

**PRIORITY OF SERVICE
WIOA ADULT PROGRAM**

This individual qualifies for priority of service status for the WIOA Adult program due to the following (***check all that apply and collect documentation to verify each status that is checked***):

Public Assistance Recipient

- This individual is receiving (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), supplemental security income program, or state or local income-based public assistance.

Other Low-Income Individuals

- This individual's family income for the six month period prior to application does not exceed (1) the poverty line or (2) 70% of the Lower Living Standard Income Level¹.
- This individual is homeless.

Basic Skills Deficient

- This individual does NOT have a high school diploma or high school equivalency and is NOT enrolled in post-secondary education.
- This individual is enrolled in a WIOA Title II Adult Education/Literacy program.
- This individual has English, reading, writing, or computing skills at a grade level of 8.9 or below on a standardized testing instrument (or from an assessment conducted by an educational entity that is dated within the six months prior to application).
- This individual has been determined basic skills deficient through one of more of following staff observations:
 - The individual is unable to successfully communicate with an AJCC staff member, brings a family member/friend with them to translate, or requests translation services.
 - The individual requested/filled out the WIOA application in a language other than English.
 - The individual stated he/she is unable to create an on-line CaJOBS account, job search (on-line or other methods), or complete an employment application due to language barriers or a lack of computer/digital skills.

Signed and dated narrative outlining staff observation(s) required if any of the above three boxes are checked:

¹ This category includes individuals with a disability whose family income shall include only the actual income of the disabled individual who is applying for services (family of one). Any information on disability status shall be collected and maintained separately per Federal, State, and NoRTEC policy.