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
October 15, 2026

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
- TEGL 23-19, Change 3
- 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: Proof of low-income status is required to receive priority of service and must be documented and uploaded in I-Trac or another secure database approved by a CWP Program Director.
- Individuals who are basic skills deficient: A copy of the completed Basic Skills Screening tool (Attachment A).

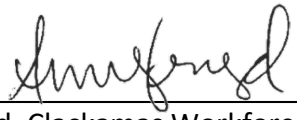
Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, as described in TEGL 10-09, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority 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 servicesand 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:



10/15/2026

Amy Froyd, Clackamas Workforce Partnership Board Chair — Date

P-07 ATTACHMENT A

Basic Skills Screening Tool

Name:	**I-Trac Customer ID:**

If any question is answered, "No," or the form could not be completed without reasonable accommodations, the individual should receive priority of service.

1. Do you feel comfortable following written instructions and diagrams?
   ☐ YES ☐ NO
2. Do you feel comfortable filling out basic medical forms and job applications?
   ☐ YES ☐ NO
3. Are you comfortable adding, subtracting, multiplying, and dividing basic numbers up to 3 digits?
   ☐ YES ☐ NO
4. Are you comfortable using a computer?
   ☐ YES ☐ NO
5. Are you comfortable using the internet and sending and receiving emails?
   ☐ YES ☐ NO
6. Do you feel that your English skills (i.e. reading, writing, and speaking) are strong enough to get and keep a job?
   ☐ YES ☐ NO

Signature: _____ Date: _____

By typing your name above, you are signing this form electronically.

Name of Career Coach: _____