

# Workforce Solutions

## POLICY

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<b>CATEGORY:</b>	<b>Skills Solutions</b>	<b>No.: 021.01</b>
<b>SUBJECT:</b>	<b>Service Priority for Individualized Career Services and Training Services</b>	
<b>SUPERSEDES:</b>		
<b>EFFECTIVE:</b>	<b>November 3, 2016</b>	
<b>RATIFIED:</b>		
<b>REVISED:</b>	<b>October 26, 2016</b>	
<b>RESCIND:</b>		

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### BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes Titles I and II of the Workforce Investment Act of 1998 (WIA) and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973. The majority of the provisions of WIOA took effect July 1, 2015.

WIOA final regulations §680.600, requires that priority for individualized career services and training services funded with title I adult funds must be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

### POLICY

WIOA adult funded individualized career services and training services must be given on a priority basis, regardless of funding levels, to the following three priority groups:

- public assistance recipients;
- other low-income adults; and
- individuals who are basic skills deficient.

Veterans and eligible spouses will receive priority of service for all DOL-funded job training programs, which include WIOA programs.

Priority for individualized career services and training services must be provided in the following order:

1. Eligible veterans and eligible spouses **who are also** recipients of public assistance, low-income, or basic skills deficient
2. Foster youth and former foster youth **who are also** recipients of public assistance, low income, or basic skills deficient

3. All other individuals who are recipients of public assistance, low-income, or basic skills deficient
4. All other eligible veterans and eligible spouses
5. All other foster youth and former foster youth
6. Board's Target Groups: Adults who meet one or more of the following:
  - a. Migrants and Seasonal Farmworkers;
  - b. Individuals with disabilities;
  - c. Referred Court Involved/Offenders;
  - d. Unemployed and/or receiving Unemployment Insurance;
  - e. Earning less than the Board Defined self-sufficiency wage;
  - f. Individuals with cultural barriers (including legal immigrants and refugees); and
  - g. Individuals who face multiple barriers such as substance abuse, mental health problems, and domestic violence issues.

WIOA funding for training services will be limited to participants who:

- are unable to obtain grant assistance from other sources to pay the costs of such training services, including such sources as State-funded training funds, Trade Adjustment Assistance (TAA), and Federal Pell Grants; or
- require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants.

Before providing training services under WIOA:

- an eligibility determination for specific services is required;
- a determination of need must be made using the employment plan; and
- TWIST Counselor Notes must contain a determination of need for training services, as determined through the employment plan.

Individual Training Accounts (ITA) training services must be directly linked to:

- occupations that are on the Board's targeted occupations list; **or**
- are on the targeted occupations list for another local workforce development area to which a customer is willing to commute or relocate; or a
- Registered Apprenticeship (RA).

Workforce Solutions and training providers must coordinate all funds available to pay for training. The availability of other grant assistance to pay for training costs, including TANF, state-funded training funds, and federal Pell Grants, must be considered so that WIOA funds supplement other sources of training grants. When coordinating other grant assistance, the full cost of participating in training services, including the cost of dependent care, transportation, and other support services must also be taken into account. Each participant's income and expected expenses for the entire training period must be documented. WIOA funds may be used to offset any deficit.

The following criteria may be used to determine if a customer is basic skills deficient:

- No High School Diploma or High School Equivalency;

- Enrolled in a Title II Adult Education/Literacy Program;
- English Language Learner; or
- Determined by the TABE Assessment tool to have English Reading, Writing, or Computing Skills at an 8.9 or below grade level.

## DEFINITIONS

- A. Individualized Career Services - Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:
- a. Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers, which may include:
    - i. Diagnostic testing and use of other assessments tools; and
    - ii. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
  - b. Development of an individual employment plan to identify employment goals; appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals; including the list of, and information regarding eligible training providers;
  - c. Group counseling;
  - d. Individual counseling;
  - e. Career planning;
  - f. Short-term prevocational services;
  - g. Internships and work experience that are linked to careers;
  - h. Workforce preparation activities;
  - i. Financial literacy services;
  - j. Out-of-area job search and relocation assistance; and
  - k. English language acquisition and integrated education and training programs.
- B. Training Services – Training services are provided to equip individuals to enter the workforce and retain employment. Examples of training services include:
- a. Occupational skills training, including training for nontraditional employment;
  - b. On-the-job training (OJT), including registered apprenticeship;
  - c. Incumbent worker training;
  - d. Workplace training and cooperative education programs;
  - e. Private sector training programs;
  - f. Skills upgrading and retraining;
  - g. Entrepreneurial training;
  - h. Transitional jobs;
  - i. Adult education and literacy activities; and
  - j. Customized training

- C. Basic Skills Deficient – The term “basic skills deficient” means, with respect to an individual:
1. who is a youth, that has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; ; or
  2. who is a youth or adult that 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.

## **REFERENCE**

WIOA Guidelines for Adults, Dislocated Workers, and Youth  
TEGL 3-15

WIOA Final Regulations §680.600, §680.210(c), §680.230, and WIOA sec. 134(c)(3)(B).

## **INTENT**

To ensure all services are provided to WIOA customers in accordance with all state and federal guidelines.