



**Clackamas
Workforce
Partnership**
WORKFORCE DEVELOPMENT BOARD

365 Warner Milne Rd, Suite 202
Oregon City, OR 97045
(503) 657-6644
www.clackamasworkforce.org

POLICY #: P-07
Priority Populations

ISSUED: May 17, 2018

REVISED: July 21, 2022
February 16, 2023

PURPOSE

To provide program guidance which ensures compliance prioritizing individuals to receive individualized career and training services funded with Title I Adult funds.

REFERENCES

- WIOA Section 3(5)(B), 3(36), 134(c)(3)(E)
- 20 CFR Parts 680.600, 680.640, 680.650
- 38 U.S. Code Section 4215
- TEGL 10-09
- TEGL 19-16
- TEGL 7-20
- State of Oregon Workforce Investment Board Policy “Basic Skills Deficient”

DEFINITIONS:

Recipient of Public Assistance: An adult who is receiving Temporary Aid to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), and/or Social Security Disability Insurance (SSDI).

Low Income Individuals: An adult 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); or is an individual with a disability who is a member of a family whose income does not meet the low-income criteria above but their own income meets the low income requirement.

Basic Skills Deficient: 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 individual’s family, or in society. Individuals who are English language learners meet the criteria for “basic skills deficient.”

POLICY

Priority for individualized career and training services funded with Title I Adult funds must be given to Veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Sub-recipients providing career and training services must have processes in place to ensure those documented individuals are prioritized to receive services. Seventy-five percent of adult participants receiving individualized career or training services must be from one or more of these priority groups. Lack of documentation does not preclude customers from receiving services but does eliminate the priority of service benefit.

Documentation requirements are:

- **Veteran Status:** A photocopy of the DD-214 Military Separation Record or letter from the Veteran's Administration. If no document is provided, services can be provided but the participant will not report at the Federal level as a Veteran and priority of service will not apply.
- **Recipients of public assistance (TANF, SNAP, SSI, SSDI):** A photocopy of verification of the receipt of public assistance in participant's name (an award letter, current ID card, note from Case Manager). If no document is provided, services can be provided but the participant will not report at the Federal level as a recipient of public assistance and priority of service will not apply.
- **Other low-income individuals:** Participant attestation is accepted and must be reflected in the I-Trac registration tab.
- **Individuals who are basic skills deficient:** A copy of the completed Basic Skills Screening tool (Attachment A).

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGl 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority for Adult funds described above, priority must be provided in the order described below. A veteran must meet each program's eligibility criteria to receive services under the respective employment and training program. For income-based eligibility determinations and for determining priority of service, military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not to be considered as income, in accordance with 38 U.S.C. 4213 and 20 CFR 683.230.

Priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services with WIOA Adult formula funds for individualized career services and training services.
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible

spouses) who are included in the groups given priority for WIOA adult formula funds.

3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Fourth, priority populations established by the local Workforce Development Board.
5. Last, to non-covered persons outside the groups given priority under WIOA.

Approved:

Peter Lund

02/16/2023

Peter Lund, Clackamas Workforce Partnership Board Chair

Date