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ADMINISTRATIVE POLICIES/PROCEDURES

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Subject: Adult Priority of Service

Introduction

The purpose of this policy is to define a priority of service for the WIOA Adult program operated in this region.

WIOA Section 134(c)(3)(E) identifies three priority groups: recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

Priority of Service Order

Priority 1 - Veterans and eligible spouses who are included in one or more of the priority groups identified by WIOA.

Priority 2 – Non-Veterans who are included in one or more of the priority groups identified by WIOA.

Priority 3 – Veterans and eligible spouses who are not included in a WIOA priority group but meet the region's modified income requirements and need additional assistance in obtaining or retaining employment.

Priority 4 – Non-Veterans who are not included in a WIOA priority group but meet the region's modified income requirements and need additional assistance in obtaining or retaining employment.

Priority 5 – All individuals who are not included in a WIOA priority group and do not meet the region's modified income requirements need additional assistance in obtaining or retaining employment.

Guidelines

- There are no income guidelines for adults to be eligible for basic career services.
- Wagner-Peyser and WIOA funds are used to provide Career Services. Both Wagner-Peyser and WIOA staff will provide Basic and Individualized Career Services to customers. Any Career Service provided by WIOA-funded staff not defined as self-service or informational-only, requires enrollment in the WIOA program for which the participant is determined eligible.
- WIOA regulations require that a minimum of 50.1% of WIOA Adult participants who receive individualized career services or training level services meet the first

two priority groups. The Board will monitor enrolments on a regular basis to ensure this requirement is met.

- Individuals who receive individual career services or training services under priority levels 3 through 5 require a waiver to be approved by the WDB Executive Director or their designee prior to delivery of the service. The waiver must indicate one of the following:
    - Conditions exist that prevent the participant from maintaining self-sufficiency due to reduction of work hours or employment in a declining industry within the region.
    - The individual has a need for additional training to learn new skills related to new technologies and/or processes necessary to retain or obtain new employment leading to self-sufficiency.
- WIOA is not an entitlement program. Meeting eligibility requirements is not a guarantee of approval of assistance. Both the availability of and level of any assistance approved are determined by each individual's respective needs, as well as the availability of funding.

Definitions

Recipients of Public Assistance

For the purposes of WIOA, a public assistance recipient includes an individual (or an individual who is part of a family) currently receiving, or who in the past 6 months has received assistance through (any of the following programs):

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income (SSI); or
- Any other State or local income-based public assistance

Other Low-Income Individuals

WIOA sec. 3(36) defines a low-income individual as someone who receives public assistance as described above or:

- Is in a family with total family income that does not exceed the higher of—(I) the poverty line; or (II) 70 percent of the lower living standard income level;
- Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act);
- Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act;
- Is a foster child on behalf of whom State or local government payments are made; or
- Is an individual with a disability whose own income meets the income requirement, but who is a member of a family whose income does not meet this requirement.

Individuals Who Are Basic Skills Deficient

WIOA sec. 3(5) defines basic skills deficient as referring to an individual:

- Who is a youth with English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- Who is a youth or adult, that 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.

* Note: Individuals who are English language learners meet the criteria for "basic skills deficient" and must be included in the priority populations for the Title I Adult program. See TEGL 19-16 for the definition.

Region's modified income requirements

The Workforce Development Board of North Missouri has set the following modified income requirements for priority of service groups three and four as Individuals whose household income that exceeds the WIOA low-income definition but does not exceed 200% HHS Poverty guidelines for the current year.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

Esta información se puede traducir a otro idioma si se solicita. Comuníquese con la Oficina de la Junta de Desarrollo de la Fuerza Laboral para obtener ayuda con la traducción.

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