




**DISTRICT OF COLUMBIA  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)  
WORKFORCE IMPLEMENTATION GUIDANCE LETTER (WIGL)**

**DATE:** January 6, 2017

**NO:** DC-WIGL-2017-001-WIOAAdultEligibilityandPriorityofService

**TO:** LOCAL WORKFORCE DEVELOPMENT SYSTEM STAKEHOLDERS  
AMERICAN JOB CENTERS  
WIOA YOUTH SERVICE PROVIDERS  
WIOA ELIGIBLE TRAINING PROVIDERS  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)  
DEPARTMENT ON DISABILITY SERVICES (DDS)  
DEPARTMENT OF HUMAN SERVICES (DHS)

**FROM:** ODIE DONALD II   
Executive Director, Workforce Investment Council (WIC)

**SUBJECT:** WIOA TITLE I ADULT ELIGIBILITY AND PRIORITY OF SERVICE  
GUIDELINES

**1. Purpose.**

To provide guidance for adult eligibility and priority of service.

**2. References.**

WIOA Section 134 (c)(3)(E)  
WIOA Final Rule 680.600  
WIOA Section 3 (36)  
WIOA Section 3 (5)(B)  
WIOA Section 3 (63)(A)  
Jobs for Veterans Act 38 U.S.C. 4215 (2)  
DC WIOA Unified State Plan  
District of Columbia Workforce Investment Council Policy Manual  
Prior DC WIOA Policies  
All Policy Guidance to be housed at <http://dcworks.dc.gov>

### **3. Definitions.**

WIGL – Workforce Implementation Guidance Letter

WIC – District of Columbia Workforce Investment Council

DOES – District of Columbia Department of Employment Services

AJC – American Job Center

LWDA – Local Workforce Development Area

LWDB – Local Workforce Development Board (the DC WIC)

WIA – Workforce Investment Act

WIOA – Workforce Innovation and Opportunity Act

USDOL – United States Department of Labor

R – Revised. When updates are made to WIGL letters, the R will serve as an indicator that a revision has been made, along with a revision number if multiple adjustments are made.

### **4. Background.**

The WIC is currently developing policy on adult eligibility. However, the WIC seeks to provide interim guidance on adult eligibility and priority of service prior to the distribution of the policy. While WIOA Title I eligibility requirements remain largely consistent with WIA, there are significant changes to service priority provisions.

### **5. Guidance.**

**WIOA ADULT ELIGIBILITY:** To be eligible to receive WIOA services as an adult, an individual must:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the United States; and
- Meet Military Selective Service Registration requirements (males only)

**SERVICE PRIORITY:** Consistent with WIA, priority for adult services must be given to recipients of public assistance and other low-income individuals (as defined in WIOA sec. 3(36)), with added priority for individuals who are basic skills deficient (as defined in WIOA sec. 3(5)(B)) in the local area. Under WIA, this priority applied only when adult funds were limited. However, under WIOA, priority applies regardless of funding levels.

**VETERANS PRIORITY OF SERVICE:** Veterans under WIOA sec. 3 (63)(A) receive priority of service as described in the Jobs for Veterans Act (38 U.S.C. 4214 (2)).

Veterans and eligible spouses of veterans who otherwise meet the eligibility requirements for adult programs must receive the highest priority for services.

**ORDER OF PRIORITY:** Priority must be provided in the following order:

- First, to veterans and eligible spouses who are also recipients of public assistance, are low income individuals, or who are basic skills deficient. Military earnings are not to be included as income for veterans and transitioning service members;
- Second, to individuals who are not veterans or eligible spouses who meet WIOA adult formula funds priority criteria;
- Third, to veterans and eligible spouses who are not included in WIOA's priority groups; and
- Fourth, to individuals outside the groups given priority under WIOA

**6. Action Requested.**

Effective immediately. Please distribute this WIGL to appropriate individuals.

**7. Attachments.**

None.

**8. Inquiries.**

Inquiries regarding this guidance should be directed to:

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**9. Expiration.**

Continuing.