

Workforce Development Board**UPPER SAVANNAH WDA INSTRUCTION NUMBER: PY 19-02**

TO: Upper Savannah Grantees

ISSUANCE DATE: March 3, 2020

EFFECTIVE DATE: Immediately

SUBJECT: Priority of Service Under WIOA

REPLACING: Temporarily PY 17-09, Change 1

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The WIOA Adult program has broad eligibility requirements, but funding is limited for individualized career services and training. The legislation has established a hierarchy of priorities and has defined some of them. The purpose of this instruction is to define the local priorities (Fourth) and to show its place in the hierarchy. Nothing in this instruction changes federal or state policies. For definitions refer to state guidance 15-17, (page 4 on policies and procedures on website.)

Priority must be provided in the following order:

- First.** Veterans and eligible spouses who meet the definition of low income or basic skills deficient.
- Second.** Others who are low income or basic skills deficient.
- 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.

Additionally, the Upper Savannah area allows those who plan to re-enter or become certified within a year in the following in-demand occupations as long as the nation is under a national emergency: Registered Nurse, Licensed Practical Nurse, Surgical Technologist, Respiratory Technologist, Radiological Technician, Emergency Medical Technician, Medical Technologist and Certified Nursing Assistant. More occupations

maybe added as needed. To document this priority, transcripts showing courses completed, or expired certification can be used to document the individual is within a year of joining the occupation. Transcripts are not required for those who plan to enter training that is less than a year, but a self-attestation should be utilized.

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. It should be noted that Upper Savannah does not currently authorize the contractor to enroll customers in individual career services or training if they are in the last category.

The addition to Priority Four does not change that seventy percent (70%) of newly enrolled adult participants must be low-income, to include public assistance recipients, or basic skills deficient. The 70% goal will be reviewed monthly and enrollments to Priority Four can be limited if it is overutilized.

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.

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



Ann Skinner
Workforce Development Director

UPPER SAVANNAH COUNCIL OF GOVERNMENTS