Title I Adult Program Policy

Background: In general, the Workforce Innovation and Opportunity Act (WIOA) Title I Adult program provides resources to enable workers obtain or retain good jobs by providing them with workforce services such as job assistance, career guidance, and training opportunities. The Adult program is designed to:

- Help employers meet their workforce needs by connecting them to skilled workers;
- Provide eligible adults with basic and individualized career services and the training services necessary to obtain good jobs; and
- Prioritize provision of these services to recipients of public assistance; other low-income individuals; and individuals who are basic skills deficient.

Scope: This policy applies to all service providers operating WIOA Title I Adult programs, WIOA Title I Adult program manager(s), WIOA fiscal officers, and the WIOA monitoring team. This policy is effective May 18, 2022.

Policy:

Adult Eligibility:
- To receive Title I Adult services, an individual must:
  - Be 18 years old or older;
  - Be a U.S. Citizen or Registered Alien;
  - Meet Selective Service registration requirements (if applicable).

Service Priority for Individualized Career Services and Training Services:
- Veterans and eligible spouses continue to receive priority of service for all federal and state-funded job training programs, which include WIOA programs.
- Individualized career services and training services must be given on a priority basis to:
  - Public assistance recipients;
  - Other low-income adults; and
  - Individuals who are basic skills deficient.
Definitions:

Veteran: An individual who served in the active military, naval, air, or space service; and who was discharged or released under conditions other than dishonorable.

Veteran Eligible Spouse: The spouse of any of the following individuals--

- Any veteran who died of a service-connected disability;
- Any veteran who has a total disability resulting from a service-connected disability;
- Any veteran who died while a disability so evaluated was in existence; or
- Any member of the Armed Forces serving on active duty who, at the time of application for assistance under this section, is listed, pursuant to section 556 of title 37 and regulations issued by the Secretary concerned, in one or more of the following categories and has been so listed for a total of more than 90 days:
  - missing in action, captured in the line of duty by a hostile force, or forcibly detained; or
  - interned in line of duty by a foreign government or power.

Low-income Individuals: An individual who meets any one of the following criteria satisfies the low-income requirement for WIOA adult services--

- Has a total family income that did not exceed 70 percent of the lower living standard income level.
  - An individual with a qualified ADA disability may be deemed a household size of one (1) for income eligibility purposes and have only their own income included in the income eligibility determination.
- Receives, or in the past 6 months has received (or is a member of a family that receives, or in the past 6 months has received) assistance through:
  - Supplemental Nutrition Assistance Program (SNAP) in accordance with the Food and Nutrition Act of 2008;
  - Temporary Assistance for Needy Families (TANF), includes cash or non-cash assistance; or
  - Food Distribution Program on Indian Reservations (FDPIR).
- Receives, or in the past 6 months has received assistance through:
  - ACA Medicaid (ACA Adult, ACA Adult Medicaid, ACA Pregnant Woman, ACA Parent/Specified Caretaker);
  - Supplemental Security Income (SSI);
  - Refugee Cash Assistance (RCA);
  - Tribal General Assistance (GA); or
  - Senior Commodities.
- Receives or is eligible to receive a free or reduced-price lunch; or
- Homeless individual defined as an individual who lacks a fixed, regular, and adequate nighttime residence, including one who:
  - Shares housing with other individuals due to loss of housing, economic hardship, or similar reasons;
  - Lives in a motel, hotel, trailer park, or campground due to a lack of alternative, adequate accommodations;
  - Lives in an emergency or transitional shelter;
  - Is abandoned at a hospital or awaiting foster care placement; or
  - Has a primary nighttime residence that is a public or place not designed for or ordinarily used as regular sleeping accommodation for human beings.
- Migrant and seasonal farmworkers;
- Is eligible under the National Farm Worker Jobs Program as grantees who provide employment and training services under WIOA similar to the Adult program.

Basic Skills Deficient: To meet the WIOA definition of basic skills deficient, an individual is:
Unable to solve or compute problems; or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.

**Allowable Career Services:**

Career Services for Adults consist of 3 types: Basic, Individualized, and Follow-up.

The provision of individual career service must be based on the employment needs of the individual as determined jointly by the individual and the case manager and may be identified through an individual employment plan (IEP).

- **Basic Career Services** are universally available to everyone without being enrolled in the Adult Program. Basic Career Services include:
  - All self-help services and those requiring minimal staff assistance including information about the Adult program and goals; eligibility determination; initial skills assessment; labor exchange information; intake and orientation to information, and referrals to other services available through the one-stop delivery system;

- **Individualized Career Services** are available to enrolled Adults. The services will be provided for an individual to obtain or retain employment and may include but are not limited to:
  - Comprehensive and specialized assessment of the skill levels and service needs of adults using testing and use of other assessment tools; and an in-depth interview and evaluation to identify employment barriers and appropriate employment goals.
  - Development of an individual employment plan (IEP) to identify the employment goals; appropriate achievement objectives; and appropriate combination of services for the participant to achieve his or her employment goals, including a list of and information about Eligible Training Providers (ETP);

- **Supportive Services** are available to enable an enrolled Adult to participate in WIOA activities when a participant is unable to obtain the services through other programs. Please refer to Montana Labor & Industry’s (MDLI) Supportive Services Policy for details.

- **Training Services** listed below may be provided to enrolled Adults:
  - Occupational skills training, including training for nontraditional employment;
  - On-the-Job Training (OJT);
  - Incumbent Worker Training (IWT);
  - Programs that combine workplace training with related instruction, which may include cooperative education and Registered Apprenticeship programs;
  - Training programs operated by the private sector;
  - Skill upgrading and retraining;
  - Entrepreneurial training;
  - Transitional jobs;
  - Job readiness training in combination with services;
  - Adult education and literacy activities provided concurrently or in combination with training services listed on lines 112 through 121; and
  - Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

- **Follow-up Services** must be provided to Adult participants who exit to self-employment, agricultural, railroad, or federal government employment for a minimum of 4 quarters.
  - Participants placed in follow-up services must be contacted by the case manager at least once per quarter to obtain wage data.
  - Follow-up services include, but are not limited to:
    - Additional career planning and counseling;
    - Contact with the participant’s employer, including assistance with work-related problems that may arise;
    - Peer support groups;
    - Information about additional educational opportunities, and referral to supportive services available in the community; and
Case management administrative follow-up.

- Financial assistance is not an allowable follow-up service.

Monitoring and Technical Assistance:

- A formal monitoring will be conducted by the entity designated by SWIB.
- The WIOA Title I Adult program manager will provide technical assistance to case managers.

References:

- Violence Against Women Act of 1994
- Richard B. Russell National School Lunch Act
- 1964 Civil Rights Act, currently authorized under Section 167 of WIOA
- 20 CFR 678.430 Career Services
- 20 CFR 680 Adult and Dislocated Worker Activities
- TEGL 18-16 Program Eligibility and Enrollment Guidance for the National Farmworkers Jobs Program
- TEGL 18-16, Change 1 to Program Eligibility and Enrollment Guidance for the National Farmworkers Jobs Program
- TEGL 19-16 Adult and Dislocated Workers Services
- TEGL 07-20 Priority of Service Provisions for Most in Need in WIOA Adult Program