



## POLICIES AND PROCEDURES

POLICY TYPE:	WIOA Priority of Service for Individual Career Services and Training Services
EFFECTIVE:	December 14, 2020
REVISED:	July 1, 2025

### BACKGROUND

Under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult program priority of service must be implemented **regardless of fund availability**.

### REFERENCE:

[WIOA Section 134](#) (c) (3) (E) (24)  
[TEGL 7-20](#) Effective Implementation of Priority of Service  
[20 CFR 680.600 through 660](#)  
[State of Oregon Priority of Service Policy](#)

### PURPOSE

This revision to Lane Workforce Partnership's Priority of Service policy is intended to align with the Department of Labor's (DOL) Training and Employment Guidance Letter (TEGL) #7-20 issued on November 24, 2020. This policy is to establish Priority of Service requirements with respect to WIOA funding of Individualized Career Services and Training Services and sets program targets. The WIOA regulations require a policy be set by the Local Workforce Boards that ensures that priority is given to veterans, eligible spouses of veterans, and low-income individuals as stated in this policy.

### POLICY

Lane Workforce Partnership will ensure that all sub-recipients and service providers of WIOA Title I funds apply "Priority of Service" as prescribed in WIOA and set out in this policy.

All WIOA funds that are allocated to Individualized Career Services and Training Services must have priority of service applied as outlined in this policy **regardless of fund availability**. The affected individuals must meet all eligibility of the program or services prior to priority of services being considered.

**Veteran and Eligible Spouse-** An individual or spouse of an individual who served at least one day of active service and who was discharged or released under conditions other than dishonorable should be given priority for all services. Note: In instances of divorce the spouse loses their "eligible spouse" designation.

**Priority of Service-WIOA Adult funds** expended on Individualized Career Services and/or Training Services, priority must be given to:

- a. Individuals who are recipients of public assistance
- b. Individuals who are low income
- c. Individuals who are basic skill deficient
- d. English language learners

**Order of Priority:** Priority must be provided in the following order:

- i. First to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for services with WIOA Adult formula funds for individualized career services and training services.
- ii. Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
- iii. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
- iv. Fourth, priority populations established by the Governor and/or Local WDB. and
- v. Last, to non-covered persons outside the groups given priority under WIOA.

The WIOA Adult Program Service Provider must consider priority of service as set out in this policy when providing WIOA funded Individualized or Career Services, this is inclusive of the award of scholarships and on-the-job training. The Adult Program Provider shall ensure that procedures are in place that ensures that priority of service is being considered before services are rendered.

The Employment and Training Administration envisions that giving priority of service to these individuals means ensuring that at least 75 percent of a state's participants receiving individualized career and training services in the Adult program are from at least one of the priority groups mentioned above, and expects this rate will be no lower than 50.5 percent in any state. To ensure alignment with ETA expectations of the states, LWP has set a target at 75 percent of those served in individualized or training services shall be in one or more of the prioritized groups.

**ISSUED:**

**Date: Revised July 1, 2025**

**LWP Director of Workforce Programs**