TECHNICAL ASSISTANCE

Date:	08/06/2024
Contact:	policy@dwd.in.gov
Program:	Workforce Innovation and Opportunity Act (WIOA) Title I Adult
Subject:	DWD Technical Assistance 2021-09, Change 2 Locally Established Priority of Service Group Data Entry Instructions

Purpose

To provide guidance on entering locally defined priority of service groups into Indiana Career Connect (ICC). This document is intended to serve as companion guidance to DWD Policy 2019-04, Change 3 *WIOA Title I Adult Priority of Service.*

Change Summary

This TA has been updated to state that, if a participant is a public assistance recipient, a low-income individual, or a basic skills deficient individual, then the participant must be categorized under one of those three priority populations. Even if the individual qualifies for a local priority of service group, the individual must only be categorized under the WIOA priority population for which they qualify.

Rescission

DWD Technical Assistance 2021-09, Change 1 *Locally Established Priority of Service Group Data Entry Instructions*

Content

Local areas are to follow the data entry instructions below when a participant has been identified as a member of a locally defined priority group.

NOTE: If a participant is a public assistance recipient, a low-income individual, or a basic skills deficient individual, then the participant must be categorized under one of those three priority populations. Even if the individual qualifies for a local priority of service group, the individual must only be categorized under the WIOA priority population for which they qualify.
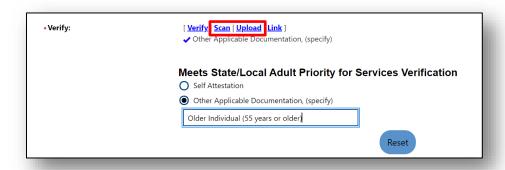
When completing the WIOA application, select "**Yes**" to the "**Meets the Additional Priorities Established by the Governor and/or Local Board**" question in the Adult Priority section. Then, click "**Verify**."

Select "**Other Applicable Documentation, (specify)**" and then type in the name of the locally defined group.[1]

"**Scan**" or "**Upload**" the local policy for the identified priority of service group. Follow local naming conventions, if applicable. Otherwise, name the document so that it identifies the document as the local policy for the priority of service group that is specific to the participant.

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[1] Please note that the WIOA priority populations (public assistance recipients, basic skills deficient individuals, and low-income individuals) must not be entered here. Only approved state or local priority of service groups may be entered in this text box.

Additional Information

Questions regarding the content of this publication should be directed to policy@dwd.in.gov.