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Category: Workforce Investment Act (WIA)
Subject#: Priority for Adult Employment and Training Services
Source: State/Federal
Revise/Replace: None
Contact: Employment & Training Programs Director
Distribution: All Workforce Investment Regions, Financial, Program & Administrative Staff
Colorado One-Stop System Policy Guidance Letter#: 00-12-WIA1
Date: June 9, 2000

- I. **REFERENCE(S):** Workforce Investment Act of 1998, effective August 7, 1998, Section 134(d)(4)(E) and WIA Interim Final regulations, Subpart F - Priority and Special Populations § 663.600.
- II. **PURPOSE:** To provide program guidance to Local Workforce Investment Boards for the development of local policy on priority of service for WIA Adult customers.
- III. **BACKGROUND:** The Workforce Investment Act requires that in the event that funds allocated to a local area for adult employment activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services. The WIA regulations further state that since funding is generally limited, states and local areas must establish criteria for determining the availability of adult program funds and for applying priority of service. The Colorado Workforce Development Council has issued a policy indicating that the determination of whether adult program funds are limited will be made locally by the Workforce Investment Board (WIB).
- IV: **POLICY/ACTION:** Each local Workforce Investment Board (WIB) must develop written policies on priority for services based on analysis of employer and job seeker needs and analysis of adequacy of resources from all locally available funds. Each local WIB will also examine what other resources are available and determine if there is another resource that is more appropriate or readily available. This strategy avoids duplication by ensuring that all resources are taken into consideration, and that WIA funds are used for low income individuals who do not qualify for other programs.

The determination as to whether training and/or intensive services funds are limited is a local decision. In the event that funds allocated to a local region for adult employment and training activities are found by the local WIB to be limited, the priority process for intensive and training services shall incorporate the following:

- recipients of public assistance who are members of the target populations specified in the Act;
- all other recipients of public assistance;
- other low-income individuals who are members of the target populations;
- all other low-income individuals; and
- at the discretion of the local WIB, local areas may add additional targeted groups for priority of service

USDOL has advised CDLE that the WIA definition for low-income individual {WIA Section 101 (25)} does not have to be used in the priority of services for the adult program and that local WIBs may develop a definition that is consistent with local economic conditions.

Training will be prioritized for occupations in demand and will build upon existing skills first. Training an individual for a job that builds upon existing skills will be a priority over training the individual for an entirely new occupation.

IV. IMPLEMENTATION DATE:

July 1, 2000

V. INQUIRIES:

Please direct any questions regarding this PGL to your Program Support Representative at the Colorado Department of Labor and Employment (303) 318-8800.

Robert D. Hale, Director
Division of Employment & Training