



WORKFORCE BOULDER COUNTY

DATE: April 12, 2004

WfBC POLICY SERIES #2004-02

**SUBJECT: WORKFORCE INVESTMENT ACT (WIA) –
PRIORITY FOR ADULT EMPLOYMENT TRAINING SERVICES**

PURPOSE: This policy establishes a uniform process for the administration and Priority of Service delivery system. The Priority of Service delivery system will be used to appropriate funds for WIA Adult Intensive services and Training Assistance dollars when such dollars are limited, or when the demands for services are greater than funds available.

REPLACE: 2002-02 (04/26/02)

REVISED:

- I. REFERENCES:** Workforce Investment Act of 1998 (Pub.L. 105-220), August 7, 1998; Section 134(d)(4)(E) and WIA Intern Final regulation, Subpart F – Priority and Special Population Section 663.600. CDLE, PGL 00-11-WIA1
- II. BACKGROUND:** The Workforce Investment Act of 1998 (WIA) requires that in the event that funds allocated to a local region for adult employment activities are limited, priority shall be given to recipients of public assistance and other low-income individuals for intensive services and training services. Local areas must establish criteria to determine the availability of adult program funds and procedures for applying priority of service criteria. The Colorado Workforce Development Council has issued a policy that indicates that the determination of whether adult program funds are limited is to be made locally by the Workforce Development Board (WIB).

Each local WIB must develop written policies on priority for services based on analysis of employer and job seeker needs and analysis of adequacy of resources from all locally available funds. Each local WIB must also examine all other resources available to determine if there is another resource that is more appropriate or more readily available. This strategy avoids duplication by ensuring that all resources are taken into consideration and WIA funds are used for low-income individuals who do not qualify for other programs.

III. ACTION/POLICY:

A customer priority process for Intensive and Training Service has been established by the Boulder County Workforce Investment Board to respond to the limited number of dollars available from WIA and other resources to address the growing demand from targeted unemployed individuals. Accordingly, individual requests for Intensive and Training assistance from WfBC will be considered in accordance with the priority levels established by Boulder County Workforce Investment Board, and as described in this policy.

If at any time during the year it appears that funding will be insufficient to cover projected expenditures in the program, the director shall implement the priorities of service listed below, as required, to balance the account. When the director implements the priorities, the Board shall be notified not later than the next regularly scheduled meeting.

Procedures:

The WfBC documented priority criteria for Intensive and Training services shall be as follows:

High Priority Level

1. Individuals who are residents of Boulder County, and one or more of the following three,
2. Recipients of public assistance who are members of the target populations specified in the Act; or,
3. Unemployed individuals whose earnings are less than \$22,000 during the third and fourth quarters prior to registration as reported to Unemployment Insurance records (CUBS); or,
4. Individuals who have two or more significant barriers to employment including but not limited to:
 - Single Parent w/ youth under 13
 - Homeless
 - Disabilities
 - Older Worker / 50+
 - Language or Cultural
 - Ex-offender
 - Basic skill deficiency/HS diploma/GED
 - Displaced Homemaker
 - Other hard to serve populations as may be defined by the Governor

Training will be prioritized for occupations in demand and will build upon existing skills first. Training an individual for a job that builds upon existing skills will have priority over training the individual for an entirely new occupation.

IV. IMPLEMENTATION DATE:

February 24, 2004

- V. INQUIRIES:** All inquiries should be addressed to WfBC Program Manager, Robert Robinson

Tom Miller, Executive Director

Date