



Administrative Policy # 1014 Adult and Veterans Priority of Service for Eligible WIOA Participants

Date Issued: 05/25/2016 Date Effective: 05/25/2016 Date of Last Revision: 01/09/2019

I. Purpose

It is WCJP's policy that priority of service will be given to four groups (the LWDB has not identified a local discretionary priority for another level of priority for services) of targeted individuals when approving individualized career services or training services for WIOA eligible participants.

II. Background

The four groups determined to be eligible for priority of service under WIOA are as follows:

- a. **Veterans and Eligible Spouses** who meet the *statutory* priority (public assistance recipient, low income including underemployed individuals, and individuals who are basic skills deficient, defined later in this policy) AND are eligible for WIOA Adult Services (defined as: 18 years of age or older, US citizen or eligible to work, and registered for selective service, if applicable) receive the highest level or priority.
- b. **Other individuals** (not veterans or eligible spouses) who meet WIOA Adult eligibility and the *statutory* priority of:
 - i. Recipients of public assistance
 - ii. Other Low Income includes individuals who are:
 1. Recipients of public assistance (defined above)
 2. In a family with total income below the poverty line or 70% of the lower living standard income level
 3. Homeless individuals
 4. Foster youth or youth aging out of the foster care system
 5. Individuals with disabilities with individual income below the poverty line or 70% of the lower living standard income level
 6. Underemployed individuals - individuals who are employed full-time or part-time and who also meet one of low-income individual categories above or,
 7. Pending US Department of Labor approval: Youth in-school up to age 21; or parents of such a youth, who are eligible to receive a free or reduced price lunch
 - iii. Basic Skills Deficient
- c. **All other veterans and eligible spouses** – who meet WIOA Adult program eligibility criteria will receive third level priority for services.
- d. **Other individuals** (not veterans or eligible spouses) who do NOT meet the statutory priority (public assistance recipient, other low-income individuals including underemployed, or basic skills deficient), but DO meet the WIOA Adult program eligibility, then receive the fourth level of priority for services.

III. Definitions

- Veteran is a person who:
 - Served on active duty in the military service of the U.S. for a period of more than 180 days and who was discharged or released with other than a dishonorable discharge; **OR**

- Was discharged or released from active duty because of a service-connected disability, as evaluated by the Department of Veterans Affairs; **OR**
- Was discharged as a member of a reserve component under an order to active duty pursuant to Section 672(a), (d), or (g), 673b of Title 10, who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged from such duty with other than a dishonorable discharge (38 U.S.C. 2011(4)).
 - Campaign Badge – Veteran who served on active duty in the U.S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management (OPM). The LWIA follows the Campaigns or Expeditions listed in the May 17, 2004 OPM publication. The list of Campaigns or Expeditions may be reviewed at the Campaign Badge Website found at: <http://opm.gov/veterans/html/vgmedal2.htm>.
- Eligible Spouse – the spouse of any of the following individuals:
 - A veteran who died of a service connected disability.
 - A member of the Armed Forces serving on active duty, who at the time of application for service under this section, is listed 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.
 - A veteran who has a total disability resulting from a service connected disability.
 - A veteran who died while a disability so evaluated was in existence.
- Recipients of public assistance: includes individuals who receive, or in the past six (6) months have received, or are a member of a family that is receiving or in the past six (6) months has received, assistance through one (1) or more of the following:
 - Supplemental Nutrition Assistance Program (SNAP)
 - Temporary Assistance for Needy Families (TANF)
 - Supplemental Security Income (SSI) or
 - State or local income-based public assistance
- Basic Skills Deficient – adults who are unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the participant’s family, or in society (locally defined as an adult who has English reading, writing or computing skills at or below 8th grade level on the TABE)
- Barriers to employment - displaced homemakers; ex-offenders; English language learners, have low literacy levels, or face substantial cultural barriers; eligible Migrant and Seasonal Farm Workers; single parents (including pregnant women); long-term unemployed individuals; and members of other groups identified by the Governor.

IV. Roles and Responsibilities

Individuals will be connected to partners within the PA CareerLink® network to address barriers, i.e.: ex-felons may be referred to the Federal bonding program to obtain a Fidelity Bond that guarantees honesty for “at-risk”, hard-to-place job seekers; pregnant or parenting individuals may be referred to CCIS for linkage to child care; English language learners will be connected to Propio for interpretation services; etc. If English language learners need longer term interpretation services, arrangements would be made to contract with one of the local colleges or universities to provide services until such time the individual may be connected to one of the adult literacy providers in the PA CareerLink® network.

Eligibility Process

- In the eligibility process, all applicants will be scanned to determine if they meet one of the priority service target groups. Documentation will be collected to verify the specific priority issue

(documentation from the County Assistance Office for receipt of SNAP, TANF, SSI; pay stubs to document low income; etc.). Applicants not meeting any of the first three priority service target groups will reviewed for Basic Skills Deficiency.

- A certified TABE administrator will proctor the TABE exams
- Applicants testing at or below a level of 8.9 will be determined as basic skills deficient, and therefore identified for priority service.

Data Entry

- Staff will complete the first Adult service, “LWIA Priority Service – local workforce development area” (WPS01), entering “Yes” for Priority when an Adult participant meets the criteria for one of the four targeted areas and “No” when they do not meet the criteria for one of the four targeted areas.

Reporting system

- The Data Manager will create and run Ad-Hoc reports from CWDS on a quarterly basis or as needed. These reports will be distributed to the Program Director, PA CareerLink® Program Coordinator and WDB staff monitor.
- Adult Priority Report
 - This report will show all active Adult eligible participants for the specified Program Year and the individuals verified as in a targeted priority group.
 - A calculation on the report will show the current percentage of Adult priority individuals to determine if WCJP is currently meeting the priority goal of 51% or higher.
- Veteran or Eligible Spouse Report:
 - This report will show all eligible veterans and eligible spouses active in the specified Program Year in the LWDA.
 - This report will be used to determine all eligible participants in the LWDA who are veterans or eligible spouses.

Internal Monitoring

- Programmatic – WCJP’s Program Director and PA CareerLink® Program Coordinator (CLPC) will review the quarterly report sent by the Data Manager. The Program Director and CLPC will discuss report to determine when a notice needs to be issued to staff to recruit only priority individuals. The CLPC will issue a memorandum to all staff that applications will only be processed for individuals who meet one of the priority targets.
- Workforce Development Board (WDB) – staff to the WDB will monitor the quarterly reports sent by the Data Manager. The Chief Financial Officer may, at his discretion, issue a notice to Title I staff that only priority of service applications may be processed.

V. Appendices (if applicable)

N/A