you want or need. For example, not having transportation to get to the doctor or to work, not living close to a grocery store, people thinking you are not able to do something
- **benefit:** something that helps you

- **blending** (as in blending services): mixing things together to get what you want; for example, blending resources or services means getting a service from one organization and a different service from another organization
- **bonuses**: extra money you earn at a job, often for doing good work
- **brochure**: a pamphlet that tells about a company or organization
- **budget**: to decide how to spend your money and being careful not to spend too much
- **career options**: jobs you might be able to have
- **circumstances**: things that happen that have an affect or impact on something else
- **commuters**: people who drive to get to work
- **complex**: hard to figure out
- **comprehensive**: complete or thorough; including almost everything
- **compromise**: to give in a little; to not get everything you want
- **concentrate**: focus
- **conduct**: where to focus your efforts
- **connections**: relationships with others
- **consideration**: to think about
- **continuation**: keeps going
- **contributing**: giving something, like money or time, to gain something else
- **convenience stores**: gas stations that also sell food, beverages and other items that people often need
- **corresponding**: something that relates to something else
- **costly**: more expensive
- **countable earnings**: all the money you make each month that has to be counted as income (or money you make from working) for Social Security
- **cover letter**: a document sent with your resume that gives more information about your skills and experience
- **customized**: something that is created just for you and your needs
- **criteria**: a standard or a level that you use to make a decision or a judgement
- **day services center**: a place where people with disabilities can go during the day to get support and to do activities to learn and reach their goals
- **dedicated**: to care a lot about something; being loyal or devoted to something
- **designate**: assign to someone

- **designated roles:** specific things each member of a team does to help the group reach the goal
- **determine:** to decide
- **Disability Rights Movement:** people coming together to get people with disabilities equal rights and opportunities
- **disclose:** sharing something personal about yourself
- **dispute:** a disagreement or argument
- **effective:** something that works or gets the result you wanted
- **employment service provider or employment service agency:** an organization that helps people with disabilities get and keep a job
- **enormous:** a lot of; great; huge
- **exchange:** giving one thing to get something else; a trade
- **expertise:** knowing a lot about a topic
- **explanation:** a statement that makes something clear
- **exploration:** learning about something that is new to you
- **express:** share or show others who you are and what your interests are
- **factors:** an idea or fact to think about
- **federal benefit rate:** the highest dollar amount that is paid to people who receive Supplemental Security Income (SSI)
- **financially:** having to do with money
- **flexible:** being able to change as needed
- **for profit:** businesses that have a goal of making money
- **gradually:** slowly or over time
- **graphic design:** a job where you use a computer to create things like flyers and signs with pictures, symbols and text
- **hesitant:** unsure
- **identify:** find or discover
- **individualized:** specific to a person
- **Individuals with Disabilities Education Act:** an education law that says people with disabilities have the right to go to school just like students without disabilities
- **incentives:** something that motivates or encourages you to do something

- **Independent Living Centers:** organizations that offer peer support services (like mentoring), information about many topics, training on independent living skills, and help with advocacy. Some of these organizations also let you borrow devices (or technology) to try out.
- **inexperience:** not knowing much about something; lack of experience
- **informational interviews:** talking with someone to learn more about what they do for a job so that you can decide if you would like a similar job or a job at that company
- **insurance:** in these modules it means having access to health care from your employer
- **integrated employment:** jobs that people with disabilities have in typical businesses with co-workers who do not have disabilities
- **interest inventory:** survey or a list of questions that help you better understand what you might be interested in
- **internships:** working for a short amount of time without getting paid so that you get experience with the job
- **IRIS (Include, Respect, I Self-Direct):** the long-term care program in Wisconsin that allows people to self-direct or make their own decisions. It is for adults with disabilities and frail elders who are eligible for Medicaid.
- **job seekers:** people who are looking for a job
- **job stability:** being able to stay at a job for a long time because the boss is happy with the employee's work and the employee is happy doing the job
- **journey:** going from one place to another
- **job shadows:** spending time at a business or workplace watching people do their jobs so that you can decide if you would like a similar job
- **long-term care program:** a service or support that a person may need because of a disability, getting older, or illness that limits his/her ability to do things that are part of daily life like bathing, getting dressed, making meals, going to work or paying bills
- **maximizing:** making the most of something
- **Managed Care Organizations:** agencies in Wisconsin that run the long-term care program called Family Care. It is for adults with disabilities and frail elders who are eligible for Medicaid.
- **manufacturer:** a business that makes things
- **method:** a way of doing something
- **microenterprise:** a small business that you own
- **mileage reimbursement:** paying someone back for driving you somewhere; the amount you pay someone back could be based on the number of miles he/she drove you

- **misleading:** giving the wrong idea
- **municipalities:** a city or town that has its own government
- **myths:** ideas or stories that are not true but that people often believe
- **narratives:** spoken or written information about a topic or story; in these modules, the narratives are the recordings of people reading the information
- **narrator:** the person who reads something or tells a story
- **natural supports:** when people help each other out at home, on the job, or anywhere else without needing to get paid
- **navigate:** work your way through; plan your route from one place to another
- **necessary:** what is needed
- **orientation:** figuring out where you are (or where something else is)
- **overcoming barriers:** finding ways to get around challenges or problems
- **overview:** review; a summary
- **passions:** ideas or things you care a lot about
- **peak hours:** times of day that are very busy
- **perspective:** somebody's point of view or opinion
- **popularity:** well liked
- **portfolio:** a set of documents about your skills and experience
- **possibilities:** things that could happen
- **post-school planning:** deciding what a person will do after high school
- **post-secondary school:** education or training that you get after you have finished high school
- **preferences:** things you like more than other things
- **productive:** getting a lot done
- **prospective:** possible; something you are considering
- **private benefits:** help or support people get from their employer, like health insurance
- **public benefits:** help or support to people from the government; benefits can be money or other type of support like health insurance
- **pursue:** go after something; try to get something
- **qualifications:** having the needed skills or experience to do something
- **range:** the distance between things

- **realistic:** something that is possible
- **recruit:** to enlist or find someone to join a group or team
- **reference list:** a document that lists the names, phone numbers, and email addresses of people who know your work skills and strengths and who are willing to share this information with the person you are trying to get a job with
- **referral:** when someone suggests who to talk with or where to go to get services
- **regardless of:** not paying attention to something or not considering something
- **Rehabilitation Act:** a law passed in 1973 that says programs and organizations that get money from the federal government (like colleges) cannot treat people with disabilities unfairly because they have a disability
- **reimbursement:** paying someone back for something they gave you
- **remainder:** the amount that is left
- **resume:** a document used when applying for a job that lists your skills, education, volunteer experience, and work experience
- **resolve:** to find a solution
- **resources:** services, supports, or information that you can use
- **retail shop:** a store that sells things
- **retirement:** when a person decides to stop working, often because he/she is getting old
- **routine:** a schedule that you follow
- **rural:** in the country (not in a city)
- **self-determination:** making decisions and having control over your own life
- **self-directed:** making your own decisions using the resources that are available and with help from people you trust. It also means that you take responsibility by putting in the time and effort needed to get what you want.
- **self-sufficient:** able to do things on your own
- **setback:** something that happens that stops you from moving forward
- **specialize:** designed for a particular reason; or knowing a lot about a particular topic
- **specific:** something that is set or clearly defined
- **social benefits:** things that are good for you like friendships and time with others
- **Social security:** a program run by the federal government that gives benefits (money, health insurance) to people who have a disability or are elderly (older and have retired)
- **socialize:** to spend time with people for fun
- **sole proprietor:** someone who owns a business by himself or herself

- **structure:** something that provides order or organization; a framework
- **substantial gainful activity:** the level or amount of money a person can make each month that determines (or decides) if he/she qualifies for Social Security benefits. To qualify for Social Security benefits, a person needs to make less than the substantial gainful activity threshold or level.
- **summarize:** to briefly share the most important points
- **systematic instruction:** a way to teach people how to do something in a very thought out way
- **technique:** a way of doing something; a strategy
- **temporary:** for a short amount of time
- **tentative:** not sure; something that could change
- **threshold:** a level or rate; a limit
- **transferable skills:** things you can do in one place that you could also do at a job
- **transition program:** services that are provided by high schools for students with disabilities between the ages of 18-22 to help them become as independent as possible and to help them get a job in the community
- **trial work period:** testing out your ability to do a job for a limited amount of time; this is a special rule or incentive to encourage people to try working while keeping their Social Security Disability Insurance (SSDI)
- **uncertainty:** not knowing or being unsure about something
- **unexpected:** something surprising
- **unfamiliar:** not knowing much about something; not common
- **unincorporated business:** a business or company that is usually owned by just one person
- **vocational training:** education or classes that help people learn information or get skills needed to get a job
- **well suited:** something that is a good fit or match; having the skills needed to do something
- **work incentives:** special rules that make it possible for people with disabilities to work and still get their benefits (like monthly payments and Medicaid); these rules encourage people to work
- **Workforce Innovation and Opportunity Act:** a law that tries to help people who are looking for work get the education, training and support they need to find and keep a job