

Upper Savannah Council of Governments • 430 Helix Road Greenwood, SC 29646

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**UPPER SAVANNAH WDA INSTRUCTION NUMBER: PY'17-09, Change 1**

**TO:** Upper Savannah Grantees

**ISSUANCE DATE:** February 25, 2020

**EFFECTIVE DATE:** Immediately

**SUBJECT:** Priority of Service Under WIOA

The Workforce Innovation and Opportunity Act (WIOA) establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. When using WIOA Adult funds to provide individualized career services, training services, or both, priority must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

Individuals who are English language learners meet the criteria for “basic skills deficient” and must be included in the priority populations for the title I Adult program. Under WIOA, priority must be implemented regardless of the amount of funds available to provide services in the local area.

The priority requirement does not necessarily mean that services may only be provided to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. The Local WDB and the Governor may establish a process that also gives priority to other individuals eligible to receive such services, provided that it is consistent with priority of service for veterans.

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority for Adult funds, priority must be provided in the order described below. A veteran must meet each program’s eligibility criteria to receive services under the respective employment and training program. For income-based eligibility determinations and for determining priority of service, military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not to be considered as income.

Priority must be provided in the following order:

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- First.** Veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funding. 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 with WIOA Adult formula funds for individualized career services and training services.
- Second.** 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.
- Third.** Veterans and eligible spouses who are not included in WIOA's priority groups.
- Fourth.** Priority populations established by the Governor and/or Local WDB. Upper Savannah has established this priority to include adults who fall under the Upper Savannah Self-Sufficiency Guidelines (Upper Savannah WDA Instruction Number PY 17-08). The Upper Savannah Area will continue to use the "self-sufficiency" criteria adopted under WIA, which means employment that pays at least 100% of the LLSIL based on family size and income.
- Last.** Non-covered persons outside the groups given priority under WIOA. Eligible individuals who do not meet the above priorities may still be enrolled as participants in the WIOA adult program. However, effective July 1, 2016, seventy percent (70%) of newly enrolled adult participants must be low-income, to include public assistance recipients, or basic skills deficient. Upper Savannah has set a goal requiring ninety percent (90%) of newly enrolled adult participants to be low-income and/or basic skills deficient. This priority of service policy is not applicable to participants served as dislocated workers.

It is beneficial to capture all applicable priority of service categories to reflect efforts in serving those most in need. In addition, such characteristics will likely have a positive impact on future performance negotiations as the statistical adjustment model is implemented. Therefore, all applicable priority of service criteria should be recorded in SCWOS and the documentation required for each criteria recorded must be maintained in the participant's file.

#### **ACTION:**

Please distribute to all appropriate staff for review and implementation.

**SC WORKS**

**UPPER SAVANNAH**

**Workforce Development Board**



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Questions regarding this instruction should be directed to the Workforce Development Staff at 864-941-8050.

A handwritten signature in black ink, appearing to read "Ann Skinner", is written over a horizontal line.

Ann Skinner  
Workforce Development Director

UPPER SAVANNAH COUNCIL OF GOVERNMENTS

/s/

Attachment