

NORTHWEST WORKFORCE COUNCIL

POLICY AND PROCEDURE DIRECTIVE

EFFECTIVE DATE: June 29, 2001

SUBJECT: WIA ELIGIBILITY

REFERENCE #: WIA 01-27

WIA Title I-B Participant Eligibility and Priority Selection Policy

1) Eligibility for Workforce Investment Act (WIA) Title I-B Funded Intensive Services

At a minimum, adults (18 years of age and older) and dislocated workers shall receive at least one core service, such as an initial assessment or job search and placement assistance, to become eligible to receive intensive services. There is no *required* time period for participation in core service before receiving intensive services.

There are two categories of adults and dislocated workers who are eligible to receive intensive services funded under WIA Title I-B:

- 1) Eligible *adults* and eligible *dislocated workers* who are **unemployed**, have received at least one core service, are unable to obtain employment through core services, and are determined to be in need of more intensive services to obtain employment.
- 2) Eligible *adults* who are **employed within sectoral initiatives approved by the NWC**, have received at least one core service, and are determined to be in need of intensive and training services to obtain or retain employment that leads to self-sufficiency. Self-sufficiency is defined as not having family income exceeding 80% of median family income limits based on Department of Housing and Urban Development median family income guideline for Pierce County.

Eligible *dislocated workers* who are still **employed**, (and have received a layoff notice or the business has made a general announcement that such facility will close within 180 days), have received at least one core service and need intensive services to obtain or retain employment that leads to self-sufficiency. Self-sufficiency for a dislocated worker is defined as earnings of at least 91% of the wage at time of layoff.

Being determined “eligible” for intensive services funded under WIA Title I-B does not entitle an individual to receive WIA Title I-B intensive services.

The eligibility determination for intensive services shall be made on a case-by-case basis depending upon available funding, individual needs *and individual circumstance* of the customer *and local economic conditions*. [20 CFR 663.160]

Priority Selection for Intensive and Training Services under the WIA Title I-B Adult

In the event that funds, available under the WIA Title I-B Adult Employment and Training Grant are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services. Recipients of public assistance and other low-income individuals [as defined in WIA Sec.101 (25)] are given first priority enrollment for WorkSource intensive services funded by the WIA Title I-B Adult Employment and Training Grant. WorkFirst and Welfare-to-Work participants, referred by appropriate sources and whose Individual Responsibility Plans are amended by mutual agreement, may be provided WIA services not otherwise available or funded through the WorkFirst or Welfare-to-Work programs. Establishing this priority policy does not mean that only the recipients of public assistance and other low income individuals may receive intensive and/or training services funded through the Title I-B Adult Grant. [20 CFR 663.600]

Second priority shall be given to individuals including former WorkFirst participants whose income is under 175 percent of the lower living standard income level and have a substantial barrier to employment such as: disability, homeless, offender, basic skills deficient, school dropout, poor work history or lacking occupational skills. The NWC targets WIA intensive services for participants who meet this criteria. The WIA Title I-B/Adult funds budgeted by the NWC for WorkSource intensive services represent only a part of the available funding. The Memorandum of Understanding planned and negotiated between One-Stop partners delineates the partners that provide intensive services, the referral process, information sharing and cost sharing from available local, state and federal resources of each partner. In addition, One Stop partners meet routinely to jointly case manage appropriate intensive services participants to help ensure that resources are coordinated and sufficiently available to the benefit of the participant and the programs as a whole. These resources include: Wagner-Peyser, TANF, WorkFirst, TANF Welfare Savings fund, Welfare-to-Work, Re-Employ Washington's Workers Program, Food Stamps, Employment and Training Programs, state and federal adult basic education grants, vocational rehabilitation services, WIA Title I-B Adult Education and Training Grant, and any other locally available training resources and financial aid grants.

Note: Policies regarding service priority for the WIA Title I-B Adult Employment and Training Grant do not apply to individuals served through the WIA Title I-B Dislocated Workers Grant.

Eligibility for WIA Title I-B Funded Training Services

At a minimum, an individual shall receive at least one WorkSource intensive service, such as the development of an individual employment plan, individual counseling or career planning, before the individual is eligible to receive training services funded through the WIA Title I-B Adult. The case file must contain a determination of need for WIA Title I-B training services as

identified in the individual service strategy, comprehensive assessment, or through any other intensive service received.

There is no minimum time period for participation in intensive services before receiving WIA Title I-B training services.

There are two categories of adults and dislocated workers who are eligible to receive training services funded under WIA Title I-B:

- 1) Eligible *adults* and eligible *dislocated workers* who are **unemployed**, have met the eligibility requirements for intensive services, have received at least one intensive service, and are unable to obtain employment through intensive services alone.
- 2) Eligible *adults* who are **employed**, have met the eligibility requirements for intensive services, have received at least one intensive service, and are unable to obtain or retain employment through intensive services alone.
Eligible *dislocated workers* who are still **employed** (but have received a layoff notice or the employer has made a general announcement that such facility will close within 180 days), have received at least one intensive service, and are unable to obtain or retain employment through intensive services alone.

Title I-B training services may be made available to eligible adults and dislocated workers who:

- 1) After an interview, evaluation, or assessment, and case management, have been determined by a One-Stop Operator or One-Stop partner to be in need of WIA Title I-B training services and to have the skills and qualifications to successfully complete the selected training program.
- 2) Select a program of training that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate.
- 3) Are unable to obtain sufficient grant assistance from other sources to pay the costs of training as described in 20 CFR 663.310(a)(4).

Being determined “eligible” for training services funded under WIA Title I-B does not entitle an individual to receive WIA Title I-B training services. The eligibility determination shall be made on a case-by-case basis at the local level depending upon available funding, individual needs and individual circumstance of the customer and local economic conditions.