

WIA PROGRAMS SERVICE PRIORITY POLICY #: 3001

Original Policy Date: N/A
Effective Date: July 10, 2006

Current Revision Date: / /2012

Purpose:

Southwest Washington Workforce Development Council (SWWDC) is issuing this policy to govern the term “self-sufficiency” and prioritize intensive and training services for eligible program applicants.

Background:

The Workforce Investment Act of 1998 (WIA) and the implementing Final Rule contain a number of references and requirements relating to the term “self-sufficiency” and to adult program service priorities. In addition, Washington State Policy #3640, Revision 2, regulates the adult program’s service priorities and eligibility determination process.

- The SWWDC is given the authority to define the term “self-sufficiency”, 20CFR 663.230. The term, “self-sufficiency”, as defined by the SWWDC, affects adult program eligibility and the eligibility of displaced homemakers for the dislocated worker program, to the extent applicants are employed at the time eligibility is determined, 20CFR 663.230 and 663.120, WIA Section 101(9) and (10).
- Eligible, “underemployed” youth who have a high school degree or its equivalent are considered “out-of-school”, 20CFR 664.300(b).
- To the extent WIA adult funds are limited, each Washington WDC must prioritize intensive and training services for eligible adults, 20CFR 663.600 and WIA Section 134(d)(2)(E), and Washington State Policy 3640, Revision 2.

Policy:

SELF-SUFFICIENCY DEFINITION

A goal of the Southwest Washington Workforce Development Council and the Workforce Investment Act is to provide individuals with the training and employment opportunities necessary to attain and retain economic self-sufficiency.

SWWDC adopts the *Self-Sufficiency Standard for Washington* as the local criteria to measure economic self-sufficiency. The Self-Sufficiency Standard for Washington measures how much income is needed, for a family of a given composition living in a given place, to adequately meet its basic needs without public or private assistance.

The Self-Sufficiency Calculator, based on the Self-Sufficiency Standard for Washington, will be utilized within the Southwest Workforce Development system. The Calculator will be utilized as an assessment tool for Adult customers in the development of Individual Employment Plans (IEP) leading to economic self-sufficiency. A printout of the Self-Sufficiency Calculator is required for all Adult customer files.

1. UNDEREMPLOYED YOUTH

All eligible youth are considered “underemployed” for purposes of the “out-of-school” determination.

2. ADULT PROGRAM PRIORITIZATION

The WIA service provider must identify covered persons at the point of entry so they can take advantage of priority of service. Covered persons must also be made aware of their entitlement to priority of service and be provided information on the full array of employment, training and placement services available and any applicable eligibility requirements for those programs or services. The SWWDC’s adult service provider will adopt and monitor written procedures to ensure that mainstream adult intensive and training services are delivered, to the extent possible, in accordance with the following Washington State adult program priorities:

First priority: Public assistance recipients and other low-income individuals who are otherwise eligible for intensive or training services are given first priority. Veterans and eligible spouses and “other covered individuals” who are recipients of public assistance or who are low-income shall be given first priority from among this group. The term “low income individuals” is defined in WIA Section 101(25). Veterans and eligible spouses **must first** meet program eligibility requirements before they can be provided priority service. Once program-eligibility requirements have been met, the qualified veteran or spouse is given priority. Reference SWWDC policy #3019 Veteran Priority of Service and Eligibility for further details.

Second priority shall be given to other eligible veterans and “other covered individuals”. The terms “veterans”, “eligible spouses”, and “other covered individuals” are defined in Washington State Policy No. 3640 Rev2 and Policy No. 1009 Rev1.

Third priority shall be given to customers (who are eligible for intensive and training services as described above) with income under 175 percent of poverty.

Fourth priority: Eligible adults who do not fit into the three priorities listed above may be served on a case-by-case basis. Customers served under this fourth priority must:

- Be approved in writing by a designated SWWDC staff person;
- Be submitted & given approval using a standard format; and
- Include the estimated amount of WIA adult funds to be spent on the individual; and
- The adult applicant must have one or more significant barriers to full-time employment leading to self-sufficiency, including but not limited to a disability.

The Washington State Governor may, at times, determine a different priority of service for the WIA Statewide (10%) Discretionary Grants/Contracts or other programs. Within those defined exceptions from the Governor, the Veteran’s Priority of Service still applies.

Eligibility for Intensive Services

At a minimum, adults (18 years of age and older) must receive at least one core service, such as an initial assessment or job search and placement assistance, to become eligible to receive intensive services funded by the WIA Title 1B. There is no federally-required or state-required minimum time period for participation in core service before receiving intensive services funded under the *WIA Title 1B*.

There are two categories of adults who are eligible to receive intensive services funded under the WIA Title 1B:

1. Adults who are unemployed, have received at least one core service and are unable to obtain employment through core services, and are determined by a One-Stop operator to be in need of more intensive services to obtain employment.
2. Adults who are employed, have received at least one core service, and are determined by a One-Stop operator to be in need of intensive services to obtain or retain employment that leads to “self-sufficiency”.

Being determined “eligible” for intensive services funded under WIA Title I-B does not entitle an individual to receive WIA Title I-B intensive services.

Eligibility for Training Services

At a minimum, an adult must receive at least one intensive service, such as development of an individual employment plan with a case manager or individual counseling and career planning, before the customer is eligible to receive training services funded by WIA Title 1B. The case file must contain a determination of need for WIA Title I-B training services as identified in the individual employment plan, comprehensive assessment, or through any other intensive service received.

There is no federally-required or state-required minimum time period for participation in intensive services before receiving training services funded under the WIA Adult Program.

Training services, funded under WIA Title I-B, may be made available to adults who:

1. Have met the eligibility requirements for intensive services, have received at least one intensive service, and have been determined to be unable to obtain or retain employment through such services.
2. After an interview, evaluation or assessment, and case management, have been determined by a One-Stop operator or One-Stop partner, to be in need of WIA Title I-B training services and to have the skills and qualifications to successfully complete the selected training program.
3. Select a program of training that is directly linked to the employment opportunities either in the local area or in another area to which the customer is willing to relocate.

4. Are unable to obtain grant assistance from other sources to pay the costs of training as described in 20 CFR 663.310(a)(4).

Being determined “eligible” for training services funded under WIA Title I-B does not entitle a customer to receive WIA Title I-B training services.

3. ELIGIBILITY VERIFICATION

Check stubs and any other employer or government generated document may verify an individual’s hourly or annual wage or employment. The wages of family members who are not applicants for WIA funded services may be reasonably estimated, and may be verified by a written, signed statement if employer or government generated documentation is unavailable.

Program staff must document proof of veteran and eligible spouse status at time of enrollment.

4. ANNUAL UPDATES

Median family income guidelines may be updated annually as information is received. Updated charts are located on our website under SWWDC Policy #3018 Income Charts – Eligibility <http://www.swwdc.org/serviceproviders/policies.html>.

Definitions:

Veteran: a person who was in active military service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). For clarification, a *disable veteran* is one whose disability is permanent and service connected. Active service also includes full-time duty in the National Guard or a Reserve component, other than full time duty for training purposes.

Eligible Spouse: defined in section 2(a) of JVA (38 U.S. C. 4215(a)) means the spouse of any of the following: (1) any veteran who died of a service-connected disability; (2) any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories (for a total of more than 90 days): missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power; (3) any veteran who has a total disability resulting from a service connected disability, as evaluated by the Department of Veterans Affairs; or (4) any veteran who died while a disability, as indicated in paragraph (3) of this section, was in existence

References/Resources:

- WIA Section 101(25)
- Washington State Policy No. 3641
- 20CFR 663.230, 663.120, WIA Section 101(9) and (10).
- 20CFR 663.705(a) and 663.720(a)
- 20CFR 664.300(b)
- 20CFR 663.600
- WIA Section 134(d)(2)(E)
- Washington State Policy 3640, Revision 2
- Washington State Policy 1009, Revision 1
- Southwest Washington Workforce Development Council Policy #3019 Veteran Priority of Service

- Southwest Washington Workforce Development Council Policy #3011 Opportunity Fund
- www.thecalculator.org

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