

**Workforce Investment Area 16
Belmont, Carroll, Harrison and Jefferson Counties**

Policy Letter 04-2004

Policy: Determination of Limited Funds and Priority of Service to Adults

I. PURPOSE

- A. To establish guidance for determining limited funds and priority of service for adults.

II. WORKFORCE INVESTMENT BOARD APPROVAL

- A. Motion 38-2004 approved on July 29, 2004.

III. POLICY LETTER IMPLEMENTATION

A. Policy Statement

The process of determining limited funds must take into account the leveraging of funds from other programs and grants with WIA funds. It is also clear that the need may differ by county. A county may appear to have limited funds one month and not be limited the next month. When a county has obligated 75% of their adult funds, then available funds would be considered limited. The Workforce Investment Agency must notify the local Workforce Investment Board through the WIA Administrative Entity and Fiscal Agent when such a change of status occurs.

In the event that funds allocated to the local area for adult employment and training activities are limited, priority for intensive and training services funded with Title I WIA adult funds must be given to recipients of public assistance and other low-income individuals as defined in section 101 (25) of the Act.

The Workforce Investment Board of WIA 16 has established the following priority system to be implemented when funds are limited:

- A. Recipients of Public Assistance and other low income individuals;
- B. Veteran; (Preference will be given to Veterans over Non-Veterans).
- C. Residents of the respective county;
- D. Additional constraints may be added by the counties as needed.

The local Workforce Investment Agency or designee may develop a most in need form, if necessary, to be placed in the appropriate participant record file when funds are limited.