



## Program Management Policy

### TITLE: Priority of Service

**POLICY APPROVED BY:**

Heather Ficht EC Works Executive Director

Gary North EC Works Board Chair

**Previous Policy Approval Date:**

June 8, 2021

**Current Policy Effective Date:**

July 1, 2021

**Revision Approval Date:**

October 12, 2021

**PURPOSE:**

To establish a policy to support that of the Workforce Innovation and Opportunity Act (WIOA), the Oregon Workforce Talent and Development Board (WTDB) in providing priority for individualized career services and training services to recipients of public assistance, other low-income individuals, individuals who are basic skills deficient and veterans.

**POLICY:**

As established by WIOA, further defined by the WTDB and the Governor of the State of Oregon, priority must be given to recipients of public assistance, low-income individuals, individuals who are basic skills deficient and veterans, in accessing individualized career and training services.

EC Works' Board of Directors may identify additional populations of which to prioritize. Any additional populations must be outlined within the EC Works' approved local plan and shall not be given priority over the WIOA priority of services populations outlined within this policy.

Recipients of Public Assistance:

An individual or an individual who is part of a family currently receiving, or who in the past 6 months has received assistance through any of the following programs:

- a. Supplemental Nutrition Assistance Program (SNAP),
- b. Temporary Assistance for Needy Families (TANF),
- c. Supplemental Security Income (SSI/SSID); or
- d. Any other Federal, State, or local income-based public assistance.

Low-Income Individuals:

WIOA sec. 3(36) defines a low-income individual as someone who receives public assistance as described above or:

- a. In a family with a total family income that does not exceed the higher of—(I) the poverty line; or (II) 70 percent of the lower living standard income level,



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- b. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act),
- c. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act,
- d. A foster child on behalf of whom State or local government payments are made; or
- e. An individual with a disability whose own income meets the income requirement, but who is a member of a family.

#### Basic Skills Deficient:

- a. A youth, that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test, such as the CASAS or TABE; or
- b. A youth or adult, that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society as determined by one of the following generally accepted assessments:
  - a. measuring at or below the 8<sup>th</sup> grade level on a generally accepted standardized test such as the CASAS or TABE.
  - b. ACCUPLACER® with a score that is less than the recommended score for a post-secondary program of study.
  - c. ACT® WorkKeys® Curriculum™ Placement Quiz or WorkKeys® Assessment with a Level 4 or below in any assessment.
  - d. NCRC Bronze.
  - e. Best Plus™, or Best Literacy™, and/or
  - f. Through an initial and/or objective assessment conducted by the WIOA Title 1B or WorkSource partner; and through thoroughly case noting the following, which may be part of the overall intake process and may include informal verbal discussion:
    - i. Identification of strengths.
    - ii. Identification of workplace skills.
    - iii. Career interests.
    - iv. Work values.
    - v. Identification of prior work history.
    - vi. Family situation.
    - vii. Service needs.

#### Veteran:

An individual who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2).

Active service includes full-time Federal service in the National Guard or a Reserve component. This definition of "active service" does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National



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Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters).

#### Eligible Spouse:

An individual who is the spouse of any of the following:

- a. Any veteran who died of a service-connected disability,
- b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
  - i. Missing in action,
  - ii. Captured in line of duty by a hostile force; or
  - iii. Forcibly detained or interned in line of duty by a foreign government or power.
- c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- d. Any veteran who died while a disability was in existence. A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g., if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

Providers of Title 1B Programs must refer to the EC Works Programs Standards for appropriately documenting priority of service eligibility.

#### **REFERENCES:**

Workforce Innovation and Opportunity Act Section 134(b)(3)(E)

WIOA Regulations 20 CFR 681.290 and 680.600

TEGL 19-16 Guidance on Services Provided Through Adult and Dislocated Worker Programs

TEGL 10-09 Priority of Service for Veterans and Eligible Spouses

The Jobs for Veterans Act: Title 38

Priority of Service Under Veterans Program Letter 07-09

Higher Education Coordinating Commission Office of Workforce Investments Policy Basic Skills Deficient Policy, 5/3/21

Workforce Innovation and Opportunity Act Manual 4.9 Assessments and Assessments Guide

Higher Education Coordinating Commission Office of Workforce Investments Policy Program Engagement- Enrollment, Exit and Services, August 11, 2021

