

## Policy and Procedure

<b>Title:</b>	Priority of Service	<b>Number:</b>	03-108
<b>Effective Date:</b>	April 4, 2003	<b>Revisions:</b>	December 4, 2009

### Purpose

The purpose of this policy is to establish guidelines for priority of WIA Title I services to adults, when the Board declares that funds for such services are limited. These guidelines are not to be considered as eligibility requirements but as procedures established to ensure that recipients of public assistance and other low- income individuals receive priority for intensive and training services.

### Reference

- P.L.105-220 Workforce Investment Act (WIA)
- Virginia Employment Commission WIA Policy 00-6
- Virginia Community College System WIA Field Guidance Memorandum #08-09

### Discussion

- A. No priority of service is to be applied to core services as defined in VEC WIA Policy 00-6.
- B. This guideline designates priority of service and is NOT an eligibility requirement. Adults who do not meet priority of service guidelines may be eligible for WIA Title I services, provided funds are available and other eligibility requirements are met.

### Policy

As mandated by federal law, priority of service will be given to recipients of public assistance and other low-income individuals. In Section 101(25)(B) of the Workforce Investment Act, a *low-income individual* is defined as an individual who:

- A. 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.) **and is a covered person with respect to veterans policy.**
- B. 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.);
- C. Qualifies as a homeless individual as defined in Subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- D. Is a foster child on behalf of whom state or local government payments are made;  
**or**
- E. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described above in Subparagraphs (A) or (B), but who is a member of a family whose income does not meet such requirements.

The Poverty Guidelines and the Lower Living Standard Income Level, as published by the U.S. Department of Labor annually, are to be used in determining low-income status.