Priority of service means that individuals in the targeted populations are given priority over other individuals for receipt of individualized career and training services funded by WIOA Title I Adult programs. Veterans within these groups receive priority over non-veterans.

In determining priority WIOA Title I staff will utilize the following during eligibility determination and enrollment:

- Collection and verification of acceptable materials to document income and family size, public assistance payments and proof of veteran status
- Preliminary service needs assessment, approved standardized assessments, client interview and observation

In descending order the Priority of Service Access to Individualized Career Services and Training as identified by the Southern Alleghenies Workforce Development Board is as follows:

**Priority Access to Individualized Career Services and Training System**

- Veterans and eligible spouses who are also recipients of public assistance or are low income, including those determined underemployed, or basic skills deficient
- Other persons (not veterans or eligible spouses) who are recipients of public assistance or are low-income, including those determined underemployed, or basic skills deficient
- All other veterans and eligible spouses not included in first two priority groups
- Other individuals not referenced above with other barriers to employment (See definition of barriers to employment)
- All other individuals (not veterans or eligible spouses) who are not recipients of public assistance or are not low-income or determined underemployed, or are not basic skills deficient
Definitions for above mentioned priorities:

**Individuals with barriers to employment** includes displaced homemakers; low-income individuals; Indians; Alaska Natives, and Native Hawaiians; individuals with disabilities; older individuals; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; individuals who are English language learners, have low literacy levels, or face substantial cultural barriers; eligible Migrant and Seasonal Farm Workers; individuals within two (2) years of exhausting lifetime eligibility under TANF; single parents (including pregnant women); long-term unemployed individuals; and members of other groups identified by the governor.

**Low-income individual** is an individual who:

- Receives or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the Supplemental Nutrition Assistance Program, the Temporary Assistance for Needy Families Program, the Supplemental Security Income Program, state or local income-based public assistance,
- Is in a family with a total family income that does not exceed the higher of the poverty line, or 70 percent of the lower living standard income level
- Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- Is a foster child on behalf of whom state or local government payments are made
- Is an individual with a disability with individual income below 70% of the lower living standard income level
- A youth 18 or older who was low-income for the WIOA Title I Youth Program may be co-enrolled into the WIOA Title I Adult Program without an eligibility re-determination, and counted as an individual who meets Adult Priority of Service, if the original determination was made no more than six (6) months prior to the date of co-enrollment.

**Basic Skills Deficient** is an individual who is unable to compute or solve problems or read, write or speak English, at a level necessary to function on the job, or in the individual’s family, or in society. In the Southern Alleghenies Workforce Development Area, Basic Skills Deficient refers to an individual at or below an 8.9 grade level on a generally accepted standardized test or comparable score on a criterion referenced test in English, Reading, Writing or Computation/Mathematical Skills or does not have the literacy skills necessary to function on the job, in the individual’s family, or in society.

A youth 18 or older who was determined basic skills deficient for the WIOA Title I Youth Program may be co-enrolled into the WIOA Title I Adult Program without an eligibility re-determination, and counted as an individual who meets Adult Priority of Service, if the original determination was made no more than six (6) months prior to the date of co-enrollment.

To access priority for basic skills deficiency, WIOA Title I staff will utilize the following:

- Preliminary service needs assessment, approved standardized assessments, client interview and observation
- Third party records including school records, referrals from Title II Adult Basic Education providers and referrals from and English Language Learner Program providers
**Underemployed** is defined as individuals employed less than full-time who are seeking full-time employment; individuals employed in a position that is inadequate with respect to their skills and training; or individuals employed but meet the threshold of low-income individual.

**Monitoring of Priority Target Group Participation**

In order to ensure that a minimum of 51% of all Adult participants come from the priority target populations, the following will occur:

- The goal will be included on all PA CareerLink® strategic plans and scorecards. One-stop staff will identify and implement outreach strategies; clients will be tracked utilizing CWDS.
- SAWDB staff, PA CareerLink® site administrators, and the One-Stop Operator Consortium will review scorecards on a monthly basis to determine progress toward goal attainment. The Summary of Participant Characteristics Report from CWDS will also be used in support of monitoring progress.
- Technical assistance will be provided to those one-stops that fall below the established goal.

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**Poverty Income Guidelines for All States (except Alaska and Hawaii)**

**Poverty Income Level -- Effective 01-22-2015**

<table>
<thead>
<tr>
<th>Size of Family Unit</th>
<th>Poverty Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$11,770</td>
</tr>
<tr>
<td>2</td>
<td>$15,930</td>
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<tr>
<td>3</td>
<td>$20,090</td>
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<td>6</td>
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<tr>
<td>7</td>
<td>$36,730</td>
</tr>
<tr>
<td>8</td>
<td>$40,890</td>
</tr>
</tbody>
</table>

For a family unit with more than eight (8) persons, add $4,160 for each additional person.

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**70% of the Lower Living Standard Income Level (LLSIL)**

**Effective 03-27-2015**
Metropolitan – For more than six persons add $5,870 for each person.
Non-Metropolitan – For more than six persons add $5,874 for each person.

NOTE: WINN No 3-99 Change 2 includes the Geographic Description of Pennsylvania Labor Market Areas that is used to determine which counties are Metropolitan or Non-Metropolitan.