

THE MISSISSIPPI PARTNERSHIP PRIORITY OF SERVICE RATING SHEET

This form must be completed for each individual who is requesting WIOA Career Services described in Sec. 134 (2)(A)(xii) and Training Services from The Mississippi Partnership. Separate determinations must be made when the same person requests different services at a later date.

Only complete this form for persons registered as Adults. It does not apply to Youth or Dislocated Workers.

Name:	SSN:	Date Form Completed:
Veteran or Eligible Spouse: <input type="checkbox"/> Yes <input type="checkbox"/> No	Service Requested: _____ Career _____ Training	

Instructions:

As described and required in the Workforce Innovation and Opportunity Act, The Mississippi Partnership has developed guidelines to prioritize WIOA Title I adult funds. TEGL 3-15 states that under WIOA, priority must be provided regardless of the level of funding, for adult participants receiving WIOA career services described in Sec. 134 (2)(A)(xii) {also called individualized career services} and training assistance. Most importantly, it is the intent of our workforce area to implement these guidelines so as not to preclude providing career and training services to other individuals who are not recipients of public assistance or otherwise considered low-income adults or individuals who are not basic skills deficient. The Mississippi Partnership will prioritize services to those adults who most need assistance, with particular emphasis on low-income individuals, public assistance recipients, and individuals who are basic skills deficient. A system for prioritizing those individuals most in need of WIOA career services described in Sec. 134 (2)(A)(xii) and training assistance is being provided to the One-Stop Operators for implementation. Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs.

This system designed for use in the 27 Mississippi Partnership counties shall consist of a simple rating scale where those individuals who seek WIOA career services described in Sec. 134 (2)(A)(xii) and training assistance under WIOA Title I adult funding are assigned points based on their current circumstances.

- This determination is to be made at the date and time that career or training services are requested.
- A person may request a new determination every two weeks, if necessary.
- Separate determinations must be made when the same individual requests career services and then requests training services at a later date.

Each WIOA Career and Training Service Provider will be responsible for completing the rating scale for all adults requesting WIOA Title I adult funded career services listed in Sec. 134 (2)(A)(xii) or training level services within their county(ies) of service.

A copy of all completed rating scale forms must be placed in the appropriate individual's file and be available for monitoring review.

These procedures for determining priority of service do not limit services to specific groups but give priority to low income, public assistance recipients, and basic skills deficient individuals while allowing services to other individuals who meet eligibility requirements.

Rating Scale:

Give the full number of points possible for each characteristic that can be answered "yes" for this person on this date:

	Characteristic or Circumstance	Points given if "yes" answer	Points Received
1	TANF Recipient	5	
2	Food Stamp Recipient	3	
3	For the prior six months, family income is at or below poverty line or 70% of lower living standard income level	3	
4	Homeless Individual	3	
5	Foster Child	3	
6	Disabled individual whose own income does not meet the requirements of #3 above	3	
7	Basic Skills Deficient	3	
	Total Points	23	

Scoring:

- Those persons who score five (5) or more points on this scale shall be given top priority for these services. They shall be given top priority and immediately moved to the front of any waiting lists that may exist at the time.
- Those persons who score at least three (3) points but less than five (5) points shall be immediately placed on any waiting lists that may exist at the time after those persons who have been given top priority but ahead of all persons having been assigned no priority.
- All placements for priority will be made on a "first-come, first-served" for those persons receiving equal points.
- If no waiting list exists, those persons who receive any points on the rating scale must immediately receive appropriate WIOA Title I adult career or training services.

Signature of Staff Person Completing Form	Date
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