

APPROVAL SIGNATURE:

Charles Casey, Director
Pima County Community Services, Employment and Training (CSET)

APPROVAL DATE: _____

SUBJECT: ADULT PRIORITY OF SERVICE GUIDELINES

REVISION: April 15, 2016; March 16, 2017

PURPOSE: Establish local guideline to provide priority access to the Workforce Innovation and Opportunity Act (WIOA) Title I Adult Program

REFERENCES:

Workforce Innovation and Opportunity Act (WIOA), WIOA draft regulations, Arizona Department of Economic Security Workforce Investment Act Guideline Manual

BACKGROUND:

Under the WIOA, income, veteran status, public-assistance status and basic-skills deficiencies are now used to determine *priority* for service, rather than eligibility.

GUIDELINE:

Pima County will use the Arizona priority of service guideline to allocate new slots each week. Based on periodic analysis of funding and costs the Pima County Community Services, Employment and Training (CSET) Director or designee will determine the number of slots for new Adult enrollees each week. Additional Adult enrollees can be accommodated if they are co-enrolled with another funding source.

The Intake Team will use the following tool to determine four levels of priority for individualized career services.

<input type="checkbox"/> Veteran <input type="checkbox"/> Eligible Spouse of Veteran	<input type="checkbox"/> Non-Veteran
Priority of Service = 1 <input type="checkbox"/> Currently Receiving Public Assistance (PA) or received PA within last 6 mos. <input type="checkbox"/> Low income <input type="checkbox"/> FPL/70% LLSIL <input type="checkbox"/> Homeless <input type="checkbox"/> Individual with a disability	Priority of Service = 2 <input type="checkbox"/> Currently Receiving PA or received PA within last 6 mos. <input type="checkbox"/> Low income <input type="checkbox"/> FPL/70% LLSIL <input type="checkbox"/> Homeless <input type="checkbox"/> Individual with a disability

<input type="checkbox"/> Basic Skills Deficient <input type="checkbox"/> Reading below 8 th Grade, <input type="checkbox"/> Language, <input type="checkbox"/> Math below 8 th Grade, <input type="checkbox"/> Other evidence	<input type="checkbox"/> Basic Skills Deficient <input type="checkbox"/> Reading below 8 th Grade, <input type="checkbox"/> Language<8, <input type="checkbox"/> Math<8 <input type="checkbox"/> Other evidence
Priority of Service = 3 <input type="checkbox"/> Does not meet criteria listed above	Priority of Service = 4 <input type="checkbox"/> Does not meet criteria listed above

The Intake Team will schedule all four categories of Adults for the required pre-employment seminar, TABE assessment and introductory appointment with a Workforce Development Specialist (WDS). During the appointment Adults will learn about available services and determine if they wish to continue with enrollment. WDS will refer interested Adults to Intake for assignment to available slots in order of priority and enrollment (“full save” in Arizona Job Connection system). After enrollments are made in one week, any remaining slots will be added to the number of available slots the following week. If more than Adults request enrollment than there are slots, those with lower priority level may be assigned in a subsequent week, after all those with higher-priority levels have been assigned.

The Intake Supervisor will track intake and enrollment activity by priority level and report this information to the CSET Director or designee to ensure that priority populations are receiving priority for individualized career services.