



Chester County Workforce Development Board Priority of Service Policy

Basic Career Services

Basic Career Services will remain available for all individuals regardless of eligibility requirements as long as funding is available to support such services.

Individualized Career Services and Training Services

Priority of service shall be given to **Title I Adult-Eligible Participants**, in the following order, as long as funding is available to support such services:

1. Veterans and spouses who fall into one or more of the following categories:
 - Recipient of public assistance
 - Other low-income individuals
 - Individuals who are basic-skills deficient
 - Underemployed and low-income
2. All other persons who fall into one or more of the following categories:
 - Recipient of public assistance
 - Other low-income individuals
 - Individuals who are basic-skills deficient
 - Underemployed and low-income
3. Veterans and spouses who do not fall into the above categories
4. All other Title-I Adult Eligible Participants who do not fall into the above categories

Definitions

Recipient of Public Assistance: Currently receive for themselves or as part of a family, or have received in the past 6 months, assistance through one of the following:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Supplemental Security Income (SSI)
- State or local income-based public assistance

Low-Income:

- Recipient of public assistance as defined above
- Individual in a family with total income below the poverty line or 70% of the Lower Living Standard Income Level
- Homeless
- Foster youth
- Individuals with disabilities with individual income below the poverty line or 70% of the Lower Living Standard Income Level

Basic Skills Deficient: an adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the family, or in society. This barrier can be documented by:

- Standardized assessment (in the area of reading, writing, or computer skills)
- Case Manager Observation of literacy struggles during intake
- School Records
- Referral or records from a Title II Adult Basic Education program
- Referral or records from an English Language Learner program

Underemployed: individuals who are employed full-time or part-time and also meet the definition of a low-income individual stated above.

Establishment of Priority

- **At time of eligibility determination, any applicable categories for Priority of Service will be noted in the Case Notes and on the Programs and Services Participation List. If a participant is noted to fall into a Priority of Service Category, appointments for additional steps in the process are to be prioritized and any necessary assistance is working with a training provider is to be offered.**
- **At the time of the IEP development, barriers that apply to Priority of Service are to be noted in the IEP.**
- **Priority of Service status is to be noted on the staff tracking spreadsheets in order to keep track of those who fall into the Priority of Service categories.**
- **A lack of Priority Status should also be noted in Case Notes for those Title I Adults who do not fall into a Priority of Service category.**