



PEE DEE LWDA INSTRUCTION NUMBER: 20-008

To: Pee Dee LWDA Grantees

Subject: WIOA Priority of Services

Issuance Date: June 9, 2021

Effective Date: July 1, 2021

Purpose: The purpose of this instruction is to transmit updates to the State's Priority of Service Policy. The revision further clarifies WIOA Priority of Services and puts forth the requirement that effective July 1, 2021, seventy-five percent (75%) of newly enrolled adult participants must be low-income, to include public assistance recipients, or basic skills deficient. This instruction replaces Pee Dee LWDA Instructions # 16-01.

Background: The Workforce Innovation and Opportunity Act (WIOA) has established a priority requirement to funds allocated to a local area for individualized career and training services. Priority shall be given to recipients of public assistance, other low income individuals and individuals who are basic skills deficient, for receipt of career and training services. Under WIA, career services were identified as core and intensive services and participants would go through each level of service in order to eventually receive training. WIOA clarifies that individuals receiving services in the one-stop centers must receive the service that is needed to assist the individual to meet his or her job search goals, and does not need to follow a fixed sequence of services that may not be necessary to effectively serve the individual.

Policy: Adults who receive services from WIOA-funded staff beyond self-service and information must be determined eligible, enrolled and considered a participant for WIOA Title I services. Individualized career services and training services must be given on a priority basis, regardless of funding levels, to:

- First Priority: Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient;
- Second Priority: Individuals who are low-income, to include recipients of public assistance, or basic skills deficient;
- Third Priority: Veterans and eligible spouses who are not low-income, or are not recipients of public assistance, and are not basic skills deficient; and
- Last: Individuals outside of the groups given priority.

Eligible individuals who do not meet the above priorities may still be enrolled as participants in the WIOA adult program. However, effective July 1, 2021, seventy-five percent (75%) of newly enrolled adult participants must be low-income, to include public assistance recipients, or basic skills deficient. This priority of service policy is not applicable to participants served as dislocated workers.

The LWDA will do periodic reviews of WIOA eligibility applications. We will also be monitoring for compliance with the policy. Each month the LWDA will utilize SCWOS Reports to determine the percentage of newly enrolled Adult participants that meet the priority of services policy. If the LWDA is at or above the 25% enrollment limit of Adult participants who are NOT priority, the contractor will be advised to take precautions in enrollment decisions until such time the monthly inquiry indicates that the 25% limit is not exceeded. The Contractor is required to demonstrate a targeted recruitment effort of priority populations and recruitment efforts will be evaluated as a part of the regular contractor monitoring.

Definitions

Low-income Individual

An individual who meets any *one* of the following criteria satisfies the low-income requirement for WIOA Adult services:

- 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 SNAP, TANF, or Supplemental Security Income (SSI), or state or local income-based public assistance;
- Receives an income or is a member of a family receiving an income that, in relation to family size, is not in excess of the most recent Family Income Guidelines issued via LWDA Instruction;
- Is a homeless individual as defined in the McKinney-Vento Homeless Assistance Act or the Violence Against Women Act of 1994; or
- Is an individual with a disability whose own income meets the income requirement above, but who is a member of a family whose income does not meet this requirement.

Basic Skills Deficient

WIOA defines basic skills deficient 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. The LWDA further defines basic skills deficient as an individual who meets any one of the following indicators:

- Lacks a high school diploma or equivalent; or
- Scores 8.9 or below on the Test for Adult Basic Education (TABE) or <4 on the Reading for Information, Applied Mathematics, or Locating Information WorkKeys assessments; OR
- Is enrolled in Title II adult education for English as a Second Language (ESL).

It is expected that basic skills deficiency will be determined using an objective, valid and reliable assessment, such as the indicators listed above. However, when a formal evaluation is not available or practical, case manager observations, customer acknowledgement, and documented

case notes are acceptable. (Example: A case manager may observe that the adult is experiencing difficulty in reading or filling out an application form, or has poor English language skills and may be appropriate for ESL. However, an individual should not be determined as basic skills deficient merely because he/she lacks soft skills or the occupational skills needed for a particular job.)

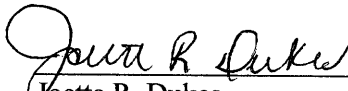
WIOA Title I funds cannot be used for assessment of basic skills deficiency prior to eligibility certification. Further, if not already a program participant, the use of funds for assessment will constitute enrollment in the program.

Documentation Requirements

It is beneficial to capture all applicable priority of service categories to reflect efforts in serving those most in need. In addition, such characteristics will likely have a positive impact on future performance negotiations as the statistical adjustment model is implemented. Therefore, all applicable priority of service criteria should be recorded in SC Works Online Services (SCWOS) and the documentation required for each criteria recorded must be maintained in the participant's case file.

Action: Ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions pertaining to this instruction should be directed to April Gaskins 843-669-3138.


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STATE INSTRUCTION NUMBER 15-17, Change 3

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators

Subject: Adult Priority of Service under WIOA

Issuance Date: May 3, 2021

Effective Date: July 1, 2021

Purpose: This guidance updates the State's priority of service policy in accordance with the Workforce Innovation and Opportunity Act (WIOA) and the US Department of Labor (DOL).

References: Training and Employment Guidance Letter (TEGL) No. 7-20, Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act Adult Program

Background: Under the WIOA Adult program, priority for individualized career and training services must be given to recipients of public assistance, other low-income adults, and individuals who are basic skills deficient regardless of the availability of funds. The US Department of Labor's Employment and Training Administration (ETA) envisions that giving priority of service to these individuals means ensuring that at least 75 percent of a state's participants receiving individualized career and training services in the Adult program are from at least one of these priority groups.

Policy: Adults who receive services from WIOA-funded staff beyond self-service and information must be determined eligible, enrolled in the program, and considered a participant for WIOA Title I services. Individualized career services and training services must be given on a priority basis, regardless of funding levels, to:

- **First Priority:** veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient;
- **Second Priority:** individuals who are low-income, to include recipients of public assistance, or basic skills deficient;
- **Third Priority:** veterans and eligible spouses who are not low-income, or are not recipients of public assistance, and are not basic skills deficient; and
- **Last:** Individuals outside of the groups given priority.

Eligible individuals who do not meet the above priorities may still be enrolled as participants in the WIOA Adult program. However, effective July 1, 2021, seventy-five percent (75%) of all enrolled adult participants must be either low-income, to include public assistance recipients, or basic skills deficient. Local Workforce Development Boards (LWDBs) are responsible for establishing local procedures to comply with this policy and for conducting outreach to these priority populations. This priority of service policy is not applicable to participants served as dislocated workers.

Low-income Individual

An individual who meets any *one* of the following criteria satisfies the low-income requirement for WIOA Adult services:

- 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 SNAP, TANF, or Supplemental Security Income (SSI), or state or local income-based public assistance;
- Receives an income or is a member of a family receiving an income that, in relation to family size, is not in excess of the most recent Family Income Guidelines issued via State Instruction;
- Is a homeless individual as defined in the McKinney-Vento Homeless Assistance Act or the Violence Against Women Act of 1994; or
- Is an individual with a disability whose own income meets the income requirement above, but who is a member of a family whose income does not meet this requirement.

Basic Skills Deficient

WIOA defines basic skills deficient 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. The State further defines basic skills deficient as an individual who meets any one of the following indicators:

- Lacks a high school diploma or equivalent;
- Scores a National Reporting System (NRS) level 4 or below on the TABE 11&12;
- Scores less than 4 on any one or more of the following WIN Ready to Work assessments:
 - Applied Mathematics
 - Reading for Information
 - Locating Information; or
- Is enrolled in Title II adult education, including English as a Second Language (ESL), excluding stand-alone occupational skills training.

It is expected that basic skills deficiency will be determined using an objective, valid, and reliable assessment, such as the indicators listed above. However, when a formal evaluation is not available or practical, case manager observations, customer acknowledgement, and documented case notes are acceptable. For example, the case manager may observe that the adult is experiencing difficulty in reading or filling out an application form, or has poor English language skills and may be appropriate for ESL. However, an individual should not be

determined as basic skills deficient merely because he/she lacks soft skills or the occupational skills needed for a particular job.

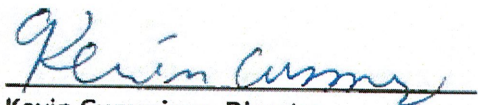
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Documentation Requirements

It is beneficial to capture all applicable priority of service categories to reflect efforts in serving those most in need. In addition, such characteristics will likely have a positive impact on future performance negotiations as the statistical adjustment model is implemented. Therefore, all applicable priority of service criteria should be recorded in SC Works Online Services (SCWOS). The documentation required for each criteria recorded must be maintained in the participant's case file.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to PolnPro@dew.sc.gov.

A handwritten signature in blue ink, reading "Kevin Cummings", is written over a horizontal line.

Kevin Cummings, Director
Technical Services, Policies, and Reporting