



**RIVERSIDE COUNTY
ECONOMIC DEVELOPMENT AGENCY
WORKFORCE DEVELOPMENT CENTER**

POLICIES AND PROCEDURES

Date: June 1, 2002

Number: 19-03LL

SUBJECT: PRIORITY FOR WORKFORCE INVESTMENT ACT (WIA)
ADULT EMPLOYMENT AND TRAINING SERVICES -
LEARNING LAB PHASE

PURPOSE: To provide procedures for invoking the "Priority for WIA
Services" policy.

REFERENCES: WIA Section 101 (25), Section 134 (d)(4)(E)

U.S. Department of Labor Code of Federal Regulations (CFR)
Title 20, Section 663.600

Employment Development Department (EDD) Directive
WIAD04-18, Eligibility Technical Assistance Guide (TAG)
Section IV

POLICY:

The Riverside County Economic Development Agency (EDA) Director of Workforce Development or designee will invoke the "Priority for WIA Adult Employment and Training Services" policy, and provide intensive and training services to the federally required groups identified below when and if at the end of a fiscal year's 3rd quarter, expenditures for intensive and training services have reached a level of 90 percent of total fiscal year funding.

PROCEDURE:

Quarterly Review

EDA Workforce Development Management Information Systems (MIS) staff and WIA Management staff shall conduct a quarterly review of participant and fiscal reports to determine if a funding limitation exists.

Notification

Upon determination that a funding limitation exists, the EDA Director of Workforce Development or designee will invoke the "Priority for WIA Adult Employment and Training Services" policy, and immediately issue electronic notification (email) informing the Riverside County Workforce Development Board (WDB) and EDA Workforce Development management and staff of the

necessity of this action.

Priority Application

Priority for WIA intensive and training services is to be provided to the following groups of individuals as required by law, during a time of funding limitation:

- Recipients of public assistance or
- Low-income individuals, which are defined by the Act as an individual who:
 1. Receives, or is a member of a family that receives, cash payment under a public assistance program, or
 2. Received an income or is a member of a family whose total income for the last six months prior to application did not exceed the poverty line or 70% of the lower living standard income level, or
 3. Is a member of a household that receives or has been determined within the last six months to be eligible to receive food stamps, or
 4. Qualifies as a homeless individual, or
 5. Is an individual with a disability whose income meets the requirements of the program but who is a member of a family whose income does not meet such requirements.

This list of population groups is subject to modification to reflect changes in economic circumstances or other conditions.

Please refer any questions or concerns regarding this Policy to the Planning and Operations Unit of the Workforce Development Center at 951.955.3100.

Loren Sims, Planning and Operations Manager

ls/mr/sc

Revision Dates:

- (1) January 01, 2005
- (2) July 10, 2008