

SOP STANDARD OPERATION PROCEDURE	FWDB Foothill Workforce Development Board	SOP# 2024-2
	FOOTHILL EMPLOYMENT AND TRAINING CONNECTION	Page 1 of 1
Updated: 12/11/2024	SUBJECT: Priority of Service	Authorized Signatures 

BACKGROUND AND PURPOSE

The WIOA requires priority of service for adult employment and training activities for recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient, which includes English Language Learners, for individualized and training services. Veterans and eligible spouses continue to receive priority of service for all Department of Labor (DOL) funded programs amongst all participants.

PRIORITY OF SERVICE

As stated in the WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA Adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient (including English Language Learners). Foothill Workforce Development Board staff must always prioritize services to these populations, regardless of the amount of funds available to provide services.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. The priority of service requirement does not apply to the WIOA Dislocated Worker program.

Veterans and eligible spouses continue to receive priority of service among all eligible individuals. However, they must meet the WIOA Adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E). As described in TEGL 19-16, when programs are statutorily required to provide priority, such as the WIOA Adult program, then priority must be provided in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
2. Individuals who are the recipient of public assistance, other low-income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in WIOA’s priority groups.
4. Priority populations established by the Governor and/or Local Workforce Development Board (Local Board).
5. Other individuals not included in WIOA’s priority groups. [Reference – TEGL 19-16]