
**Western Arkansas Workforce Development Area
Policies and Procedures**

TITLE	Priority of Service
NUMBER	P0003-20 rev.1
TYPE	Policy – Programmatic
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	6-9-2020
NEW/REPLACED	Replaced P0003-20 & P#0014-18

Policy

1. To participate in the WIOA Adult Program, an individual must meet the following eligibility requirements:
 - a. 18 years of age or older;
 - b. U.S. citizen or non-citizen authorized to work in the U.S.;
 - c. Meet Military Selective Service registration, if applicable

2. **WIOA Target Populations & Priority of Service**

For WIOA Title I Adult Program employment and training services, local workforce areas must provide priority of service to individuals in the following target populations, in accordance with the Act, the State Plan, and the approved Local Plan.

Target Populations: Individuals with Barriers to Employment

- Displaced Homemakers
- Eligible Migrant and Seasonal Farmworkers
- Ex-offenders
- Homeless individuals, including runaways and homeless children and youth
- Individuals facing substantial cultural barriers
- Individuals with disabilities, including youth with disabilities
- Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act
- Individuals who are English language learners
- Individuals who are unemployed, including the long-term unemployed
- Individuals who have low levels of literacy
- Individuals without a high school diploma
- Low income individuals (including TANF and SNAP recipients)
- Native Americans, Alaskan Natives, and Native Hawaiians
- Older individuals
- Single parents (including single pregnant women and non-custodial parents)
- Veterans
- Youth who are in or have aged out of the foster care system

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3. Arkansas is committed to ensuring its target populations are able to access the WIOA system on a priority basis. For the WIOA Title I Adult Program, priority must be provided in the following order:

1 st Priority	Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or basic skills deficient will receive first priority for services provided with WIOA adult funds.
2 nd Priority	Individuals who are not veterans or eligible spouses, but who are recipients of public assistance, are other low-income individuals, or are individuals who are basic skills deficient
3 rd Priority	Veterans and eligible spouses who are not recipients of public assistance, are not other low-income individuals, and are not basic skills deficient
4 th Priority	Individuals who are not veterans, are not recipients of public assistance, are not other low-income individuals, and are not basic skills deficient, but are individuals with other barriers to employment
5 th Priority	Individuals who are not veterans, eligible spouses, recipients of public assistance, other low-income individuals, basic-skills deficient, or individuals with other barriers to employment

4. Basic Skills Deficient

For purposes of this policy the definition of basic skills deficient is an individual that 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 (WIOA Section 3(5)).

<i>Criteria used to determine whether an individual is basic skills deficient:</i>	
Criteria Used	Documentation Required
Lacks a high school diploma or high school equivalency and is not enrolled in secondary education	Self-attestation
Enrolled in a Title II Adult Education/Literacy program	School records or verification from school official
English, reading, writing, or computing skills at an 8.9 grade level or below	Results of academic assessment
Determined to be limited English-skills proficient through staff-documented observations	Case note clearly demonstrating staff assessment of English skills
Lacking computer literacy defined as: non-technical knowledge of computers and how to use them; familiarity and experience with computers, computers, software, and computer systems	Case note clearly demonstrating staff assessment of computer skills or self-attestation

5. Low income

An individual that meets one of the four criteria below:

- Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental

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nutrition assistance program, temporary cash assistance, supplemental security income program, or state or local income-based public assistance.

- In a family with total family income that does not exceed the higher of the following: the poverty line; or 70% of the Lower Living Standard Income Level.
- A homeless individual.
- An individual with a disability whose family does not meet income eligibility criteria is to be considered a low-income individual if the individual's own income meets the income criteria established in WIOA §3(36)(A)(vi); or meets the income eligibility criteria for payments under any Federal, State or local public assistance program [see WIOA §3(36)(A)(i)].

6. Public Assistance Recipient

An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

Approval Signature:



Cathy Nesbit, Board Chair