

# SC WORKS

## PEE DEE

### PEE DEE LWDA INSTRUCTION NUMBER: 15-008 change 1

**To:** Pee Dee LWDA Grantees

**Subject:** WIOA Priority of Services

**Issuance Date:** May 2, 2016

**Effective Date:** May 2, 2016

**Purpose:** The purpose of this instruction is to transmit a revised Priority of Services for Adults policy originally issued December 3, 2015, as Pee Dee LWDA Instruction Number: 15-008. The revision changes the basic skills definition by increasing the WorkKeys level to 4 and adding other objective indicators. It is likely that this policy will be revised when the State Workforce Board considers a state policy for PY' 2016.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) has established a priority requirement to funds allocated to a local area for adult employment and training activities. Priority shall be given to recipients of public assistance, other low income individuals and individuals who are basic skills deficient, for receipt of career and training services. Under WIA, career services were identified as core and intensive services and participants would go through each level of service in order to eventually receive training. WIOA clarifies that individuals receiving services in the one-stop centers must receive the service that is needed to assist the individual to meet his or her job search goals, and does not need to follow a fixed sequence of services that may not be necessary to effectively serve the individual.

**Policy:** The Workforce Innovation and Opportunity Act (WIOA) is not an entitlement program and screening is required to determine eligibility and enrollment into the WIOA Adult program. Veterans and eligible spouses will continue to receive priority of service for all DOL-funded job training programs, which includes the WIOA program.

In the Pee Dee Local Workforce Development Area, priority of service will be given, in the following order, to:

- 1) Veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. Thus, Veterans and eligible spouses of Veterans, who are recipients of public assistance, are low-income, or who are basic skills deficient receive first priority for services with WIOA Adult Formula Funds.

- 2) Non-veterans who are recipients of public assistance, low-income, or are basic skills deficient.
- 3) Veterans who are not considered to be low-income or are not recipients of public assistance.
- 4) Veterans and eligible spouses who are not included in WIOA's priority groups.
- 5) Non-covered persons outside the groups given priority under WIOA.

**The Priority of Service Policy does not apply to the WIOA Dislocated Worker Program.**

### **Definitions**

Public Assistance Recipient who is individual who receives federal, state or local government cash payments for which eligibility is determined by need or income test (WIOA Section 3 (50).

A low income individual is an individual who:

- a. receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;
- b. is in a family with total family income that does not exceed the higher of
  - the poverty line; or
  - 70 percent of the lower living standard income level;
  - is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 H. R. 803—12 (42 U.S.C. 14043e-2(6))),
  - or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
  - receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
  - is a foster child on behalf of whom State or local government payments are made; or
  - is an individual with a disability whose own income meets the income requirement of clause, but who is a member of a family whose income does not meet this requirement.

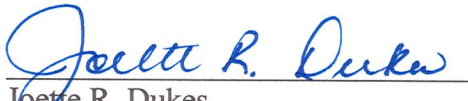
**Basic skills deficient is defined as:**

- 1) Lacks a high school diploma or equivalent; or
- 2) Scores 8.9 or below on the Test for Adult Basic Education (TABE) or <4 on the Reading for Information, Applied Mathematics, or Locating Information WorkKeys assessments;  
OR
- 3) Is enrolled in Title II adult education for English as a Second Language (ESL).

It is expected that basic skills deficiency will be determined using objective indicators, as indicated above. However, when a formal evaluation is not available or practical, case manager observations, customer acknowledgement, and documented case notes may be acceptable. (Example: A case manager may observe that the adult is experiencing difficulty in reading or filling out an application form, or has poor English language skills and may be appropriate for ESL.)

**Action:** This information should be distributed to all appropriate staff so that these guidelines can be used for future eligibility determinations under WIOA.

**Inquiries:** Questions pertaining to this instruction should be directed to April Gaskins 843-669-3138.



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