

 <p>Innovative Workforce Solutions</p> <p>A proud partner of the americanjobcenter network</p>	Subject	
	Adult Priority of Service Yuma County	
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Authorized by: Patricia Ray, Operations Director		

Adult - Priority of Service

Purpose: To provide guidance to the Yuma County Local Workforce Development Area (LWDA) on providing priority of services under the Adult program under the Workforce Innovation and Opportunity Act (WIOA) Title 1 and Wagner Peysers.

Priority of services for individualized career services and training services must be given to low income individuals and individuals who are basic-skills deficient and receiving public assistance. Priority of service will no longer be contingent upon limited funds. Veterans and eligible spouses of veterans continue to receive priority of service.
(as defined in TEGL # 3-15)

The Yuma County LWDA will determine *Priority of service* for all individuals prior to the delivery of career and training services. Calculation of priority of service will be defined under policy section of this document.

Monitored by: Operations Director, Program Director, EO & Compliance Manager.

Definitions: For the purposes of this guidance, the following definitions will apply:

Adult – An individual who is age 18 or older

Basic Skills Deficient- An adult individual that has English reading, writing, or computing skills at or below the 8th grade level (8.9) or lower level. It is expected that basic skills deficient status will be determined utilizing an objective, valid and reliable assessment, such as the Test of Adult Basic Education (TABE).

Low Income – An individual who meets any one of the following criteria will satisfy low-income requirement for WIOA adult services;

- * Receives or in the past six months has received, or is a member of a family that is receiving or in the last six months has received, assistance through Temporary Assistance for Needy Families (TANF), or the Supplemental Security Income (SSI) program, or state or local income-based public assistance programs.
- * Receives an income or is the member of a family receiving income that, in relation to family size, is not in excess of the current LLSIL Tables that became effective on March 27, 2015.
- * Is a homeless individual as defined in 41403(6) of the violence against Women Act of 1994, or a homeless child or youth as defined in §725(2) 'McKinney-Vento Homeless Education Assistance Improvements Act of 2001'

- * Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
- * Is a foster youth on behalf of whom state or local government payments are made; or
- * Is an individual with a disability whose own income meets:
 - WIOA's income requirements, even if the individual's family income does not meet the income requirements; or
 - The income eligibility criteria for payment under any federal, state, or local public assistance program

Reference(s):

TEGL # 3-15: Guidance on Services provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act and Wagner Peysler, as Amended by WIOA, and Guidance for Transition to WIOA Services.

WIOA Policy Manual: Chapter 2 section 100

PB #15-015: WIOA Adult Program Priority of Service (Broadcast).

TEN No. 10-09: Implementing Priority of Service for Veterans and Eligible Spouses in all qualified Job Training Programs Funded in whole or in Part by the U.S. Department of Labor.

TEGL No: 17-13 Report- System's Implementation

Veterans' Program Letter (VPL) No. 07-09 http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816

Federal Register: 680.120, 680.600 and 680.610

Priority Populations under WIOA: The Workforce and Opportunity Act (WIOA) requires priority be given to public assistance recipients, other low income individuals, and individuals who are basic skills deficient, when providing individualized career service and training services using WIOA Title 1 Adult program funds. In addition, Training and Employment Guidance Letter (TEGL) 3-15 specifies that priority should also be applied to individuals that are both underemployed and low-income. WIOA provides a focus on serving individuals with barriers to employment and is the intent of this priority in the law is to ensure access to these populations on a priority basis. Under WIOA , priority of service is required regardless of funding levels and has been expanded to include individuals who are basic skills deficient. The priority populations are discussed under this Policy.

Policy:

The Adult priority of service applies to individualized career services and training services. "Individualized career services" includes comprehensive and specialized assessments, development of an individual employment plan, group and individual counseling, career planning, short-term prevocational services, internships and work experiences, workforce preparation activities, financial literacy and English language acquisition and integrated education and training programs.

Consideration for Training Services

There are four groups of individuals targeted for priority when providing individualized career services and training services in the Title 1 Adult program: public assistance recipients, other low income individuals, individuals who are basic skills deficient and individuals who are both underemployed and low income.

The following identifies priority of service for all individuals in the WIOA Adult program prior to providing any individualized career or training services. Calculation of priority of service is determined in the following order:

1. Veterans and eligible spouses of veterans, who meet the following eligibility criteria:
 - a. Are currently receiving public assistance;
 - b. Have received public assistance in the last 6 months;
 - c. Is a member of a family whose total family income does not exceed either the poverty line or 70 percent of the Lower Living Standard Income Level (LLSIL);
 - d. Is a homeless individual, as defined in 42 U.S.C. 14043e-2 (6); or
 - e. Is an individual with a disability whose own income meets the income requirement in clause (b) of this section, but is a member of a family whose income does not meet this requirement;
 - f. Is basic skills deficient, as defined in WIOA Section 3 (5)
2. Non-veterans, or eligible spouses of veterans, who meet one of the following:
 - a. Are currently receiving public assistance;
 - b. Have received public assistance in the last 6 months;
 - c. Is a member of a family whose total family income does not exceed either the poverty line or 70 percent of the Lower Living Standard Income Level (LLSIL);
 - d. Is a homeless individual, as defined in 42 U.S.C. 14043e-2 (6); or
 - e. Is an individual with a disability whose own income meets the income requirement in clause (b) of this section, but is a member of a family whose income does not meet this requirement or
 - f. Is basic skills deficient, as defined in WIOA Section 3 (5)
3. Veterans and eligible spouses of veterans who are not included in WIOA priority groups.
4. Non-veterans, or eligible spouses of veterans, who are not included in WIOA priority groups.

Note: All Adults meeting the “priority of service” criteria will be provided individualized and training services “first” under this category. Individuals not meeting the criteria for “priority of service” will only be served after it has been ascertained that there are no “priority of service” identified individuals waiting to receive individualized and/or training services. LWIA staff will document that “priority of service” criteria was applied prior to the delivery of services to the individual.

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 included when calculated income for veterans or transitioning service members for priority of service, per 38 U.S.C. 4213. Military earnings are not included when calculated income for veterans or transitioning service members for priority of service.

Required Documentation:

If the priority of service determination is based on the basic skills deficient criteria, the participant file must contain academic tests (including the participant's name, date of test, and results).

If the participant qualifies as receiving free or reduced lunch, documentation from the school must be obtained.

Veterans and eligible spouse documentation should be collected to verify status and placed in file.

The LWDA service and/or contracted providers will track and maintain a current report on adults not meeting the priority of services that are receiving individualized and training services.