

WIOA ADULT POLICY

DATE ISSUED: October 15, 2019

TO: Workforce Solutions WIOA Adult Staff

FROM: WIOA Employment Services Division Manager

SUBJECT: WIOA Adult Programming Priority of Service and Eligibility Determination Policy

PURPOSE: This policy defines priority of service and eligibility for WIOA Adult programming. To become a program participant, all applications need to be vetted and processed thoroughly and accurately as to not delay service to any individual.

POLICY:

Workforce Solutions Adult WIOA staff will determine eligibility from information received from program applicants utilizing the WIOA Adult Eligibility and Priority of Service eligibility criteria established by DEED and by our local WIB.

Program applicant must be:

- Age 18 or older and
- U.S. citizen or otherwise legally entitled to work in the United States and
- In compliance with Selective Service Registration requirements

AND meet **one or more** of the following priorities of service. Order of priority will be utilized when funding is limited or applicant numbers have exceeded capacity.

1. Veterans and eligible spouses who are also:

- Low income (200 % or less of FPG)
- Receiving public assistance or
- Basic skills deficient

2. Customers who are:

- Low income (200% or less of FPG) or
- Receiving public assistance or
- Basic skills deficient (includes ELL) or
- Have a disability (self-attest)

3. Veterans and eligible spouses (stand-alone)
4. Customers who are:
 - People of color, Native (self-attest) or
 - Older individuals (55+) or
 - Justice impacted (criminal record) (self-attest) or
 - Single parents (including pregnant women) (self-attest) or
 - Long-term unemployed (over 26 weeks)

PROCEDURES:

- Program staff reviews applications for eligibility.
- Those deemed eligible for the program are offered an opportunity to enroll.
- Counselors and Intake Staff are responsible for securing documentation of eligibility and placing it in the client file.
- For question #20 on the MIS enrollment form, most customers should be 'YES'. If 'YES', then justification needs to be either 1, 2, 3, or 4. If customer does not meet priority of service, question #20 should be 'NO'.
- Always document in initial case note why they are eligible and in need of services.
- If they are over income due to other income in the household, document in case note that they are not receiving income support from others and that is why you are enrolling.
- Eligibility for the program is not the same as eligibility for training funds. Counselor must always document necessity for training separately.
- If client is found ineligible after initial determination, client will be given referrals for other services including basic career services.

Forms and Eligibility Documentation to be included in Section 1 of all paper files:

- Program Application.
- Photo ID for proof of age and residency. Utility bill with client name can also be utilized as proof of residency.
- Proof of eligibility to work in the U.S.
- Proof of Social Security Number.
- DD214 for Veterans or Veterans Spouse card.
- Proof of Selective Service Registration.

EFFECTIVE DATE: October 15, 2019

CONTACT PERSON: WIOA Manager and Supervisor