

Title:	Priority of Service Policy	Policy #:	1
Effective Date:	July 16,2020	Revision Date:	February 1, 2024

References:

TEGL #07-20

VWL No. 18-04 Change 3

Purpose:

The purpose of career and training services is to provide eligible customers with the means to obtain the necessary skills to become gainfully employer or re-employed. This policy is intended to define and establish parameters for the priority of service with WIOA Title I Adult funds.

Policy:

Priority

Priority for career and training services funded with WIOA Title I Adult funds shall be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient, as well as any *covered person under the Veterans' priority, in the local area. Thus, the following sequence of services priority will apply:

1. First priority will be provided to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient in the local area who are covered persons with respect to Veterans' priority;
2. Second priority will be provided to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient in the local area;
3. Third priority will be covered persons with respect to the Veterans' priority (these covered persons not considered to be recipients of public assistance or low-income);
4. Other local discretionary target population groups currently defined as the **working poor.

***Covered Person**

The term "covered person" includes anyone who is a Veteran. The term "covered person" also includes spouses of Veterans that fall into the following categories:

1. Any veteran who died of a service-connected disability
2. Any member of the armed forces on active duty who, at the time of the spouse's application, is listed in one or more of the following categories and has been so listed for more than 90 days:
 - a. Missing in action;
 - b. Captured in the line of duty by a hostile force; or
 - c. Forcible detained or interned in the line of duty by a foreign government or power.
3. Any Veteran who has a total disability resulting from a service-connected disability; or
4. Any Veteran who while a disability so evaluated was in existence.

**Working Poor

WIOA funds may also be used to serve the working poor – those employed persons who have not yet achieved self-sufficiency – but priority must be given to low-income clients. Service providers shall track number of clients served and limit services to non-priority clients. Refer to VCWP Policy #2 regarding guidelines for self-sufficiency.

Geographic Area

WIOA funds allocated to LWDA 6 are reserved for clients who reside in or are/were employed within the geographic area comprising the Local Workforce Development Area.

To monitor implementation of Priority of Service locally, the Piedmont Workforce Development Board (PWDB) staff will run reports from the Virginia Workforce Connection (VaWC) quarterly and review the results to ensure there are no discrepancies in implementation of Priority of Service. If any are found, they will be addressed directly with the WIOA Title I Program Operator for remediation, as needed.

DEFINITIONS:

Priority of Service – is when an eligible individual receives access to a service earlier in time than an individual not in a priority group **or**, if the resource is limited, the person in the priority group receives access to the service instead of a person outside any priority group.

WIOA Priority Groups - The WIOA Title I Adult program has a statutory priority of service criteria for individuals who are:

- i. Recipients of income-based public assistance; or
- ii. Other low income individuals; or
- iii. Individuals who are basic skills deficient.

Adult – a person who is 18 years of age or older.

Basic Skills Deficient: WIOA Sec 3(5)(B)—The term “basic skills deficient” means, with respect to an individual—

- (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- (B) who is a youth or adult, that the individual 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.

Covered Person – is a Veteran or eligible spouse who met the required Priority of Service criteria.

Eligible Spouse – the spouse of any of the following:

- a. Any veteran who died of a service-connected disability
 - iv. Any veteran who has a total disability resulting from a service-connected disability
 - v. Any veteran who dies while a disability so evaluated was in existence
 - vi. Any member of the Armed Forces serving active duty who, at the time of application for assistance, is listed, pursuant to section 556 of title 37 and regulations issued by the Secretary concerned, in one or more of the following categories and has been so listed for a total of more than 90 days:
 - Missing in action,
 - Captured in the line of duty by a hostile force, or
 - Forcibly detained or interned in the line of duty by a foreign government or power.

Low -Income Individuals – The term “low-income individual” means an individual who—

1. Is in a family with total family income that does not exceed the higher of—
 - a. the poverty line; or
 - b. 70 percent of the lower living standard income level;

2. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2));
3. Receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
4. Is a foster child on behalf of whom State or local government payments are made; or
5. Is an individual with a disability whose own income meets the income requirement of clause (1), but who is a member of a family whose income does not meet this requirement;
6. Is a youth who lives in a “high poverty area” defined in WIOA sec. 3(36)

Individuals with Barriers to Employment:

- (1) Displaced homemakers
- (2) Low-income individuals
- (3) Indians, Alaska Natives, and Native Hawaiians
- (4) Individuals with disabilities including youth who are individuals with disabilities
- (5) Older individuals (55 and older)
- (6) Ex-offenders
- (7) Homeless individuals (as defined in the Violence Against Women Act), or homeless children and youths (as defined in the McKinney-Vento Homeless Assistance Act)
- (8) Youth who are in, or have aged out of, the foster care system.
- (9) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- (10) Eligible migrant and seasonal farmworkers
- (11) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (TANF)
- (12) Single parents (including single pregnant women)
- (13) Long-term unemployed individuals
- (14) Such other groups as the Governor involved determines to have barriers to employment

[WIOA Sec. 3(24)]

Non-Covered Person - Refers to an individual who isn’t a veteran or eligible spouse, and who may or may not be in the WIOA priority groups.

Recipients of Income-based Public Assistance –These are individuals who receive, or, in the past six months received, or are a member of a family that is receiving or in the past six months has received, assistance through one or more of the following:

- i. Supplemental Nutrition Assistance Program
- ii. Temporary Assistance for Needy Families
- iii. Supplemental Security Income
- iv. State or local income-based public assistance

Veteran – a person who served in the active military, naval or air service, and who was discharged or released under conditions *other than* dishonorable.

Attachment A

WIOA Priority of Service Status Form

Purpose: This form is to be used to document the Priority of Service category of a Title I Adult participant.

Participant's Name: _____

State ID: _____

Participation Date: _____

PRIORITY OF SERVICE CATEGORY: (CHECK 1 OF THE FOLLOWING):

A. Veteran or Eligible Spouse:

- a. Veteran: Yes ___ No ___
- b. Eligible Spouse: Yes ___ No ___
- c. Meets Adult Priority Criteria:
 - i. Is currently receiving income-based public assistance: Yes ___ No ___ or
 - ii. Is low income: Yes ___ No ___ or
 - iii. Is basic skills deficient: Yes ___ No ___

B. A non-veteran who:

- a. Meets Adult Priority Criteria:
 - i. Is currently receiving income-based public assistance: Yes ___ No ___ or
 - ii. Is low income: Yes ___ No ___ or
 - iii. Is basic skills deficient: Yes ___ No ___

C. A veteran or eligible spouse of a veteran who **is not included** in WIOA priority groups:

- a. Yes ___
- b. No ___

D. A non-veteran who is not included in WIOA priority groups:

- a. Yes ___
- b. No ___

E. Other priority groups identified by the Governor or the Local Workforce Development Board. Any priority group identified must have been included in the Combined State Plan or the Local Workforce Development Area Plan.

- a. Yes ___
- b. No ___

Case Manager: _____

Date Completed: _____

LOW INCOME -ADULT	Verification Source	Check if Used
	Public Housing Authority if resident or on wait list*	
	Written statement from publicly or privately supported 24-hour care facility or institution, i.e., prison, mental facility, group home, etc., signed and dated by facility representative	
	WIOA Statement of Family Size/Family Income with signature of corroborating witness	
	Self-certification in Extreme Circumstances	
Individual/Family Income (Low Income) Verification should be provided for each applicable income source. If the applicant is low-income based on meeting the definition of TANF, SNAP (Food Stamps), SSI, Homeless, or Foster Child, this must be verified. Note: "Cardinal Card" alone is not sufficient evidence applicant is receiving SNAP (food stamps).	Alimony Agreement*	
	Award letter from Veterans Administration*	
	Bank Statement (Direct Deposit) *	
	Compensation Award Letter*	
	Court Award Letter*	
	Employer Statement/Contact*	
	Farm or Business Financial Records*	
	Housing Authority Verification, either resident or on wait list*	
	Pay Stubs*	
	Pension Statement*	
	Income-based Public Assistance Records*	
	Quarterly Estimated Tax for Self-Employed Persons (Schedule C)*	
	Social Security Benefits*	
	UI Documents and/or Printout*	
WIOA Statement of Family Size/Family Income		
Self-certification in Extreme Circumstances		
Public Assistance-(Low Income) Note: "Cardinal Card" alone is not sufficient evidence applicant is receiving SNAP.	Copy of Authorization to Receive Public Assistance* ❖	
	Copy of Public Assistance Check* ❖	
	Medical card showing grant status* ❖	
	DSS ID card showing grant status* ❖	
	DSS records/printout* ❖	
	Refugee assistance records* ❖	
	SNAP (food stamps) - - DSS records, SNAP authorization letter, postmarked SNAP mailer or other signed supporting documentation* ❖	
Homeless Status (Low Income) Refer to McKinney-Vento Homeless Assistance Act and/or Violence Against Women Act	Written and signed statement from person providing temporary residence ❖	
	Written statement from shelter ❖	
	Written statement from Social Service agency ❖	
	Self-certification in Extreme Circumstances	

LOW INCOME -ADULT	Verification Source	Check if Used
Supported Foster Child; (considered under “Low Income” definition)	Court contact❖	
	Court documentation❖	
	Medical card❖	
	Verification of payments made on behalf of child❖	
	Written statement from State/Local Agency❖	
Person with Disability (Low Income)	Letter from drug or alcohol rehab agency*	
	Letter from child study team stating specific disability*	
	Medical records*	
	Physician’s statement*	
	Psychiatrist’s diagnosis*	
	Psychologist’s diagnosis*	
	Rehabilitation evaluation*	
	Sheltered workshop certification*	
	Social Services records/referral*	
	Social Security Administration disability records*	
	Veteran’s Administration letter/records*	
	Vocational Rehabilitation letter*	
	Worker’s Compensation record*	
	School records*	
	Common intake form printed with applicant & staff worker signatures*	
Self-certification in Extreme Circumstances*		
DEI Statement signed by applicant*		

LOW INCOME -ADULT	Verification Source	Check if Used
Individual Status/Family Size (Low Income)	Birth Certificate	
	Decree of Court	
	Disabled (see Persons with Disability)	
	Divorce Decree	
	Landlord statement	
	Lease (residential)	
	Marriage certificate	
	Medical card	
	Most recent tax return supported by IRS documents*	
	Income-based Public Assistance/Social Service Agency records*	

Veteran Status (for determining Priority of Service Only). See VWL 18-04 for further guidance	DD-214, Report of Transfer or Discharge or official Discharge documentation issued by branch of the military,	
	Letter from Dept. of Affairs indicating applicant's veteran status	
	Veteran's Identification Card (VIC)	