

## **GRWDB Priority of Service Policy**

**Purpose:** A Priority of Service Policy, required under Workforce Innovation and Opportunity Act (WIOA) Title I programs, as per NJWIN 11-16(A), was approved at the Oct. 6, 2022, board meeting of the Greater Raritan Workforce Development Board (GRWDB). The policy was updated with a provision for documentation and tracking of priority status, and was approved by the full board on April 9, 2026.

**Background:** The GRWDB receives its annual Notice of Obligation of WIOA Adult funding from the NJDOL at the beginning of the Fiscal Year (July 1). These funds, allocated based on a specific formula taking into account local economic and demographic factors, are designated for serving eligible residents of Hunterdon and Somerset Counties. GRWDB Adult funds (along with state and other WIOA funds) are used to provide services delivered by a Career Training Services provider, currently the Greater Raritan One-Stop Career Training Center.

### **Summary of WIOA Adult Eligibility Requirements (Per NJWIN3-16):**

- Age 18 or older [WIOA Sec. 101 (1)];
- A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States [WIOA Sec. 188 (A) (5)]
- In compliance with the Military Selective Service Act (for males born on January 1, 1960, and later.) WIOA Sec. 189 (h)]

### **WIOA Statutory Priority for use of Adult Funds**

WIOA [Section 134(c)(3)(E)] Title I Adult program has a statutory priority for individuals who are receiving public assistance, other low-income individuals [as defined in WIOA Sec. 3 (36)] and basic skills deficient individuals [as defined in WIOA Sec. 3(5)(B)].

### **Locally Identified Priority Groups**

Per NJ WIN 11-16 and TEGL 19-16, Local Areas may also identify local priority groups from among individuals with barriers to employment identified in WIOA. The list below shows all barriers, including those barriers leading to statutory priority.

#### **Individuals with Barriers to Employment**

- a) Displaced homemakers
- b) Low-income individuals
- c) Indians, Alaska Natives, and Native Hawaiians
- d) Individuals with disabilities including youth (18 years or older) who are individuals with disabilities
- e) Older individuals (55 and older)
- f) Ex-offenders

- g) Homeless individuals (as defined in the Violence Against Women Act), or homeless children and youths (as defined in the McKinney-Vento Homeless Assistance Act)
- h) Youth who are in, or have aged out of, the foster care system (18 years or older)
- i) Individuals who are:
  - English-language learners
  - individuals who have low levels of literacy, and
  - individuals facing substantial cultural barriers
- j) Eligible migrant and seasonal farmworkers
- k) Individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (TANF)
- l) Single parents (including single pregnant women)
- m) Long-term unemployed individuals
- n) Such other groups as the Governor involved determines to have barriers to employment

**Priority of Service (per TEGL 19-16 and NJWIN 11-16)**

The WIOA Adult program is required to provide services to priority groups in the following order:

1. Veterans and eligible spouses who are also: recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient
2. Individuals, not covered above, who are: recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient
3. Veterans and eligible spouses who are not included in WIOA's priority groups, but are included in the locally identified priority group
4. Priority populations established by the Governor and/or Local WDB, i.e., Local Area Priority group
5. Non-covered persons (not veterans or eligible spouses) who do not meet the statutory priority outside the groups given priority (public assistance recipients, other low-income individuals and individual who are basic skills deficient) and the local area priority group

This policy establishes the GRWDB Local Area Priority of Service as follows:

I. Statutorily Required Priority groups in the priority order identified by TEGL 19-16 (see above, Priority of Service 1 and 2) Goal is a minimum of 51% of the total number of individuals served.

II. Veterans and eligible spouses not included in above priority groups I.

III. Other individuals with Barriers to Employment not covered in above priority groups I or II. These are comprised of individuals with one or more of the barriers identified previously in this document\* and include individuals whose income is less than 250% of the Federal Poverty Guidelines published annually by the U.S.

Department of Health and Human Services. In addition, priority of service will apply to the support of employment and training opportunities leading to a career pathway for underemployed individuals 18 to 24 years of age. Underemployed is defined as not

having full-time paid work or performing work that does not make full use of their skills and abilities. The goal is a maximum of 49 percent of the total numbers of individuals served for groups II, III and non-covered persons.

Per WD-PY24-11, priority status requires a documentation and tracking process. Documentation to be used by the Training services center may include records, certificates, identification cards and other items that can be photocopied and added to participants' files. Source documents encompass government-issued items, such as driver's licenses and library cards, as well as private documents such as utility bills, paycheck stubs, and termination notices. Additional evidence may include telephone/document inspection forms and signed self-attestations, local application forms or WIOA registration forms.

All Priority of Service will be recorded, coded and tracked in AOSOS.

*\* Additional barriers to self-sufficient employment may be added as they are identified*  
*Tracking*

### **Adult Funded Training Services**

The Career Training Services provider will actively seek out individuals in the above-mentioned priority groups and provide them with relevant training and/or services. Aligning with other GRWDB policies, the following work-based learning shall be made available:

- On-the-Job Training (up to 20 percent of Adult budget set aside)
- Incumbent Worker Training (up to 20 percent of Adult budget will be set aside)
- Other work-based learning programs as they are developed.

The Career Training Services provider also will utilize funds available through the GRWDB's Supportive Services policy.