



South Central WORKFORCE Investment Board

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Local Policy 01-2018-change 1

Approved: January 28, 2020

Effective: January 28, 2020

Subject: Adult Priority of Service Policy

1. Purpose: This policy is written to provide direction to the one-stop operators with regard to making determinations related to priority.
2. Background: Sec. 134(c)(3)(E) Priority.--With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b), priority shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph (2)(A)(xii) and training services. The local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority.
3. Substance:
 - 1st priority shall be given to recipients of public assistance.
 - 2nd priority shall be given to low income individuals as defined in current state 70 Percent Lower Living Standard Income Level or Health and Human Services Poverty Guidelines issuance.
 - 3rd priority shall be given to individuals who are basic skills deficient.
 - 4th priority shall be given to individuals who meet a yearly family income level of 125% of poverty level plus \$500.00.
 - 5th priority shall be given to individuals who meet the definition of disabled and counted as a family of one for the purpose of eligibility determination.
 - Individuals can be served from all 3 priority levels on a first come first serve basis until Adults funds that have been allocated for clients is at least 80% obligated. When client funds have been obligated at or above 80% only the first two priority levels may be served.
 - Once client funds have been obligated at or above 90% only individuals from the first priority may be served.
 - For individuals that need staff assisted services only, staff may complete a basic WIOA enrollment for that purpose without requiring the individual's income. If it is later determined that the individual needs services beyond staff assisted, the individual will need to meet one of the priority levels above and the income must be added to the WIOA MOJobs application.
 - Eligible Veterans will have priority at all levels for services in the WIOA Adult program.

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[South Central Workforce Investment Board](#) is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

4. Action: This policy is effective January 28, 2020. Please distribute to appropriate individuals.
5. Contact: Please direct comments or questions regarding this policy to Valarie Haring, Compliance Manager at 417-257-2630 or email vharing@scwib.org.
6. Reference: Workforce Innovation and Opportunity Act of 2015, Department of Labor Proposed Rules, OWD Issuance 03-2019.
7. Recessions: SCWIB 04-2016
8. Attachments: None