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**PRIORITY OF SERVICE POLICY**  
(Access to Adult  
Services/Veterans Priority  
Service)

Recognizing the priorities available in the WIOA (ETA 680.600), the Southeast Region will make participant funds available as stated below:

It is important to understand that Priority of Service does not change the intended function of a program or service. Covered persons must meet all statutory eligibility and program requirements for participation in order to receive priority for a program or service.

**Implementing Priority of Service:** The WIOA Title I Adult program also provides priority services for public assistance recipients, other low-income individuals, or individuals who are basic skills deficient (BSD). States and local areas must apply priority of service in the order below:

- First, to veterans and eligible spouses who also are included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who also are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
- Second, to non-covered persons (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- Fourth, to any other populations identified by the Governor or Local Board for priority.
- Fifth, determination of BSD for Adult Priority of Service: The basic skills screening tool helps identify if an individual is basic skills deficient for the purposes of priority of service and referrals for WIOA Adults and/or Dislocated Workers. The screening tool should be given prior to conducting any assessment test. The tool is for identification of priority of service and for referral purposes.
- Last, to non-covered persons outside the groups given priority under WIOA.

A minimum of 70% of Title I WIOA Adult funds will be allocated to *Priority Level I*, and a maximum of 30% of Title I WIOA Adult funds will go to *Priority Level II* (if needed, a WDB vote would be required to adjust percents during program year).

### Priority Level I

1. An individual who receives, or is a member of a family who receives cash public assistance;
2. An individual who receives, or is a member of a family who receives or has been determined within the six months prior to eligibility determination, eligible to receive food stamps;
3. A member of a family whose annualized income does not exceed the higher of (a) Department of Health and Human Services poverty guidelines, or (b) the Department of Labor's Lower Living Standard Income Level;
4. A member of a family whose annualized income does not exceed 150% of the Lower Living Standard Income Level, LLSIL (the "working poor");

### Priority Level II

Currently employed worker who has received a WIOA Adult Career enrollment as defined by the WIOA and is a member of a family whose annualized income does not exceed 250% of the Lower Living Standard Income Level may be considered in need of individualized services in order to retain employment that allows for self-sufficiency. For the purposes of determining the eligibility of currently employed workers, "self-sufficiency" means identifying either of the following conditions that impair an employed worker's ability to achieve or maintain self-sufficiency:

- A need for additional training to learn skills to use new technologies and/or processes in order to retain current employment (Skill Acquisition).
- Conditions that require an employed worker's company to retrain its workers to enable the company to be more competitive in the marketplace or to avoid company failure and loss of jobs in the community (Job Retention).
- Conditions that prevent the employed worker from maintaining self-sufficiency due to part-time hours, low hourly wage or employed in a declining industry within the region (Skill Acquisition-New Industry).

### Veteran Priority & Eligible Spouses

Priority of service means that veterans and eligible spouses are given priority over non-covered persons for the receipt of employment, training, and placement services provided under a qualified job training program. Priority means that veterans and eligible spouses are entitled to precedence over non-covered persons for services. This means that a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of, or before, the non-covered person.