

**Workforce Development Board**

UPPER SAVANNAH WDA INSTRUCTION NUMBER: PY 20-03

**TO:** Upper Savannah Grantees

**ISSUANCE DATE:** September 18, 2020

**EFFECTIVE DATE:** Immediately

**SUBJECT:** Priority of Service Under WIOA

**REPLACING:** PY 20-02

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The WIOA Adult program has very 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 WDB has established this priority to include those individuals who have a poor work history. Poor work history is defined as those who are not working full-time and have not worked 18 consecutive months in the last three years. Up to 30% of those served under WIOA can be adults with a poor work history.

Poor work history must be verified by viewing the work history and resumes in SCWOS. A screen shot of the work history and resume(s) in their SCWOS account will serve as documentation of poor work history at the time of eligibility. If the client has a new, or out of date SCWOS account which lacks employment data for the last three years, this must be updated

prior to making an eligibility determination on an adult based on poor work history.

*The item below was approved March 3, 2020 but was omitted in the August 3 instruction. Note: It is a temporary addition that is valid only while the country is under Federal Emergency declaration due to the pandemic. The August 3 vote did not repeal this, but it did repeal the former priority for individual's whose family income was under the 100% lower living income guideline. The policy was clarified at the September 12 board meeting.*

Those who plan to re-enter the workforce or become to be certified within a year in the following in-demand occupations: registered nurse, surgical technologist, respiratory technologies, radiological technician, emergency medical technician, medical technologist. To document this priority, transcripts showing courses completed, or expired certification should be used to document the individual is within a year of entering/re-entering the occupation. Transcripts are not needed for those who plan to enter training that is less than a year.

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.



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Ann Skinner  
Workforce Development Director

UPPER SAVANNAH COUNCIL OF GOVERNMENTS

Attachment