

Priority of Service Policy

Purpose

The purpose of the Priority of Service Policy is to establish a Priority of Service when providing training and individualized career services to Workforce Innovation and Opportunity Act Title 1 Adult participants.

References

Workforce Innovation and Opportunity Act of 2014, Public Law (Pub. L.)113-128, enacted July 22, 2014.

Training and Employment Guidance Letter (TEGL) NO. 3-15.

Employment and Training Administration U.S. DOL

Training and Employment Guidance Letter (TEGL) No. 26-13.

Employment and Training Administration U.S. DOL

Pennsylvania Workforce System Policy, No. 05-2015, December 23, 2015.

Pennsylvania Department of Labor and Industry

Affected Parties

This policy applies to all Westmoreland, Fayette County adult participants.

PA CareerLinks®, Alle-Kiski, Fayette, Westmoreland. Title 1 staff are responsible for implementing the Policy.

Policy

Priority will be given to recipients of public assistance, other low-income individuals, individuals who are basic skill deficient, and/or individuals who are underemployed and low-income.

Priority will be given to residents of Fayette, Westmoreland Counties on all four priority categories.

Recipients of Public Assistance: Includes individuals who receive, or in the past six (6) months have received, or are a member of a family that is receiving or in the past six (6) months has received, assistance through one (1) or more of the following:

- Supplemental Nutrition Assistance Program (SNAP);
- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income (SSI; or
- State or local income-based public assistance

A low-income individual is defined as an individual whose prior six-month income does not exceed the higher of the poverty income level or 70% of the lower living standard.

Basic skills deficient is defined as an adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the participant's family, or in society. Individuals who are basic skills deficient will be assessed. Test results that indicate reading and math at 9th grade levels or below will be considered basic skills deficient.

Underemployed: individuals are employed full-time or part-time and must also meet the definition of a low-income individual in order to be eligible for the Adult priority of service.

Individuals with barriers to employment includes: displaced homemakers; low-income individuals; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; individuals who are English language learners, have low literacy levels, or face substantial cultural barriers; eligible Migrant and Seasonal Farm Workers; individual within two (2) years of exhausting lifetime eligibility under TANF; single parents

(including pregnant women); long-term unemployed individuals; and members of other groups identified by the Governor.

Interaction of the Adult priority and Veterans' Priority of Service: Interaction of the Adult Priority and Veterans' Priority of Service. The priority of service for veterans and eligible spouses applies across all qualified employment and training programs. The priority of service for public assistance recipients, other low-income individuals, and individuals who are basic skills deficient is a statutory priority that applies only to the receipt of individualized career services and training services in the WIOA title I Adult program. With regard to the priority of service for veterans and eligible spouses, priority of service for the WIOA Title I Adult program must be applied in the following order:

1. Veterans and eligible spouses who meet the statutory priority (public assistance recipient, other low-income individuals including the underemployed, or basic skills deficient) and Adult program eligibility must receive the highest level of priority for services;
2. Other individuals (not veterans or eligible spouses) who meet the statutory priority (public assistance recipient, other low-income individuals including underemployed, or basic skills deficient) and Adult program eligibility then receive the second level of priority for services;
3. All other veterans and eligible spouses who meet Adult program eligibility, then receive the third level of priority for services;
4. Other individuals (not veterans or eligible spouses) who do not meet the statutory priority (public assistance recipient, other low-income individuals including underemployed, or basic skills deficient), but do meet a local discretionary priority and Adult program eligibility, then receive the fourth level of priority for services.
5. Other individuals (not veterans or eligible spouses) who do not meet the statutory priority (public assistance recipient, other low-income individuals including underemployed, or basic skills deficient) and do not meet the local discretionary priority, but do meet Adult program eligibility, then receive the fifth level of priority for services.

Procedures

PA CareerLink® staff, Alle-Kiski, Fayette, and Westmoreland must adhere to the Priority of Policy Services. This policy will specifically affect WIOA adult eligible customers.

Customer will receive a basic assessment by a PA CareerLink® staff member.

Customer will be scheduled for a one-on-one assessment where information will be collected to review WIOA eligibility. Information will be presented on the TABE as part of the skills assessment. Labor exchange services will be provided by the PA CareerLink® staff.

When an individual is referred to the WIOA adult program, the assessments and WIOA CWDS registration will be taken into consideration for Individualized Career and Training Services. Those WIOA adults who meet the four categories of priority service will be given the preference in enrollment and participation in Title 1 WIOA adult services.

The Westmoreland-Fayette Workforce Development Board (WFWDB) monitoring staff will review quarterly the CWDS participant characteristic report and other local reports to determine that the goal of 51% of adult participants are members of the priority targeted groups. Participant files will be reviewed for documentation and for data validation.



Addendum:

Other grants or funding received may have special priority of service policies and procedures.

Approved: 03/14/2016
Reviewed: 12/14/2020

Approved: 03/13/2023
Reviewed: 01/27/2023

Reviewed: 08/20/2024