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WORK4WV-Region I, Inc.

Region 1 Workforce Development Board Policy Letter #01

Subject: Priority of Service

Effective Date: July 1, 2015

Purpose: To establish guidelines in priority of service to customers seeking assistance through WIOA activities, also specific to priority of service to veterans and eligible spouses or individuals who are basic skills deficient.

References: Section 1 (b) Sec. 3 (15) (16) and (36) and Section 134 (c) (3) (E) of the Workforce Innovation and Opportunity Act; NPRM Subpart E Priority and Special Populations §680.600; "Jobs for Veterans Act", PL 107-288; United States Department of Labor Training and Employment Guidance Letter 5-03; WV Code 9A-4 Workforce WV Guidance Notice 03-15; Underemployed Dislocated Worker Definition; TEGL 3-15

Background: The Workforce Innovation and Opportunity Act of 2014 authorize local Workforce Development Boards to determine priority of service for Career and Training Services. WIOA also authorizes local WDB's to define self-sufficiency for the local area.

Policy: WIOA Basic Career Services will be provided to all individuals seeking assistance without regard to specific eligibility criteria.

Veterans and certain qualifying spouses (as defined in the 'Jobs for Veterans Act') will receive priority of service over non-veterans but must still meet eligibility criteria to receive services under the respective employment and training program. After veterans, individuals who are basic skills deficient will have priority, but must also meet eligibility criteria.

WIOA Individualized Career and Training services that require significant staff time or assistance will be provided to individuals as outlined below:

Adult Funds

- ➔ Veterans and eligible spouses – veterans will have priority of services in all Workforce Programs administered under the Federal Workforce Innovation and Opportunity Act of 2014
- ➔ Low Income Individuals – individuals who are recipients of public assistance or members of families at or below the poverty level or 185% of the lower living standard and who are deemed to possess significant barriers to employment including but not limited to, low literacy skills, ex-offenders, poor work history, alcohol and drug addiction, and the homeless.

- Low Income Individuals – individuals who are recipients of public assistance or members of families at or below the poverty level or 185% of the lower living standard.

How Priority of Service is defined and applied – Priority of service does not mean that only those individuals who meet the criteria listed above will be served. It means that if there are individuals who meet those criteria who are registered for service and deemed in need of career and training services, they will be enrolled before other individuals are considered. Local WORKFORCE West Virginia intake and case management staff will make decisions on who will be enrolled, essentially using the rule that if individuals who meet the priority of service definition are available, they will receive consideration for training services over others.

If training services are provided to individuals from another Region within West Virginia or from another state, a valid Memorandum of Understanding between the Workforce Development Boards must be in place before training begins.

5. Action: All WORKFORCE West Virginia centers located within Region 1 or serving customers from Region 1 will be made aware of this policy. Eligibility for priority of service shall be determined by the WORKFORCE West Virginia center and tracked through the WIOA Management Information System (MACC).

6. Expiration Date: This policy shall be in effect until revised or canceled by the Region 1 Workforce Development Board.

Approved:

February 04, 2016
February 18, 2016
February 24, 2016

Executive Committee
Region 1 Workforce Development Board of Directors
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