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## GST-MICHIGAN WORKS! POLICY 15-03 Change 2

**TO:** Chief Executive of Subrecipients and Agency Staff

**FROM:** Jody Kerbyson, CEO

**SUBJECT:** Priority of Service

**EFFECTIVE:** July 24, 2017

**PROGRAMS AFFECTED:** WIOA

**RESCISSIONS:** PI 15-03 Change 1

**REFERENCES:**

1. Workforce Innovation and Opportunity Act – Public Law 113-128.
2. U.S. Department of Labor Employment and Training Guidance Letter (TEGL 22-04) Veterans Priority of Service and (TEGL 19-16).

**BACKGROUND:** The WIOA Act requires local areas to establish the criteria and the process by which priority of service will be applied. This policy creates a priority of service procedure for how job seekers from certain populations are able to access WIOA services and establish priority access to these services. These target populations must first meet the eligibility requirements for the WIOA programs. All service providers must ensure that individuals in the 1st priority group such as Veterans, low income, federally defined barrier individuals and dislocated workers are served annually at a higher percentage for enrollments then priority group two and three. This priority of service is established in keeping within the requirements of the WIOA Act. Priority of services does not need to be applied until it is determined that the individual is, in need of individualized career or training services.

**POLICY:** The individual job seeker must be identified and categorized prior to enrollment. Priority of service is initiated on the service center level and applies as follows:

**Priority of service will be applied through the region in the following order.**

**1<sup>st</sup> Priority:**

- A. Priority will be given to Veterans and eligible spouses of Veterans who meet Veteran status criteria. This is in accordance with the Veteran's priority of service;  
**and/or**
- B. Individuals with one federally defined barrier to employment. (Must be documented). This is defined in accordance to TEGL 19-16 and any subsequent changes;

**2<sup>nd</sup> Priority:**

- A. Priority will be given to individuals with multiple locally defined barriers to employment. This may include unemployed or employed individuals who need assistance in gaining self-sufficiency.

**3<sup>rd</sup> Priority:**

- A. Priority will be given to individuals who are not defined in the above priority groups but meet adult eligibility and demonstrate extenuating circumstances as approved by GST Michigan! Administrative staff.

**Limited Funds Determination**

Priority will be given to Genesee, Huron, Lapeer, Sanilac, Shiawassee and Tuscola county residents should funding be limited.

Funds allocated for youth are not subject to federal priority requirements (20CFR 6623.610).

**ACTION:**

Service Providers shall take the appropriate actions necessary to implement the directives of this policy issuance. Service Provider officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

**INQUIRIES:**

Questions regarding this policy issuance should be directed to Mary Lorah Hammond 810-233-5974 Ext. 121 or JulAnn Kuenzli 989-635-3561 Ext 230.

**SIGNED:**

  
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Jody Kerbyson, CEO

7-24-17  
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Date