

DETERMINING AND DOCUMENTING LOW-INCOME STATUS; LOW INCOME AND BASIC SKILLS DEFICIENCY CRITERIA FOR WIOA TITLE I-B ADULT PROGRAM PRIORITY OF SERVICE

- I. PRIORITY FOR ADULTS IS GIVEN TO THOSE ON PUBLIC ASSISTANCE, MEET THE DEFINITION OF LOW INCOME, OR ARE BASIC SKILLS DEFICIENT. AN INDIVIDUAL MEETS THIS REQUIREMENT WHEN ANY OF THE FOLLOWING APPLY:**
- A. The individual is currently receiving or has received public assistance in the last six months, either solely or as a member of a family (refer to section II to determine who is included in the family).
 - B. The individual is a member of a family whose total family income does not exceed the higher of either the poverty guidelines, as published by the United States Department of Health and Human Services (U.S. DHHS) or 70 percent of the Lower Living Standard Income Level ([LLSIL](#)), refer to section II in this document to determine who is included in the family and who is considered a dependent (LWDBs can set the LLSIL for their LWDA's) ;
 - C. The individual is a homeless individual, as defined in 42 U.S.C. 14043e-2(6) of the [Violence Against Women Act of 1994](#), or 42 U.S.C. 11434a(2) of the [McKinney-Vento Homeless Assistance Act](#); or
 - D. The individual has a disability whose own income meets the income requirement in this section but is a member of a family whose income does not meet this requirement.
 - E. The individual is basic skills deficient (BSD) as per [WIOA](#) sec. 3(5), and is unable to:
 - 1. Compute or solve problems; or
 - 2. Read, write, or speak English at a level necessary to function on the job, in his or her family, or in society.
 - 3. In addition, the Employment and Training Administration includes individuals who are English Language Learners (ELL) as meeting the criteria of BSD (Training and Employment Guidance Letter [19-16](#)):
 - a. An ELL individual, is defined under [WIOA](#) Section 203(7), as an eligible individual who has limited ability in reading, writing, speaking, or comprehending the English language, and—

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- i. Whose native language is a language other than English; or
- ii. Who lives in a family or community environment where a language other than English is the dominant language.

II. FAMILY IS DEFINED AS TWO OR MORE INDIVIDUALS RELATED BY BLOOD, MARRIAGE, OR DECREE OF COURT, WHO ARE LIVING IN A SINGLE RESIDENCE, AND ARE INCLUDED IN ONE OR MORE OF THE FOLLOWING CATEGORIES:

- A. A married couple and dependent children;
- B. A single parent or guardian of dependent children; or
- C. A married couple.
- D. When an individual is not living in a single residence with other family members the individual is not considered a member of the family for the purposes of WIOA Title I-B.
- E. A dependent is defined as a child who is of the age:
 - 1. 18 and under at the end of the previous calendar year; or
 - 2. 24 and under at the end of the previous calendar year and was attending school.
 - a. Regardless of residence, and/or citizenship, anyone claimed as a dependent on another's person's Federal income tax return for the previous year must be presumed part of the person's family. To negate this assumption:
 - i. The person who was claimed as the dependent for income tax purposes must provide information that demonstrates the person is no longer financially dependent.
 - b. Runaway youth, emancipated youth, and court adjudicated youth separated from the family through an involuntary temporary residence elsewhere (e.g., institutionalized, incarcerated, placed as a result of court order) must not be classified as a dependent.

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- c. The individual was a student if he or she was enrolled as a full-time student during the most recent complete quarter or semester. The definition of a quarter or semester is based on how a local school district defines the terms.
 - i. The course must have been provided by a school, state, county, or local government.
 - ii. A school includes technical and mechanical schools but does not include On-the-Job training.

III. DETERMINING LOW-INCOME STATUS FOR THE ADULT PROGRAM PRIORITY OF SERVICE

Service provider staff must collect income documentation for all individuals who have been determined as the WIOA Title I-B Adult Program applicant's family members (see family definition in section II of this document) that reside in the applicant's household and use the LLSIL Matrix ([Exhibit 100C](#)) to determine if the family's total income does not exceed 70 percent of the LLSIL or the U.S. DHHS Poverty Guidelines, whichever is higher to determine if the adult is considered low-income for priority of service.

- A. If an individual is not determined to be low-income, he or she does not meet the low-income requirements of the WIOA Title I-B Adult Program. However, the individual may still be served based on the LWDB's Priority of Service policy.
- B. Individuals who are recipients of public assistance and those who are basic skill deficient-regardless of income-levels also meet priority of service requirements in section I of this document (refer to the WIOA Title I-B Adult Eligibility Checklist, [Exhibit 100A](#) for acceptable verification and documentation).

IV. DOCUMENTING LOW-INCOME STATUS FOR ADULT PROGRAM PRIORITY OF SERVICE

Service provider staff must properly document low-income status when an adult is enrolled in the WIOA Title I-B Adult program and meets one of the criteria listed in section I of this document. All attempts to gather this information, including calls, letters, and e-mail messages to the participant must be documented in the Arizona Job Connection (AJC) System in Case Notes.

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- A. Documentation related to income verification as outlined on the WIOA Title I-B Adult Program Eligibility Checklist ([Exhibit 100A](#)) must be collected and uploaded into the AJC system and in accordance with the Data Validation Checklist Exhibit [1500B](#).
- B. The WIOA Applicant Statement ([Exhibit 100B](#)) may be used as permitted on the WIOA Title I-B Adult Program Eligibility Checklist ([Exhibit 100A](#)) when the information is unverifiable or it is unreasonably difficult for the applicant to obtain, and as permitted under the Data Validation Checklist (Exhibit [1500B](#)). The applicant statement form must contain the participant's signature. Wet signatures are not required.
- C. Every attempt used to gather information for verification must be documented in the AJC system Case Notes. The *WIOA Title I-B Applicant Statement* ([WIO-1027](#)) must be uploaded into the AJC System. The WIOA Title I-B Applicant Statement ([WIO-1027](#)) may only be used as verification when listed as an acceptable document for eligibility criteria on the WIOA Title I-B Adult Program Eligibility Checklist ([Exhibit 100A](#)). The participant's citizenship, right to work, Selective Service registration, and/or date of birth must not be verified using the WIOA Title I-B Applicant Statement ([WIO-1027](#)).
- D. Individuals who are recipients of Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), or Refugee Cash Assistance (RCA) may automatically be income eligible and require no further income verification if the individual provides acceptable documentation.
 - 1. SNAP documentation must be current and indicate the individual is receiving or is a member of a family who is receiving or has received in the past six months, SNAP payments at the time of application to the WIOA Title I-B program.
 - 2. TANF documentation must be current and indicate the individual is receiving or is a member of a family who is receiving or has received in the past six months, TANF payments at the time of application to the WIOA Title I-B Adult program.
 - 3. SSI documentation must be current and indicate the individual is receiving or has received SSI in the past six months and indicates that payments were made to a single recipient. The individual applying for the WIOA Title I-B Adult

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program must be the SSI recipient at the time of application to the WIOA Title I-B Adult program to be considered as a family of one.

4. RCA documentation must be current and indicate the individual is receiving or has received RCA in the past six months and indicates that payments were made to a single recipient. The individual applying to the WIOA Title I-B Adult program must be the recipient at the time of application to a WIOA Title I-B program to be considered as receiving public assistance.
5. AHCCCS (Medicaid) must not be used as a qualifier for the WIOA Title I-B Adult Priority of Service, as income eligibility requirements for AHCCCS for a family of one is higher than the 70 % [LLSIL](#) and the U.S DHHS Poverty Guidelines.

V. DOCUMENTING BASIC SKILLS DEFICIENT FOR THE ADULT PROGRAM PRIORITY OF SERVICE

1. Service provider staff must properly document BSD status when an adult is enrolled in the WIOA Title I-B Adult program and meets any of the items listed under [section I.E](#) of this exhibit, and referring to the appropriate eligibility criteria under the WIOA Title I-B Adult Eligibility Checklist, [Exhibit 100A](#) (elements 803 (ELL), 804 (BSD)).