



**POCONO COUNTIES
WORKFORCE DEVELOPMENT BOARD (WDB)/AREA (NE 135)**

POCONO COUNTIES WIOA TITLE I-B ADULT PROGRAM ELIGIBILITY/PRIORITY POLICY

1. Purpose

The purpose of this policy is to ensure that all WIOA Program Operators are in compliance with the requirements of the **Workforce Innovation and Opportunity Act (WIOA)** Title I-B Programs regarding eligibility, and allowable services as authorized in the Act. The policy also explains the interaction between the Title I-B Adult Priority of Service Policy and the Veterans' Priority of Service requirement of the WIOA.

This policy also aligns the Pocono Counties WIOA Adult Program Priority of Service policy with the Pennsylvania Performance Goals for the targeted groups as outlined in the State Plan.

2. Effective Date: 3/6/19

3. Implementation

WIOA Adult Program

Eligibility/LWDA Priority Service	WIOA Adult Services
<p>Individuals must meet the General Eligibility criteria as shown below and meet the LWDA's Priority Service Policy:</p> <ul style="list-style-type: none"> • Age (18 years or older) • U.S. Citizen or Eligible-to-Work • Selective Service (if applicable) • Resident of the Pocono Counties WDA <p>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 individualized career services and training services.</p>	<p>LWDA PRIORITY POLICY (Adult only) LWDA Priority Service (WPS01) (Underemployed, def. Adult who meets General Eligibility Criteria and who's Family Size/Family Income during the prior 6 months is less than 235% of the Poverty Income Level)</p> <p>BASIC CAREER SERVICES</p> <ul style="list-style-type: none"> • Staff-Assisted Job Search and Placement Assistance, Including Career Counseling (WCS01) • Follow-up Services, Including Counseling Regarding the Workplace (WCS02) • Outreach, Intake and Other Services Available through PA CareerLink® System (WCS03) • Appropriate recruitment and other business services (WCS07) • Performance information and program cost information on eligible providers of training services (WCS08)

1. Recipients of Public Assistance

Includes individuals who receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

2. Low-income Individuals

In General – The term “low-income individual” means an individual who - receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance; is in a family with total family income that does not exceed the higher of—

- the poverty line; or
- 70 percent of the lower living standard income level;
- is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));

receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.); is a foster child on behalf of whom State or local government payments are made; or is an individual with a disability whose own income meets the income requirement of clause (ii), but

- Workforce and labor market employment statistics information (**WCS09**)
- Initial Assessment of Skill Levels and Supportive Service Needs (**WCS10**)
- Information on the local performance accountability measures (**WCS11**)
- Referrals to and coordination of activities with other programs and services (**WCS12**)
- Availability of supportive services or assistance (**WCS13**)
- Information and assistance regarding filing claims for unemployment compensation (**WCS14**)
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs (**WCS15**)

INDIVIDUALIZED CAREER SERVICES

- Comprehensive and Specialized Assessments of Skill Levels and Service Needs Including Diagnostic Testing and Use of Other Assessment Tools; and In-Depth Interviewing and Evaluation to Identify Employment Barriers and Appropriate Employment Goals (**WIS01**)
- Full Development of an Individual Employment Plan (IEP) to Identify the Employment Goals and Appropriate Combination of Services for the Participant to Achieve Employment Goals (**WIS02**)
- Group Counseling (**WIS03**)
- Individual Counseling and Career Planning (**WIS05**)
- Relocation Assistance (**WIS06**)
- Out-of-Area Job Search Assistance (**WIS07**)
- Other (**WIS10**)
- Short-term Prevocational Services, Including Development of Learning Skills, Communication Skills, Interviewing Skills, Punctuality, Personal Maintenance Skills, and Professional Conduct to Prepare Individuals for Unsubsidized Employment or Training (**WIS11**)
- Internships (**WIS12**)
- Work Experience (**WIS13**)
- Temporary Jobs (**WIS15**) [applies to only the WIOA Disaster Grant Program]
- Financial Literacy Activities (**WIS16**)
- English language acquisition and integrated education and training programs (**WIS17**)
- Workforce Preparation Activities (**WIS18**)

TRAINING SERVICES

- Occupational Skills Training (**WTS01**)
- On-the-Job Training (**WTS02**)
- Workplace Training and Cooperative Education Programs (**WTS03**)

who is a member of a family whose income does not meet this requirement.

LOWER LIVING STANDARD INCOME LEVEL.

The term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

3. Basic Skills Deficient Individual

An individual 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

An individual 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.

4. Underemployed Individuals

An individual who is employed either full or part-time who also meets the definition of a low-income individual as previously defined.

5. Pocono Counties WDB Adult Priority Category

In addition to the 4 statutory priority groups defined in the Act, individualized career and training services can be provided to Adults who meet the Adult General Eligibility criteria, and are underemployed. Underemployed for this group is defined as an Adult whose Family Size/Family Income during the previous 6 months falls below 235% of the Poverty guidelines.

Individuals with barriers to employment

In addition, it is expected that at least 51% of the Adult Program participants receiving Individualized Career and Training Services will also be Individuals with barriers to employment, as defined below.

1. Displaced Homemakers
2. Low-Income
3. Alaska Natives and Native Hawaiians
4. Individuals with disabilities
5. Older individuals

- Private Sector Training Programs (**WTS04**)
- Skill Upgrading and Retraining (**WTS05**)
- Entrepreneurial Training (**WTS06**)
- Job Readiness Training (**WTS07**)
- Adult Education and Literacy Activities (Offered in Combination with Other Training Services, Not Including Customized Training, Job Readiness Training, Transitional Jobs, or Registered Apprenticeships) (**WTS08**)
- Customized Training (**WTS09**)
- Partner Program Funded Training (**WTS10**) – training funded by a partner program (e.g., TAA)
- Incumbent Worker Training (**WTS13**)
- Transitional Jobs (**WTS14**)
- Registered Apprenticeships (**WTS15**)

ASSESSMENT TESTING SERVICES

- ABLE (**WAT01**)
- BEST (**WAT02**)
- BEST Plus (**WAT03**)
- CASAS (ESL) (**WAT04**)
- CASAS (Life Skills) (**WAT05**)
- TABE (7-8) (**WAT07**)
- TABE (9-10) (**WAT08**)
- WorkKeys (**WAT09**)
- WorkKeys – Workplace Skills Analysis (**WWKWSA**)
- Participant Refused Assessment Testing (**WPRAT**)

SUPPORTIVE SERVICES (Adult and Dislocated Worker)

- Transportation (**WSS01**)
- Child Care (**WSS02**)
- Dependent Care (**WSS03**)
- Housing (**WSS04**)
- Needs Related Payments (**WSS05**)
- Needs Based Payments (**WSS06**)
- Stipend (**WSS07**)
- Assistance with Uniforms or Other Appropriate Attire and Work-Related Tool Costs, Including Such Items as Eyeglasses and Protective Eye Gear (**WSS08**)
- Other1 (**WSS09**)
- Other2 (**WSS10**)
- Other3 (**WSS11**)
- Other4 (**WSS12**)
- Other5 (**WSS13**)

FOLLOW-UP SERVICES (Adult and Dislocated Worker)

- Staff-Assisted Job Search and Placement Assistance, Including Career Counseling (**WCF01**)
- Follow-up Services, Including Counseling Regarding the Workplace (**WCF02**)
- Staff-Assisted Job Development (Working with Employer and Job Seeker) (**WCF03**)

6. Ex-offenders 7. Homeless 8. Youth who are in or have aged out of foster care 9. English language learners 10. Migrant or Seasonal Farm workers 11. Individuals within 2 years of exhausting TANF eligibility. 12. Long term unemployed	
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4. 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:

- A. 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;
- B. 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;
- C. All other veterans and eligible spouses who meet Adult program eligibility, then receive the third level of priority for services;
- D. 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.
- E. 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.

5. Impact on provision of WIOA services

The Adult priority of service **applies to the provision of both WIOA Individualized Career Services and Training Services listed in Section 3** of this policy. **It does not apply to the provision of Basic Career Services** as described in Section 3.

The Veterans Priority of Service Policy listed in Section 4 also applies to WIOA Program Participants served with Dislocated and Youth Program funds.

6. Performance Goals

Implementation of this policy will ensure that a minimum of 51% of Adult Program participants for 2017 will be individuals in the four (4) statutory priority targeted groups (public assistance recipients, other low-income individuals, basic skills deficient, and both underemployed and low-income.