

Governor's Workforce Investment Office Policy Guidance Letter No. 3-00

To: ALL WORK4WV WORKFORCE INVESTMENT BOARD CHAIRS
ALL WORK4WV WORKFORCE INVESTMENT BOARD DIRECTORS
ALL WORK4WV ONE-STOP LIAISONS
ALL STATE AGENCIES INVOLVED IN WORK4WV
WEST VIRGINIA SERVICE PROVIDER ASSOCIATION PRESIDENT
STATE WORKFORCE BOARD CHAIR
STATE WORKFORCE BOARD EXECUTIVE DIRECTOR

From: JAMES S. JEFFERS
CHIEF OF WORKFORCE INVESTMENT
GOVERNOR'S WORKFORCE INVESTMENT OFFICE

Subject: WORK4WV POLICY ON PRIORITY OF SERVICE

Effective Date: July 1, 2000

Purpose: To set forth the initial policy to be used by all WORK4WV One-Stop sites in determining priority of service under the Workforce Investment Act (WIA) of 1998.

References: Section 134(d)(4)(E) of the Workforce Investment Act and 20 CFR Part 660 Subpart F; Section 663.600. Section 101(25) of the Workforce Investment Act.

Background: The Workforce Investment Act states that in the event funds allocated to a local area for adult employment and training activities are limited, priority for intensive and training services provided under Title I adult funds must be given to recipients of public assistance and other low-income individuals in the local area. The Act defines "low-income individual" in **Section 101(25)**. In addition to reference to welfare recipients, Food Stamp recipients, homeless individuals, foster children, and individuals with disabilities who may be counted as families of one for this definition. The Act also includes individuals whose family income for the six months prior to application for the program did not exceed the poverty line or 70% of the lower living standard income level. (Refer to Section 101(25) for the full definition).

Federal priority of service guidelines applies to Title 1 adult funds only. Funds allocated for dislocated workers are not subject to this requirement (20 CFR 663.610).

Policy: While local boards are organizing and establishing local policy and procedures, the Governor's Workforce Investment Office is establishing an initial priority of service policy to be applied in West Virginia. At such time when local area plans are completed, priority of service strategies will be established. Local priority of service strategies will be established in local plans due in the Governor's Workforce Investment Office no later than September 30, 2000.

In the interim, the following policy will be applied statewide for the use of Title 1 adult funds under the Act:

a) West Virginia's Title I funds to serve adults are determined to be limited. Therefore, priority for service must be given to recipients of public assistance and other low-income adults within all local areas as set forth in Section 101(25) of the Act. The Governor has not established any additional special population priorities for program year 2000.

b) This statewide priority of service policy does not preclude providing intensive and training services to other individuals.

c) During the six-month transitional period, all seven (7) workforce investment regions may serve all customers regardless of county or region of residency. The local boards will address their policy that imparts delivery of services to customers from other regions or states within their full local plan. If they choose to accept customers from other regions or states, they will develop and enter into a memorandum of understanding with that entity. Priority will be given to state residents or those dislocated from an employer in West Virginia. **Residency** may not be used for priority of services regarding core services. Core services shall be universally available to all adults and dislocated workers regardless of where they live.

Action: All local workforce investment areas are to be guided by this policy until such time as their full local plans are approved for operation, which is projected to occur by **December 31, 2000**. As Workforce Investment Boards develop their priority policy as part of local plan development, they should consider guidelines that reflect the special needs of their local areas. These guidelines, however, cannot prioritize services to other special populations before public assistance recipients and low-income populations as mandated in the WIA when it is determined adult funds are limited.

Expiration Date: Local priority of service policy will supercede this policy when a local workforce area has received full approval of its local plan. This policy guidance letter will expire at such time as all local service areas have approved plans that include their priority of services strategy.