

# **Workforce Innovation and Opportunity Act**

## **Adult Eligibility**

**As of October 21<sup>st</sup>, 2021**

# WIOA Title 1 Authority

- Workforce Innovation and Opportunity Act of 2014
- Training and Employment Guidance Letter 19-16 - Guidance on Services Provided through Adult and Dislocated Worker under WIOA - dated March 1<sup>st</sup>, 2017
- TEGl 7-20 - Implementation of Priority of Service in WIOA Adults - dated November 24<sup>th</sup>, 2020
- WIOA ePolicy Chapter 5 - General Eligibility
- WIOA ePolicy Chapter 5.1.1 - Selective Service updated August 2021
- WIOA ePolicy Chapter 5.2 - Adult Eligibility
- WIOA ePolicy Chapter 5.5 - Low-Income Individuals
- WIOA ePolicy Chapter 5.6 - Service Priorities
- WIOA ePolicy Chapter 5.9 Basic Skills Deficiency (BSD) Assessment Requirements, effective 7/1/2021

# Understanding the ePolicy Manual

The Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training (OET) utilizes a WIOA ePolicy portal where all current and new guidance issued by the Illinois Workforce Innovation Board (IWIB) and OET will be maintained.



The screenshot shows the WIOA ePolicy portal homepage. At the top, there is a navigation bar with a menu icon, the WIOA WORKS ePOLICY logo, and search and login options. Below the navigation bar is a large banner image of three people looking at a computer screen. The banner text reads "Guiding Innovation Illinois WIOA Policy". Below the banner are four circular icons: "Policy Chapters & Sections" (book icon), "A-Z Listing" (downward arrow with A, B, C), "Archived Policy" (downward arrow with document icon), and "Print Policy" (printer icon). Below the icons is a paragraph of text: "As the Governor's designated agency for the Workforce Innovation and Opportunity Act (WIOA) Title 1 Workforce Development Activities and the Trade Adjustment Assistance Act, the Department of Commerce Office of Employment and Training (OET) provides policy and guidance to the Local Workforce Innovation Boards for the delivery of workforce services. The ePolicy manual contains this policy, related documents, and resources to support the implementation and provision of service under WIOA. To keep up on the latest information, please subscribe to e-mail notifications of any policy issuances and updates." Below the text is a navigation bar with "ePolicy Chapters and Sections", "A-Z", "Archive", and "Print" buttons. The main content area is titled "ePolicy Chapters and Sections" and shows a tree view of the manual's structure: "Chapter 1. Governance" with sub-sections "1.1 [Pending]" and "1.2 Local Workforce Board Membership Requirements", which further includes "1.2.1 Composition" and "1.2.2 Membership Terms".

Homepage: [www.illinoisworknet.com/DCEOPolicies](http://www.illinoisworknet.com/DCEOPolicies)

# General Eligibility and Low Income

- Prior to reviewing this presentation on Adult Eligibility, if you did not participate in the live presentations, it is important that you **view and understand** the details that were covered in the 10-21-21 presentations:
  - WIOA General Eligibility - posted on Zen Desk
  - WIOA Low Income - posted on Zen Desk

# WIOA Adult Eligibility

- WIOA ePolicy Chapter 5.2 - Adult Eligibility
  - WIOA Legislation requires that an Adult be 18 years of age or older
  - Be a citizen or noncitizen authorized to work in the US; and
  - Meet Military Selective Service registration requirements (individuals born male only).

# WIOA Adult Priority

- WIOA Adult clients who meet WIOA Low Income criteria are a priority under WIOA Legislation.
- WIOA Adult clients who are determined “Basic Skills Deficient” (BSD) or are considered English Language Learners (ELL) are a priority under WIOA Legislation.
- It is important to understand, Low Income, BSD & ELL are equal priorities under the Adult title.

# Veterans Priority of Service

As was addressed in the WIOA General Eligibility presentation on 10-21-2021, based on guidance in the Jobs for Veterans Act, a Veteran or Qualified Spouse of a Veteran must receive priority of service over other qualified individuals who are not a Veteran or Qualified Spouse of a Veteran.

## Adult Priority Per WIOA ePolicy 5.6 Service Priorities

1. Veterans and eligible spouses who meet WIOA low-income criteria or **are** BSD or ELL.
2. Individuals who are not veterans, who meet WIOA low-income criteria, **or are** BSD or ELL.
3. Veterans or eligible spouses who do not meet WIOA low-income criteria and **are not** BSD or ELL.
4. Non-veterans who **do not** meet WIOA low-income criteria or BSD/ELL criteria

# DOL TEGL 7-20

Department of Labor issued TEGL 7-20, Implementation of Priority of Service in WIOA Adults in November 2020:

- This new guidance is issuing a threshold for each state (which in turn will be monitored down to each LWIA,) to serve at least 75% of their Adult population in one or more of the priority groups of Low Income, Basic Skills Deficient (including English Language Learners), as well as Veterans or Qualified Spouse of a Veteran.

# DOL TEGL 7-20 - Tracked by Exiters

Department of Labor issued TEGL 7-20, Implementation of Priority of Service in WIOA Adults in November 2020:

- Closer examination of TEGL 7-20, it was noted that DOL will be tracking this Adult Priority based on Adult Exiters in PY20 (7-1-20 - 6-30-21) to capture a baseline on how each state (and each LWIA) has been doing regarding serving Adult clients who have met the WIOA Adult Priorities outlined in the WIOA legislation.

# PY20 Adult Exiters

As of October 21<sup>st</sup>, 2021, below are how the PY20 exiters numbers look (exited on or after 7-1-2020 through 6-30-21) - number of **Adult exited clients** who had met one or more of the Adult Priorities:

- State-wide: 3,424 total - 3,137 who met priority = 91.6%
- LWIA 7: 1,486 total - 1,344 met priority = 90.4%

# DOL TEGL 7-20 - Tracked by Exiters

Department of Labor issued TEGL 7-20, Implementation of Priority of Service in WIOA Adults in November 2020:

- **Basically, for those working with the Adult title, keep doing what you have been regarding following the Adult priorities and everything will work well regarding the guidance within TEGL 7-20.**

# WIOA Low Income

- As was addressed in the WIOA Low Income presentation back on 10-21-2021, there are six different ways an Adult client could meet WIOA Low Income criteria.
- If a client meets any one of the six WIOA Low Income criteria, they should receive priority under the WIOA Adult title.

# Six ways an Adult Client could become qualified as Low Income

1. Cash Welfare
2. Food Stamps
3. Homeless
4. Foster Child
5. Family Low Income Determination
6. Family of One Due to a Disability

Please refer to 10-21-21 recording for the details for each criteria.

# Basic Skills Deficient

Basic Skills Deficient - respect to an individual— (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual 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.

# Basic Skills Deficient (BSD)

- If an individual scores at or below 8<sup>th</sup> Grade Level on either their Math or Reading Assessment test they would be determined BSD.
- In WIOA ePolicy Chapter 5.9 Basic Skills Deficiency (BSD) Assessment Requirements, effective 7/1/2021 provides guidance related to using the Basic Skills Screening Tool.
- Lastly, if an individual is assessed as an English Language Learner (ELL), they are also determined to meet BSD criteria.

# BSD Due to Testing

If the client was determined BSD due to assessment tests (scoring at or below 8<sup>th</sup> Grade Level), then a hard copy of the assessment tests scoring sheet indicating the Category of Test (Adult Basic Education, English as a Second Language or Other), type of test (Math or Reading), the date of test, grading (including the scale score and Grade Level Equivalency) must be in the hard copy file that support BSD criteria.

# Recording Assessment Tests

An important detail that I have been asked to stress, when assessment tests are being recorded on a client in Career Connect, even though the Grade Level Equivalency (GLE) is not required field on the screen, **you must record** the clients accurate GLE to get proper credit for Federal Reporting.

# Within Career Connect

Within Career Connect, on the “Barriers” screen within the application, is where the question related to Basic Skills Deficient is recorded when a client has scored at or below 8 Grade Level on their pre-assessment Math or Reading test.

# Within Career Connect

If you have an assessment test dated on or prior to the clients WIOA application date that would support the client being BSD, you record “Yes” to the Basic Skills Deficient/Low Levels of Literacy question, then for the documentation under “verify”, the documentation would be the “Results from an Authorized Assessment Test”.

\* Basic Skills Deficient/Low Levels of Literacy:  Yes  No

\* Verify: [ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]  
✓ Adult - Results from an Authorized Assessment Test

# Why Have a Screening Tool?

- An important detail to understand is; the purpose of the Basic Skills Screening Tool is a way to capture the criteria under section (B) of the WIOA Basic Skills Deficient definition, (see yellow highlighted portion directly below):
- **Basic Skills Deficient** - with respect to an individual— (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual 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.

# Basic Skills Screening Tool

- We will now transition to the next way a client could be determined BSD.
- Based on guidance in WIOA ePolicy Chapter 5.9 Basic Skills Deficiency (BSD) Assessment Requirements, effective 7/1/2021
  - Attachment “A” within this policy is a Basic Skills Screening Tool (see example on next slide.)
  - If a client has a response of “No” to any of the questions on the screening tool, they will be determined BSD.

# Basic Skills Screening Tool

If an individual replies “No” to any of the following questions on the screening tool, they can be determined BSD:

- 1) Do you have a high school diploma, General Education Development (GED) certificate or High School Equivalency Diploma (HSED)?  Yes  No  Currently in high school (does not include GED or HSED programs)
- 2) Can you follow basic written instructions and diagrams with no help or just a little help?  Yes  No
- 3) Can you fill out basic medical forms and job applications?  Yes  No
- 4) Without the aid of a calculator, can you add, subtract, multiply and divide with whole numbers up to 3 digits?  Yes  No
- 5) Can you do basic tasks on a computer?  Yes  No
- 6) Do you speak and read English well enough to get and keep a job?  Yes  No

# Basic Skills Screening Tool

- Within Career Connect, on the “Barriers” screen within the application, is where the question has been added when a client is being determined BSD due to the new screening tool.
- If any question on the screening tool is answered “No” by the client, then the question “Basic Skills Deficient/Low Levels of Literacy” on the “Barriers” screen should be answered “Yes”; (see example on next slide).

# Basic Skills Screening Tool

Demonstrating recording BSD due to the screening tool.

## *In Career Connect:*

- 1) On the Barriers screen of the WIOA Application, set Basic Skills Deficient to “Yes” or “No” based on the tool.
- 2) If yes, select “Completed, signed and dated Basic Skills Screening Tool” as the verification.

\* **Basic Skills Deficient/Low Levels of Literacy:**

Yes  No ←

\* **Verify:**

[ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

✓ Completed, signed & dated Basic Skills Screening Tool (Adult, DW or Youth)

- 3) Add a Case Note with the Subject: “BSD Assessed with Screening Tool” and include the following in the Case Note description:
  - the date of the screening,
  - whether or not the client was determined basic skills deficient, and
  - if the client is basic skills deficient, how the individual’s deficiency will be addressed.
- 4) Place a completed, signed copy of the document in the individual’s file.

# Basic Skills Deficient

- Similarly, if an individual scores at or below 8<sup>th</sup> Grade Level on either their Math or Reading Assessment test they would be determined BSD and the question “Basic Skills Deficient/Low Levels of Literacy” on the “Barriers” screen in the application in Career Connect should be answered “Yes”.
- If a client is determined BSD due to both the Basic Skills Screening tool and based on assessment test(s), documentation should be in the hard copy file to support the clients complete BSD status.

# English Language Learner

English Language Learner - when used with respect to an eligible individual, means an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment where a language other than English is the dominant language.

# English Language Learner

- Within Career Connect, on the “Barriers” tab within the application, is a question, “Do you primarily speak a language other than English?”
- If the question is populated with a “Yes”, the client will meet the barrier as an English Language Learner (ELL). (See example on next slide.)

# English Language Learner (ELL)

## Ethnic Origin

- \* Are you of Hispanic or Latino heritage?  Yes  No  I do not wish to answer.
- \* Race - Please check all that apply:
- African American/Black
  - American Indian/Alaskan Native
  - Asian
  - Hawaiian/Other Pacific Islander
  - White
  - I do not wish to answer.

## Language

Do you primarily speak a language other than English?

- Yes  No ←

\* What is that language?

\* How well do you speak that language?

\* Do you require English language assistance?  Yes  No

\* How well do you speak English?

# English Language Learner (ELL)

In Career Connect, if a client is identified as an English Language Learner, the client must indicate a language of preference.

## Language

Do you primarily speak a language other than English?  Yes  No

\* What is that language?

Cantonese

\* How well do you speak that language?

Very Well

\* Do you require English language assistance?

Yes  No

\* How well do you speak English?

I speak and understand English well enough to communicate

# Recap Adult BSD Priority

- If an individual scores at or below 8<sup>th</sup> Grade Level on either their Math or Reading Assessment test they would be determined BSD.
- An individual can be determined BSD using the Basic Skills Screening Tool.
- Lastly, if an individual is assessed as an English Language Learner (ELL), they are also determined to meet BSD criteria.
- LWIA 7 has an excellent Adult Priority of Service Checklist (see next slide.)

# Adult Priority of Service Checklist



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## ADULT PRIORITY OF SERVICE

### ELIGIBILITY CHECKLIST

Participant Name:

Agency Name:

Career Connect State ID#

#### PRIORITY OF SERVICE

Under WIOA, it prescribes a priority of service when providing individualized career and training services using WIOA Adult funds (not applicable to dislocated worker or 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 the Illinois Policy guidance. Individualized career and/or training services will be provided to adults on a priority basis under the following method.

Applicant meets the following priority of requirement (**Select one**):

- First Priority**  
Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient
- Second Priority**  
Individuals who are low-income, to include recipients of public assistance, or who are basic skills deficient
- Third Priority**  
Veterans and eligible spouses who are **NOT** low-income, or are **NOT** recipients of public assistance, and are **NOT** basic skills deficient
- Fourth 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.

# Adult Training Services

Prior to certification under “Training Services” an Adult client must have:

- Documented Assessment
- Individual Employment Plan (IEP)

# Individual Employment Plan (IEP)

IEP - A plan developed by the participant and the Career Coach to identify the participant's employment goal, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goal, including providing information on eligible providers of training services and career pathways to attain career objectives.

# Adult Training Services

The “Assessment” and “IEP” could be completed by either the LWIA staff (Career Coach); WIOA Core partner staff (Adult Ed., Wagner Peyser, Vocational Rehab, TANF staff); Training Provider or staff from some other agency.

- Most often the assessment and IEP will be completed by the WIOA Adult Career Coach at the LWIA.

# Co-Enrolled Adult

WIOA Adult client who meets the priority of services - Low Income and/or Basic Skills Deficient can be co-enrolled with age-appropriate Youth and IF qualified, a Dislocated Worker title to break up funding of services:

- If this is done, the client cannot exit from one title until services from all titles are completed.
- If this is done, the client would fall into performance outcomes for each title that the client is registered.

# WIOA Adult Eligibility

To recap, for overall WIOA Adult Eligibility a client must be 18 years of age or older, be legally authorized to work in the U.S. and if born a male, who was born on or after 1/1/1960, must be compliant with Selective Service requirements.

# Adult Eligibility and Priorities

However, it is important that the priorities laid out in the OET WIOA Priorities Policy is followed, meaning:

- Veterans Priority of Service must be followed.
- Any qualified Adult who meets WIOA Low Income criteria (please see separate power point on WIOA Low Income) or is Basic Skills Deficient or is considered an English Language Learner must be served priority to eligible Adults who do not meet the priorities laid out.

# WIOA Adult Eligibility

- This concludes the presentation on WIOA Adult Eligibility.
- Please contact your Regional Manager or Project Coordinator for any questions.