

OPERATIONAL STANDARDS FOR COMPLIANCE WITH SERVICE PRIORITY CRITERIA FOR THE ADULT AND DISPLACED WORKERS PROGRAM

I. INTRODUCTION

Through the Single Management Center, career and training services are provided for the Workforce Innovation Opportunity Act (WIOA) Title I Displaced Worker and Adult and Worker Program. Career services, in turn, are divided into basic career services, individualized career services, and follow-up services.

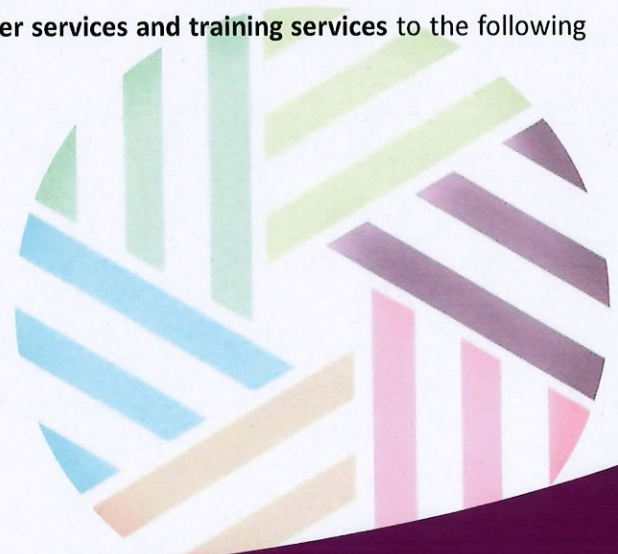
The WIOA Act does not require a sequence of specific services before providing training services. However, the resources available for the Adults and Displaced Persons program are subject to prioritization to serve the populations most in need in accordance with the criteria established by law.

II. WIOA PRIORITIZE CRITERIA FOR ADULTS AND DISPLACED WORKERS

In this regard, the WIOA Act requires that services be directed to individuals with barriers to employment as defined in Section 3(24) to ensure access to this population on a priority basis.

Section 134(c)(3)(E) of the WIOA establishes the responsibility of the Single Management Center to prioritize the use of these **funds for individualized career services and training services** to the following populations:

- i. recipient of public assistance.
- ii. other low-income people.
- iii. people who are deficient in basic skills, and



- iv. underemployed individuals who meet the criteria for services under Title I.

III. TEGL 3-15 PRIORITIES

The U.S. Department of Labor's Training and Employment Administration (USDOL-ETA), released on 1st. July 2015 in TEGL 3-15, the order of service priorities for Title I programs for adults and displaced workers.

The order of priorities that must be met in individualized career services and training services is as follows:

- First:** Veterans and eligible spouses who are also included in the groups that have priority for the adult program. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are deficient in basic skills will receive priority service for adult program services.
- Second:** Other non-covered individuals (these are individuals who are not veterans or eligible spouses, who are included in the previously mentioned priority groups for the adult program.
- Third:** Veterans and eligible spouses who are not included in the WIOA priority group.
- Room:** Other non-covered individuals outside of WIOA priority groups.

Note: When the last income is a determining factor in determining eligibility for federal employment or a training program, any amount you received such as military pay, an active-duty person, as well as certain other benefits that must be considered for an eligibility determination should not be considered for veterans.

Military earnings should not be included in the income calculation for veterans or transitional military service members to determine the priority of services under WIOA in compliance with 38 U.S.C. 4213.

The provision of services for Separated Service Members and Military Spouses, with funds from displaced workers, as set forth in TEGL 22-04, provides that departing military members, including but not limited to Unemployment Compensation for Ex-Military Members (UCX) recipients, may be considered displaced workers. Displaced worker funds can help separated military service members enter the civilian workforce. Generally, a military member in the process of separation from service needs a notice of separation, either a DD-214 from the Department of Defense, or other appropriate documentation showing an imminent separation from the armed forces, which can be used as the notice of termination of employment, to meet the definition of a displaced worker.

In the case of military separation from service, by military termination leave, it is recommended to begin offering career services while the military is still part of the Active-Duty Military, since they have an imminent separation date. It is appropriate to provide career services to service members who will imminently be separated from military service, provided that their departure is not for a dishonorable act, according to the criteria of the military. ETA has established as a public policy that a military member under separation from service meets the requirement of a posted worker, since he is an individual who is unlikely to return to his previous industry or occupation.

For military spouses, WIOA expands the definition of posted workers to military spouses who have lost employment as a direct result of a relocation due to a permanent change in the spouse's designation. Military spouses may also qualify if they are dependents of an active-duty member of the armed forces, whose household income is significantly reduced, as determined by the state area; or local, due to deployment, call-up, or active-duty order, a permanent change of station or military base, or the service-connected death or disability of the serving serviceman.

Military spouses may also qualify if they are unemployed or underemployed and are having trouble obtaining or improving employment (see WIOA Sections 3(15)(E) and 3(16)(A) and (B)).

In the fourth order of service, under-employed people must be included, in accordance with the following requirements:

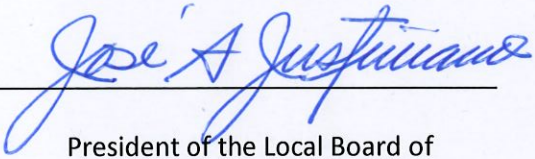
1. The TEGL provides that individuals who are underemployed and meet the definition of low-income individuals may receive career and training services under the adult program based on the priorities established for eligible individuals in the adult program.
2. Individuals who meet the definition of a barrier to employment (WIOA-Section 3(24)) and who are underemployed may also be served under the adult program.
3. Individuals who are determined eligible under the Displaced Workers Program and who are also underemployed under state or local area policies may be considered eligible for career and training service under the Displaced Workers Program.
4. Underemployed people may include, in accordance with the TEGL, the following:
 - i. people employed less than full-time and who are looking to work full-time.
 - ii. people who are employed in a position that is inadequate in relation to their skills and training.
 - iii. people who are employed and who meet the definition of a low-income individual under Section 3(36) of the WIOA
 - iv. people who are employed, but the income from their current employment is not sufficient to the income earned from their previous employment, according to state or local area policies.

IV. OPERATIONAL STANDARDS FOR THE IMPLEMENTATION OF SERVICE PRIORITIES IN THE SINGLE MANAGEMENT CENTRE

1. These rules apply **only** if an appointment is required for an activity or program within the **individualized career or training services**. The order of priority set out in Part III of these rules shall be used.

2. The official in charge of the appointment will ensure that the person to be appointed has all the required documents in the file and that the individual employment plan with its corresponding evaluations has been duly completed.
3. A perpetual record shall be kept with the time, day, month and year in which the appointment of the person is made in accordance with this procedure and the certification included as an annex shall be completed, which shall form part of the file.
4. The supervisor must in turn sign the corresponding certification and ensure that the appointment is registered as appropriate.
5. No appointment may be processed, unless certification is completed.

APPROVED BY:



President of the Local Board of
Career Development

Date

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