

Priority of Service Policy

Approved 11.2817

Reason: Under WIOA, all workforce development areas are constantly under priority of service, in reference to Adult Formula Funds individualized and training services. There are categories defined within this policy that outline who receives priority for services and when. This policy is designed to eliminate conflict within the Priority of Service policy, and expedite entrance. The policy incorporated a more responsive process of entering into Priority of Service.

I. Purpose

This policy provides guidance and establishes the procedures regarding priority of service for the Adult Program and Veterans Priority of Service.

II. Authorization

Workforce Innovation and Opportunity Act of 2014 (WIOA) § 3, § 133 § 134 (c)(3)(E); Training and Employment Guidance Letter (TEGL) 03-2015 Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act (WIOA or Opportunity Act) and Wagner Peyser, as amended by WIOA, and guidance for the Transition to WIOA Services.

III. Background

WIOA mandates, under the Adult Formula funds, priority of service be given to those who are veterans and their eligible spouses, those who are basic skills deficient, those who receive public assistance, and those who are low income individuals, therefore all services under the umbrella of individualized services shall be first granted to those cohorts identified above.

IV. Definitions

For the purpose of this policy, the following definitions apply.

A. Basic Skills Deficient

An 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.

B. Eligible Spouse of a Veteran ("covered person")

Those who meet one of the criteria below are eligible for priority of services in WIOA Adult, Dislocated and Youth programs are those spouses of:

1. Any veteran who died of a service-connected disability;
2. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - a. A service member missing in action;
 - b. A service member captured in line of duty by a hostile force; or
 - c. A service member forcibly detained or interned in line of duty by a foreign government or power;
3. Any veteran who has a total disability resulting from a service connected disability, as evaluated by the Department of Veterans Affairs; or

4. Any veteran who died while a disability was in existence.

C. Low-Income

An individual that meets one of the four criteria below qualifies as low-income:

1. Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program (Food Stamps), temporary assistance for needy families' program, supplemental security income program, or state or local income-based public assistance.
2. In a family with total family income that does not exceed the higher of the following:
 - a. the poverty line; or
 - b. 70 % of the Lower Living Standard Income Level.
3. A homeless individual; or
4. An individual with a disability, whose own income does not exceed the income requirement, but is a member of a family whose total income does.

D. Public Assistance

An individual that receives federal, state, or local government cash payments.

E. Veteran

For the purpose of providing Priority of Service in the WIOA Adult Program and WIOA Dislocated Worker Program eligibility, "veteran" is defined as a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service also includes full-time duty in the National Guard or Reserve component, other than full time duty for training purposes.

V. Local Policy

It should be noted that the term "priority of service" refers to a preferential ranking. It conveys the idea that higher consideration should be applied to a given population, such as recipients of public assistance, low-income individuals and Veterans and eligible spouses, including widows and widowers, when providing individualized and training services .

A. Veteran

Federal Law requires that priority treatment be given to covered persons under the Jobs for Veterans Act. This means that priority of service applies for veterans and some spouses who meet the eligibility requirements for participation in any DOL-funded training program. Priority of service for the covered person applies to all services and activities provided within the center, not just individualized and training services. Veteran priority applies to all Department of Labor funded job training programs. Each veteran discharged, other than those dishonorably discharged, are eligible for priority of service, along with their spouses, if they meet the definition in section IV(B) of this policy

Military earnings are not to be included when calculating income for veterans or transitioning service members.

B. Adult Program

Adults who fall under one of the following categories listed below must be given priority in regards to individualized and training services.

1. Family Income at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL), whichever is greater;
2. SNAP, TANF or SSI recipient within the last 6 months;
3. Be Low Income Home Energy Assistance Program, Subsidized Child Care Benefits, or Refugee Assistance recipient;
4. Homeless; or
5. An individual with a disability whose own income meets the income requirement of item (1) above, but who is a member of a family whose income does not meet the requirement.

C. Priority of Service Client Sequence

As described in Training and Employment Guidance Letter (TEGL) 03-2015, below is the order of priority. The Service Provider shall document and record each determination of a participant receiving or not receiving services, due to priority of service. The facts used to make the decision must be recorded and made available upon request.

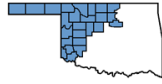
1. Veterans and eligible spouses who meet WIOA Adult low income priority (section B), or individuals who are basic skills deficient;
2. Those who meet WIOA Adult low income priority;
3. Veterans and eligible spouses who do not fall under the WIOA low income priority;
4. Those who are not veterans, eligible spouses or WIOA low income. An individual who does not provide income verification automatically falls within this category.

VI. Compliance

The Service Provider shall track the results of who received and who did not receive training services due to priority of service criteria. Information used to make the determination needs to be addressed in the data. This information shall be given Board Staff on a quarterly basis, by the fifth working day of the first quarter month of each quarter, for the entire prior quarter. This information is for monitoring purposes.

VII. Policy Additions and Clarifications

The WB Staff is authorized to issue additional instructions, guidance, forms, etc., to further implement the requirements of this policy. The WB Executive Director/Staff is further authorized to make needed and necessary compliance changes to this policy as the need arises due to changes in state interpretation or guidance. Periodic changes should be necessary to continually improve the systems. The WB Executive Director/Staff is further authorized to approve any service provider procedures that are needed in order to implement this policy locally. It will not be necessary to have Board approval of Service Provider procedures as WB Executive Director/Staff will approve procedures as necessary and appropriate. Service Providers are cautioned to always be aware of and have a thorough knowledge of current state guidelines that may be issued along with required forms and procedures.



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

Participant Priority of Service Form

General Information

Name		Participant ID	
Date		Priority Class #	

Section 1

	YES	NO	N/A
Veteran priority of service for the covered person under the Jobs for Veterans Act applies to all services and activities provided within the center, not just individualized and training services. Veteran priority applies to all Department of Labor funded job training programs. Was the Veteran honorably discharged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documentation DD-214 Veterans Administration Letter Cross-Match with Veteran Data Will provide documentation next visit.

Veteran Spouse Priority of service for the covered person under the Jobs for Veterans Act applies to all services and activities provided within the center, not just individualized and training services. Veteran priority applies to all Department of Labor funded job training programs.			
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Check all that apply.

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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A spouse of:

A veteran who died of a service-connected disability.

Any member of the Armed Forces serving on active duty who is:

Documentation DD-214 Veterans Administration Letter Cross-Match with Veteran Data Will provide documentation next visit.

Section 2

	YES	NO	N/A
Adults who fall under one of the following categories listed below must be given priority in regards to individualized and training services.			
<input type="checkbox"/> Family Income at or below the Poverty Line or 70% of the Lower Living Standard Income Level (LLSIL), whichever is greater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SNAP, TANF or SSI recipient within the last 6 months			
<input type="checkbox"/> Be Low Income Home Energy Assistance Program, Subsidized Child Care Benefits, or Refugee Assistance recipient			
<input type="checkbox"/> Homeless			

Documentation Alimony Agreement Award Letter from Veterans Administration Bank Statements Compensation Award Letter Employer Statement Family or Business Financial records Pay stubs Pension

Section 3

	YES	NO	N/A
Basic Skills Deficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

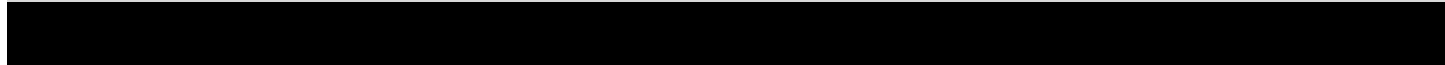
Documentation	<input type="checkbox"/> Generally Accepted Standardized Test within the 6-month period prior to enrollment
	<input type="checkbox"/> A copy of school records documenting actual scores from a generally accepted standardized test.

Evaluation

Class 1 Classification Veterans and eligible spouses who meet WIOA Adult low income priority, or individuals who are basic skills deficient	YES	NO	N/A
If the participant had a "Yes" in Section 1 and Section 2 or had a "Yes" in Section 3, then they are considered a Class 1 Classification and are first to receive all Individualized or Training Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 2 Classification Those participants who meet WIOA Adult low-income priority			
If the participant has a "YES" in Section 2, then they are considered a Class 2 Classification and shall be the second to receive all Individualized and Training Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 3 Classification Veterans and eligible spouses who do not fall under the WIOA low income priority			
If the participant only has a "Yes" under Section ,then they are considered Class 3 Classification and shall be the third to receive all Individualized and Training Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class 4 Classification Those who are not veterans, eligible spouses or WIOA low income. An individual who is employed, but does not provide income verification automatically falls within this category.			
If the participant does not have any "Yes" marked in Sections 1, 2, and 3, then they are considered Class 4 Classification and shall be the fourth to receive all Individualized and Training Services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Classification of Participant

Additional Comments



By signing this form, you confirm that you have acquired all the appropriate information and documentation to support the classification for priority of service..

Participant Signature		Date	
Career Manager Signature		Date	