

Southwest Virginia Workforce Development Board General Policies & Procedures

Policy Name: Adult Priority of Services Policy	Policy Number: PP-101 Policy Category: Program Policies
WDB Approval Date: March 11, 2019	References: Title I of the Workforce Innovation & Opportunity Act (WIOA) of 2014, Section 134(c)(3)(E); TEGL 10-09
Applicable: Adult Funding Stream	Replaces: N/A

Purpose

The purpose of career and training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employed or re-employed. This policy is intended to define and establish parameters for the priority of service with WIOA Title I Adult funds.

Policy

WIOA establishes a priority requirement with respect to funds allocated for Adult employment and training activities; this priority will be given to individuals who have met minimum eligibility requirements. Priority of service must be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. An individual who is “basic skills deficient” is an individual who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society (WIOA Section 3[5]). A Workforce Development Specialist may document basic skills deficiency using any one of the tools as outlined in the “Basic Skills Determination Procedure” (form).

Priority of Service Levels

Priority for career and training services funded with WIOA Title I Adult funds shall be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient, as well as any covered person under the Veteran’s priority, in the local area.

The list below describes the priority of service for individuals served in the WIOA Adult program based on above references listed.

1st Priority - Covered persons (veterans and eligible spouses) in the local area who are:

- low income [as defined by WIOA Sec. 3(36)], or
- recipients of public assistance, or

- who are basic skills deficient

2nd Priority - Individuals (non-covered persons) in the local area who are:

- low income [as defined by WIOA Sec. 3(36)], or
- recipients of public assistance, or
- who are basic skills deficient

3rd Priority - Veterans and eligible spouses in the local area who are:

- not low income, and
- not recipients of public assistance, and
- not basic skills deficient.

4th Priority - Individuals (non-covered persons) in the local area who are: not low income, and not recipients or public assistance, and not basic skills deficient, and are either:

1. an employed worker * and are within the 135% LLSIL/Poverty guideline or
2. over the 70% LLWIL/Poverty guideline but within the locally determined 100% LLSIL/Poverty self-sufficiency guideline

*Examples of underemployed individuals are:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment. This is locally defined as earning at least 85% of previous wages.

5th Priority – Individuals (non-covered persons) in the local area who do not meet any of the above Priority Service Levels above (1-4).

The term “covered person” includes anyone who is a Veteran. The term “covered person” also includes spouses of Veterans that fall into the following categories:

- Any veteran who died of a service-connected disability;
- Any member of the armed forces on active duty who, at the time of the spouse's application, is listed in one or more of the following categories and has been so listed for more than 90 days:
 - Missing in action;
 - Captured in the line of duty by a hostile force; or
 - Forcible detained or interned in the line of duty by a foreign government or power.
- Any Veteran who has a total disability resulting from a service-connected disability;
- or
- Any Veteran who while a disability so evaluated was in existence.

Note: When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.

Geographic Area

WIOA funds allocated to LWDA1 are reserved for clients who reside in our area or were employed within the geographic area comprising the Local Workforce Development Area. Out-of-area applicants should be referred to their residential geographic LWDA program operator for services. If all applicants within LWDA1 have been served and the budget allows, non-residential LWDA1 applicants may be served based on the same priority of service levels above and may be approved by the WIOA Service Program Operator Manager. Coordination with the workforce development office of residency must be documented in the participant's file.

One Stop Center/Program Operator Priority Service Level Training

One-Stop Center and other WIOA service location program operator staff will track priority service levels on a monthly basis and submit a quarterly report to the LWDA office listing all quarterly Adult WIOA program enrollments and their priority service level. Local area Priority Service level information will be provided to the state administrative office as requested.

Form: Basic Skills Determination Procedure