

WIOA Title I Adult Priority of Service Policy WorkOne Southeast

PURPOSE

To provide guidance on the WIOA Title I Adult Program Priority of Service (POS) requirements for individualized career services and training services.

REFERENCES

DWD Policy 2019-04, Change 1 Workforce Innovation and Opportunity Act (WIOA) Title I Adult Priority of Service

CONTENT

To prioritize services for those who have the most need for and who would benefit from employment and training services, WIOA sec. 134(c)(3)(E) identifies three groups with barriers to employment and requires priority be given to these individuals. Priority of service must be given to public assistance recipients, other low-income individuals, and individuals who are basic skills deficient when providing individualized career services and training services using WIOA Title I Adult program funds.

This priority requirement must be followed regardless of the amount of funds available for providing services.

PRIORITY OF SERVICE GROUPS AND ELIGIBILITY

Priority status for WIOA Title I Adult participants is determined during eligibility and enrollment. Status does not change during the period of participation. When providing individualized career and training services in the Title I Adult program, priority of service is given to participants who receive public assistance, are low-income individuals, or are basic skills deficient. The three priority groups are described below. Acceptable documentation for verifying eligibility is provided in Attachment A.

Recipients of Public Assistance, defined by WIOA sec. 3(50), includes individuals who receive cash payments from Federal, State, or local government for which eligibility is determined by a needs or income test.

Low-Income Individuals, defined by WIOA sec. 3(36), describes individuals who meet one of the following criteria:

- Receives, or in the past six months has received, or is a member of a family that is receiving or has received in the past six months, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), or a state or local income-based public assistance program; or
- In a family⁴ with total family income that does not exceed the higher of:
 - o the poverty line or
 - o 70 percent of the Lower Living Standard Income Level (LLSIL); or
- A homeless individual//homeless child/youth; or
- Receives or is eligible to receive a free or reduced-price lunch; or
- A foster child on behalf of whom state or local government payments are made; or
- An individual with a disability whose own income meets the income requirements above but is a

member of a family whose total income does not meet this requirement.

Basic Skills Deficient, defined by WIOA sec. 3(5), describes an individual who meets at least one of the following criteria as basic skills deficient:

- 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. (DOL includes English language learners in the basic skills deficient group.)

DWD provides the following criteria for determining basic skills deficiency. An individual must meet at least one of the following:

- Lacks a high school diploma or equivalency and is not enrolled in secondary education; or
- Scores 8.9 or below on the Tests of Adult Basic Education (TABE); or
- Enrolled in a Title II Adult Education/Literacy program; or
- Has poor English language skills (includes English Language Learners); or
- The individual's case manager makes observations of deficient functioning and records thorough justification in a case note.

ELIGIBILITY DETERMINATIONS FOR VETERANS

Veterans and eligible spouses of veterans continue to receive priority of service for all job training programs funded by the DOL, including WIOA programs.

When determining priority of service eligibility for WIOA Title I Adult employment or training programs, the following shall be disregarded in past income calculations:

- Military pay and allowances received while serving on active duty.
- Compensation for service-connected disability or death or vocational rehabilitation.
- Benefits for education and training services funded by the Department of Veterans Affairs (VA).
- Compensation received by an eligible dependent or indemnity compensation for service connected deaths.
- Educational assistance for eligible dependents and survivors of veterans under 38 U.S.C. 3500.

Veterans or their spouses are not required to exhaust their entitlement to VA funded training benefits prior to allowing them to enroll in WIOA-funded training.

PRIORITY OF SERVICE GOAL AND MINIMUM RATE

DOL has established the goal that at least 75 percent of the participants in the WIOA Title I Adult program who receive individualized career and training services are to be from at least one of the priority groups. DOL expects the POS rate will be no lower than 50.1 percent.

ADDITIONAL PRIORITY OF SERVICE GROUPS

The Region 9 Workforce Development Board has established additional priority groups that also give priority to other individuals. These shall be defined as meeting one or more of the following conditions:

- Mental health/substance misuse
- Older Individual (55 years or older)
- Justice involved (past or present)
- Poor Work History (has been terminated from 1 or more jobs within the last six months, OR has a history of sporadic employment, such as "has held 3 or more jobs within the last 12 months).
- Lacks post-secondary credential

- Lacks Transportation
- Lacks Child Care
- Without employer provided health care benefits

Though not relevant to the 50.1 percent minimum, these priority populations will be taken into consideration in progress toward the 75 percent total.

PRIORITY ORDER OF SERVICE PROVISION

As described in TEGL 19-16, when programs such as the WIOA Title I Adult program are statutorily required to provide priority for a particular group of individuals, priority must be provided in the specific order listed below. Veterans and eligible spouses of veterans continue to receive priority of service in all DOL-funded training programs. Veterans and their spouses must still meet the eligibility criteria for the WIOA Adult program.

Priority for the WIOA Title I Adult program MUST be provided in the following order:

- 1) To veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services with WIOA Adult formula funds for individualized career services and training services.
- 2) To individuals who are not veterans or eligible spouses of veterans, but are a recipient of public assistance, other low-income individuals, or individuals who are basic skills deficient.
- 3) To veterans and eligible spouses who are not included in WIOA's priority groups. Veterans and eligible spouses who are not included in a WIOA priority group but meet Title I Adult program eligibility.
- 4) To priority populations established by the Governor and/or Local WDB.
- 5) To other individuals who are not included in any priority group but meet WIOA Title I Adult program eligibility.

Attachment A

Adult Priority of Service & Additional Priority Service Groups Documentation Tables

Priority of Service Criteria Acceptable Documentation

Priority of Service Criteria	Acceptable Documentation
Recipient of Public Assistance	<ul style="list-style-type: none"> • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records • Self-Attestation as a last resort
Low-Income	<ul style="list-style-type: none"> • Alimony Agreement • Award letter from veteran’s administration • Bank statements • Compensation award letter • Court award letter • Pension statement • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs • Public assistance records • Quarterly estimated tax for self-employed persons • Social Security benefits • Unemployment Insurance documents • Self-attestation as a last resort
Basic Skills Deficient	<ul style="list-style-type: none"> • School records in the form of a referral or records from a Title II Basic Adult Education program or English Language Learner program • Results of academic assessment • Self-attestation • Case notes

Additional Priority Service Groups	Acceptable Documentation
Mental health/substance misuse Justice involved Poor Work History Lacks Transportation Lacks Child Care Without employer provided health care benefits	<ul style="list-style-type: none"> • Self-attestation
Older Individual (55 years or older)	<ul style="list-style-type: none"> • Valid driver’s license or State ID • Birth Certificate • Passport

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