



Howard County Office of Workforce Development, Mid-Maryland WIA

TO: Mid-Maryland Workforce Investment Area Staff

FROM: Francine Trout, Director, Mid-Maryland Workforce Development Area

DATE: July 31, 2015
Revision 1, September 15, 2015
Revision 2, April 3, 2017

EFFECTIVE DATE: Immediately

SUBJECT: *Priority of Service for Adult Funds*

This *updated* policy is effective immediately for serving individuals with Adult funds.

Priority for Adult Funds

Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, one-stop center staff responsible for these funds must give **priority** to recipients of **public assistance, other low-income individuals, and individuals who are basic skills deficient** in the provision of individualized career services. Priority must be provided regardless of the level of funds.

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 person (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 person outside the groups given priority** under WIOA.

Employed adults must be "low income" individuals. The term "low income individual" means an individual who received an income, or is a member of a family that received a total family income, for the 6-month period prior to registration for the program that, in relation to family size, does not exceed 150% of the USDOL Lower Living Standard Income Level. Additionally, an individual receiving, or determined eligible to receive food stamps during the 6-month period prior to application; an individual who qualifies as homeless under the Stewart B. McKinney Homeless Assistance Act; or an individual with a disability whose own income meets the definition of low income, but who is a member of a family whose income does not meet the definition.

Basic skills deficient means, with respect to an individual— (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

VETERAN; RELATED DEFINITION.— VETERAN.—The term "veteran" has the meaning given the term in section 101 of title 38, United States Code. (B) RECENTLY SEPARATED VETERAN.—The term "recently separated veteran" means any veteran who applies for participation under this Act within 48 months after the discharge or release from active military, naval, or air service.

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.

Each county in Mid-Maryland may determine process and flow for implementing this policy as long as, at a minimum, priority of service is followed as above.

Attachment A (Howard County Only)

Howard County File Identification

Veterans will be triaged at the front desk and assigned to a counselor without needing to submit documentation.

Adult files will be identified using the following method:

Color Guide

- **STARS** Veterans
- **YELLOW** Low-Income
- **BLUE** Other Veterans

Scheduling Priority

- **1st Priority- Stars _ Veterans and eligible spouses who ARE:**
 - Low Income
 - Public assistance Recipients
 - Basic Skills Deficient
- **2nd Priority-Yellow- Non Veterans who ARE:**
 - Low Income
 - Public assistance Recipients
 - Basic Skills Deficient
- **3rd Priority- Blue Dot -Veteran and eligible spouses who are NOT**
 - Low income/public assistance **OR**
 - Basic Skills Deficient
- **4th Priority**
 - All Others