



408 Washington Avenue, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ MO Relay 711

**Effective: July 23, 2024**

**Subject: Adult Priority of Service Policy**

1. Purpose: This policy is to provide direction to the one-stop operators regarding making determinations related to priority.
2. Background: Sec. 134(c)(3)(E) Priority.--With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133(b), priority shall be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph (2)(A)(xii) and training services. The local board and the Governor shall direct the one-stop operators in the local area regarding making determinations related to such priority. In the South-Central Region, priority is given to WIOA Adults in training or individualized career services who are low-income or have other significant barriers to employment.
3. Substance:
  - 1<sup>st</sup> priority shall be given to recipients of public assistance.
  - 2<sup>nd</sup> priority shall be given to low-income individuals as defined in current state 70 Percent Lower Living Standard Income Level or Health and Human Services Poverty Guidelines issuance.
  - 3<sup>rd</sup> priority shall be given to individuals who are basic skills deficient or an English language learner.
  - 4<sup>th</sup> priority shall be given to individuals who meet the definition of disabled and counted as a family of one for the purpose of eligibility determination but who are not determined to be low-income.
  - 5<sup>th</sup> priority shall be given to individuals who meet a yearly family income level of 250% of poverty level (see chart below).
  - Individuals can be served from all 5 priority levels on a first come first serve basis until WIOA Adult funding has been allocated for clients is at least 80%obligated. When client funds have been obligated at or above 80% only the first two priority levels may be served.
  - WIOA Adult enrollments of those individuals who are not low-income must not exceed 50.1% of total WIOA Adult enrollments per Program Year.
  - Once client funds have been obligated at or above 90% only individuals from the first and second priority levels may be served.

- For individuals that need staff assisted services only, staff may complete a basic WIOA enrollment for that purpose without requiring the individual's income. If it is later determined that the individual needs services beyond staff assisted, the individual will need to meet one of the priority levels above and the income must be added to the WIOA application in the statewide case-management system.
- Eligible Veterans and spouses will have priority at all levels for services in the WIOA Adult program. Please refer to the Local Veteran Priority of Service policy; attachment 18 to this Local Plan.

Contact: Please direct comments or questions regarding this policy to [info@scwib.org](mailto:info@scwib.org)

## 2024 FEDERAL POVERTY GUIDELINES FOR ADULT PRIORITY LEVEL 5

Household Size	250%
1	\$37,650
2	\$51,100
3	\$64,550
4	\$78,000
5	\$91,450
6	\$104,900
7	\$118,350
8	\$131,800

\*For families/households with more than 8 persons add \$13,450 for each additional person

*\*New figures are released in January of each calendar year.*