



Employ Milwaukee Administrative Memo				
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Dissemination	<input checked="" type="checkbox"/> Internal		<input checked="" type="checkbox"/> External	

**TO:** Employ Milwaukee WIOA Title I-B Adult Program Staff and Service Providers

**FROM:** Peter Coffaro, Chief Program Officer

**RE:** WIOA Title I-B Adult Program Priority of Service Requirements

**PURPOSE:** This memorandum communicates local processes to ensure that WIOA Title I-B Adult Program participants are properly assessed and provided with the priority of service to which they are entitled by law.

**BACKGROUND**

The federal Workforce Innovation and Opportunity Act (WIOA) requires that staff providing individualized career services and training services funded through the WIOA Adult Program give priority to individuals who are low income and/or basic skills deficient. The Adult Program priority of service also incorporates the priority of service given to Veterans and Eligible Spouses in federally-funded training programs.

**REFERENCES**

- 29 USC 3101, Workforce Innovation and Opportunity Act (WIOA), § 3(21) and 134(c)(3)(E)
- 20 CFR § 680.600, § 680.610, and § 680.650
- US Department of Labor Training and Employment Guidance Letters (TEGLs) [WIOA 19-16](#) and [WIOA 10-09](#)
- Wisconsin WIOA Titles I-A and I-B Policy and Procedure Manual, [Policy 8.3.2](#)
- Employ Milwaukee Veterans and Eligible Spouses Priority of Service Policy

**POLICY**

WI DWD and Employ Milwaukee have declined to establish an additional priority of service tier as allowed by WIOA. On December 13, 2018, Employ Milwaukee’s Board of Directors adopted Wisconsin WIOA Policy 8.3.2: Priority of Service in lieu of a local policy.

Assessments of Priority Level

Priority of service must be assessed at the time of eligibility determination, and participants must be informed if they are to receive priority. Priority levels must be reassessed at the beginning of each new program episode.

Changes to Priority Level

During participation, a participant must be given increased priority of s/he informs Career Planner of the change in change that results in a higher priority level. The only instance in which an individual can move to a lower priority level during an episode of WIOA Adult Program participation is if an Eligible Spouse loses the status that allowed the original priority level designation. Per Wisconsin WIOA Policy 8.3.2: Priority of Service, an example of this would be if “a veteran with a total service-connected disability receives a revised disability rating at a lower level or the couple divorces...Remarriage of a widowed spouse does not cause any loss of eligibility” for a priority level.

Priority of service for individualized career and training services in the WIOA Adult Program must be given to participants in this order:

- First: Veterans and eligible spouses of veterans who are low-income or basic skills deficient.
- Second: Individuals who are low-income or basic skills deficient but are not veterans or eligible spouses.
- Third: Veterans and eligible spouses of veterans who are not low-income or basic skills deficient.
- Fourth: Everyone else.

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## Employ Milwaukee Administrative Memo #19-04

Per Wisconsin WIOA Policy 8.3.2: Priority of Service, “is not intended for a participant with higher priority to subsequently ‘bump’ a participant with lower priority who has already been approved to receive a service. Priority of service applies up to the point that the participant receives approval to begin an individualized career or training service. At that point, the participant should continue to receive services as needed until the end of his or her episode, even if participants with higher priority must wait to receive services because funds are limited.”

Career Planners must follow these steps to determine if a participant in the Adult Program must receive priority of service:

Step	Action	Career Planner Tools
1	Determine whether the individual is a veteran or the eligible spouse of a veteran.	Employ Milwaukee Veterans and Eligible Spouses Priority of Service Acknowledgement and Verification Form
2	Determine whether the individual is low-income.	Low Income Checklist in conjunction with: <ul style="list-style-type: none"> <li>• DOL-Funded Program Income Worksheet</li> <li>• Third Party Verification Form</li> </ul>
3	If the individual is not low-income, s/he must complete the WI DWD Basic Skills Screening Tool. If the individual answers "No" to any of the questions on the screening tool or is unable to complete the form without assistance, s/he is considered basic skills deficient.	<ul style="list-style-type: none"> <li>• WI DWD Basic Skills Screening Tool (<a href="https://dwd.wi.gov/wioa/policy/08/08.3.A.pdf">https://dwd.wi.gov/wioa/policy/08/08.3.A.pdf</a>)</li> </ul> <b>Note:</b> Individuals who are English Language Learners meet the criteria for basic skills deficient. WI DWD does not provide Basic Skills Screening Tool in languages other than English “because part of the test is whether the participant is able to read and complete the screening tool in English.”
4	Assign order of priority (first, second, third, fourth) as described in this policy and document it in an ASSET case note.	Employ Milwaukee WIOA Adult Program Priority of Service Acknowledgement and Verification Form
5	Submit the Employ Milwaukee WIOA Adult Program Priority of Service Acknowledgement and Verification Form to the Program Specialist with enrollment packet. Provide a copy of the form to the applicant or participant.	

### REQUIRED ACTION(S)

WIOA Title I-B Adult Program Managers must ensure that all staff have and understand WI DWD’s Adult Program Priority of Service Policy (Wisconsin WIOA Titles I-A and I-B Policy and Procedure Manual, [Policy 8.3.2](#)) and the related documents. Each WIOA Title I-B Adult Program service provider must review the attached Employ Milwaukee WIOA Adult Program Priority of Service Report. By Friday, April 26, 2019, each provider must email Employ Milwaukee’s WIOA Program Manager, Toni White, with the following:

- Any inconsistencies between this report and the service provider’s own record of Adult registrants and participants with corresponding Priority of Service tiers.
- Confirmation that an ASSET Case Note indicating the individuals’ designated Priority of Service Tier has been entered for all Adult registrations and participants.

**CONTACT:** Toni White, Program Manager [Toni.White@EmployMilwaukee.org](mailto:Toni.White@EmployMilwaukee.org)

### ATTACHMENT(S):

- Wisconsin WIOA Policy 8.3.2: Priority of Service
- Employ Milwaukee WIOA Adult Program Priority of Service Acknowledgement and Verification Form
- Employ Milwaukee Veterans and Eligible Spouses Priority of Service Policy
- Employ Milwaukee Veterans and Eligible Spouses Priority of Service Acknowledgement and Verification Form
- Employ Milwaukee WIOA Adult Program Priority of Service Report, Date 03.29.19



## Wisconsin's Workforce Innovation & Opportunity Act (WIOA) Titles I-A and I-B Policy & Procedure Manual

### 8.3.2 Priority of Service

*Effective date: January 7, 2019*

#### 8.3.2.1 Overview

"Priority of service" means the right to take precedence over a person with lower priority in obtaining employment and training services. The person with priority receives access to a service earlier in time than a person with lower priority or, if the resource is limited, receives access to the service instead of the person with lower priority.<sup>1</sup> Priority is not part of the eligibility determination for any program; rather, it is meant to emphasize access to individualized career and training services for these higher-need populations.

Priority of service must be assessed at the time of eligibility determination, and participants must be informed if they are to receive priority.<sup>2</sup> If, during participation, the Career Planner learns of changes in an individual's status that allow him/her to receive a higher priority of service, s/he must be given increased priority. For example, if someone who was not low-income at program entry becomes low-income during participation, s/he starts receiving increased priority as soon as the career planner becomes aware of the change.

Aside from the exception discussed under "Eligible Spouse," below, once a priority level has been assigned participants cannot move to a lower priority level during an episode. Priority levels must be reassessed at the beginning of each new program episode.

[Veterans and eligible spouses of veterans](#) receive priority of service in **all** WIOA Title I-B programs.<sup>3</sup>

For the **Adult Program only**, priority for individualized career and training services must also be given to participants who are designated:

- [low-income](#), and/or
- [basic skills deficient for the Adult Program](#).<sup>4</sup>

**Note:** Individuals who are **English Language Learners** meet the criteria for "basic skills deficient."<sup>5</sup>

Priority for low-income and basic skills deficient populations does not apply to basic career services within the Adult Program<sup>6</sup> nor does it apply to any services in the Dislocated Worker Program.<sup>7</sup>

**Note:** Eligible individuals who are not low-income or basic skills deficient **may still be served** in the Adult Program.<sup>8</sup>

Participant's Status	Adult Program Services	Dislocated Worker Program Services
Veterans, eligible spouses of veterans or service members receive priority of service in all WIOA Title I-B programs	<p>✓ All Services</p>	<p>✓ All Services</p>
Low-income or basic skills deficient	<p>✗ Basic Career Services</p> <p>✓ Individualized Career Services</p> <p>✓ Training Services</p> <p>✗ Supportive Services</p>	<p>✗ Basic Career Services</p> <p>✗ Individualized Career Services</p> <p>✗ Training Services</p> <p>✗ Supportive Services</p>

- ✓ priority of service applies
- ✗ priority of service does not apply

### 8.3.2.2 Additional Priority Populations

The local WDBs may give priority to populations beyond those mentioned above for the Adult Program, in accordance with the order of priority described below. If a local WDB chooses to do so, those additional priority populations must be described in the local WDB's Local Plan.<sup>9</sup> It is up to the local WDB whether a newly designated priority population applies to all active participants or only to participants who enter the program after the new policy becomes effective.

### 8.3.2.3 Veterans and Eligible Spouses

For the purposes of implementing priority of service, a broad definition of the term "veteran" is used. Under this definition, "veteran" means a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.<sup>10</sup>

Active military service includes full-time federal service in the National Guard or a reserve component. This definition of "active service" does not include full-time duty performed strictly for training purposes (which often is referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities (usually in response to events such as natural disasters).<sup>11</sup>

**"Eligible spouse"** means the spouse of:

- a veteran who died of a service-connected disability;
- an active member of the **U.S. Armed Forces** who, at the time of the priority determination, is missing in action, has been captured in the line of duty by a hostile force, or is being forcibly detained or interned by a foreign government or power for at least 90 days;

- a veteran who has been evaluated by the Department of Veterans Affairs as having a total disability resulting from service; or
- a veteran who died while a disability was in existence.<sup>12</sup>

A spouse can lose his/her priority if a living veteran or service member loses the status that was the basis for the priority of service determination (e.g. a veteran with a total service-connected disability receives a revised disability rating at a lower level or the couple divorces).<sup>13</sup>

Remarriage of a widowed spouse does not cause any loss of eligibility.<sup>14</sup>

See the [Guide to Participant Case File Documentation](#) for acceptable documentation to verify the status of veterans and eligible spouses.

### 8.3.2.4 Order of Priority and Application

Priority of service must follow this order:

- First: [Veterans and eligible spouses of veterans](#) who are low-income or basic skills deficient.
- Second: Individuals who are low-income or basic skills deficient but are not veterans or eligible spouses.
- Third: Veterans and eligible spouses of veterans who are not low-income or basic skills deficient.
- Fourth: Anyone who does not belong to one of the groups above, but who belongs to a priority population established by DWD-DET or the local WDB.<sup>15</sup>
- Last: Everyone else.<sup>16</sup>

It is not intended for a participant with higher priority to subsequently "bump" a participant with lower priority who has already been approved to receive a service. Priority of service applies up to the point that the participant receives approval to begin an individualized career or training service.<sup>17</sup> At that point, the participant should continue to receive services as needed until the end of his or her episode, even if participants with higher priority must wait to receive services because funds are limited.

**Note:** If the local WDB has a waiting list for any individualized career or training services, participants must be placed on the list consistent with the order outlined above.<sup>18</sup>

Career planners should follow these steps to determine if a participant in the Adult Program must receive priority of service:

1. Determine whether the individual seeking to enroll is a [veteran or is the eligible spouse of a veteran](#).
2. Determine whether the individual is [low-income](#).  
**Note:** Low-income status must be verified using the appropriate documentation outlined in the [Guide to WIOA Title 1B Eligibility Determination and Documentation](#).
3. If the individual is not low-income, s/he must complete the [Basic Skills Screening Tool](#), which screens for basic skills deficiencies. If the individual answers "No" to any of the questions on the screening tool or is unable to complete the form without assistance, s/he is considered basic skills deficient.
4. Assign order of priority (first, second, third, etc) as described at the top of this section and document it in the ASSET case notes.

<sup>1</sup> [TEGL 10-09, p. 5](#)

<sup>2</sup> [TEGL 10-09, p. 5](#)

<sup>3</sup> [20 CFR §680.650](#); [TEGL 3-15, p. 7](#); [TEGL 19-16, p. 10](#)

<sup>4</sup> [WIOA Sec. 134\(c\)\(3\)\(E\)](#); [20 CFR §680.600\(a\)](#); [TEGL 19-16, pp. 9-10](#)

<sup>5</sup> [TEGL 19-16, p. 9](#)

<sup>6</sup> [20 CFR §680.600](#); [TEGL 19-16, pp. 9-10](#)

<sup>7</sup> [20 CFR §680.610](#)

<sup>8</sup> [20 CFR §680.600\(c\)](#); [TEGL 19-16, p. 9](#)

<sup>9</sup> [20 CFR §680.600\(c\)](#); [TEGL 19-16, p. 9](#). States can also opt to designate additional priority populations. If they do, these priority populations must be identified in the WIOA State Plan. DWD-DET has declined to exercise this flexibility at this time.

<sup>10</sup> [38 U.S.C. 101\(2\)](#); [TEGL 10-09, p. 4](#)

<sup>11</sup> [TEGL 10-09, p. 4](#)

<sup>12</sup> Defined in section 2(a) of the JVA ([38 U.S.C. 4215\[a\]](#)); [TEGL 10-09, p. 4](#)

<sup>13</sup> [TEGL 10-09, p. 4](#)

<sup>14</sup> [TEGL 10-09, Attachment B, p. 17](#)

<sup>15</sup> Any additional priority populations established by a local WDB must be listed in its local plan. Any additional priority populations established by DWD-DET must be listed in the WIOA State Plan. [TEGL 19-16, p. 9](#)

<sup>16</sup> [TEGL 3-15, p. 7](#); [TEGL 19-16, p. 10](#)

<sup>17</sup> [TEGL 10-09, p. 5](#)

<sup>18</sup> [TEGL 10-09, p. 5](#)

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## WIOA ADULT PROGRAM PRIORITY OF SERVICE ACKNOWLEDGEMENT AND VERIFICATION FORM

### BACKGROUND

Employ Milwaukee has adopted the Wisconsin Department of Workforce Development’s Adult Priority of Service Policy, as referenced in the Wisconsin Workforce Innovation and Opportunity Act (WIOA) Titles I-A and I-B Policy and Procedures Manual, Section 8.3.2 (<https://dwd.wi.gov/wioa/policy/08/08.3.2.htm>).

### PURPOSE

Priority of service means the right to take precedence over a person with lower priority in obtaining employment and training services. Your Career Planner will assess, at the time of eligibility determination, if you will receive priority of service, and you will be informed of the priority tier that applies to you. You must meet all the eligibility requirements for the WIOA Adult Program to be entitled to rights to priority of service within the WIOA Adult Program’s group of participants. If, during your participation in the WIOA Adult Program, something changes that may allow you to receive a higher priority of service than that assigned to you at enrollment, please notify your Career Planner so that s/he may reassess your status.

While veterans and eligible spouses of veterans receive priority of service in all WIOA Title I-B programs, priority for individualized career and training services must be given to participants of the Adult Program in this order:

- First: Veterans and eligible spouses of veterans who are low-income or basic skills deficient.
- Second: Individuals who are low-income or basic skills deficient but are not veterans or eligible spouses.
- Third: Veterans and eligible spouses of veterans who are not low-income or basic skills deficient.
- Fourth: Everyone else.

### ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and received a copy of WI DWD’s Adult Priority of Service Policy. I certify that the information provided on this document is true and accurate to the best of my knowledge and belief.

<b>Printed Name</b>	<b>Date of Birth</b>
<b>Signature</b>	<b>Date Signed</b>

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**TSEEM CEEB!** Daim ntawv no muaj ib **cov lus tseem ceeb** qhia paub txog koj cov cai, cov luag hauj lwm thiab/los yog cov kev pab. Nws yog ib qho tseem ceeb uas koj yuav tau to taub cov lus nyob hauv daim ntawv no, thiab peb yuav muab tau cov lus no txhais ua koj hom lus yam koj tsis tau them nyiaj dab tsi. **Hu rau (414)-270-1759** yog xav tau kev pab kom muab cov lus nyob hauv daim ntawv no txhais rau koj kom koj to taub.



## WIOA ADULT PROGRAM PRIORITY OF SERVICE ACKNOWLEDGEMENT AND VERIFICATION FORM

**THIS SECTION TO BE COMPLETED BY ADULT PROGRAM SERVICE PROVIDER STAFF**

PRIORITY OF SERVICE DETERMINATION	
Priority Assessment Timing	<input type="checkbox"/> Enrollment (Initial Eligibility Determination) <input type="checkbox"/> Re-Calculation during Participation (Due to Status Change)
Participant's Priority of Service Tier (select only one):	
<input type="checkbox"/>	1: <u>Veterans and eligible spouses of veterans</u> (covered persons) who are low-income or basic skills deficient.
<input type="checkbox"/>	2: Non-covered persons (individuals who are not veterans or eligible spouses) who are low-income or basic skills deficient.
<input type="checkbox"/>	3: Veterans and eligible spouses of veterans who are not low-income or basic skills deficient.
<input type="checkbox"/>	4: Non-covered persons without priority.

STATUS	ACCEPTABLE DOCUMENTATION	ATTACHED
<b>Veteran or Eligible Spouse</b>	Employ Milwaukee Veterans and Eligible Spouses Priority of Service Acknowledgement and Verification Form	<input type="checkbox"/> Yes <input type="checkbox"/> Does not apply.
<b>Low Income</b>	Low Income Checklist in conjunction with: <ul style="list-style-type: none"> <li>DOL-Funded Program Income Worksheet</li> <li>Third Party Verification Form</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> Does not apply.
<b>Basic Skills Deficient</b>	<ul style="list-style-type: none"> <li>WI DWD Basic Skills Screening Tool (<a href="https://dwd.wi.gov/wioa/policy/08/08.3.A.pdf">https://dwd.wi.gov/wioa/policy/08/08.3.A.pdf</a>)</li> <li>Employ Milwaukee Agency Intake Form (English Proficiency Questions)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> Does not apply.

By signing below, I attest that I have properly assessed the individual for priority of service as referenced above.

I have documented the Priority of Service tier in an ASSET Case Note.

<b>Staff Printed Name</b>	<b>Staff Agency</b>
<b>Staff Signature</b>	<b>Date Signed</b>





## EMPLOY MILWAUKEE VETERANS AND ELIGIBLE SPOUSES PRIORITY OF SERVICE POLICY

This Employ Milwaukee Veterans and Eligible Spouses Priority of Service Policy applies to all Employ Milwaukee-administered programs funded by the US Department of Labor and other programs as required by funding sources.

### PURPOSE

The [Workforce Innovation and Opportunity Act](#) (WIOA) requires that local workforce boards have a priority of service policy for the delivery of WIOA career and training services. Additionally, the [Jobs for Veterans Act](#) (JVA), Public Law 107-288, includes a priority of service requirement for veterans and eligible spouses in qualified, US DOL:-funded job training programs such as WIOA.

This Employ Milwaukee Priority of Service Policy incorporates the priority of service requirements of both WIOA and JVA for the WIOA Programs operated or administered by Employ Milwaukee (exclusive of the WIOA Adult Program which has additional requirements addressed in an additional and separate Priority of Service Policy).

### BACKGROUND

WIOA, JVA, and DOL funding requirements mandate that veterans and eligible spouses (“covered persons”) be given priority over non-covered persons (those not veterans or eligible spouses) for the receipt of employment, training, and placement services as provided by WIOA. Priority means that veterans and eligible spouses are entitled to precedence over non-covered persons for services. This means that a veteran or an eligible spouse receives access to a service earlier in time than a non-covered person.

### DEFINITIONS

**Veteran:** A person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service includes full-time Federal service in the National Guard or a Reserve component. This definition of “active service” does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as “weekend” or “annual” training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters).

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## EMPLOY MILWAUKEE VETERANS AND ELIGIBLE SPOUSES PRIORITY OF SERVICE POLICY

Eligible Spouse: The term “eligible spouse” means the spouse of any of the following:

- Any veteran who died of a service-connected disability;
- Any member of the Armed Forces serving on active duty who is listed 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 the line of duty by a foreign government or power;
- Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or
- Any veteran who died while a disability described above was in existence.

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g. if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level). Similarly, for a spouse whose eligibility is derived from a living veteran or service member, that eligibility would be lost upon divorce from the veteran or service member.

### PRIORITY OF SERVICE

Veterans and eligible spouses continue to receive priority of service for all U.S. Department of Labor funded job training programs, which include WIOA programs. Priority of service means that veterans and eligible spouses are given priority over non-covered persons for the receipt of employment, training, and placement services provided under a qualified job training program. Priority means that veterans and eligible spouses are entitled to precedence over non-covered persons for services. This requires that a veteran or an eligible spouse receives access to a service earlier in time than a non-covered person.

For a service such as classroom training, priority of service applies to the selection procedure, as follows. First, if there is a waiting list for the formation of a training class, priority of service is intended to require a veteran or eligible spouse to go to the top of that list. Second, priority of service applies up to the point at which an individual is both: a) approved for funding; and, b) accepted or enrolled in a training class. Therefore, once a non-covered person has been both approved for funding and accepted/enrolled in a training class, priority of service is not intended to allow a veteran or eligible spouse who is identified subsequently to “bump” the non-covered person from that training class.

### PRIORITY OF SERVICE DELIVERY

Veterans and eligible spouses are **required to be identified** at the point of entry into WIOA services, **and to be informed** of and given the opportunity to take full advantage of the following:

- The full array of employment, training, and placement services available;
- Applicable eligibility requirements for programs and services;
- Their entitlement to priority of service for those who meet the eligibility requirements for services and programs.

The following process is to be used by all WIOA Career Planners:

- Career Planners will provide veteran and eligible spouse customers with the Employ Milwaukee [Priority of Service Policy](#).
- Veteran and eligible spouse customers will sign an Acknowledgement and Verification Form that they received the [Policy](#). The signed form is to be kept in the customer file and included in the registration packet sent to Employ Milwaukee;
- Veteran or eligible spouse status must be indicated on all referrals for WIOA services.

### MONITORING

The following monitoring procedures are utilized to ensure compliance with the requirements in this policy:

- Employ Milwaukee
  - Reviews each new WIOA registration to verify that all required information, which includes veteran status, has been entered into ASSET and the ETO databases.
  - Reviews every WIOA registration documentation packet to verify that a signed Acknowledgement Form is included.
  - Reviews all vouchers for WIOA services before approval.
- All referrals to non-vouchered services are reviewed for veteran and eligible spouse status and priority.
- Regularly held Career Planner meetings will include training on the [Priority of Service Policy](#) as well as any federal, State, and local updates and modifications.



## VETERANS AND ELIGIBLE SPOUSES PRIORITY OF SERVICE ACKNOWLEDGEMENT AND VERIFICATION FORM

### VETERANS AND ELIGIBLE SPOUSES PRIORITY OF SERVICE RIGHTS

Under the Jobs for Veterans Act and the Workforce Innovation and Opportunity Act (WIOA), as a veteran or eligible spouse of a veteran, you have rights to priority of service. These rights include:

- The right at the first point of application for WIOA or other workforce services, to be identified as a veteran or eligible spouse and having the rights to priority of service;
- The obligation of the service provider to inform you of all program services available to you including the full array of employment, training and placement services provided; and
- The right to be informed about any applicable eligibility requirements for workforce programs and/or services.

You must meet all the eligibility requirements for a program to be entitled to rights to priority of service within that program's group of participants.

<b>Do any of the following options describe you?</b>	
<input type="checkbox"/>	Yes, <=180 Days. I served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and I was discharged or release from such service under conditions other than dishonorable.
<input type="checkbox"/>	Yes, Eligible Veteran. I served on active duty for over 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty, served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized, and was discharged or released from such duty with other than a dishonorable discharge.
<input type="checkbox"/>	Yes, Other Eligible Person. I am the spouse of one of the following: <ul style="list-style-type: none"> <li>• a veteran who died of a service-connected disability;</li> <li>• an active member of the Armed Forces who is missing in action, has been captured in the line of duty by a hostile force, or is being forcibly detained or interned by a foreign government or power for at least 90 days;</li> <li>• a veteran who has been evaluated by the Department of Veterans Affairs as having a total disability resulting from service; or</li> <li>• a veteran who died while a disability was in existence.</li> </ul>
<input type="checkbox"/>	No, none of the above describe me.
<b>Is today the first date on which you have interacted with the workforce system, either at a physical location (American Job Center) or through an electronic resource (JobCenterofWisconsin.com)?</b>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No. My first interaction with the workforce system was on __/__/____.
<b>Campaign Veteran: If you served for 180 days or less, did you serve on active duty during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized?</b>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Does not apply. (I served for longer than 180 days.)
<b>Disabled Veteran: Do you meet one of the conditions below?</b>	
<input type="checkbox"/>	Yes. I served on active duty in the US armed forces and am entitled to compensation regardless of rating; <b>OR</b> I would be entitled to such compensations but for the receipt of military retirement pay; <b>OR</b> I was discharged or released from active duty because of a service-connected disability.
<input type="checkbox"/>	Yes, Special Disabled. I served on active duty in the US armed forces and am entitled to compensation (or would be, but for the receipt of military retirement pay) under laws administered by the DVA for a disability rated at 30% or more; <b>OR</b> for a disability rated at 10 or 20% and have been determined by DVA to have a serious employment handicap.
<input type="checkbox"/>	No. I do not meet any of the above conditions.
<b>Have you attended a Transitional Assistance Program (TAP) Workshop within the last 3 years?</b>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<b>Are you currently homeless? (Homeless is defined as lacking a fixed, regular, and adequate nighttime residence.)</b>	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<b>Are you enrolled in the Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans Transition Program, or Homeless Female Veterans and Veterans with Families Reintegration Program?</b>	
<input type="checkbox"/>	Yes. Please list grant number or program service provider: _____.
<input type="checkbox"/>	No.



## VETERANS AND ELIGIBLE SPOUSES PRIORITY OF SERVICE ACKNOWLEDGEMENT AND VERIFICATION FORM

### ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and received a copy of the Employ Milwaukee Veterans and Eligible Spouses Priority of Service Policy and the Employ Milwaukee Veterans and Eligible Spouses Priority of Service Acknowledgement and Verification Form. I certify that the information provided on this document is true and accurate to the best of my knowledge and belief.

<b>Printed Name</b>	<b>Date of Birth</b>
<b>Signature</b>	<b>Date Signed</b>

Employ Milwaukee is an Equal Opportunity Employer and Service Provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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### THIS SECTION TO BE COMPLETED BY STAFF

Status	Acceptable Documentation	Status	Acceptable Documentation
<b>Veteran</b>	<ul style="list-style-type: none"> <li>DD-214 form (<a href="#">military separation/discharge papers</a>)</li> <li>Other military documents</li> <li>Verification from DWD-OVS staff.</li> </ul>	<b>Eligible Spouse</b>	<ul style="list-style-type: none"> <li>Marriage Verification (Marriage Certificate or Military Records)</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>Military or Government documents substantiating qualifying instance</li> </ul>
<b>Document Verified</b>	Document Title: Issuing Authority: Document Number: Date Issued: Expiration Date (if any):		
<b>Second Document Verified (if needed)</b>	Document Title: Issuing Authority: Document Number: Date Issued: Expiration Date (if any):		

By signing below, I attest that I have properly verified the documents referenced above.

<b>Staff Printed Name</b>	<b>Staff Agency</b>
<b>Staff Signature</b>	<b>Date Signed</b>