

Western Virginia Workforce Development Board
Workforce Center & Services Committee
February 6, 2019 - 2:00pm
Virginia Career Works – Roanoke Center
3601 Thirlane Road, Suite 2, Roanoke, VA 24019

I.	Call to Order	Crystal Hall
II.	Public Comment	
III.	Meeting Minutes Approval – November 13, 2018	Crystal Hall
IV.	Old Business <ul style="list-style-type: none">• GO Virginia Grant• Hollins University Project – Marketing to Target Populations• Involvement with Prevention Council	Morgan Romeo
V.	OnRamp Grant Update <ul style="list-style-type: none">• Intake Process• Common Screening Tool Progress• Resource Guide Progress• Navigator Academy	Michelle Brennan
VI.	WIOA Title I Provider Performance <ul style="list-style-type: none">• PY18 Quarter 1 WIOA Title I Program Performance• Ross IES Year One Review	Crystal Hall
VII.	New Business <ul style="list-style-type: none">• New Board Policies<ul style="list-style-type: none">○ Conflict of Interest Policy○ Dislocated Worker Trade Co-Enrollment Policy• Updated Board Policies<ul style="list-style-type: none">○ Work Experience Policy○ Priority of Service Policy• Eligible Training Provider Applications<ul style="list-style-type: none">○ Feeding America Southwest Virginia	Crystal Hall
VIII.	Local Plan Revisions	Morgan Romeo
IX.	Upcoming Meetings <ul style="list-style-type: none">• Next WCSC Meeting (May 2019)• WVVWDB Meeting – March 22, 2019 @ 9:00 AM, The Franklin Center, Rocky Mount, VA	
X.	Adjournment	



BLUE RIDGE REGION

**Western Virginia Workforce Development Board
Workforce Center & Services Committee**

November 13, 2018 – 2:00 PM

Western Virginia Workforce Development Board Offices
313 Luck Avenue SW, Roanoke, VA 24016

Committee Members	Present
Joseph Brinley	
Afira DeVries	X
Crystal Hall, Chair	X
Mary Ann Gilmer	X
Dr. Milan Hayward	
Kathy Hodges	X
Katherine Holcomb	X
Karen Michalski-Karney	X
Joyce Kessinger	X
Steven Martin	X
Susan Martin, ex-officio	
Jo Nelson	X

Board Staff	Present
Morgan Romeo	X
Leah Gibson	X
Candace Martin	X
Guests	Present
Michelle Brennan	X
Tiffany Worstell	X
Nancy Hans	X

CALL TO ORDER

Crystal Hall, chair, called the meeting to order at 10:00 AM. A quorum was present.

PUBLIC COMMENT

There were no comments from the public.

MEETING MINUTES APPROVAL – OCTOBER 1, 2018

The October 1, 2018 Workforce Center & Services Committee Meeting minutes were presented to the committee.

Workforce Center & Services Committee Action: Jo Nelson made a motion to approve the minutes as presented. Joyce Kessinger seconded the motion. The motion was carried.

GUEST SPEAKER-PREVENTION COUNCIL FOR ROANOKE COUNTY

Nancy Hans, Executive Director for the Prevention Council for Roanoke County spoke to the committee about the opioid epidemic in the local workforce region. The Prevention Council works to provide placement for high school graduates into treatment to treat overdoses and prevent loss of life. The HOPE initiative was created in 2015, after years of work starting in 2012. Ms. Hans shared handouts and flyers with the group regarding the HOPE Initiative. The group hopes to increase the number of treatment facilities within the state of Virginia. They have scheduled a Collective Response event on December 5, 2018. The group discussed and agreed

the opioid crisis plays a role in the goals of the Workforce Development Board and our programs. The group also requested that Board staff become involved in the work the Council is doing.

OLD BUSINESS

Workforce Center & Services Committee Charter

A draft of an updated Workforce Center & Services Committee Charter was provided on page 8 of the agenda packet. The charter outlines committee responsibilities.

Workforce Center & Services Committee Action: Kathy Holcomb made a motion to recommend approval of the charter as presented. Karen Michalski-Karney seconded the motion. The motion was carried.

Eligible Training Provider Performance Update

As required by WIOA Title I, data is now being collected for each training provider approved to receive WIOA Title I funding. These measures include completion rates, credential rates and employment information. The state currently has minimum performance measures for completion (50% of above) and credentials (65% or above). Several of the locally approved training providers are currently not meeting those performance requirements. Since this is the first year of the performance measures, the Board Chair had requested that Board staff develop a local procedure to follow to allow a transition to meet these measures. Board staff have done so and will allow a 3-year transition period for training providers to gather data to meet these performance measures. The state of Virginia is applying for a waiver to waive the collection of information from providers, to which Board staff will provide updates as they become available.

Center Traffic Report & Demographics Discussion

Page 11 of the agenda packet provided traffic demographic data from the Virginia Career Works – Roanoke Center from March 2018 – October 2018. Additionally, a map of high poverty areas in the local workforce area was shared with the committee. The group discussed ensuring strategies are in place moving forward to market services to high-need populations. The group also discussed marketing services to low-income families receiving housing subsidies from the Roanoke Redevelopment & Housing Authority.

United Way OnRamp Grant Progress

Morgan Romeo provided an update on this grant. She shared that Russ Poindexter has been hired by TAP to help customers navigate services at the Virginia Career Works – Roanoke Center. Russ will be working with Michelle Brennan, hired by Ross IES as the One Stop Operations Coordinator, on implementing system changes through the grant to better serve our clients.

GO Virginia Grant

Morgan Romeo shared that Board staff is still working with LWDA 7 (the Lynchburg area) and their Workforce Board to develop an MOU for this grant. The grant will provide for a youth career expo to be held in Roanoke in September 2019. The expo will host 7th graders from our workforce area, the Lynchburg area as well as the New River Valley workforce area.

WIOA TITLE 1 PROVIDER PERFORMRANCE

Morgan Romeo provided a performance report with the group. The report focuses on 3 main measures: participants into the WIOA Title I programs, financial expenditures within the

programs and performance measures of the programs. The group discussed which measures were progressing slower than would be expected at this point into the contract and program year. The group also discussed, specifically, expenditures in the Youth program, which were much under expected rates. Board staff had discussed with Ross IES identifying a staff person locally to focus full-time on the WIOA Title I Youth program. Ross IES also has plans to develop a Youth Task Force, to help with referrals and enrollments for the program.

NEW BUSINESS

Eligible Training Provider Initial Application

The group reviewed an application from Roanoke Valley Nurse Aide Training to be added to the statewide Eligible Training Provider List, to be eligible to receive WIOA Title I training funding.

Workforce Center & Services Committee Action: Joyce Kessinger made a motion to recommend approval of the application. MaryAnn Gilmer seconded the motion. The motion was carried.

Local Plan Update

Morgan Romeo shared with the committee that state guidance requires certain updates to the Local Plan. Virginia Tech had previously provided data for the original version of our Local Plan. Board staff have been working with Virginia Tech to review data, evaluate any changes or trends, and make updates to the Plan as needed. A draft of the Local Plan update will be brought to the Board meeting in December 2018, for review.

Discretionary Grants Process

The group discussed implementing a local policy regarding applying for discretionary grant funding. Discussion ensued surrounding whether grants should be required to include all localities within the local workforce area. The group discussed that some localities have different needs and services available. The group advised Board staff to ensure consideration is given to circumstances and needs of each locality when applying for discretionary grant funding.

UPCOMING MEETINGS

Crystal reminded the committee members that there was is a Western Virginia Workforce Development Board Meeting on December 14, 2018 at 9:00 AM at the Virginia Career Works-Roanoke Center.

Crystal Hall adjourned the meeting at 3:24pm.

Crystal Hall

Date

All Virginia WIOA Area Performance Report: 2018 Quarter 1

03-Western Virginia

Adult

Measure	Numerator	Denominator	Performance	Target
Exiters			53	
Participants			69	
Reportables			0	
Employment Rate - Second Quarter After Exit (Calc 1)	26	29	89.7%	77.0%
Employment Rate - Fourth Quarter After Exit (Calc 3)	65	90	72.2%	
Median Earnings Indicator (Calc 5)		[n=26]	\$4,512	\$5,500
Credential Attainment Rate Indicator (Calc 6)	32	46	69.6%	70.0%
Measurable Skill Gains Indicator (Calc 7)	4	36	11.1%	

All Virginia WIOA Area Performance Report: 2018 Quarter 1

03-Western Virginia

Dislocated Worker

Measure	Numerator	Denominator	Performance	Target
Exiters			21	
Participants			34	
Reportables			0	
Employment Rate - Second Quarter After Exit (Calc 1)	36	39	92.3%	85.0%
Employment Rate - Fourth Quarter After Exit (Calc 3)	31	35	88.6%	87.5%
Median Earnings Indicator (Calc 5)		[n=36]	\$7,657	\$7,600
Credential Attainment Rate Indicator (Calc 6)	13	17	76.5%	70.0%
Measurable Skill Gains Indicator (Calc 7)	3	27	11.1%	

All Virginia WIOA Area Performance Report: 2018 Quarter 1

03-Western Virginia

Youth

Measure	Numerator	Denominator	Performance	Target
Exiters			29	
Participants			26	
Reportables			0	
Title I Youth Education and Employment Rate - Second Quarter After Exit Quarter (Calc 2)	11	19	57.9%	66.0%
Title I Youth Education and Employment Rate - Fourth Quarter After Exit Quarter (Calc 4)	13	23	56.5%	62.8%
Median Earnings Indicator (Calc 5)		[n=11]	\$2,947	
Credential Attainment Rate Indicator (Calc 6)	7	11	63.6%	70.0%
Measurable Skill Gains Indicator (Calc 7)	1	17	5.9%	



Title: Conflict of Interest	Related Forms: Yes
Effective Date:	Revised Date:

Purpose:

To ensure staff of the Western Virginia Workforce Development Board (WVWDB) and WIOA Title I providers of Adult, Dislocated Worker, Youth and One-Stop Operator programs (“employees”) will comply with the standards of conduct, hereinafter specified, for maintaining the integrity of WVWDB programming and avoiding any conflict of interest.

References:

2 CFR 200.318 (c)(1)

2 CFR 200.112

Definitions:

Immediate family means (1) a spouse and (2) any other person residing in the same household who is a dependent, or as such definition may be amended from time to time by applicable federal and/or state law and regulation.

Dependent means any person, whether or not related by blood or marriage, who receives from or provides to the employee more than one-half of his/her financial support.

Policy:

Every reasonable course of action will be taken to maintain the integrity of the expenditure of public funds and to avoid any favoritism or questionable or improper conduct. Funds received by the WVWDB will be awarded in an impartial manner, free from personal, financial, or political gain. Employees will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest and/or personal gain. Employees will be particularly aware of the varying degrees of influence that may arise and will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted.

Immediate family of employees will not receive favorable treatment for enrollment into services provided or employment with the WVWDB or a WVWDB funded contractor. Employees also will avoid entering into any agreements for services with immediate family.

When it is in the public interest for employees to conduct business (only for the purpose of services to be provided) with a relative, the employees will obtain approval from the WVWDB and Chief Local Elected Officials (CLEO) Consortium before entering into an agreement. All correspondence will be kept on file and available for monitoring and audit reviews.

Employees will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed. Supplies, materials, equipment, or services purchased with funds allocated to the WVWDB will be used solely for purposes of the organization.

Any contract, transaction or business conducted by employees in violation of this policy or related applicable federal and/or state law and regulation is subject to dismissal by the WVWDB and/or CLEO Consortium in



addition to any other fines. In the event a contract or transaction is rescinded or invalidated, compensation or payment due to WVVWDB, CLEO Consortium and/or the Contractor shall be determined in accordance with applicable law.

All WVVWDB Staff, Board members, and local staff of the WIOA Title I Programs and One-Stop Operator Contractor will complete the Conflict of Interest form. The forms will be updated annually & kept on file at the WVVWDB office and retained for a period of 5 years.

Related Forms:

Conflict of Interest Form



Title: Dislocated Worker Trade Co-Enrollment	Related Forms:
Effective Date:	Revised Date:

Purpose:

To establish procedures for ensuring the Trade Act and WIOA Title I Dislocated Worker programs are well coordinated and delivered in a manner that is seamless to clients and responsive to their needs.

Procedure:

Upon being notified of an employer layoff, the Rapid Response Coordinator will schedule and plan briefings with the Business Services Team point of contact. At this briefing, employees will be provided an overview of services that could be available to them. These briefings will typically include representatives from the Virginia Employment Commission (VEC), WIOA Title I Dislocated Worker program and any other mandated or optional partners that are invited. Information such as how to file for unemployment insurance, documentation required for Trade Act, available WIOA Title I services, etc. will be provided to those in attendance.

The Rapid Response Team will work to ensure Trade-affected employees to have an opportunity to:

1. File Trade Eligibility Claim forms.
2. Register for Unemployment Insurance by telephone or online.
3. Register for job services to begin job search.
4. Attend Trade Act claim session which includes completing paperwork to establish Trade eligibility. Times and dates of the Trade Act claim sessions will be set by the VEC. Notices will be mailed to employee addresses as provided by the employer layoff list (may be prior to or following layoff date).
5. Complete WIOA Title I program orientation and application process.
6. Complete WIOA Title I program enrollment process.
7. Receive initial assessment.
8. Conduct initial one-on-one interview with VEC Trade Representative.
9. Complete a Consent to Exchange Information form.
10. Receive WIOA Title I assessments and determination of training needs for submission to VEC Trade Representative.
11. Develop Individual Employment Plan (IEP).

For individuals who are certified for Trade Act benefits as well as WIOA Title I Dislocated Worker program services, staff from both programs will work together to ensure service delivery is seamless.



Trade Act case management staff will:

- Utilize assessments and training justification documentation from WIOA Title I to work with Trade management staff to determine appropriate training for client, if needed.
- Give two (2) training cost estimate sheets to customer to be completed by selected training provider/s.
- Complete TAA enrollment.
- Approve or disapprove training.
- If approved, a copy of the Training Request, Training Cost Estimate Sheet, Curriculum, class schedule for first semester (copy before **and** after the Add/Drop date) and Occupational Skills Training Agreement will be given to WIOA Title I within 10 business days from the date it is completed.
- Provide current documentation, with regular updates to WIOA Title I case manager throughout training activity to include the Curriculum, class schedules for each semester (one copy before the Add/Drop date and one after), grades each semester and at completion showing grade average or other indication of success, credential upon completion, and employment.
- Case notes in VaWC will be updated at least monthly.
- If a waiver is issued for training due to enrollment not available, health issues, or training not available, a copy of the waiver will be given to the WIOA Title I case manager.
- If client desires training or intensive services and has not met with WIOA Title I case manager, VEC will make a referral to WIOA Title I and await assessment results.

WIOA Title I Dislocated Worker case management staff will:

- Initiate one-on-one contact following Rapid Response Meeting (may be prior to, or following layoff date) to those who:
 - Signed up for intensive services or training;
 - Made an appointment for enrollment and assessment;
 - OR attended a group enrollment.
- Provide initial interviews to individuals to explain WIOA Title I Dislocated Worker program requirements, assessments and the relationship between Trade, WIOA Title I and the client.
- Document core services provided.
- Create a client case file.
- Determine WIOA Title I eligibility.
- Complete WIOA Title I enrollment into VaWC.
- Complete assessments for WIOA Title I services.
- Discuss WIOA Title I career and training services.



Additional items to note:

- For Trade purposes, clients that are 50 years of age and older that DO NOT plan on entering training are not required to have an assessment completed.
- Both case managers will update the client Individual Employment Plan (IEP) and share copies each time it is updated.
- For purposes of eligibility, there must be a basic career service entered into the VaWC prior to dislocated worker program involvement. The sign-up sheet from the Rapid Response meeting plus the layoff letter provided by the company can serve as proof that a basic career service was provided to the client.
- If WIOA Title I funds are used for any training activity, the WIOA Title I eligible training provider list 9 will be used. If Trade uses a training provider not on the WIOA Title I state or local training provider list, WIOA Title I case manager will ensure the client is made aware that WIOA Title I funds cannot be used to pay for tuition and/or books should the need arise.
- Case notes will be entered by WIOA Title I staff for clients that are receiving supportive services from WIOA Title I. Service/Activity code 193 can be utilized by WIOA Title I staff for Supportive Services paid for with WIOA Title I funding, even if WIOA Title I funding is not used for the actual training cost (ITA).
- Both case managers will print case notes for file(s).
- Trade case managers will enter case notes for those on Trade waivers. ALL case notes will include detailed information on progress of training, job search, and other information.
- Case managers for both programs will notify each other if client ceases or completes training activity and/or enters employment. Information will also be entered into the VaWC.
- Case managers for both programs will exit the client when appropriate for their respective program and notify each other.

Follow up services will be provided by:

- WIOA Title I case managers obtain information for 1 year following the individual's exit from their program, including employment information & credentials obtained.
- VEC Trade Representatives will provide employment information, upon request from WIOA Title I case manager, for each quarter during the follow up period.

Title: Work Experience	Related Forms: Yes
Effective Date: 6/8/2017	Revised Date: 4/6/2018

Purpose:

The purpose of this policy is to establish guidelines for the arrangement of Work Experience where an individual will be able to learn an employment related skill or qualify for a particular occupation through demonstration and practice.

References:

20 CFR Part 652
20 CFR 663.700
VEC Policy 00-8
Fair Labor Standards Act

Policy:

It is the policy of the Western Virginia Workforce Development Board (WVWDB) to provide the option of Work Experience to WIOA program participants, where applicable and beneficial. "Work Experience" is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any Work Experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

Procedure:

Participant Eligibility

Participants can be deemed eligible once assessed and an Individual Employment Plan has been created. In accordance with the IEP, there must be a substantial need for Work Experience such as:

- workplace literacy
- resume building
- or other appropriate purposes

Participants must successfully complete work readiness training prior to entering into a work experience.

Employer Eligibility

An eligible Work Experience employer must meet the following criteria:

- May be in the public, private non-profit, or private sector
- Must have been in business for at least one year
- Must have adequate personnel to provide sufficient supervision and training
- Must provide a job description and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work

- Must not have a history or pattern of failing to provide OJT or Work Experience participants with continued employment with wages, benefits, and working conditions that are equal to those provided regular employees who have worked a similar length of time and are doing the same type of work
- Must not have relocated from any location in the United States within 120 days, if the relocation resulted in any employee losing his or her job at the original location
- And must not use Work Experience assignments to displace regular employees, or to replace any employee on layoff.
- All training will be for occupations identified as in demand in the labor market and determined to be of priority by the Western Virginia Workforce Development Board (WVWDB) in the Local Plan, which is reviewed and updated every 5 years. These include existing target industries of Healthcare, Manufacturing, Construction, Transportation & Warehousing, and Financial Services, as well as the emerging target industries of Food & Beverage Manufacturing, Life Sciences, and Information Technology.

Staff may request a waiver for participants that are interested in training outside of these target sectors and occupations. Waivers must be requested, with all required documentation, and approved by the WVWDB Director prior to approving funding for the participant. Waiver documentation must include, at a minimum:

- justification within the participant's IEP identifying occupation interest and/or aptitude;
- barriers to employment and/or training in the target sectors and occupations;
- and local labor market information including LMI data as well as at least 3 different current job openings paying a self-sufficient wage (as defined in our Eligibility policy) for the occupation connected to the training.

These items must be attached to the waiver request form to the WVWDB Director. Waivers may be available for no more than 5% of funds budgeted annually by line item and by program (i.e.: 5% of the Adult ITA budget, etc.).

WIOA is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Because Work Experience is a pre-vocational service, the relationship between the WIOA participant and the employer that volunteers to provide the site for the work experience activity for the WIOA program does not constitute an employer/employee relationship. WIOA payments to participants in Work Experience are incentives for progress and attendance in an intensive service, not compensation for work performed for an employer. The payments are not considered earned income for tax purposes nor are the payments reportable on a 1099-MISC or W-2.

Work Experience payments are to be made from a participant's Individual Training Account (ITA). Total payment amount cannot exceed the ITA limit as referenced in the ITA policy, unless the WVWDB Director approves an exception.

A Work Experience contract must be limited to the period of time required for a participant to become proficient in the job for which the training is designed. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the job, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Work experiences must include an academic

component of some nature, whether that be to learn work readiness, a specific skill, update or increase math skills, etc. This must be documented within the work experience contract and must be completed either prior to or during the work experience.

Participants will market themselves to employers as eligible for Work Experience, either verbally or with a referral form provided to them. If interested in a potential contract, the employer is to contact the WIOA Program Coordinator at the appropriate One-Stop Center. Work Experiences may not be provided within a One-Stop or Works Center, they must be performed off-site from the Centers.

A review of the employer will ensure that the employer has, or forecasts, sufficient work to provide work experience for the participant. An on-site visit will ensure that the employer has the necessary equipment, materials and supervision to conduct the training.

The employer will provide a job description of the occupation as performed in the company and a concise outline of the Work Experience to be given, tasks to be learned, and the approximate hours of training required for each task. Once this information is provided, the WIOA Program Coordinator will determine the length of the training period and the hourly wage that will be covered by the Work Experience contract. Work Experiences will be paid at a rate of \$10 per hour for no more than 320 hours. All of these pieces are used to create a contract between the employer, participant & the service provider. This contract must be in place prior to the start of training. When the contract is completed, it will be taken to the employer for his or her signature. If a Work Experience ends for any reason, prior to the expected end date of the contract, a participant may enter into an additional Work Experience(s). Cumulative hours between multiple Work Experiences for a single participant may not exceed 320 hours.

The WIOA Case Manager is responsible for ensuring the participant's skill levels will result in the successful completion of the Work Experience activity. The Case Manager must also ensure the following are completed:

- A Training Plan and Work Experience Agreement that articulates the learning that is to take place, the length of the experience and the competencies that must be mastered must be completed and signed prior to the start of the experience.
- The case manager shall make contact with the participant at a minimum once each month and shall keep in the participant's file progress of the participant's work experience. Concerns and corrective action necessary to accomplish the objectives shall be recorded and appropriate action and follow-up shall be documented.
- A minimum of one on-site monitoring visit must be made during the time of active training of a participant at the worksite.
- Time and attendance records must be reviewed prior to forwarding requests for incentive payments.

Related Forms:

Performance Evaluation

Participant Timesheet

Work Experience Agreement



Title: Priority of Service	Related Forms: No
Effective Date: 1/27/2017	Revised Date: 11/1/2018

Purpose:

The purpose of this policy is to establish guidelines for priority of service for the WIOA Title I Adult program. These guidelines are not to be considered as eligibility requirements but as procedures established to ensure that recipients of public assistance and other low-income individuals, as well as other identified applicants such as veterans and those who are basic skills deficient, receive priority for services.

References:

PUBLIC LAW 113–128 Workforce Innovation & Opportunity Act (WIOA)
03-03 Priority of Service
VWL #08-09, Priority of Service for Veterans
Training and Employment Guidance Letter WIOA NO. 3-15
Policy 600-01 Veterans' Priority of Service
VWL #18-04 Priority of Service

Policy:

As mandated by federal law, priority of service to receive individualized career and training services under the WIOA Title I Adult program will be given to veterans and their spouses, recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. The Poverty Guidelines and the Lower Living Standard Income Level, as published by the U.S. Department of Labor annually, are to be used in determining low-income status, in addition to the low-income individual definition found in the guidance referenced above. ~~Per state guidance, each program year (July 1 through June 30) 51% of total individuals served in the WIOA Title I Adult program must fall into a priority population. The first year of this policy change, PY18, this 51% requirement will only be evaluated for the timeframe of 11/1/2018—6/30/2019, per state guidance.~~

A veteran is defined as a person who served in the active military, naval or air service, and who discharged or released under conditions *other than* dishonorable. Individuals that are spouses of any of the following are considered eligible spouses:

- a. Any veteran who died of a service-connected disability;
- b. Any veteran who has a total disability resulting from a service-connected disability;
- c. Any veteran who dies while a disability so evaluated was in existence; or
- d. Any member of the Armed Forces serving active duty who, at the time of application for assistance, is listed, pursuant to section 556 if title 37 and regulations issued by the Secretary concerned, in one of more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action;
 - ii. Captured in the line of duty by a hostile force; or



- iii. Forcibly detained or interned in the line of duty by a foreign government of power.

Applicants who are determined to be basic skills deficient will also receive priority of services under the WIOA Title I Adult Program. The term “basic skills deficient” means that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or who is a youth or adult, that the 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.

Procedure:

1. First priority will be provided to veterans and eligible spouses who are also included in the above identified WIOA Priority Groups. This includes veterans and their eligible spouses who are *also* recipients of public assistance, low-income individuals, or individuals who are basic skills deficient.
2. Second priority will be provided to individuals *not* covered under the veteran or eligible spouse criteria, who *are* recipients of public assistance, other low-income individuals or basic skills deficient.
3. Third priority will be veterans and eligible spouses that are *not* recipients of public assistance, other low-income individuals or basic skills deficient.
4. Fourth priority will go to individuals who fall into priority populations as defined by the Governor and/or the local Board. As of the date of this policy, there are no Governor or local-approved additional priority populations.
5. Lastly, non-veteran or eligible spouses, who are not recipients of public assistance, low-income individuals or individuals who are basic skills deficient.

Provider: Feeding America Southwest Virginia

INITIAL APPLICATION

Program Name	Completed Application	Required Data	Leads to Credential
Culinary Art Job Training Program	✓	✓	✓