

# **THE MISSISSIPPI PARTNERSHIP WORKFORCE DEVELOPMENT AREA**

## **WIOA ADULT PRIORITY OF SERVICE POLICY**

**Revision Date: July 1, 2021**

**The Mississippi Partnership  
Local Workforce Development Area  
Priority of Service Policy**

**I. Introduction**

As described and required in the Workforce Innovation and Opportunity Act (WIOA) Sec. 134(c)(3)(E), The Mississippi Partnership has developed guidelines to prioritize WIOA Title I adult funds. Priority must be provided regardless of the level of funding for adult participants receiving individualized career services and training assistance. See Attachment A for list of the individualized career and training services.

ETA-DOL envisions that giving priority of service to WIOA Adult participants means ensuring that at least 75% of participants receiving individualized career and training services in the Adult program are from at least one of the priority groups, and expects this rate will be no lower than 50.1% (TEGL 7-20). The Mississippi Partnership Local Workforce Development Area (MPLWDA) will strive to provide WIOA individualized career services and training services to no less than 50.1% of WIOA Adult who are in the statutory priority groups. The Governor and/or the MPLWDA may establish additional priority populations that may be used when reviewing the MPLWDA progress towards the 75% benchmark.

**II. Priority of Service Guidelines**

**A. Statutory Priority Groups**

WIOA Statutory Priority Groups include the following categories:

1. Veterans and Eligible Spouses
2. Recipients of Public Assistance
3. Low-Income Individuals
4. Individuals who are basic skills deficient (See Basic Skills Deficient Policy for further explanation)

**B. Additional Priority Groups**

Additional Priority Groups include the following categories:

1. Individuals with significant barriers to employment (including substance abuse)
2. Eligible Migrant and Seasonal Farmworkers
3. Offenders
4. Homeless Individuals
5. Individuals facing substantial cultural barriers or who are English Language Learners

6. Individuals with a disability who are not otherwise included in one of the Statutory Priority Groups
7. Single Parents (included single pregnant women and non-custodial parents)
8. Foster Children or Aged Out of Foster Care young adults
9. Individuals aged 55 or older

C. Priority of Service Implementation

Priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given Statutory Priority Groups for WIOA adult formula funds. (This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.)
2. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the Statutory Priority Groups for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in the Statutory Priority Groups.
4. Lastly, to non-covered persons outside the groups given priority under WIOA.
5. Lastly, to non-covered persons outside the Statutory Priority and Additional Priority Groups listed above.

Definitions:

Veteran and Eligible Spouse- An individual or spouse of an individual who served at least one day of active service and who was discharged or released under conditions other than dishonorable should be given priority for all services. Note: In instance of divorce, the spouse would lose their “eligible spouse” designation.

Non-covered persons - Individuals who are not considered veteran and eligible spouses.

### III. Documentation

All adults, whether included or not included in a Statutory Priority Group or Additional Priority Group, must meet the WIOA eligibility requirements for receiving WIOA services. The Mississippi Partnership WIOA Adult Priority of Service Form (Attachment B) must be included in the Adult participant’s file.

#### **IV. Effective Date**

This policy is effective July 1, 2021.

**Attachment A** – List of WIOA Individualized Career Services and Training Services

**Attachment B** – The Mississippi Partnership WIOA Adult Priority of Service Form

## List of WIOA Individualized Career Services and Training Services

Adults requesting the following services funded by WIOA Title I adult funds must have a Priority of Service form completed and retained for monitoring purposes.

### Career Services listed in Sec. 134 (2)(A)(xii) {Also called Individualized Career Services}

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
  - a. diagnostic testing and use of other assessment tools; and
  - b. in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
2. Development of an individual, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services pursuant to paragraph (3)(F)(ii), and career pathways to attain career objectives;
3. Group counseling;
4. Individual counseling;
5. Career planning;
6. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
7. Internships and work experiences that are linked to careers;
8. Workforce preparation activities;
9. Financial literacy services, such as the activities described in section 129(b)(2)(D);
10. Out-of-area job search assistance and relocation assistance; or
11. English language acquisition and integrated education and training programs

### Training Services listed in Sect. 134(2)(D)

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training in accordance with subsection (d)(4);
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs in accordance with subsection (d)(5);
9. Job readiness training provided in combination with services described in any of clauses (i) through (viii);
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described
11. in any of clauses (i) through (vii); and
12. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

## THE MISSISSIPPI PARTNERSHIP ADULT PRIORITY OF SERVICE FORM

*This form must be completed for each WIOA Adult Participant who is requesting WIOA Individualized Career Services and/or Training Services from The Mississippi Partnership. A new Priority of Service Form should be completed for each participation period that the participant is enrolled.*

Name: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

### Indicate the individual's Priority of Service Group:

- ☐ **Statutory Priority Group (Check the appropriate category(ies))**
- ☐ Veteran or Eligible Spouse
  - ☐ Recipient of Public Assistance
  - ☐ Low-Income Individual
  - ☐ Individual who is basic skills deficient (See Basic Skills Deficient Policy for further explanation)
- ☐ **Additional Priority Group (Check the appropriate category(ies))**
- ☐ Individual with significant barriers to employment (including substance abuse)
  - ☐ Eligible Migrant and Seasonal Farmworker
  - ☐ Offender
  - ☐ Homeless Individual
  - ☐ Individual facing substantial cultural barriers or who is English Language Learners
  - ☐ Individual with a disability who is not otherwise included in one of the Statutory Priority Groups
  - ☐ Single Parents (included single pregnant women and non-custodial parent)
  - ☐ Foster Children or Aged Out of Foster Care young adults
  - ☐ Individuals aged 55 or older
- ☐ **Not in a Priority Group**

Priority must be provided in the following order:

1. First, to veterans and eligible spouses who are also included in the groups given Statutory Priority Groups for WIOA adult formula funds. (This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.)
2. Second, to non-covered persons who are included in the Statutory Priority Groups for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in the Statutory Priority Groups.
4. Lastly, to non-covered persons outside the groups given priority under WIOA.
5. Lastly, to non-covered persons outside the Statutory Priority and Additional Priority Groups listed above.

*(Non-covered persons means individuals who are not veterans or eligible spouses)*

Signature of Staff Person:	Date
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