

UPPER SAVANNAH WDA INSTRUCTION NUMBER: PY'22-01

TO: Upper Savannah Grantees

ISSUANCE DATE: April 3, 2023

EFFECTIVE DATE: February 4, 2022

SUBJECT: Eligibility Determination and Priority of Services

UPDATING: PY 21-02

Purpose of This Instruction: The purpose of this instruction is to describe Upper Savannah Workforce Development Board Policies. Nothing in this instruction changes federal or state policies. For definitions and required documentation refer to state guidance 20-15 and TEGLs 7-18 and 23-19.

Residency Requirements (Adult, Dislocated Worker and Youth)

Workforce Innovation and Opportunity Act career and training services are provided to individuals who reside in any Upper Savannah County (Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry or Saluda.) Individuals who work or plan to attend training in the area may be assisted if it is in best interest of the client and the program.

Eligibility Determination Tools

There are multiple paths for program eligibility. Grantees should encourage applicants to bring check stubs and other relevant information to eligibility determination appointments. If documents are not readily available, applicant statements can be used. See Eligibility Path handout and Upper Savannah Income and Self Attestation Form.

Adult Priority of Services

The WIOA Adult program has broad eligibility requirements, but funding is limited for individualized career services and training. The legislation has established a hierarchy of priorities and has defined the first two.

Priority must be provided in the following order:

- First.** Veterans and eligible spouses who meet the definition of low income or basic skills deficient.
- Second.** Others who are low income or basic skills deficient.
- Third.** Veterans and eligible spouses who are not included in WIOA's priority groups.
- Fourth.** Priority populations established by the Governor and/or Local WDB. Upper Savannah WDB has two priorities: poor work history and medical trainee.

An applicant with **Poor work history** is defined as an individual who is not working full-time and has not worked 18 consecutive months in the last three years.

Poor work history must be verified by viewing the work history and resumes in SCWOS. A screen shot of the work history and resume(s) in their SCWOS account will serve as documentation of poor work history at the time of eligibility. If the client has a new, or out-of-date SCWOS account which lacks employment data for the last three years, the work history section must be updated prior to making a poor work history priority of services determination.

An applicant who is considered a **Medical Trainee** is defined as an individual can be certified within a year in one of the following in-demand occupations: licensed practical nurse, registered nurse, surgical technologist, respiratory technician, radiological technician, emergency medical technician, paramedic, medical technician, physical therapist assistant, occupational therapist assistant, cardiovascular technician or patient care technician. To document this priority, transcripts should be used to document the individual is within a year of entering/re-entering the occupation. Transcripts are not needed for those who plan to enter training that is less than a year.

Note: Seventy five percent of Adult participants enrolled must be from the first and second priority groups. The Adult Career and Training Grantee is responsible for ensuring that the priority goal is met. If enrollment of third and fourth tiers exceeds 25%, the grantee must institute a waiting list for non-first and second tier applicants. Because the area has a limited ability to enroll those who only qualify through local priority of service categories, individuals seeking services should be asked to document their income or basic skills.

ACTION:

Please distribute to all appropriate staff for review and implementation.

Questions regarding this instruction should be directed to the Workforce Development Staff at 864-941-8050.



Ann Skinner
Workforce Development Director

UPPER SAVANNAH COUNCIL OF GOVERNMENTS

There are many paths to qualify for valuable Workforce Innovation and Opportunity Act Services

Everyone needs at: US or state photo ID such as driver's license, passport, employment authorization card. If your ID is a driver's license, you will also need to bring your Social Security card. Priority is given to veterans. For the fastest service please bring DD214. Other documents may be required. We can help you navigate requirements and suggest alternative documents. Creating your work history in SCWorks is the first step in creating your account and can be used to create your resume.

The more information you provide, the greater the likelihood you will qualify. Also sharing your service needs may enable you to qualify for supportive services.

Change In Income (Dislocated Worker)	Basic Skills Deficiency (Adult or Youth Eligibility)	Youth Barrier	Family Income (Adult or Youth)	Local Board Policy For Adults
Choose one:	Choose one:	Out-of-School Youth 18-24 years old Not in HS or Post Secondary School and one of the following: Score Below 9th grade on TABE test within last six months Family caregiver needing to return to work. Spouse of service member who lost job due to relocation.	Receive benefits such as <ul style="list-style-type: none"> • SNAP/Food Stamps • TANF • Foster Child OR Has household family income below poverty guidelines or are homeless. If you have a disability only your income is considered.	Medical Training: Needs help getting certified for medical occupation. Must be within one year of becoming a skilled medical worker. How to Apply: Bring in transcript, complete work history.
	How to Apply for Skills Improvement	Pregnant Or Parenting Basic Skills Deficiency Has a Disability	How to Apply	Lacks Work History Not working full-time and has not worked a single job for more than 18 months out of the last 36 months. How to Apply. Complete work history in SCWOS.
	How to Apply as a Dislocated Worker	Grant permission for us to get test scores from school. Or take TABE.	We can help you get documentation from DSS and other agencies.	If you are applying to be served through board priority you will need to complete income documentation, but you do not need to be low income to qualify.
Complete work history in SCWOS.	Sign statement of educational status.	Grant permission for us to get information from other agencies.	If you do not receive benefits, bring paystubs if you have them. The household income spreadsheet needs to be completed for family members who reside with you.	Complete work history in SCWOS.
We can help you access documents.	Complete work history in SCWOS.	Complete work history.	Income documentation may be needed. See staff for other requirements for in-school youth.	Complete work history in SCWOS.
Income documentation is not required.	Income documentation is needed, but you do not need to be low income to qualify.			

