

	<b>Subject</b> Adult Priority of Service Policy ARIZONA@WORK-Yuma County	
	<b>Original Issue Date</b> July 1, 2015	<b>Revision Date</b> May 8, 2024
	<b>Authorized by:</b> Yuma County Workforce Development Board	

## Background/Purpose

This policy provides guidance to the Yuma County Local Workforce Development Area (LWDA) on the criteria to be used for determining Adult Priority of Service under the Workforce Innovation and Opportunity Act (WIOA) when providing individualized career and training services through Title IB Adult Program. WIOA establishes a priority requirement with respect to funds allocated to a LWDA for adult employment and training activities. Under WIOA, priority of service must be implemented regardless of the amount of funds available to provide services in the LWDA.

## References

Workforce Innovation and Opportunity Act (WIOA) of 2014 (P.L. 113-128); Training and Employment Guidance Letters (TEGL) 19-16; 7-20; 20 CFR 680.600; 20 CFR 680.650; WIOA State Policy Manual Chapter 2 Section 100; WIOA State Policy Exhibit 100.1

## Policy

The policy identifies priority groups, the order of priority for the delivery of individualized career and training services, including the tracking requirements for adult priority of services. The service providers will determine priority of service for all individuals prior to the delivery of individualized career or training services.

### A. Priority Populations under WIOA

WIOA requires priority be given to the following populations for the delivery of individualized career and or training services under the Title IB Adult Program:

- ***Recipients of Public Assistance***- 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);
  - ✓ Refugee Cash Assistance (RCA); or
  - ✓ Any other State or local income-based public assistance
- ***Other Low-Income Individuals***- an individual who received public assistance as described above **or**:

1. The individual is a member of a family whose total family income does not exceed the higher of either the poverty guidelines, as published by the United States Department of Health and Human Services (U.S. DHHS) or 70 percent of the Lower Living Standard Income Level (LLSIL);
  2. The individual is a homeless individual, as defined in 42 U.S.C. 14043e-2(6) of the Violence Against Women Act of 1994, or 42 U.S.C. 11434a(2) of the McKinney-Vento Homeless Assistance Act; or
  3. The individual has a disability whose own income meets the income requirement in this section but 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 skill deficient as an individual who:
    1. Is unable to compute or solve problems; or
    2. Read, write, or speak English at a level necessary to function on the job, in his or her family, or in society.

**Note:** **Individuals who are English Language Learners (ELL) are also included as meeting the criteria for Basic Skills Deficient.** *An ELL individual is defined under WIOA Section 203(7), as an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English; or Who lives in a family or community environment where a language other than English is the dominant language.*

## **B. Veterans and Adult Priority Groups**

Veterans and eligible spouses continue to receive priority of service for WIOA programs. A veteran must still meet WIOA eligibility criteria to receive services under the Title IB Adult Program.

The adult priority of service must be coordinated with the veteran's priority of service when individualized career and training services are provided to adult participants. Service providers must collect documentation for priority of service. The priority of service is to be determined in order, by the following groups:

**First Priority:** veterans and eligible spouses who are either recipients of public assistance, basic skills deficient or low income.

**Second Priority:** non-veterans who are either recipients of public assistance, basic skills deficient or low income.

**Third Priority:** veterans and eligible spouses who are not recipients of public assistance, low-income, or basic skills deficient.

**Fourth Priority:** non-veterans who are not recipients of public assistance, low-income individuals, or basic skills deficient individuals.

**Note:**

- In accordance with 38 U.S.C. 4213 and CFR 683.230, veteran's severance pay, military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs **are not** to be considered as income when determining eligibility into the WIOA Title IB programs.
- Individuals who are determined to be basic skill deficient, **regardless of income-levels also meet priority of service requirements.**

### **C. Over Income Individuals**

Over income individuals may still be served to receive individualized career or training services **only when:**

- It has been determined based on the service provider's tracking report of adult priority of service, that there are no individuals waiting to receive services who fall under first and second priority groups; **and**
- The individual who is employed or unemployed **is not** considered to have self-sufficiency wages based on the LWDA 200% percent threshold of the LLSIL.

Service providers will document in participant's file that adult priority of service was analyzed, as well that participant is not considered to have self-sufficiency wages based on local 200% percent threshold; therefore participant who is over income may receive individualized career and training services. It is a requirement for the service provider to track these individuals and be included as part of the monthly report provided to the LWDB staff.

### **D. Underemployed Individuals**

Individuals who are underemployed and low income may also receive individualized career and training services through the WIOA Title IB Adult program on a priority of service basis. An underemployed individual is someone who meets the definition of low income and fall within the following:

- Individuals employed part-time and seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individual who are employed, but current earnings are not sufficient compared to their previous earnings from their previous employment; or
- Individuals who are employed, but who's current annualized wages does not exceed the highest of either:
  - ✓ 80% percent of their wages at the date dislocation; or
  - ✓ Individual's earned wages are **at or below** the self-sufficiency threshold as identified in the most current LLSIL table. **Note:** The LWDA applies the 200% percent LLSIL to set minimum criteria for determining self-sufficiency wages.

Individuals who meet the definition of an individual with a barrier to employment as described in the WIOA State Policy Manual Chapter 2 Section 100 who are underemployed may also be served in the WIOA Title IB Adult program; **however they will not be eligible for service on a priority basis unless they are recipient of public assistance, low income, or basic skills deficient.**

Equal Opportunity Employer/Program Auxiliary Aids and Services Are Available Upon Request To Individuals With Disabilities.

## **E. Tracking Adult Priority of Services**

The Local Workforce Development Board staff (LWDB) will analyze reports using the Tableau system to ensure service providers are **at least** serving 75% percent, but **not lower than** 50.1% percent of individuals receiving individualized career or training services are from the first and second priority groups mentioned in Section B. of this policy.

Service providers will utilize their own tracking system to report and identify those participants that fall under the adult priority groups as well as those participants who fall under the third and fourth groups of priority. The service providers are required to report on a monthly basis adult priority of service for WIOA Title IB Adult Program. The report is submitted by the 15th of every month to the LWDB staff. Monthly meetings are established by the LWDB staff with service providers to review and ensure tracking reports are reflecting the order of adult priority of service given to participants receiving individualized career and training services.