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| Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554 | Classification: Priority of Service |
| | Date: March 29, 2018 |

Region VI Guidance Letter 1-15, R-5

To: All WorkForce West Virginia Center Managers and staff
All WIOA Career Planner/Eligibility Determination staff
All Local Service Providers

From: Region VI Workforce Development Board (Region VI WDB)

Subject: WIOA Priority of Service for Adult Funding

1. PURPOSE: To inform the local area of implementation guidelines for priority of service for career and training services under WIOA Adult Funding in the Region VI Service Area.
2. REFERENCE: WIOA sections 134(c)(3)(E), and 20 CFR Part 680, Subpart E Sections 680.600-660, and WIOA section 3(63)(A), section 3(5)(B), and 38 U.S.C. 101 and 4213, and WorkForce West Virginia WIOA Policy No. 2-16.
3. BACKGROUND: The Workforce Innovation and Opportunity Act states local Workforce Development boards may establish a priority of service for career and training services under Title I Adult Funding.
4. ACTION: Veterans or eligible spouses (covered persons), recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient will be given priority.
5. IMPLEMENTATION DATE: Effective March 29, 2018 until rescinded or revised by the Region VI Workforce Development Board.

Attachments:

Guidance on Priority of Service for Adult Individual Career Services and Training Services

ATTACHMENT 1

PRIORITY OF SERVICES FOR ADULT INDIVIDUAL CAREER SERVICES AND TRAINING SERVICES

(Priority of Service to be assigned to each participant at time of issuance of conditional voucher.)

Priority 1: First priority will be given to veterans or eligible spouses (covered persons) who are low-income or recipients of public assistance or are basic skills deficient.

Priority 2: Second priority will be given to individuals (non-covered persons) who are low-income or recipients of public assistance, or individuals who are basic skills deficient.

Priority 3: Third Priority will be given to veterans and eligible spouses who are not low-income and are not recipients of public assistance or basic skills deficient.

Priority 4: Fourth Priority will be given to individuals who do not meet the above priorities.

Low-income – An individual who:

(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

(ii) 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;

(iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 1403e-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)));

(iv) received or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act (42 U.S.C 1751 et.seq.);

(v) is a foster child on behalf of whom State or local government payments are made; or

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

Basic Skills Deficient – An individual unable to compute or solve problems, read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

For WIOA purposes, the State further defines Basic Skills Deficient as an individual who:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- Reading and/or Math assessment at an 8.9 or below grade level. (Regions using WorkKeys assessment will be WorkKeys level at or below 4).
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the local area and documented in its required policy.