



- Mandatory
- Informational
- Best Practice
- Other

TECHNICAL ASSISTANCE

Date: 02/28/2022

Contact: policy@dwd.in.gov

Program: Workforce Innovation and Opportunity Act (WIOA) Title I Adult Priority of Service (POS)

Subject: DWD Technical Assistance 2021-09
Locally Established Priority of Service Group Data Entry Instructions

Purpose

To provide guidance on entering locally defined POS groups into Indiana Career Connect (ICC). This document is intended to serve as companion guidance to DWD Policy 2019-04 Change 1 *WIOA Title I Adult Priority of Service*.

Content

In addition to all procedures identified in the local policy and Plan, local areas are to follow the data entry instructions below when a participant has been identified as meeting a locally defined priority group:

When completing the WIOA application:

- Select “Yes” to the “Meets the Additional Priorities Established by the Governor and/or Local Board” question in the Adult Priority section

Adult Priority

* Meets the Additional Priorities Established by the Governor and/or Local Board: Yes No Not Provided

Click on "Verify"

Adult Priority

• Meets the Additional Priorities Established by the Governor and/or Local Board: Yes No Not Provided

• Verify: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]

- Select "Other Applicable Documentation, (specify)"

• Verify: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
✓ Other Applicable Documentation, (specify)

Meets State/Local Adult Priority for Services Verification

Self Attestation
 Other Applicable Documentation, (specify)

Reset

- Type in the name of the locally defined group

• Verify: [[Verify](#) | [Scan](#) | [Upload](#) | [Link](#)]
✓ Other Applicable Documentation, (specify)

Meets State/Local Adult Priority for Services Verification

Self Attestation
 Other Applicable Documentation, (specify)

Reset

- “Scan” or “Upload” the local policy for the identified POS group

• Verify: [[Verify](#) [Scan](#) | [Upload](#) | [Link](#)]

✓ Other Applicable Documentation, (specify)

Meets State/Local Adult Priority for Services Verification

Self Attestation

Other Applicable Documentation, (specify)

Older Individual (55 years or older)

Reset

Follow local naming conventions, if applicable. Otherwise, name the document so that it identifies the document as the local policy for the POS group that is specific to the participant.

Additional Information

Questions regarding the content of this publication should be directed to policy@dwd.in.gov.