



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.

**NOTE:** Only one selection is required in each section, unless indicated.

**LOW-INCOME**

**Low-Income Qualifiers**

- Cash Welfare
- Food Stamps (SNAP)
- Homeless
- Family Income Calculation (*Select one below*)

**Based on Income Calculation for Family**

- Gross wages/Salary
- Unemployment Insurance
- Self-Employed Income
- Child Support
- Social Security Disability
- Pension
- Financial Support by Family Member
- Alimony
- Rental Income
- Insurance Annuities
- Applicant Statement
- Other income source not listed in "Excluded Income"  
\_\_\_\_\_

**Select Income Documentation Items Provided from List**

- Medical Card indicating Cash Payment (TANF)
- Public Assistance Records (Printout)
- Letter of Support from Welfare Recipient Family Member
- Food Stamps Authorization Letter/Food Stamp Recipient
- Letter from DHS, Shelter, or Temporary Residency Letter (on Shelter/Agency Letterhead) or person providing shelter verifying homeless status
- UI Document and/or Printout
- Verification of child support payment made on behalf of child
- Social Security (SSI) Award Letter or Printout
- Pay Stub(s)/Income Taxes
- Business Income Taxes forms or Letter from Employer or Personal Statement
- Social Security (SDI) Award Letter or Printout
- Letter of family support **AND** check stubs or other documents from provider **AND** Applicant Statement
- Check stub or Letter from Pension Board
- Income from Property, Income Tax Returns, or Property Deed
- Check stub from insurance company or Insurance statement
- Copy of Alimony check or Court Decree or Letter from Ex-spouse
- Applicant Statement
- Other, Required Approval: \_\_\_\_\_

**BASIC SKILLS DEFICIENT**

- Basic Skills Screening Tool
- Results from authorized assessment test

**VETERANS STATUS**

- Veteran
- Veteran's ID Card
- Not Applicable
- DD-214, Report of Transfer or Discharge Paper

Participant meets the 4th Priority of Service category.  
 I, \_\_\_\_\_ (Agency Representative) attest that there are no applicants with a higher priority status than \_\_\_\_\_ (Customer's Name) on a WIOA Services waitlist at this agency.  
 X \_\_\_\_\_ (Agency Representative's Signature)