

**Berks County Workforce Development Board
(WDB)**

Adult Priority of Service Policy

The Workforce Innovation and Opportunity Act (WIOA) identifies four priority groups for service within the Title I Adult funding stream. Priority of service means those individuals in the priority groups are given priority over other individuals for receipt of individualized career services and training services. Priority of service does not guarantee that by virtue of his/her status an individual will always receive services. The individual must be eligible and able to benefit from the services. Once another participant is enrolled in a WIOA individualized career or training service, that participant may not be displaced by an individual who qualifies for priority of service.

The four priority groups are (within each group a veteran or eligible spouse of a veteran takes priority over a non-veteran):

- Recipients of public assistance
- Low income
- Basic skills deficient
- Underemployed

Priority is provided in the following order:

- *First*, to veterans and eligible spouses who meet the requirements for inclusion in one of the four priority groups.
- *Second*, non-veterans who meet the requirements for inclusion in one of the four priority groups.
- *Third*, to veterans and eligible spouses who **do not** meet the requirements for inclusion in one of the four priority groups.
- *Fourth*, non-veterans who **do not** meet the requirements for inclusion in one of the four priority groups.

Priority will be determined at eligibility for all individuals enrolled under the Title I Adult funding stream. Copies of all documentation used to verify priority must be included in the customer's file. See the WDB "Program Eligibility Policy" for further details.

The WDB has elected **not** to include additional local priority requirements. As such, no local requirements are included or inferred.

Definitions and Allowable Documentation.

1. Recipients of Public Assistance includes individuals currently receiving, or in the past six months prior to the determination of eligibility have received, or are a member of a family currently receiving or in the past six months prior to the determination of eligibility has received, assistance through one or more of the following (all must be verified through official Federal, State, local government documentation):

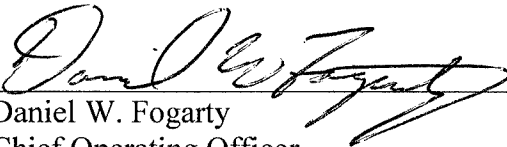
- a. Supplemental Nutrition Assistance Program (SNAP)
 - b. Temporary Assistance for Needy Families (TANF)
 - c. Supplemental Security Income (SSI)
 - d. State or local income-based public assistance
2. Low-Income
- a. Recipients of public assistance are considered “low-income”. See definition above for allowable verification documentation.
 - b. Individuals in a family with total family income that does not exceed the higher of; or is an individual with a disability whose own income meets the definition but who is a member of a family whose income exceed:
 - i. The poverty line or
 - ii. 70% of the Lower Living Standard Income Level (LLSI)
 - iii. Income and family size must be verified using the WDB Family Size & Income Form. A list of allowable source documentation is included on this form.
 - c. Homeless
 - i. An individual who lacks a fixed, regular, and adequate nighttime residence including an individual who:
 - 1. Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - 2. Is living in a motel, hotel, trailer park or campground due to the lack of alternative adequate accommodations
 - 3. Is living in an emergency or transitional shelter
 - ii. An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
 - iii. See WIIN 3-99 Change 2 Attachment G, or replacement document if rescinded/updated, for list of acceptable documentation.
 - d. Foster youth
 - i. See WIIN 3-99 Change 2 Attachment G, or replacement document if rescinded/updated, for list of acceptable documentation.
3. Basic Skills Deficient is defined as an individual who has English reading, writing, or computing skill at or below the eighth grade level on a generally accepted standardized test. Allowable documentation:
- a. Results of a basic skills assessment if assessment administered within one year of eligibility determination. Acceptable assessment tests:
 - i. TABE
 - b. School records if individual graduated within one year of eligibility determination
 - c. Records from an ABE or ESL program if records are less than one year old at time of eligibility determination
 - d. If no records or results are available or they do not fall within the parameters stated above an assessment test must be administered to determine priority under this category
4. Underemployed individuals meet the definition under the WDB “Policy on Underemployment & Significant Reduction in Family Income” and also meet the definition of low-income stated above.
5. Veteran is an individual with service in the military, naval, or air service and a discharge under conditions other than dishonorable. A veteran who applies for WIOA services within 48 months after discharge or release from active military, naval, or air service is

considered a Recently Separated Veteran and meets the definition of a Dislocated Worker.

- a. DD-214 or other official Federal documentation is required to verify this status.
6. Eligible Spouse of a Veteran is the spouse of any of the following:
 - a. A veteran who died of a service connected disability.
 - b. A member of the Armed Forces serving on active duty, who at the time of application for services, is listed in one or more of the following categories, and has been so listed for a total of more than 90 days: missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power.
 - c. A veteran who has a total disability resulting from a service connected disability.
 - d. A veteran who died while a disability so evaluated was in existence.
 - e. Official Federal documentation is required to verify this status.

Monitoring of Priority Target

The WDB expects that at least 51% of all individuals served with Title I Adult funds will meet one of the priority target groups. Monitoring of progress toward and maintenance of goal will be conducted primarily through monthly reports generated from the local management information system. All eligibility documentation, including documentation verifying priority status, is reviewed by the WDB prior to the customer's enrollment in a program.

 5/13/2016
Daniel W. Fogarty
Chief Operating Officer
Berks County Workforce Development Board

Board Approval and Effective Date: March 18, 2016