

# **THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA**

## **WIOA ADULT PRIORITY OF SERVICE POLICY**

**Revision Date: July 7, 2015**

**The Mississippi Partnership  
Local Workforce Development Area  
Priority of Service Policy**

**I. Introduction**

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.

**II. Priority of Service Guidelines**

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. (See Attachment A for list of the career and training services.)

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

- i. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also 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.
- ii. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- iii. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- iv. Last, to non-covered persons outside the groups given priority under WIOA.

Note: When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.

### **III. Rating Scale**

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.

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

The scale follows on the next page:

<b>Characteristic or Circumstance</b>	<b>Points Assigned</b>
1. TANF Recipient	5
2. Food Stamp Recipient	3
3. For the prior six months, family income at or below the poverty line or 70% of the lower living standard income level	3
4. Homeless Individual	3
5. Foster Child	3
6. Disabled Individual whose own income meets the requirements of #3 above.	3
7. Basic Skills Deficient	3

### **IV. Scoring**

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. 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.
- B. 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.
- C. All placements for priority will be made on a “first-come, first-served” for those persons receiving equal points.
- D. 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.

**V. Documentation**

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

**VI. Service to Non-Rated Individuals**

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

**VII. Effective Date**

This policy is effective July 7, 2015.

**The Mississippi Partnership  
Local Workforce Development Area  
Priority of Service Policy  
Attachment A**

Adults requesting the following services funded by WIOA Title I adult funds must have a Priority of Service form completed and retained for monitoring purposes.

**Career Services listed in Sec. 134 (2)(A)(xii) {Also called Individualized Career Services}**

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
  - a. diagnostic testing and use of other assessment tools; and
  - b. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
2. Development of an individual, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;
3. Group counseling;
4. Individual counseling;
5. Career planning;
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
7. Internships and work experiences that are linked to careers;
8. Workforce preparation activities;
9. Financial literacy services, such as the activities described in section 129(b)(2)(D);
10. Out-of-area job search assistance and relocation assistance; or
11. English language acquisition and integrated education and training programs

**Training Services listed in Sect. 134(2)(D)**

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training in accordance with subsection (d)(4);
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs in accordance with subsection (d)(5);
9. Job readiness training provided in combination with services described in any of clauses (i) through (viii);
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described
11. in any of clauses (i) through (vii); and
12. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.