

Guideline for Establishing Priorities (Adult Activities)

Core services are available to all interested persons. Core service(s) must be received before a determination is made as to whether intensive services are needed. The decision on which core services to provide and the timing of their delivery may be made on a case-by-case basis at the local level depending upon the needs of the participant. A determination of the need for intensive services, as established by the initial assessment or the individual's inability to obtain appropriate employment through the core services provided, must be contained in the participant's case file. *[20 CFR 663.160 – 245]*

Training services may be provided to employed and unemployed adults and dislocated workers who meet **all** of the following conditions: *[20 CFR 663.320]*

- Have met the eligibility requirements for intensive services, have received at least one intensive service, and have been determined to be unable to obtain or retain employment through such services
- 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 training services and to have the skills and qualifications to successfully complete the selected training program
- Select a program of training services 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
- Are unable to obtain grant assistance from other sources to pay the costs of such training, including Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or require WIA assistance in addition to other sources of grant assistance
- Are determined eligible in accordance with the local priority system, in any, in affect for adults.

Priority must be given to low-income individuals, as defined in WIA §101(24), for intensive and training services. If there is adequate funding, all other individuals who meet the above requirements may also receive intensive and training services. If funding is limited, priorities must be applied to determine who may receive services.

The local workforce investment board selects the criteria for determining whether funds are limited, as well as the priorities to be applied when funds are limited. A description of the process to be used to determine whether funds are limited and for applying priorities must be included in the local plan. *[WIA §134(d)(4)(E); 20 CFR 663.600; 20 CFR 661.350(11); 20 CFR 663.320; 663.620]*

The statutory priorities for adult funds do not apply to dislocated workers. *[20 CFR 663.610]*