

## Policy and Procedure

<b>Title:</b>	Priority of Services	<b>Number:</b>	OP 13-03
<b>Effective Date:</b>	July 25, 2013	<b>Revisions:</b>	February 3, 2021

### Purpose

To create a Priority of Service Policy that establishes a process and priority ranking system which gives priority for services to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient served with WIOA adult funds.

### Reference

- WIOA Section 134(b)(3)(E)
- Jobs for Veterans Act (JVA) of 2002
- 20 CFR Parts 676, 677, and 678 - Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule
- TEGL 19-16 (Guidance on delivering services under the Adult and Dislocated Worker Programs under WIOA Title I and individuals served by the ES program, as amended by WIOA Title III under the WIOA Final Rule)
- TEGL 10-09 Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)
- TEGL 19-13 Jobs for Veterans' State Grant (JVSG) Program Reform and Roles and Responsibilities of American Job Center (AJC) Staff Serving Veterans
- VBWD Policy 600-01
- VWL 18-04 Priority of Service
- VWL 19-03 Services to Applicants with a Dishonorable Discharge from the Armed Forces

### Policy

Priority of service means that individuals in the targeted groups (public assistance recipients, other low-income individuals, and individuals who are basic skills deficient) are given priority over other individuals for receipt of individualized career services and training services funded by the WIOA Title I Adult program. Veterans within these groups receive priority over non-veterans. All services are contingent on the availability of funds for providing employment and training programs. If funding is limited, the person in the priority group receives access to the service instead of a person outside any priority group. The above priority established does not mean that these services may only be provided to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

Priority of service applies to the selection procedure for services, to include individualized career and training services. If there is a waiting list for the service, priority of service is intended to require that a person in a priority group goes to the top of that list. Once a participant is enrolled in a WIOA individualized career or training service, that participant may not be displaced by an individual who qualifies for priority of service.

To identify priority populations and facilitate implementation of priority of service in service delivery, at the point of entry, Virginia Career Works customers are informed about their 1) entitlement or lack thereof, to priority of service; 2) the full array of employment, training and placement services available under priority of service; and 3) any applicable eligibility requirements for those programs and/or services. At the point of entry, self-attestation to priority status is acceptable. Priority status is verified when a customer is to receive individualized career or training services.

Adult Priority of Service is determined for the targeted groups during eligibility and enrollment and established by the Title I Eligibility Date. A Priority of Service verification form (Attachment A) will be completed and a copy placed in applicant's file. A spreadsheet is maintained on Sharepoint documenting the category of each enrollee. The Priority of Services Spreadsheet is located at SVWDB Sharepoint/VCW Centers/WIOA Forms/Priority of Services Spreadsheet.

Priority for receipt of individualized career services and training services will be given to customers in the following order:

1. Covered Persons (veterans and eligible spouses) who are:
  - **Low income** (Attachment A) (as defined by WIOA Sec. 3(36), or
  - Recipients of public assistance, or
  - Who are basic skills deficient.
2. Individuals (non-covered persons) who are:
  - **Low income** (Attachment A) (as defined by WIOA Sec. 3(36), or
  - Recipients of public assistance, or
  - Who are basic skills deficient.
3. Veterans and eligible spouses who are:
  - Not low income, and
  - Not recipients of public assistance, and
  - Not basic skills deficient.
4. Priority populations established by the Local WDB which include individuals whose income is less than the "Living Wage" as calculated by the MIT Living Wage Calculator Tool (Attachment B).
5. Non-covered populations outside of WIOA Priority groups.

Priority of service cannot be waived (20 CFR 1010.250). Priority of service does not guarantee that by virtue of his/her status an individual will always receive service. The individual must be eligible and able to benefit from the services (20 CFR 680.600(b)).

### **Definitions**

"Priority of Service" means, with respect to any qualified job training program, that a *covered person* shall be given priority over *non-covered person* for the receipt of employment, training and placement services provided under that program, notwithstanding any other provisions of the law.

"Covered Person" – as defined in section 2(a) of the Jobs for Veterans Act (JVA) of 2008 means a veteran or eligible spouse. A veteran is defined as a person who served at least one day in the active military, naval, or air service and who was discharged under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). A veteran who was dishonorably discharged is considered a "non-covered person" and is not eligible under priority of services provisions for "covered persons;" however, that does not preclude them from receiving WIOA adult services in accordance with state and local eligibility policies.

"Eligible Spouse" - as defined in VBWD Policy 600-01 means the spouse of any of the following individuals:

1. Any veteran who died of a service-connected disability;
2. Any veteran who has a total disability resulting from a service-connected disability;
3. Any veteran who died while a disability so evaluated was in existence;
4. Any member of the Armed forces serving on active duty who, at the time of application for assistance, is listed, pursuant to Section 556 of Title 37 regulations issued by the Secretary concerned, in one or more of the following categories and has been so listed for a total of more than 90 days:
  - Missing in action, captured in the line of duty by a hostile force, or forcibly detained or interned in the line of duty by a foreign government or power.

*"Low-income individual"* is an individual who:

1. Receives, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of Title IV of the Social Security Act (42 U.S.C 601 et seq.), or the supplemental security income program established under title XCVI of the Social Security Act (42 U.S.C 1381 et seq.), or State or local income-based public assistance;
2. Is in a family with total family income that does not exceed the higher of
  - a. The Federal Poverty Line for an equivalent period; or
  - b. 70 percent of the Lower Living Standard Income Level (LLSIL); or
  - c. Is less than the "living wage" as calculated by the MIT Living Wage Calculator Tool;
3. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or a homeless child or youth (as defined under section 725(2)) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 1143a(2));
4. Receives or is eligible to receive free or reduced price lunch under the Richard B. Russell National School Act (42 U.S.C. 1751 et seq) (**does not apply to Adults**);
5. Is a foster child on behalf of whom State or local government payments are made;
6. Is an individual with a disability whose own income meets the requirements of this clause, but who is a member of a family whose income does not meet requirements.

Note: Military earnings are not to be included when calculating income for veterans.

An individual who is *"basic skills deficient"* is an individual 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. A Career Coach may document basic skills deficiency using any one of the following:

1. Basic skills assessment questions or test results (CASAS, TABE);
2. School records;
3. Referral or records from a title II Adult Basic Education program; or
4. Referral or records from an English Language Learner program

Lacking soft skills or specific skills needed for a particular job may not be used to determine an otherwise high-functioning individual as basic skills deficient.

#### **Attachments:**

Attachment A – Priority of Service Verification for Adult Applicants  
Income Guidelines  
Living Wage Calculation for Area 4

Revisions:

August 22, 2018

October 10, 2019

February 3, 2021



## Attachment A

### Priority of Service Verification Form

**Purpose:** This form is to be used to document the Priority of Service category of a Title I Adult participant.

Participant Name: \_\_\_\_\_

Title I Application Date: \_\_\_\_\_

**Please check only one category that applies:**

<input type="checkbox"/>	1. Veterans or eligible spouses who are also recipients of public assistance, low income individuals or basic skills deficient.
<input type="checkbox"/>	2. Individuals who are recipients of public assistance, other low-income individuals or individuals who are basic skills deficient.
<input type="checkbox"/>	3. Veterans and eligible spouses who are not recipients of public assistance, not low income individuals, or who are not basic skills deficient.
<input type="checkbox"/>	4. Priority populations established by the Local WDB include individuals whose income is less than the "Living Wage" as calculated by the MIT Living Wage Calculator Tool.
<input type="checkbox"/>	5. All other populations not included in WIOA Priority Groups.

**I verify that I have followed the "Priority of Service" Policy:**

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

#### **Equal Opportunity Employer/Program**

**Auxiliary aids and services are available upon request to individuals with disabilities**

**TDD: VA Relay Center: 711 or 800.828.1120**

*a proud partner of the American Job Center Network*

This workforce product was created using 100% of federal U. S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act (WIOA) award of \$1,460,148 (#AA-33260-19-55-A-51) made to Page County on behalf of the Shenandoah Valley Workforce Development Area by the pass-through entity, the Virginia Community College System. No costs of this product were financed by nongovernmental sources. The information contained herein does not necessarily reflect the official position of the U.S. Dept. of Labor.



## Economically Disadvantaged Income Guidelines

(Area 4's Non-Metro-Level SOUTH Region for 70% LLSIL)

Counties of Augusta, Bath, Highland, Page, Rockbridge & Shenandoah  
Cities of Buena Vista, Lexington, Staunton, & Waynesboro

Effective July 1, 2020-June 30, 2021

(Higher amount is in boldface)

<u>Family Size</u>	<u>Poverty Guidelines</u>	<u>70% L.L.S.I.L.</u>	<u>150% LLSIL</u>
1	<b>\$12,760</b>	(\$9,520)	20,400
2	<b>17,240</b>	(15,597)	33,422
3	<b>21,720</b>	(21,406)	45,870
4	26,200	<b>26,425</b>	56,625
5	30,680	<b>31,184</b>	66,823
6	35,160	<b>36,469</b>	78,148
7	39,640		
8	44,120		

For family units with more than 8 members, add \$4,480 for each additional member.

For each family member above 6 add \$5,285.

To be used to determine the minimum level for establishing self-sufficiency.

**Not to be used in determining low income**



**Counties of Clark & Warren**

**Effective July 1, 2020-June 30, 2021**

(Higher amount is in boldface)

<u>Family Size</u>	<u>Poverty Guidelines</u>	<u>70% L.L.S.I.L.</u>	<u>150% of LLSIL</u>
1	<b>\$12,760</b>	(\$12,164)	\$26,066
2	17,240	<b>19,934</b>	42,716
3	21,720	<b>27,362</b>	58,366
4	26,200	<b>33,775</b>	72,375
5	30,680	<b>39,862</b>	85,419
6	35,160	<b>46,618</b>	99,816
7	39,640		
8	44,120		
	For family units with more than 8 members, add \$4,480 for each additional member.	For each family member above 6 add \$6,756.	To be used to determine the minimum level for establishing self-sufficiency. <b>Not to be used in determining low income</b>



**Counties of Rockingham and Frederick  
Cities of Harrisonburg and Winchester**

**Effective July 1, 2020-June 30, 2021**

(Higher amount is in boldface)

<u>Family Size</u>	<u>Poverty Guidelines</u>	<u>70% L.L.S.I.L.</u>	<u>150%LLSIL</u>
1	<b>\$12,760</b>	(\$9,809)	21,019
2	<b>17,240</b>	(16,072)	34,440
3	21,720	<b>22,060</b>	47,271
4	26,200	<b>27,234</b>	58,359
5	30,680	<b>32,143</b>	68,878
6	35,160	<b>37,593</b>	80,556
7	39,640		
8	44,120		
	For family units with more than 8 members, add \$4,480 for each additional member.	For each family member above 6 add \$5,450.	To be used to determine the minimum level for establishing self-sufficiency. <b>Not to be used in determining low income.</b>

**Equal Opportunity Employer/Program**

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## MIT LIVING WAGE CALCULATION

### Augusta County

Family Size	Hourly Wages	Yearly Wage
1 Adult	11.86	\$24,668.80
1 Adult 1 Child	25.84	\$53,747.20
1 Adult 2 Children	30.46	\$63,356.80
1 Adult 3 Children	37.26	\$77,500.80
2 Adults (1 working)	18.59	\$38,667.20
2 Adults (1 working) 1 Child	23.56	\$49,004.80
2 Adults (1 working) 2 Children	26.04	\$54,163.20
2 Adults (1 working) 3 Children	29.52	\$61,401.60
2 Adults (both Working)	9.12	\$18,969.60
2 Adults (both Working) 1 Child	14.23	\$29,598.40
2 Adults (both Working) 2 Children	16.52	\$34,361.60
2 Adults (both Working) 3 Children	19.32	\$40,185.60

### Highland County

Family Size	Hourly Wages	Yearly Wage
1 Adult	10.63	\$22,110.40
1 Adult 1 Child	24.69	\$51,355.20
1 Adult 2 Children	29.31	\$60,964.80
1 Adult 3 Children	35.63	\$74,110.40
2 Adults (1 working)	17.94	\$37,315.20
2 Adults (1 working) 1 Child	22.41	\$46,612.80
2 Adults (1 working) 2 Children	24.89	\$51,771.20
2 Adults (1 working) 3 Children	27.89	\$58,011.20
2 Adults (both Working)	8.97	\$18,657.60
2 Adults (both Working) 1 Child	13.66	\$28,412.80
2 Adults (both Working) 2 Children	15.95	\$33,176.00
2 Adults (both Working) 3 Children	18.50	\$38,480.00





## MIT LIVING WAGE CALCULATION

### Bath County

Family Size	Hourly Wages	Yearly Wage
1 Adult	10.71	\$22,276.80
1 Adult 1 Child	24.81	\$51,604.80
1 Adult 2 Children	29.43	\$61,214.40
1 Adult 3 Children	35.78	\$74,422.40
2 Adults (1 working)	18.04	\$37,523.20
2 Adults (1 working) 1 Child	22.53	\$46,862.40
2 Adults (1 working) 2 Children	25.00	\$52,000.00
2 Adults (1 working) 3 Children	28.04	\$58,323.20
2 Adults (both Working)	9.02	\$18,761.60
2 Adults (both Working) 1 Child	13.71	\$28,516.80
2 Adults (both Working) 2 Children	16.01	\$33,300.80
2 Adults (both Working) 3 Children	18.58	\$38,646.40

### Page County

Family Size	Hourly Wages	Yearly Wage
1 Adult	10.75	\$22,360.00
1 Adult 1 Child	24.86	\$51,708.80
1 Adult 2 Children	29.48	\$61,318.40
1 Adult 3 Children	36.02	\$74,921.60
2 Adults (1 working)	18.20	\$37,856.00
2 Adults (1 working) 1 Child	22.58	\$46,966.40
2 Adults (1 working) 2 Children	25.06	\$52,124.80
2 Adults (1 working) 3 Children	28.28	\$58,822.40
2 Adults (both Working)	9.10	\$18,928.00
2 Adults (both Working) 1 Child	13.74	\$28,579.20
2 Adults (both Working) 2 Children	16.03	\$33,342.40
2 Adults (both Working) 3 Children	18.70	\$38,896.00



## MIT LIVING WAGE CALCULATION

### Shenandoah County

Family Size	Hourly Wages	Yearly Wage
1 Adult	11.02	\$22,921.60
1 Adult 1 Child	25.50	\$53,040.00
1 Adult 2 Children	30.12	\$62,649.60
1 Adult 3 Children	37.18	\$77,334.40
2 Adults (1 working)	18.34	\$38,147.20
2 Adults (1 working) 1 Child	23.23	\$48,318.40
2 Adults (1 working) 2 Children	25.71	\$53,476.80
2 Adults (1 working) 3 Children	29.44	\$61,235.20
2 Adults (both Working)	9.17	\$19,073.60
2 Adults (both Working) 1 Child	14.06	\$29,244.80
2 Adults (both Working) 2 Children	16.35	\$34,008.00
2 Adults (both Working) 3 Children	19.28	\$40,102.40

### Cities of Buena Vista and Lexington, and Rockbridge County

Family Size	Hourly Wages	Yearly Wage
1 Adult	10.92	\$22,713.60
1 Adult 1 Child	25.20	\$52,416.00
1 Adult 2 Children	29.82	\$62,025.60
1 Adult 3 Children	36.26	\$75,420.80
2 Adults (1 working)	18.54	\$38,563.20
2 Adults (1 working) 1 Child	22.92	\$47,673.60
2 Adults (1 working) 2 Children	25.40	\$52,832.00
2 Adults (1 working) 3 Children	28.52	\$59,321.60
2 Adults (both Working)	9.27	\$19,281.60
2 Adults (both Working) 1 Child	13.91	\$28,932.80
2 Adults (both Working) 2 Children	16.20	\$33,696.00
2 Adults (both Working) 3 Children	18.82	\$39,145.60



## MIT LIVING WAGE CALCULATION

### Cities of Staunton and Waynesboro

Family Size	Hourly Wages	Yearly Wage
1 Adult	11.86	\$24,668.80
1 Adult 1 Child	25.84	\$53,747.20
1 Adult 2 Children	30.46	\$63,356.80
1 Adult 3 Children	37.26	\$77,500.80
2 Adults (1 working)	18.59	\$38,667.20
2 Adults (1 working) 1 Child	23.56	\$49,004.80
2 Adults (1 working) 2 Children	26.04	\$54,163.20
2 Adults (1 working) 3 Children	29.52	\$61,401.60
2 Adults (both Working)	9.29	\$19,323.20
2 Adults (both Working) 1 Child	14.23	\$29,598.40
2 Adults (both Working) 2 Children	6.52	\$13,561.60
2 Adults (both Working) 3 Children	19.32	\$40,185.60

### Clark County

Family Size	Hourly Wages	Yearly Wage
1 Adult	16.84	\$35,027.20
1 Adult 1 Child	31.03	\$64,542.40
1 Adult 2 Children	35.65	\$74,152.00
1 Adult 3 Children	43.82	\$91,145.60
2 Adults (1 working)	23.80	\$49,504.00
2 Adults (1 working) 1 Child	28.76	\$59,820.80
2 Adults (1 working) 2 Children	31.23	\$64,958.40
2 Adults (1 working) 3 Children	36.08	\$75,046.40
2 Adults (both Working)	11.90	\$24,752.00
2 Adults (both Working) 1 Child	16.83	\$35,006.40
2 Adults (both Working) 2 Children	19.12	\$39,769.60
2 Adults (both Working) 3 Children	22.60	\$47,008.00



## MIT LIVING WAGE CALCULATION

### Warren County

Family Size	Hourly Wages	Yearly Wage
1 Adult	12.24	\$25,459.20
1 Adult 1 Child	26.66	\$55,452.80
1 Adult 2 Children	31.28	\$65,062.40
1 Adult 3 Children	38.99	\$81,099.20
2 Adults (1 working)	19.21	\$39,956.80
2 Adults (1 working) 1 Child	24.38	\$50,710.40
2 Adults (1 working) 2 Children	26.86	\$55,868.80
2 Adults (1 working) 3 Children	31.25	\$65,000.00
2 Adults (both Working)	9.61	\$19,988.80
2 Adults (both Working) 1 Child	14.64	\$30,451.20
2 Adults (both Working) 2 Children	16.93	\$35,214.40
2 Adults (both Working) 3 Children	20.18	\$41,974.40

### City of Harrisonburg and Rockingham County

Family Size	Hourly Wages	Yearly Wage
1 Adult	11.97	\$24,897.60
1 Adult 1 Child	25.88	\$53,830.40
1 Adult 2 Children	30.50	\$63,440.00
1 Adult 3 Children	37.28	\$77,542.40
2 Adults (1 working)	18.70	\$38,896.00
2 Adults (1 working) 1 Child	23.60	\$49,088.00
2 Adults (1 working) 2 Children	26.08	\$54,246.40
2 Adults (1 working) 3 Children	29.54	\$61,443.20
2 Adults (both Working)	9.35	\$19,448.00
2 Adults (both Working) 1 Child	14.25	\$29,640.00
2 Adults (both Working) 2 Children	16.54	\$34,403.20
2 Adults (both Working) 3 Children	19.33	\$40,206.40



## MIT LIVING WAGE CALCULATION

### City of Winchester and Frederick County

Family Size	Hourly Wages	Yearly Wage
1 Adult	12.27	\$25,521.60
1 Adult 1 Child	26.38	\$54,870.40
1 Adult 2 Children	31.00	\$64,480.00
1 Adult 3 Children	38.13	\$79,310.40
2 Adults (1 working)	19.00	\$39,520.00
2 Adults (1 working) 1 Child	24.11	\$50,148.80
2 Adults (1 working) 2 Children	26.58	\$55,286.40
2 Adults (1 working) 3 Children	30.38	\$63,190.40
2 Adults (both Working)	9.50	\$19,760.00
2 Adults (both Working) 1 Child	14.50	\$30,160.00
2 Adults (both Working) 2 Children	16.80	\$34,944.00
2 Adults (both Working) 3 Children	19.75	\$41,080.00

### **Equal Opportunity Employer/Program**

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