



Workforce Development Board Mid-Ohio-Valley

Policy #9

Subject: Priority of Service and Self Sufficiency– Adult/DW

Effective Date: May 1, 2017

Purpose: To establish guidelines in priority of service to customers seeking assistance through WIOA adult and dislocated worker activities.

References: WIOA §3; §133(b)(2)(A), §133(b (3); 134(c)(3)(E); 20 CFR Subpart E 680; ‘Jobs for Veterans Act’, PL 107-288; Workforce WV WIOA Policy No. 2-16; TEGL 3-15; Workforce WV Guidance Notice No. 4-16

Background: WIOA specifies that priority of service must be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. The Law gives priority to Veterans first, then those receiving public assistance, then other low income individuals and finally those who are basic skills deficient.

In addition, WIOA allows for flexibility for local WDB’s to define self-sufficiency as a basis for determining career and training services for employed or unemployed Adults and employed Dislocated Workers.

Policy: WIOA Basic Career Services will be provided to all individuals seeking assistance without regard to specific eligibility criteria. WIOA Career and Training services that require significant staff time or assistance will be provided to eligible individuals based on priority of service, as outlined below.

Do we keep self-sufficiency with this policy or move it to eligibility policy? Include in the definitions.

- **Self Sufficiency**

For the purposes of determining eligibility for receipt of a WIOA ITA, or On-the-Job / Customized Training in Region 4, an adult is considered self-sufficient if s/he has received income, or is a member of a family that has a total family income (for the six-month period immediately prior to application for WIOA services) that is 200% or above the WV Lower Living Standard Income Level (non-metropolitan) for the current Program Year. An employed Dislocated Worker is considered economically self-sufficient if s/he is making a wage that is equal to or greater than 80% of his or her wage at the time of dislocation.

- Priority of Service may change based on funds available for training. Training funds are tracked via the ITA spreadsheet and the Fiscal Report. As training funds are expended,

and remaining funds are less than 10% of the allocated amount per the current budget, the Priority of Service may be adjusted to a lower income level at the WDB-MOV's discretion. Conversely, as greater funds become available, the POS may be raised to a higher level.

The WDB-MOV has defined self sufficiency as 200% of the lower living income guidelines.

Veterans and certain qualifying spouses will receive priority of service over non-veterans in each priority of service category and must meet eligibility requirements for the program.

ADULT FUNDS

First Priority: WDB-MOV residents who are recipients of public assistance, or other low income individuals at or below 70% of the lower living income guidelines or are basic skills deficient *regardless of income level*.

Second Priority: WDB-MOV residents who are recipients of public assistance, or other low income individuals at or below 100% of the lower living income guidelines.

Third Priority: WDB-MOV residents with income at or below 150% of the lower living income guidelines.

Fourth Priority: WDB-MOV residents with income at or below 200% of the lower living income guidelines.

Fifth Priority: Any other WDB-MOV resident *or* workers of an employer in the region who is unemployed, underemployed or employed and needs re-training or skills upgrade.

DISLOCATED WORKER FUNDS

First Priority: Dislocated workers who live in or are laid off from an employer in the WDB-MOV who needs assistance to obtain employment at a sustainable wage.

Second Priority: Dislocated workers who are dislocated from an employer located in the WDB-MOV area and who needs assistance to obtain employment at a sustainable wage.

Third Priority: Dislocated workers who needs assistance to obtain employment at a sustainable wage and who have a bona fide job offer from an employer in the WDB-MOV region.

Fourth Priority: Dislocated workers who are *underemployed*, meaning a person who was laid off from a previous employer, but now is employed but making 80% or less of the salary that was paid at the employer of dislocation.

This policy does not prohibit serving other customers but sets priority of service only.

Action: All Workforce WV centers located within WDB-MOV area or serving customers from WDB-MOV area will be made aware of this policy. WDB-MOV will direct the local One Stop Operator on application of priority of service for career and training services based on factors including, but not limited to, funding allocation, regional needs, and unique circumstances that may impact the economic climate in the WDB-MOV area. Eligibility for priority of service shall be determined by the Workforce WV center and tracked through the WIOA Management Information System.

Expiration Date: This policy shall be in effect until revised or canceled by the Workforce Development Board Mid-Ohio Valley.

Approved:	July 24, 2015	LEOs/Board
	October 28, 2016	LEOs/Board
	April 28, 2017	LEOs/Board