


Document No.: PL-16-001.1		
Title: Priority of Service Policy		
		
Owner: Diane Head, Executive Director		Status: Under Review
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To: WIOA Adult and Dislocated Worker Staff

Purpose: This policy outlines priorities for who is provided service in the Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker programs career and training activities. This does not apply to anyone enrolling in Adult Basic Career Services.

Reference:

- WIOA Section 3(24)
- WIOA Section 134(c)(3)(E)
- U.S. Department of Labor, Employment and Training Administration Advisory System, Training and Employment Guidance Letter No. 19-16
- PL-16-002.1 Underemployment Policy

Background

WIOA provides a focus on serving “individuals with barriers to employment,” defined in WIOA Section 3(24) and seeks to ensure access to these populations on a priority basis. Under WIOA, priority must be provided regardless of the level of funds. Section 134(c)(3)(E) of WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. This policy outline’s the CareerSource North Florida Workforce Development Board’s strategy for implementing this priority among its customers in the Adult and Dislocated Worker programs.

Content

TEGL 19-16 clearly lays out the priority populations for job seekers accessing WIOA career and training services:

1st Priority: Covered persons (veterans and eligible spouses) who are low income (including underemployed), recipients of public assistance, or who are basic skills deficient.

2nd Priority: Non-covered (non-veteran or their eligible spouse) persons who are low income (including underemployed), recipients of public assistance, or who are basic skills deficient.

3rd Priority: Veterans and eligible spouses who are not low income, not recipients of public assistance, and not basic skills deficient.

4th Priority: Individuals (non-covered persons) who do not meet the above priorities. On an exception basis, WIOA eligible individuals (non-covered persons) who do not meet the WIOA Program eligibility for priorities 1, 2 or 3 may be served under the 4th priority. The request for 4th Priority must be documented in an individual’s file or case notes. The WIOA eligible adult must meet one or more of the following categories of an individual with a barrier to employment:

- displaced homemakers;
- non-self-sufficient individuals;
- individuals with disabilities;
- older individuals;
- lacking training in desired occupation;
- ex-offenders;
- homeless individuals;
- single parents (including single pregnant women);
- individual lacking post-secondary training in demand/targeted occupations and industries within the local area;
- long-term unemployed individuals.

All persons requesting services should be vetted through this policy to ensure the neediest persons are served first. If no one is awaiting services in the next tier up, then service may be provided to a WIOA program applicant in a lower tier. For example, if no one who has been categorized as Level 1 or 2 is awaiting services, staff may enroll a Level 3 participant. Additionally, in the realm of training services, it should be noted that while a higher-level applicant is waiting for their first “wait” semester to pass, a lower Level applicant may be served.

Staff Participation in WIOA

The North Florida Workforce Development Board understands a CSNF employee may want to further their career, either with or beyond their current employer. In order to build their skill level, an employee may consider entering into training. If the occupation they are considering is on the Targeted Occupations List, the employee may look to WIOA services offered by NFWDB as a viable means to request funding for their training, as long as all other eligibility and suitability requirements for the program are met.

- Prior to requesting assistance through any level of WIOA service (individualized career or training), the employee should seek approval from their supervisor, as well as the Executive Director, to enroll in a training program and/or WIOA services.
- The employee should apply using the current application steps and complete all assessments as would be done by any other applicant for the program.
- After completing the application process for WIOA services, the Career Consultant will meet with the employee. After the appointment, the Career Consultant will make a determination of how WIOA services may assist the employee in their pursuit of training and self-sufficiency, without regard to the organization with which they are currently employed.
- In all situations, the Career Consultant or WIOA Director should not base decisions and activities in the program on the current employer of the employee.
- All program records should be maintained exclusive of employee records.

This policy also applies to immediate family members of a current CSNF employee.

Should CSNF at any time operate under Priority of Service, an employee and/or family member should be screened and determined eligible based on the priorities laid out in the Priority of Service policy, just

like any other candidate for services. However, when given two identical candidates, the employee would not be the priority job seeker.

Action

For immediate implementation in WIOA career and training services. Program managers will provide operational guidance; staff will utilize in determining eligibility and enrollment.

Timeline

This policy is effective until further notice. It should be reviewed following three years of issuance or a change in referred guidance.

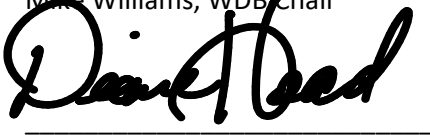
Signature



Mike Williams, WDB Chair

08/15/2019

Date



Diane Head, Executive Director

08/15/2019

Date

CareerSource North Florida is an Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.