



## INSTRUCTION LETTER

**REGIONAL INSTRUCTION NUMBER:** WIOA R17-04 Amendment 2

**TO:** SC Works Operator/Service Provider

**SUBJECT:** Adult Priority of Services

**AMENDMENT SUMMARY:** Amendment 2 provides information regarding the WIN Learning Ready to Work assessments and the Test for Adult Basic Education (TABE) 11 & 12 in determining basic skills deficiency. It also changes POS % from 70 to 75.

DATE	DATE	DATE
RE-ISSUED: <u>May 14, 2021</u>	EFFECTIVE: <u>October 15, 2018</u>	EXPIRES: <u>Indefinitely</u>

**PURPOSE:** To outline key provisions and changes to priority of service in the Workforce Innovation and Opportunity Act (WIOA) adult program.

**BACKGROUND:** The Workforce Innovation and Opportunity Act (WIOA) Adult Program eligibility requirements remain mostly consistent with Workforce Investment Act (WIA), but include significant changes to the service priority provisions.

Consistent with WIA, priority for Adult Program services must be given to recipients of public assistance and other low-income individuals, with added priority for individuals who are basic skills deficient. Under WIA, this priority applies only when Adult Program funds are restricted. Under WIOA, however, priority access to services by members of this group (public assistance recipients, other low-income groups) applies automatically for 75%.

Per Training and Employment Guidance Letter (TEGL 3-15), Adult Program applicants must meet basic eligibility requirements and any other service priority criteria in effect for the local region.

### **POLICY:**

#### **WIOA Adult Eligibility**

To be eligible to receive WIOA services as an adult in the Adult and Dislocated Worker programs, an individual must:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the United States; and
- Meet Military Selective Service registration requirements (males only).

Adults who receive services from WIOA-funded staff beyond self-service and information must be determined eligible, enrolled and considered a participant for WIOA Title I services. Individualized career services and training services must be given on a priority basis, regardless of funding levels for 75%, to:

- First Priority: Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient;

- **Second Priority:** Individuals who are low-income, to include recipients of public assistance, or basic skills deficient;
- **Third Priority:** Veterans and eligible spouses who are not low -income, or are not recipients of public assistance , and are not basic skills deficient; and
- **Last:** Individuals outside of the groups given priority.

Eligible individuals who do not meet the above priorities may still be enrolled as participants in the WIOA adult program. However, effective July 1, 2016, seventy-five percent (75%) of newly enrolled adult participants must be low-income, to include public assistance recipients, or basic skills deficient. Local Workforce Development Boards (LWDBs) are responsible for establishing local procedures to comply with this policy and for conducting outreach to these priority populations. This priority of service policy is not applicable to participants served as dislocated workers.

While seventy-five percent (75%) of participants must meet the above priorities, the other 25% may be individuals who are not in a priority group. In order to keep enrollment numbers up, the UWB and GCWDB expect non-priority individuals to be enrolled. An example procedure is as follows: after seven (7) to eight (8) individuals meeting the priority have been enrolled, another two (2) to three (3) non-priority individuals could be enrolled. This should continuously allow the percentage to remain above the state's minimum of 75%. Non-priority individuals who meet the self-sufficiency guidelines of 200 percent of the LLSIL should be enrolled first. All other non-priority individuals must still meet the minimum requirements to be served in the WIOA program listed on page 1.

#### **Low-income Individual**

An individual who meets any one of the following criteria satisfies the low-income requirement for WIOA adult services:

- Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through SNAP, TANF, or Supplemental Security Income (SSI), or state or local income-based public assistance;
- Receives an income or is a member of a family receiving an income that, in relation to family size, is not in excess of the most recent Family Income Guidelines issued via State Instruction;
- Is a homeless individual as defined in the McKinney- Vento Homeless Assistance Act or the Violence Against Women Act of 1994; or
- Is an individual with a disability whose own income meets the income requirement above, but who is a member of a family whose income does not meet this requirement.

#### **Basic Skills Deficient**

WIOA defines basic skills deficient as an adult 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 participant's family, or in society. The local region defines basic skills deficient as an individual who meets any one of the following indicators:

- Lacks a high school diploma or equivalent; or
- Scores 8.9 or below on the TABE 9 & 10, or effective January 1, 2019, scores a National Reporting System (NRS) level 4 or below on the TABE 11 & 12.
- Scores less than 4 on any one or more of the following WIN Ready to Work assessments:
  - Applied Mathematics
  - Reading for Information
  - Locating Information
- Is enrolled in Title II adult education, including English as a Second Language (ESL).
- Has the following English, reading, writing, or computing skills documented on a generally accepted standardized test (Compass, Accuplacer®, ACT®) taken within six (6) months of WIOA Application Date:
  - Compass:
    - Reading score at or below 81

- Math score at or below 52 (algebra entrance is 53)
  - Accuplacer®:
    - Reading or Elementary Algebra score at or below 79
  - ACT®:
    - Reading or math raw scale at or below 18
- Is enrolled in Title II adult education; or
- Enrolled in English as a Second Language (ESL).
  - Has within previous six (6) months attended or is currently attending ESL classes, with supporting documentation; or
  - Has a recommendation from an ESL instructor, in writing; or
  - Scored as outlined in the “educational functioning level descriptors—English as a second language levels” as outlined in TEGl 17-05 Change 1 Attachment A.

It is expected that basic skills deficiency will be determined using an objective, valid, and reliable assessment, such as the indicators listed above. However, when a formal evaluation is not available or practical, case manager observations, customer acknowledgement, and documented case notes are acceptable. For example, the case manager may observe that the adult is experiencing difficulty in reading or filling out an application form, or has poor English language skills and may be appropriate for ESL. However, an individual should not be determined as basic skills deficient merely because he/she lacks soft skills or the occupational skills needed for a particular job.

WIOA Title I funds cannot be used for assessment of basic skills deficiency prior to eligibility certification; however, other funding sources may be used.

**Documentation Requirements**

It is beneficial to capture all applicable priority of service categories to reflect efforts in serving those most in need. In addition, such characteristics will likely have a positive impact on future performance negotiations as the statistical adjustment model is implemented. Therefore, all applicable priority of service criteria should be recorded in SC Works Online Services (SCWOS) and the documentation required for each criteria recorded must be maintained in the participant's case file.

**INQUIRIES:** Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at [eanagnostis@greenvillecounty.org](mailto:eanagnostis@greenvillecounty.org) or Dana Wood at 864-596-2028 ext. 100, TTY 711, or at [wood@upstateworkforceboard.org](mailto:wood@upstateworkforceboard.org) .



Ann Angermeier  
Executive Director  
Upstate Workforce Board



Dean E. Jones  
Executive Director  
Greenville Workforce Development Board

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**Source: State Instruction letter 15-17 change 3**

**REPLACES REGIONAL INSTRUCTION 17-04, amendment 1**