



ADMINISTRATIVE BULLETIN NO. 02A

TO: WIA IB ADULT CONTRACTING AGENCIES
SUBJECT: ELIGIBILITY AND SERVICE PRIORITY
EFFECTIVE: JULY 1, 2009

I. ELIGIBILITY CRITERIA:

In accordance with the Workforce Investment Act, an eligible adult is defined as an individual who at the time of application:

1. Is 18 years of age or older (Section 101 (1)); and
2. Is a United States citizen or eligible non-citizen (Section 188 (a)(5));
and
3. For males born after December 31, 1959, registered for Selective Service (Section 189 (f)).

II. ELIGIBILITY PROCESS:

The eligibility process will include:

1. The use of the SKIES Registration Form, Addendum or Application Form to generate all information necessary to determine eligibility and service priority and meet reporting requirements.

2. The maintenance of adequate documentation to ensure the credibility of the eligibility and priority determination, which shall at a minimum consist of:
 - a. A completed SKIES Registration Form, Addendum or Application Form for each applicant.
 - b. Copies of documents used to determine and verify eligibility.
3. Verification of the information provided on the SKIES Registration Form, Addendum or Application Form shall be maintained as part of applicant file. The following may be used to verify eligibility:
 - a. Age:
 1. Birth certificate or hospital record of birth;
 2. Driver's license or DMV identification;
 3. School records;
 4. Baptismal record;
 5. Medical coupon or Public Assistance Records; or
Passport
 - b. Citizenship or eligible non-citizen:
 - 1) Social security card;
 - 2) Birth certificate;
 - 3) INS Card; or
 - 4) Any form of documentation as defined by I-9
documentation requirements.
 - c. Low income:
 - 1) Pay stubs;
 - 2) Employer verification;

- 3) Public Assistance Records; or
 - 4) Child support records
- d. Selective Service:
- 1) Receipt of registration;
 - 2) On-line confirmation; or phone verification.

Signatures and dates of signatures for the applicant, the Contracting Agency's Representative and the Administrative Reviewer on the application attesting to eligibility and prioritization must be sign in ink.

III. BACKGROUND: PRIORITY OF SERVICE

In the event that funds, available under WIA Title I-B Adult Grant, are limited:

- **First** priority shall be given to recipients of public assistance, other low-income individuals. Veterans or other covered persons who are recipients of public assistance and low-income veterans shall be given first priority among this first priority group.
- **Second** priority of service shall be given to veterans and/or spouses of certain veterans for intensive services and training services (see Attachment 1 for WDA Policy on Veterans Priority of Service).
- **Third** Priority shall be given to those individuals who are under 175% of the income guidelines.
- **Fourth** priority shall be given to those individuals whose families are not self sufficient or are underemployed and pursuing training in a demand occupation.

The U. S. Department of Labor has determined that WIA funding is limited, therefore, policies directing priority of service to low income and welfare recipients and veterans and spouses of certain veterans, in the area must be developed.

FIRST PRIORITY: Recipients of public assistance and other low income individuals are defined as an individual who:

1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program.
2. Received an income, or is a member of a family that received a total family income for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph A, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that in relationship to family size, does not exceed the income guidelines outlined in Administrative Bulletin 03-A.
3. Is a member of a household that receives or has been determined within the 6 month period prior to application for the program involved to be eligible to receive food stamps pursuant to the food Stamp Act of 1977 (7 U.S.C. 2011 Et seq.); or
4. Qualifies as a homeless individual, a defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or

5. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirement of a program described in section 1 or 2 above, but who is a member of a family whose income does not meet such requirements.

SECOND PRIORITY: The term “veterans priority of service” means that a covered person shall be given priority over non-veterans except for the priority of service established by law for the WIA Adult Program.

The Adult Program is the only WIA IB program to have a priority provision established by law giving priority to public assistance and other low-income persons for intensive and training services.

For example, if there were only sufficient funds to provide services to one individual and one individual is on public assistance and one is a veteran, the individual on public assistance must receive priority. Veterans or other covered persons who are recipients of public assistance and low-income veterans shall be given first priority among this first priority group.

A “covered person” under the Veteran’s Priority of Service is defined as one of the following:

1. A person who served in active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable (WIA definition).
2. A recently separated veteran is any veteran who applies for participation under this title within 48 months after discharge or release from active military, naval, or air service (WIA definition); or

3. The spouse of:

- A veteran who died of a service-connected disability;
- A member on active duty who (at time of spouse's application) is listed as missing in action, captured in the line of duty, or forcibly detained;
or
- A veteran with a total disability from a service connected disability or one who died while being evaluated for it.

SERVICE LEVEL FOR FIRST AND SECOND PRIORITIES: At a minimum 50% of the WIA I-B Adults registrations in Yakima, Klickitat and Kittitas Counties will meet the criteria as defined in the **First** and **Second** Priority of Service.

Priority within this group will be given to those individuals who possess one or more of the following barriers to employment:

1. Basic Skills Deficient
2. School Dropout
3. Offender
4. Individual with a Disability, including a formal record of drug and/or alcohol abuse
5. Homeless
6. Single Parent
7. Limited Work History
8. Under-Employed
9. Lacks Occupational Skills
10. Management Approval

(See Attachment 2 for definitions)

THIRD PRIORITY shall be given to those individuals who are under 175% of the income guidelines.

FOURTH PRIORITY shall be given to those individuals who meet one of the following conditions:

- Their family is not yet self-sufficient, or
- Unemployed or underemployed and are pursuing training in local high demand occupational clusters as approved by the Workforce Council.

SERVICE LEVEL FOR THIRD AND FOURTH PRIORITY: Up to 50% of the WIA I-B Adults in Yakima, Kittitas, Skamania and Klickitat Counties may be registered if they meet the criteria as defined in the third and fourth priority.

IV. **BACKGROUND: SELF-SUFFICIENCY**

There are two categories of adults who are eligible to receive intensive services funded by the WIA Title I-B Adult Program. They are:

1. Adults who are unemployed and unable to obtain employment through core services and who have been determined to be in need of more intensive services in order to obtain employment; or
2. Adults, who are employed, meet the priority of service criteria established by the local policy, and are determined to be in need of services to obtain or retain employment that allows for self-sufficiency.

Local Boards must set the criteria for determining whether employment leads to self-sufficiency (20 CFR 663.250).

V. POLICY: SELF-SUFFICIENCY

For the South Central WDA, a family of a given composition, living in a given community shall be deemed “self-sufficient” when its earned income is adequate to meet its basic needs without public or private assistance or has earned income greater than the Lower Living Standard Income Level (see 03A Attachment 1). The Self-Sufficiency Calculator will be a tool used in determining self-sufficiency. The Self-Sufficiency Calculator is located at www.southcentralwdc.com. For purposes of the South Central WDA, determination of “self-sufficiency” may also include mastery of basic skills by the family wage earners.

Attachment 1 Definitions

Attachment 2 WDA Jobs for Veterans Act Priority of Service