

<b>POLICY #</b>	PY15 - 07
<b>TITLE</b>	WIOA Priority of Service & Suitability
<b>EFFECTIVE DATE</b>	December 15, 2015
<b>ENDING DATE</b>	Ongoing
<b>PURPOSE</b>	This policy provides guidance and establishes the procedure regarding priority of service for Workforce Innovation and Opportunity Act (WIOA) Adult funds.
<b>SCOPE</b>	This policy applies to the Catawba Workforce Development Area adult program service providers
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>• WIOA (Public Law 113-128) Sections 3 and 134</li> <li>• Title 20 Code of Federal Regulations (CFR) "WIOA, Notice of Proposed Rule Making" (NPRM), Sections 680.150, 680.600, 680.610, and 680.650</li> <li>• Training and Employment Guidance Letter (TEGL) 03-15</li> </ul>
<b>BACKGROUND</b>	<p>The Workforce Innovation and Opportunity Act required that if funds allocated to a local area for adult employment and training activities were limited, priority of service was to be provided to recipients of public assistance and other low-income individuals for intensive services and training services.</p> <p>The Workforce Innovation and Opportunity Act made several changes to the priority of service requirement by adding individuals who are basic skills deficient as a priority population, changing intensive services to career individualized services, and removing the provision stating priority of service is only applied if funding is limited.</p> <p>Veterans and eligible spouses continue to receive priority of service for all U.S. Department of Labor funded programs amongst all participants. These requirements were not affected by the passage of WIOA and must still be applied in accordance with guidance previously issued and included in TEGL 03-15.</p>

**POLICY AND PROCEDURES**

The Workforce Innovation and Opportunity Act (WIOA) is not an entitlement program and thus a variety of screening is required to determine eligibility and suitability for enrollment onto the WIOA Adult Program.

The WIOA Dislocated Worker Program is not impacted by this priority of service policy.

WIOA provides for three (3) career services categories:

- 1) Basic Career Services
- 2) Individualized Career Services
- 3) Follow-up Services

This priority of service policy covers the Basic Career Services function of determining whether and individual is eligible to receive assistance from the WIOA Adult Program.

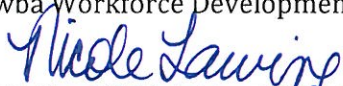
WIOA focuses on serving individuals with barriers to employment as defined in WIOA section 3(24) and seeks to ensure access to these populations on a priority basis.

In the Catawba Local Workforce Area, priority of service will be to:

- 1) Veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. Thus, Veterans and eligible spouses of Veterans, who are recipients of public assistance, are low-income, or who are basic skills deficient receive first priority for services with WIOA Adult Formula Funds if the suitability standards are met. (See Suitability Standards below)
- 2) Non-veterans who are recipients of public assistance, low-income, or are basic skills deficient if the suitability standards are met.
- 3) Veterans who are not considered to be low-income or are not recipients of public assistance if the suitability standards are met.
- 4) Individuals with documented disabilities if the suitability standards are met.

Suitability Standards must be met to be enrolled onto the WIOA Adult Program:

- 1) The Individual resides within the Catawba Local Workforce Area (unless waiver is approved); and,
- 2) The Individual and Coach have discussed a successful career path and have agreed that it is obtainable;

	<p>3) The individual does not have marketable skills and needs training to secure employment; and,          4) The individual has not received WIA or WIOA Training Services (unless waiver is approved).</p> <p>Criteria used to determine whether an individual is basic skills deficient includes the following:</p> <ul style="list-style-type: none"> <li>• Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.</li> <li>• Enrolled in a Title II Adult Education/Literacy program.</li> <li>• English, reading, writing, or computing skills at or below 8<sup>th</sup> grade level (TABE Level 6 or below).</li> <li>• WorkKeys below Level 4 in Applied Mathematics, Locating Information or Reading for Information,</li> <li>• Determined to be Limited English Skills proficient through staff-documented observations.</li> </ul> <p>Public Assistance Recipient is an individual who receives federal, state, or local government cash payments for which eligibility is determined by a need or income test (WIOA Section 3(5)).</p> <p>Low-Income is an individual that meets one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Receives, or in the past six (6) months has received, or is a member of a family that is receiving or in the past six (6) months has received, assistance through the supplemental nutrition assistance program, temporary assistance for needy families program, supplemental security income program, or state or local income-based public assistance;</li> <li>• In a family with total family income that does not exceed the higher of either the poverty line or 70% of the Lower Living Standard Income Level.</li> <li>• A homeless individual.</li> <li>• An individual with a disability, whose own income does not exceed the income requirement, but is a member of a family whose total income does (WIOA Section 3(36)).</li> </ul>
<p><b>SIGNATURE</b></p>	<p>Catawba Workforce Development Administrator:  </p>