

FORM 1: WIOA ADULT - PRIORITY OF SERVICE GROUPS

GROUP	DEFINITION	ACCEPTABLE DOCUMENTATION
PUBLIC ASSISTANCE RECIPIENT	<p>An individual that receives federal, state or local government cash payments for which eligibility is determined by a needs or income test.</p> <p>Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) program, Supplemental Security Income (SSI) program, or state or local income-based public assistance (Refugee Cash Assistance/Relief, General Relief)</p>	<ul style="list-style-type: none"> • Cross-match with public assistance database • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • EBT card (recent purchase transaction receipt) • Public assistance records • Refugee assistance records
BASIC SKILLS DEFICIENT	<p>An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society. <i>Criteria used to determine whether an individual is basic skills deficient includes one of the following:</i></p> <ul style="list-style-type: none"> • Lacks a high school diploma or high school equivalency and is not enrolled in postsecondary education. • Enrolled in a Title II Adult Education/Literacy program. • English, reading, writing, or computing skills at an 8.9 or below grade level. • Determined to be Limited English Skills proficient through staff-documented observations. 	<ul style="list-style-type: none"> • School Records <ul style="list-style-type: none"> ○ A referral or records from a Title II Basic Adult Education program or English Language Learner program • Results of academic assessment • Case notes • Customer Statement
LOW INCOME	<p><i>An individual that meets one of the following criteria is low income:</i></p> <ul style="list-style-type: none"> • In a family with total family income that does not exceed the higher of: <ol style="list-style-type: none"> a. The poverty line, OR b. 70 percent of the Lower Living Standard Income Level. • A homeless individual. • An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does. 	<ul style="list-style-type: none"> • Alimony agreement • Award letter from veteran's administration • Bank statements • Compensation award letter • Court award letter • Pension statement • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs • Public assistance records • Quarterly estimated tax for the self-employed • Social Security benefits • Unemployment Insurance documents • Self-Attestation (w/case note)
<p>Family income calculations INCLUDE the following:</p> <ul style="list-style-type: none"> • Money, wages and salaries before any deductions (gross income) • Net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expenses) • Net receipts from farm self-employment (receipts from a farm which one operates as owner, renter or sharecropper, after deductions for farm operating expenses) • Social Security Disability Income (SSDI) • Military allotments (excluding child support payments) or other regular support from an absent family member or someone not living in the household • Alimony • Pensions, whether private or government employee (including military retirement pay) • Regular payments from railroad retirement, strike benefits from union funds, workers' compensation and training stipends • Regular insurance or annuity payments • Net gambling or lottery winnings • College or university grants (i.e. not needs-based scholarships, fellowships and assistantships) 		<p>Family income calculations EXCLUDE the following:</p> <ul style="list-style-type: none"> • Unemployment compensation • Foster care payments • Public Assistance payments (TANF, SSI, RCA, GA) • Old age and survivors insurance benefits • Income earned while a veteran was on active military duty; Vocational Rehabilitation benefits, disability payments, or related VA-funded programs • Capital gains • Child support payments • Any assets drawn down as withdrawals from a bank, the sale of a property, a house or a car • Tax refunds, gifts, loans, lump sum inheritances, one-time insurance payments or other compensation for injury • Noncash benefits such as employer-paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals and housing assistance • Needs-based scholarship assistance • Financial assistance under Title IV of the Higher Education Act (i.e. Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study)