

WIOA Desk Reference

Performance Reporting for WIOA Adult Priority Populations

In addition to the Veteran's priority of service requirements that apply to all of DOL's workforce programs (see [WIOA Priority Populations Desk Reference](#) for more details), WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this provision, American Job Center (AJC) staff, when using WIOA Adult funds to provide individualized career services, training services, or both, must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Note that this is different from determining eligibility for participation in the WIOA Adult program. Under WIOA, priority must be implemented regardless of the amount of funds available to provide services in the local area. States and local areas are required to develop policies and procedures for applying this priority, including monitoring local area and center operator compliance with this priority.

To demonstrate and document the implementation of the WIOA Adult priority of service requirements, it is important to accurately collect and report on the various elements in the Participant Individual Record Layout (PIRL). Most relevant to the priority of service requirements are the elements used to categorize individuals into one of the three priority groups and elements that indicate the type of services each participant receives. For a more complete breakout of all allowable services, see the [Participant Level Services Chart](#).

Three Priority Populations

(1) RECIPIENTS OF PUBLIC ASSISTANCE (COMBINES FOUR PIRL ELEMENTS)

WIOA's definition of a public assistance recipient includes an individual (or an individual who is part of a family) currently receiving, or who in the past six months has received assistance through (any of the following programs):

- ◆ Supplemental Nutrition Assistance Program (SNAP) ([PIRL 603](#))
- ◆ Temporary Assistance for Needy Families (TANF) ([PIRL 600](#))
- ◆ Supplemental Security Income (SSI) ([PIRL 602](#))
- ◆ Any other State or local income-based public assistance ([PIRL 604](#))

(2) LOW INCOME INDIVIDUALS ([PIRL 802](#))

WIOA sec. 3(36) defines low income individuals as someone who receives public assistance as described above or:

- ◆ is in a family with total family income that does not exceed the higher of—(I) the poverty line; or (II) 70 percent of the lower living standard income level;
- ◆ is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act);
- ◆ receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act;
- ◆ is a foster child on behalf of whom State or local government payments are made; or
- ◆ is an individual with a disability whose own income meets the income requirement, but who is a member of a family whose income does not meet this requirement.



The Workforce Innovation and Opportunity Act

(3) INDIVIDUALS WHO ARE BASIC SKILLS DEFICIENT (PIRL 804)

WIOA sec. 3(5) defines basic skills deficient as referring to an individual:

- ♦ who is a youth with English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
- ♦ who is a youth or adult, that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

* Note: Individuals who are English language learners meet the criteria for "basic skills deficient" and must be included in the priority populations for the Title I Adult program. See TEGL 19-16 for the definition.

Types of Services Received

Since priority of service applies to the provision of individualized career services and training, it is important to the tracking of priority of service provision that service types are reported completely and accurately. In order to establish comparisons, it is important that these service types are tracked for all participants.

BASIC CAREER SERVICES (PIRL 1000 THROUGH 1003)

While priority of service only applies to the provision of individualized career services and training, it is important to track basic career services accurately in order to compare the services received by individuals in priority groups to those individuals that are not in priority groups. Basic career services are reported by service in the **1100s**, but are rolled up in a variety of ways in **PIRL 1000-1003**. In general, there are two subcategories: those that trigger participation and those that do not. Those that trigger participation roll up into the first and most recent date of staff assisted basic career services (**PIRL 1001 AND 1003**) and those that do not trigger participation roll up into first and most recent self-service/information-only basic career service (**PIRL 1000 AND 1002**).

INDIVIDUALIZED CAREER SERVICES (PIRL 1200 AND 1201)

There are many services considered to be individualized career services, all of which are reported in the **1200s** series of elements in the PIRL. These are all rolled up into the first and most recent date of individualized career services.

TRAINING SERVICES (PIRL 1300)

There are also a variety of training services an individual might receive. While the type and other details of these services are tracked throughout the **1300s** series of elements, these elements are all rolled up into the "Received Training" PIRL element.

Other Resources

- ♦ TEGL 19-16, *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules*, https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3851
- ♦ Participant Level Service Chart: <https://performancereporting.workforcegps.org/resources/2019/08/30/13/54/Updated-Participant-Level-Services-Chart-WIOA-Adult-DW-WP>.
- ♦ ETA's WorkforceGPS performance reporting COP: <https://performancereporting.workforcegps.org/>.
- ♦ Desk Reference - [Priority Populations for the WIOA Adult Program](#)
- ♦ Priority of Service for Veterans: TEGL 10-09 and VPL 07-09, *Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in part by the U.S. Department of Labor* https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816.

