

## WIOA ENROLLMENT

Policy No.	<u>2017-02-ENR</u>
Date Adopted	<u>February 8, 2017</u>
Effective Date	<u>February 8, 2017</u>
Last Amended	<u>August 26, 2021</u>

### INTRODUCTION

Individuals seeking individualized career and/or training services must be locally enrolled following an eligibility determination for the applicable WIOA program; Adult, Dislocated Worker or Youth. Priority of service shall be given to certain targeted populations as applicable under WIOA.

### ELIGIBILITY REQUIREMENTS

A. To receive individualized career and/or training services, individuals must meet the following eligibility criteria:

1. Be authorized to work in the United States;
2. Meet Military [Selective Service Registration Requirements](#) as defined by Illinois WIOA Policy guidance; and
3. Meet WIOA [Adult, Dislocated Worker or Youth Program Eligibility](#) requirements as defined by Illinois WIOA Policy guidance.

Eligible Adults, Dislocated Workers and Youth who receive individualized career and/or training services (other than self-service or information activities) must be enrolled in the Illinois Workforce Development System (IWDS) and eligibility documentation must be collected prior to enrollment and maintained in the participant file.

B. Additionally, and for training service enrollment specifically, Adults and Dislocated Workers must meet the following requirements (among other criteria defined in separate training policies):

- Unlikely or unable to obtain or retain employment which pays at or above economic self-sufficiency or wages comparable to or higher than wages from dislocation employment through career services, and
- In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from dislocation employment.

For Adults and Dislocated Workers, self-sufficiency is locally defined as 1.) having a family income equal to or exceeding 200% of the Lower Living Standard Income Level (LLSIL) (based on the [100% Lower Living Standard Income Level \(LLSIL\)](#) as released annually by the Department of Commerce and Economic Opportunity) or 2.) at least 95% of an individual's dislocation wage/income (applicable for Dislocated Workers only).

### PRIORITY OF SERVICE REQUIREMENT

Under WIOA, [veterans and eligible spouses](#) continue to receive priority of service for all USDOL-funded job training programs, which includes Adult, Dislocated Worker and Youth services. WIOA also prescribes a priority of service when providing individualized career and training services using WIOA Adult funds (not applicable to dislocated worker and youth population). This Adult priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient as defined through Illinois Policy guidance.

Dependent on the type of service being provided to these priority groups, applying precedence may include:

1. Receiving access to the service earlier in time than the non-priority individual; or

2. If the service or resources are limited, priority populations receive access to the service instead of or before other population groups.

Individualized career and/or training services will be provided to Adults on a priority basis under the following method. Each participant's priority status will be determined at the point of entry and will be applicable regardless of funding levels. Priority shall be documented and will not change during the period of participation. Upon identification, the individual shall be notified of their entitlement to priority of service; array of programs and services available to them; and any applicable eligibility requirements for those programs and services.

1. First Priority: Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient.
2. Second Priority: Individuals who are low-income, to include recipients of public assistance, or who are basic skills deficient.
3. Third Priority: Veterans and eligible spouses who are not low-income, or are not recipients of public assistance, and are not basic skills deficient.
4. Last Priority: For all other persons not listed above; those who do not qualify as veterans, eligible spouses, recipients of public assistance, low-income individuals, or basic skills deficient individuals.

**REFERENCES:**

WIOA Part 680  
WIOA Part 681, Subpart B  
Military Selective Service Act (32 CFR Part 1605)  
USDOL TEGL No. 11-11, Change 2  
WIOA Section 123  
WIOA Section 134  
WIOA Section 188

**Modifications:**

8.26.2021 – Increasing self-sufficiency standard to 200% of LLSIL.  
3.07.2018 – Regarding residency requirement.