

Region III Workforce Investment Board
WIOA Adult and Dislocated Worker Program

Policy 06-16

SUBJECT: Wait List for WIOA Adult and Dislocated Worker Funding
DATE ISSUED: August 8, 2016
EFFECTIVE DATE: July 1, 2016

REFERENCE(S): WIOA Sections 3(26); WorkForce WV WIOA Guidance Notice 4-16; and WorkForce WV WIOA Policy 2-16.

BACKGROUND: When WIOA funding has been depleted during the program year, participants will be added to a Wait List for funding. To be added to the Wait List, participants must be ready to begin training as soon as funding is available. To be added to the Wait List, participants must:

- Complete the WIOA Orientation session
- Complete WIOA Eligibility
- Complete the Research Assignment
- Be registered for WIOA services
- Complete the IEP
- Have submitted passing drug screen results

ACTION: WIOA Adults and Dislocated Workers will be added to the Wait List on a first come, first serve basis. The Region III WIB will adhere to WFWV Guidance Notice 4-16 (Priority of Service for Veterans) and WFWV Policy 2-16 (Priority of Service for Title I WIOA Adults).

WIOA Adults:

Priority of Service will be as follows:

1. **First Priority:** Veterans and eligible spouses (covered persons) who are low-income or recipients of public assistance or who are basic skills deficient.
2. **Second Priority:** Individuals (non-covered persons) who are low-income or recipients of public assistance or individuals who are basic skills deficient.
3. **Third Priority:** Veterans and eligible spouses who are not low-income and are not recipients of public assistance or basic skills deficient.
4. **Fourth Priority:** Individuals who do not meet the above priorities.

WIOA Dislocated Workers:

Priority of Service will be as follows:

1. **First Priority:** Veterans and eligible spouses (covered persons)
2. **Second Priority:** All other participants added on a first come, first serve basis.

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Definitions:

Low Income: An individual who:

- a. Receives, or is a member of a family that receives cash benefits under a federal, state, or local income based public assistance program;
- b. 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 survivors' insurance benefits received under Section 202 of the Social Security Act that, in relation to family size, does not exceed the higher of:
 - i. The poverty line for an equivalent period; or
 - ii. 70% of the lower living standard income level, for an equivalent period;
- c. 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 eligible to receive) food stamps pursuant to the Food Stamp Act of 1977;
- d. Qualifies as a homeless individual, as defined in subsection (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act.
- e. Is a foster child on behalf of whom State or local government payments are made; or
- f. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of the program, but who is a member of a family whose income does not meet such requirements.

Basic Skills Deficient: An individual unable to compute or solve problems, read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society.

For WIOA purposes, the State further defines Basic Skills Deficient as an individual who:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- Reading and/or Math assessment at an 8.9 or below grade level. (Regions using WorkKeys assessment will be WorkKeys level at or below 4).
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the local area and documented in its required policy.