



CENTRAL REGION

**Workforce Innovation and Opportunity Act (WIOA) Program Policy #101**

**Subject:** Adult Funding and Universal Priority of Service

**Effective Date:** November 14, 2012

**Revised:** January 10, 2018; April 11, 2023

**Policy Statement:** The purpose of this policy is to establish priority of service provisions for WIOA Title 1 Adult funds which gives priority for services to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient who are served with WIOA adult funds.

This policy also incorporates Veterans' Preference requirements within an overall priority structure that applies to all WIOA funding received in Virginia Career Works Central Region.

**BACKGROUND:**

The Workforce Innovation and Opportunity Act and the Jobs for Veterans Act require that veterans and eligible spouses receive priority when applying for services under employment and training programs funded by the U.S. Department of Labor's Employment and Training Administration funded programs.

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.

WIOA Section 134 (c)(3)(E) establishes a priority of service requirement for all customers served under the Title I Adult program-formula funds for employment and training activities. Under this section, American Job Center staff when using WIOA Adult funds to provide individualized career and/or training services must give priority to recipients of income-based public assistance, other low-income individuals and to individuals who are basic skills deficient. Under WIOA, priority of service must be implemented regardless of the amount of funds available to provide services in the local area.

**GUIDANCE:**

**Applying Priority of Service**

In accordance with federal and state policy, veterans and eligible spouses are given priority of service for the receipt of employment, training and job placement services under all DOL funded job training programs and services, including WIOA Title I programs. Virginia Career Works Centers must prominently display, in all public areas, signage that informs individuals of the priority of service for veterans and eligible spouses.

In addition to veterans and eligible spouses, the WIOA Title I Adult program has three mandatory priority populations, the WIOA Priority Groups. For programs that do not have mandatory priority populations (such as the WIOA Dislocated Worker program), veterans always receive first priority followed by all other participants. All individuals meeting the priority of service, including veterans, must still meet the individual program's eligibility criteria to receive services under the respective employment and training program. Priority of service guidelines shall determine the order of precedence for delivery of individualized career and training services to those who have **been deemed eligible** under the Adult Title I program.

Priority of service applies to the selection procedure for services, to include individualized career and training services, in the following manner: if there is a waiting list for the service, priority of service is intended to require that a person in a priority group goes to the top of that list. Once a person outside any priority group has been approved for funding and accepted/enrolled in a training class, priority of service does not allow a person in a priority group to "bump" the enrolled person from that training class. Staff will complete the WIOA Priority of Service status form (Attachment A) to document the Priority of Service category and maintain the form in the customer's **electronic** file.

When programs are statutorily required to provide priority to a particular group of individuals, as described above, priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the WIOA Priority groups given statutory priority for WIOA Adult formula funds. This means that veterans and eligible spouses who are income-based public assistance recipients, other low-income individuals, or individuals who are basic skills deficient would receive priority for services provided with WIOA Adult formula funds for individualized career services and training services.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the WIOA Priority groups given statutory priority for WIOA Adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Fourth, to priority populations established by the Governor and/or Local WDB.
5. Last, to non-covered persons outside the WIOA Priority groups given priority under WIOA.

The established priority of service criteria outlined above does not mean that individualized career and/or training services may only be provided to recipients of income-based public assistance, low-income individuals, and individuals who are basic skills deficient. Virginia Career Works Central Region will focus on serving eligible individuals facing barriers to employment but may serve eligible individuals that do not fall into a priority group. However, the local area will monitor and adhere to the Department of Labor (DOL) expectation that 75% of participants should fall within these priority groups.

**Note:**

When income is selected as a determinant for a priority of service group under the WIOA Adult employment and training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits, must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied when making a determination. Military

earnings are not to be included when calculating income for veterans for transitioning service members for this priority, in accordance with 38 U.S.C.4213.

**Procedure:**

The contractor shall establish priority of service at the point of entry for each customer through the completion of a WIOA Priority of Service Form (Attachment A). Self-attestation of priority status at point of entry is acceptable. Priority status must be verified when a participant has been made eligible for individualized career or training services. The Career Navigator will upload the completed and verified WIOA Priority of Service Form and supporting documents into the participant's VAWC electronic record.

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 ONE 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 public assistance    Yes    No
  - II. Is low income    Yes    No
  - III. Is basic skills deficient    Yes    No

B. A non-veteran who:

- a) Meets Adult Priority Criteria:
  - I. Is currently receiving public assistance    Yes    No
  - II. Is low income    Yes    No
  - 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 WDB. Any priority group identified must have been included in the Combined State Plan or the Local Workforce Development Area Plan.

- a)  Yes
- b)  No

Career Navigator: \_\_\_\_\_

Date Completed: \_\_\_\_\_