

<b>Title:</b> Priority of Service Policy	
<b>Effective Date:</b> 1/27/2017	<b>Revised Date:</b> 6/20/2024

### 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)
- 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, Change 3
- TEGL # 07-20

### 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.

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:

- Any veteran who died of a service-connected disability;
- Any veteran who has a total disability resulting from a service-connected disability;
- Any veteran who dies while a disability so evaluated was in existence; or
- 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:
  - 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 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.



BLUE RIDGE REGION

## **Procedure**

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.

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.

Third priority will be veterans and eligible spouses that are *not* recipients of public assistance, other low-income individuals, or basic skills deficient.

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 proved additional priority populations. Local policy does allow for individuals who are within 175% LLSIL to be determined and served as low-income as well.

Lastly, non-veteran or eligible spouses, who are not recipients of public assistance, low-income individuals or individuals who are basic skills deficient.

To monitor implementation of Priority of Service locally, the Greater Roanoke Workforce Development Board (GRWDB) staff will run reports from the Virginia Workforce Connection (VaWC) regularly and review the results to ensure there are no discrepancies in implementation of Priority of Service. If any are found, they will be addressed for remediation, as needed.

At the point of entry into the Virginia Career Works system, it is not necessary to require verification of priority status; at this point self-attestation of priority status is acceptable. Priority status must be verified when a customer is to receive individualized career or training services.

In order to meet the required percentage of WIOA Title I Adults being in a priority group set by policy, the local area will utilize the Priority of Service identified above when determining participation into the WIOA Title I Adult program. Should the percentage be in jeopardy, as a requirement by policy, the local area may choose to enroll only those individuals who will meet a priority group, in order to follow state policy and meet state requirements. The Executive Director may initiate a waiting list for services for those who do not fall into a priority group, should it be determined necessary to meet the 50.1-75% of those served being members of priority groups.