	<b>West Central Region Local Policy</b>	
	<b>Subject:</b> Adult Employment and Training Policy –Priority of Service	<b>Release Date:</b> 5/26/2021
	<b>Reference:</b> OWD Issuance 01-2023 and subsequent issuances	<b>Revision:</b> 1

Individuals must meet the following eligibility criteria to participate in the WIOA Adult program:

- U.S. Citizen or otherwise authorized to work in the United States
- Age 18 years or older
- Selective Service Registration

For individuals that need staff assisted services only, staff will complete a basic WIOA enrollment for that purpose without requiring the individual’s income. If it is later determined that the individual needs services beyond staff assisted, the individual will need to meet one of the priority levels and the income must be added to the WIOA MO Jobs application.

OWD Issuance 01-2023 states that WIOA regulations require states and Local Workforce Development Areas (LWDAs) to establish priority of service criteria for Adult program-funded Individualized Career Services and Training Services. The State’s policy is that Local WDBs must establish tiered, local, priority-of-service policies. These policies must assign top priority to:

- Public-assistance recipients;
- Low-income individuals, and
- Individuals who are basic-skills deficient (including English language learners).

These policies must also allow other eligible individuals outside of the top-priority group to have access to these services. DOL’s recommendation is to give priority of service to these individuals ensuring that at least 75% of a state’s participants receiving individualized career and training services, in the Adult program, are from at least one of the priority groups mentioned above. **The priority of service rate must never be lower than 50.1%.**


Individuals in the levels below are given priority to receive individualized career services, training services, and supportive services funded by the WIOA Adult program over other individuals who also meet eligibility requirements for the program. Veterans and eligible spouses within these groups receive priority over non-veterans.

**Priority Level One**

- Veterans and eligible spouses who are recipients of public assistance or are low income.

**Priority Level Two**

- Individuals who are recipients of public assistance
  - An individual who receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received,

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assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Supplemental Security Income Program (SSI), or State of local income-based public assistance.

- Low income Individuals who are not recipients of public assistance but who are unemployed and possess barriers to employment.
  - Low Income – An individual who:
    - Is a member of a family with an income that does not exceed the higher of the poverty level or 70% of the lower living standard income level.
    - Qualifies as a homeless individual (Violence Against Women Act of 1994) or a homeless child or youth (McKinney-Vento Homeless Assistance Act).
    - Receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act.
    - Is a foster child on behalf of whom state or local government payments are made.
    - Is an individual with a disability whose own income meets the requirements for cash payment or income level requirements as described above, but who is a member of a family whose income does not meet such requirements.


#### Priority Level Three

Veterans and eligible spouses who are not low income, and are not recipients of public assistance.

#### Priority Level 4

Individuals with the following barriers:

- School Dropout – an individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent.
- Basic Skills Deficient – an individual who 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.
- Limited English Proficiency – an individual who is unable to communicate in English(for a person whose first language is not English)
- Parenting Teen – an individual who is currently a teen parent or became a parent prior to reaching age 20
- Lacks Significant Work History – an individual that has not worked full-time or part-time for the same employer longer than three consecutive months in the prior two-year period.

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- Long-term Unemployed – an individual who has not been employed for 15 out of the past 26 weeks, concurrently or consecutively, including those that have quit or were fired.
- Older Individual – a person 55 years of age or older
- Ex-offender – an individual who has a record of arrests or conviction of a misdemeanor or felony
- Unique cases as approved by authorized staff of the Workforce Development Board.

Priority Level 5

All other eligible individuals who do not meet any of requirements for priority of service.