



Serving as the Workforce Development Board for the Lower Shore of Maryland

**POLICY: PRIORITY OF SERVICE**

Local Workforce Development Boards are required to comply with a specified priority of service requirement for adult career and training services. Multiple regulatory documents address target populations and priority of service requirements; including *Federal Employment and Training Guidance Letters (TEGLs)*, Maryland’s WIOA State Plan and *Maryland Policy Issuances (MPIS)*.

In order to comply with these requirements, it is the policy of this Board that Adult priority of service will be delivered in the following order:

First Priority	Veterans and eligible spouses (as defined in the <i>Jobs for Veterans Act, 38 USC 4215(a)</i> ) who are recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services with WIOA Adult formula funds for individualized career services and training services.
Second Priority	<p>Non-covered persons (individuals who are not veterans or eligible spouses) who are within one or more of these WIOA priority groups:</p> <ul style="list-style-type: none"> <li>• Displaced homemakers</li> <li>• Eligible migrant and seasonal farmworkers</li> <li>• Ex-offenders</li> <li>• Homeless individuals</li> <li>• Individuals facing substantial cultural barriers</li> <li>• Individuals with disabilities</li> <li>• Individuals within two years of exhausting lifetime eligibility for TANF</li> <li>• Individuals who are English Language Learners</li> <li>• Individuals who are unemployed</li> <li>• Individuals who have low levels of literacy</li> <li>• Low-income individuals, including those receiving public assistance</li> <li>• Individuals without a high school diploma</li> <li>• Native Americans, Alaskan Natives, and Native Hawaiians</li> <li>• Older Individuals</li> <li>• Single Parents</li> <li>• Youth who are in or who have aged out of foster care</li> </ul>
Third Priority	Veterans and eligible spouses who are not included in WIOA’s priority groups.
Fourth Priority	Priority populations that may be established by the Governor and/or Local WDB.
Fifth Priority	Non-veterans who are not within a target population

Additionally, priority of service status is established at the time of eligibility determination and does not change during the period of participation. For the purposes of program eligibility, priority of service will be implemented through priority of intake. Out of a group of individuals who have applied for WIOA enrollment, individuals who are eligible for first priority must be served and processed first, followed by individuals who are eligible for second priority, and so forth.

*“Providing workforce policy, planning and oversight for the Lower Shore of Maryland”*



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This policy does not interfere with veterans' priority in the event of limited funding. In the event of limited adult training funds, the veteran and/or eligible spouse receives access to the service instead of or before non-veteran enrollees at the point at which an individual is both: a) approved for funding; and b) accepted or enrolled in a training class.

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Policy Status: Active

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