
**Workforce Investment Act
State Compliance Policies**

SECTION: 1.7

Priority of Services

August 2005

I. Criteria For Priority Of Services:

In the event that funds allocated to a local area for adult employment and training activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services. Local Workforce Investment Boards (LWIBs) shall provide a determination of fact that funds allocated to a local area for provision of adult employment and training activities is limited, necessitating the prioritization of intensive and training services. This determination shall be submitted as part of the Local Workforce Plan or in subsequent modifications, as appropriate, and shall demonstrate that the LWIB considered the following criteria [§663.600, Section 134(d)(4)(E)]:

- A. The availability of funds other than Title I adult funds for providing employment and training-related services in the local area;
- B. The employment and training needs of specific groups targeted for service by the LWIB; and
- C. Any other factors used by the LWIB in making the determination.

II. Eligibility For Priority Services [§663.600(C), Section 101(25)]:

- A. In terms of eligibility, a low-income individual is defined as one who:
 - 1. Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program;
 - 2. Received an income, or is a member of a family that received a total family income, for the six (6) month period prior to application for intensive or training services [exclusive of unemployment compensation, child support payments, payments and old-age and survivors insurance received under section 202 of the Social Security Act (42 U.S.C. 402)] that, in relation to family size, does not exceed the higher of:
 - a. the poverty line (*State will issue annually*); or
 - b. 70 percent of the lower living standard income level (*State will issue annually*);
 - 3. Is a member of a household that receives (or has been determined within the

six (6) month period prior to application for the program involved, to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);

4. Qualifies as a homeless individual as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or
5. Is a foster child on behalf of whom state or local government payments are made;
6. Has a disability and whose own income meets the requirements described in 1 or 2 above still qualifies as low-income even if the individual's family does not meet those requirements (§663.640).

B. Eligibility Documentation for Low Income Individuals:

LOW INCOME: PRIORITY OF SERVICES	
<p>1. Receives, or is a member of a family that receives, cash payments under a federal, state, or local income-based public assistance program;</p>	<p>1. Copy of public assistance records/check 2. Food stamp card/receipt</p>
<p>2. Received an income, or is a member of a family that received a total family income, for the six (6) month period prior to application for intensive or training services, exclusive of unemployment compensation, child support payments, payments and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of:</p> <ol style="list-style-type: none"> a. the poverty line; or b. 70 percent of the lower living standard income level; 	<p>1. Pay stubs 2. Public assistance/social agency records 3. Most recent tax return 4. Birth certificate(s) 5. Telephone verification from Social Security office</p>
<p>3. Is a member of a household that receives (or has been determined within the six (6) month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);</p>	<p>1. Food stamp card/receipt 2. Public assistance records, etc.</p>

LOW INCOME: PRIORITY OF SERVICES	
4. Qualifies as a homeless individual as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);	Written statement from social service agency, shelter, individual providing temporary shelter
5. Is a foster child on behalf of whom state or local government payments are made;	<ol style="list-style-type: none"> 1. Court documentation 2. Written statement from state/local agency 3. Medical card, etc.
6. An individual with a disability	<ol style="list-style-type: none"> 1. School records; 2. Social service records/referral 3. Physician's statement