



# **WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD**

1222 10<sup>th</sup> Street, Suite 115, Woodward, OK 73801

## **Workforce Innovation and Opportunity Act**

### **Priority of Service**

**EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:** All Recipients, and Sub-recipients /Subgrantees must comply with WIOA’s Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.



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“Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

## Purpose

The purpose of this policy is to provide guidance and establish WOWDB Priority of Service in accordance with [TEGL 10-09](#) , [TEGL 07-20](#) and [VPL 07-09](#).

## Effective Date

WOWDB Approved 04.21.2022 - Updated 01.24.2023

**\* This document shall supersede and replace all prior versions and understandings, oral or written, of the Priority of Service Policy.**

**NOTE:** All WOWDB Policies and attachments are available for download at:

<https://wowdb.org/about-us/policies/>

## Statutory Priority for Adult Funds

WIOA Section 134(c)(3)(E) Priority - With respect to funds allocated to a local area for adult employment and training activities, priority shall be given to recipients of public assistance, other low- income individuals, and individuals who are basic skills deficient for receipt of career services described in WIOA Section 134(c)(2)(A)(xii) and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority.

## Definitions

**Veteran** as defined in 38 U.S.C. 101(2) is a person who served at least one day in the active military, naval, or air service, and who is discharged or released under conditions other than dishonorable.

**Eligible Spouse** as defined at Section 2(a) of the JVA (38 U.S.C. 4215[a]) means the spouse of any of the following:

- a. Any Veteran who died of a service-connected disability;
- b. Any member of the armed forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has so been listed for a total of more than 90 days:
  - i. Missing in action;
  - ii. Captured in the line of duty by hostile force; or
  - iii. Forcibly detained or interned in the line of duty by a foreign government or power;
- c. Any Veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veteran Affairs; or
- d. Any Veteran who died while a disability 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 of service member, that eligibility would be lost upon divorce from the veteran or service member.

**Low-income individual (as defined in WIOA Section 3(36))**

- A. In General. –The term “low-income individual” means an individual who—
- i. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance.
  - ii. The poverty line; or Is in a family with total family income that does not exceed the higher of—
    - I. The Poverty line; or
    - II. 70 percent of the lower living standard income level.
  - iii. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or a homeless child or youth (as defined under section 425(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)));
  - iv. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);
  - v. Is a foster child on behalf of whom State or local government payments are made; or
  - vi. Is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.
    - I. WIOA § 3(25)(A) – In General – The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).
    - II. 42 U.S. Code § 12102 - Definition of disability
      - (1) DISABILITY - The term “disability” means, with respect to an individual—
        - (A) a physical or mental impairment that substantially limits one or more major life activities of such individual;
        - (B) a record of such an impairment; or
        - (C) being regarded as having such an impairment (as described in paragraph (3)).
      - (2) MAJOR LIFE ACTIVITIES
        - (A) In general - For purposes of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
        - (B) Major bodily functions - For purposes of paragraph (1), a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth,

digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

- (3) REGARDED AS HAVING SUCH AN IMPAIRMENT For purposes of paragraph (1)(C):
- (A) An individual meets the requirement of “being regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
- (B) Paragraph (1)(C) shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

(4) RULES OF CONSTRUCTION REGARDING THE DEFINITION OF DISABILITY - The definition of “[disability](#)” in paragraph (1) shall be construed in accordance with the following:

(A) The definition of [disability](#) in this chapter shall be construed in favor of broad coverage of individuals under this chapter, to the maximum extent permitted by the terms of this chapter.

(B) The term “[substantially limits](#)” shall be interpreted consistently with the findings and purposes of the [ADA Amendments Act of 2008](#).

(C) An impairment that [substantially limits](#) one major life activity need not limit other major life activities in order to be considered a [disability](#).

(D) An impairment that is episodic or in remission is a [disability](#) if it would substantially limit a major life activity when active.

(E)(i) The determination of whether an impairment [substantially limits](#) a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as—

(I) medication, medical supplies, equipment, or appliances, [low-vision devices](#) (which do not include [ordinary eyeglasses or contact lenses](#)), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

(II) use of assistive technology;

(III) reasonable accommodations or auxiliary aids or services; or

(IV) learned behavioral or adaptive neurological modifications.

(ii) The ameliorative effects of the mitigating measures of [ordinary eyeglasses or contact lenses](#) shall be considered in determining whether an impairment [substantially limits](#) a major life activity.

(iii) As used in this subparagraph—

(I) the term “[ordinary eyeglasses or contact lenses](#)” means lenses that are intended to fully correct visual acuity or eliminate refractive error; and

(II) the term “[low-vision devices](#)” means devices that magnify, enhance, or otherwise augment a visual image.

- B. Lower Living Standard Income Level (LLSIL) – The term “lower living standard income level” means that income level (adjusted for regional, metropolitan, urban, and rural differences

and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary.

### **Basic skills deficient, WIOA Section 3(5)**

Basic Skills Deficient. - The term “basic skills deficient” means, with respect to an individual -

- A. who is a youth, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or
- B. who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function in a job, in the individual’s family, or in society.

### **Priority of Service for Veterans**

Veterans and eligible spouses continue to receive priority of service for all DOL-funded employment training programs, which include WIOA programs. As for the DLW program, the only priority of service is the veteran’s priority of service. A veteran must, however, meet each program’s eligibility criteria to receive services under the respective employment and training program. For income-based eligibility determinations and for determining priority of service, military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not to be considered as income, in accordance with 38 U.S.C. 4213 and 20 CFR § 683.230.

When past income is an eligibility determinant for any Federal employment or training program, including the title I Adult and DLW programs, any amounts received as military pay or allowances by any person who served on active duty and certain other specified benefits, must be disregarded in making an eligibility determination. This applies to the veteran and to other individuals for whom those amounts would normally be applied, e.g., the military spouse. Military earnings are not to be included when calculating income for veterans or transitioning service members for priority of service, in accordance with 38 U.S.C. 4213.

To further clarify, VA benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements. Therefore, eligibility for VA benefits for education or training services do not preclude a veteran or the veteran’s eligible spouse from receiving WIOA funded services, including training funds. Similarly, WIOA program operators may not require veterans or spouses to exhaust their entitlement to VA funded training benefits prior to allowing them to enroll in WIOA funded training. (See **Attachment B** for the Priority Ranking Worksheet)

### Statutory Priority and Barriers to Employment for Adult Programs

WOWDB continues to focus on the requirement to serve individuals with the barriers to employment listed in WIOA 3(24). All barriers to employment must be documented in the individual employment plan (IEP), including each of the barriers reported in the demographics section of the virtual case management system, as well as those later addressed during an interview, assessment, or evaluation. The IEP must also document steps that will be taken to resolve the barriers, progress toward barrier removal, and indicate when the barrier has been resolved or removed.

The Statutory Priority and Special Populations for Adult Programs include individuals with the following barriers to employment:

1. Displaced homemakers, as defined in WIOA 3(16);
2. Low-income individuals;
3. Indigenous Americans, including individuals who identify as Native Americans or American Indians, Alaska Natives, and Native Hawaiians;
4. Individuals with disabilities, as defined in WIOA 3(25) and including individuals who are in receipt of Social Security Disability Insurance;
5. Older individuals (age 55 and older);
6. Ex-offenders; (Offender as defined in WIOA 3 (38));
7. Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 or a homeless child or youth as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act;
8. Youth who are in or have aged out of the foster care system;
9. Individuals who are:
  - a. English language learners as defined in WIOA 203(7),
  - b. Individuals who have low levels of literacy, defined as an individual who is unable to compute or solve mathematical problems or read, write, or speak English at a level necessary to function on a job, in the individual's family, or in society; and
  - c. Individuals facing substantial cultural barriers;
10. Eligible migrant and seasonal farmworkers (as defined in WIOA 167(i) (1-3));
11. Individuals within two years of exhausting lifetime TANF eligibility;
12. Single parents (including single pregnant women);
13. Long-term unemployed individuals (unemployed for 27 or more consecutive weeks); and
14. Other groups the Governor determines to have barriers to employment.

### Priority Populations Under WIOA

Due to the statutorily required priority for adult funds, priority must be provided in the following order:

- **Priority 1:** Veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funds. This means that veterans and eligible spouses who are recipients of public assistance, low-income individuals, individuals who are basic skills deficient or English Language learners receive first priority for services provided with WIOA Adult formula funds for individualized career services and training services.
- **Priority 2:** Individuals who are not veterans or eligible spouses who are included in the groups given priority for WIOA Adult formula funds - recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient or English language learners.
- **Priority 3:** Veterans and eligible spouses who are not low income or receiving public assistance, and those who are not basic skills deficient or English language learners.
- **Priority 4:** WOWDB has locally established the following as Priority 4 population.
  - a. Any Public Health Program Recipient receiving benefits through DHS Medicaid (Sooner Care), or
  - b. Any **Adult/DLW** Applicant pursuing a Registered Apprenticeship Program (RAP) or an OJT who is currently making less than the Self-Sufficient Wage of \$20.00.

Verification of Medicaid Benefits and/ or Participation in a RAP or OJT must be verified and uploaded into the virtual case management system.

- **Priority 5:** Non-covered persons outside the groups given priority for WIOA funding. This priority includes individuals who are considered to be particularly vulnerable due to specific barriers to employment, as listed in WIOA 3(24).

WOWDB Priority 4 Populations have been established in this policy and approved by the board.

The WOWDA elects to utilize Priority 1, 2, 3 & 4 only; this allows WOWDA to maximize the enrollment for targeted populations for the area. The WOWDB does not wish to serve individuals who do not meet the priority 1, 2, 3 or 4 requirements. When reviewing the funding levels and expenditures, the WOWDB may authorize the WOWDB Executive Director the authority to issue a memo or guidance to allow for Priority 5 population to be served only during a specific timeframe as designated by the board, at the board's discretion.

## Instructions

The Adult and Dislocated Worker Eligibility Form, included as **Attachment A** to this issuance, must be completed for all Adult and DLW enrollments.

- Sections I – IV must be completed to document Adult Program eligibility.
- Section IV requires that each barrier to employment is checked that pertains to the individual identified in Section I. The completed form must then be uploaded as an enrollment document into the virtual case management system.
- Additionally, all barriers checked on the form must be addressed in the identified applicant's individual employment plan (IEP).
- The completed form must be uploaded into the virtual case management system and a program note entered in the participant's online file.

## Priority of Service Guidelines for Training Services

Before any participant may receive any type of Training Service, there must be a determination of which Priority Group the participant belongs. To make this determination, a Workforce Oklahoma staff professional must collect and review documentary evidence to verify the participant's unique circumstances. An online case file must be created and appropriate documentation must be saved in the participant's file.

After each participant's Priority group has been determined, Training Services may be offered according to the following guidelines:

A participant must meet a certain threshold of need before receiving Training Services. Training Services may be offered to Adults and Dislocated Workers in accordance with WIOA §134(b)(3)(A)(i)—

- I. Who, after an interview, evaluation, or assessment, and career planning, have been determined by staff as appropriate to—
  - a. Be unlikely or unable to obtain or retain employment, that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through the career services as described in WIOA § 134(b)(2)(A)(xii);
  - b. Be in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
  - c. Have the skills and qualification to successfully participate in the selected program of training services.
- II. Who select programs of training services that are directly linked to the employment opportunities in the local area or the planning region, or in another area to which the adults or dislocated workers are willing to commute or relocate;
- III. Who meet the requirements of WIOA §134(3)(B); and
- IV. Who are determined to be eligible in accordance with the priority system in effect under WIOA §134(3)(E).

According to TEGL 19-16 §11, In addition to providing career and training services to individuals who are unemployed, a significant number of job seekers are underemployed. Examples of underemployed individuals are:



- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

Individuals who are underemployed and meet the definition of a low-income individual may receive career and training services under the Adult program on a priority basis per TEGL 19-16 §10. Individuals who meet the definition of an individual with a barrier to employment who are underemployed may also be served in the Adult program; however, unless they are a recipient of public assistance, a low-income individual, or are basic skills deficient, they are not eligible for service on a priority basis.

### **Procedures for the Delivery of Training Services**

- Eligible participants must be ranked in terms of the Priority Group of each participant, with Priority Group "1" participants at the top of the list and Priority Group "4" participants at the bottom of the list.
- All Training Services should be assigned according to priority group. The WOWDB Board exception to priority occurs when a participant is enrolled in OJT or Apprenticeship training. In these cases, the employer has interviewed and selected the participant they wish to proceed with. In these cases, the skills and aptitudes desired by the employer will outweigh the priority group ranking.
- If two or more equally-ranked participants are available for enrollment into a Training activity, the One-Stop Operator, in conjunction with the Service Provider, may implement a participant selection process consistent with WOWDB Policy. At all times, the selection process must be designed to provide an equal opportunity for referral. An unbiased random selection process may be used.

### **Authorization for Clarifications and Additions**

The WOWDB Executive Director is authorized to issue additional instructions, guidance, approvals and/or forms to further implement the requirements of this policy, without making substantive change to the policy, except in situations when a new or updated state and federal guidance is issued.

## History

- Adopted – from Northwestern Oklahoma Workforce Investment Board (NOWIB) Approved 11.28.2017
- Added to Data Validation 12.18.19
- Revised and updated to meet - OWDI Technical Assistance - #TA-01-2021 dated March 4, 2021
- Approved by WOWDB 04.21.2022
- Accessibility Check, updated ZZ Vital Information, Correct Priority 3 and Priority 4 to remove confusing language. 01.24.2023

**Note\*** This document shall supersede and replace all prior versions and understandings, oral or written, of the Priority of Policy.

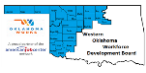
## References

- Priority of Service for WIOA Adult Funds
  - WIOA Section 134(c)(3)(E)
  - 42 U.S.C. § 12102 – Definition of Disability
  - TEGL 19-16. *Guidance on Services provided through the Adult and Dislocated Worker. Programs under WIOA and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules*
- Priority of Service for Veterans and Adult Funds
  - 38 US Code § 4215 – Priority of Service for Veterans in Department of Labor Job Training Programs.
  - 38 U.S.C. 4213 and 20 CFR § 683.230 – Specified Veteran Benefits
  - TEGL 10-09 and VPL 07-09. *Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in part by the U.S. Department of Labor+*
- Technical Assistance - #TA-01-2021 – March 4, 2021

## Attachments

- Attachment A:** Adult and Dislocated Worker Eligibility Form  
**Attachment B:** Priority Ranking Worksheet  
**Attachment ZZ:** Vital Service and Information Notice

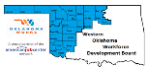
**NOTE:** All WOWDB Policies and attachments are available for download at:  
<https://wowdb.org/about-us/policies/>



# Adult and Dislocated Worker Eligibility Form

Section I: Identifying Information		
Applicant's Name:		
Last	First	MI
Participant ID: _____		Application Date: _____

Section II: General Eligibility Criteria <i>Verify all of the following criteria:</i>	Eligibility Criteria	Documentation Uploaded
1. Age / Date of Birth		
2. Citizenship / Eligible to Work		
3. Selective Service Registration		
N/A - Female		
N/A - Male under 18		
<b>Section III: Statutory Adult Priority of Service for WIOA Funds</b> <b>Instructions:</b> When utilizing Adult funds to provide individualized career services and/or training services, <u>priority must be given to recipients of public assistance, other low income individuals, and individuals that are basic skills deficient</u> , per WIOA 3(5) and TEGL 19-16 Attachment III). The underlined priorities above are the only special populations/barriers that are allowable for Priorities 1 and 2 of this section. <b>Priority must be given in the following order:</b>	<b>Please check the Adult Priority of Service</b>	<b>Documentation Uploaded</b>
<u>Priority 1:</u> Veterans and Eligible Spouses(38 U.S. Code §4215) who are low-income, recipients of public assistance and/or basic skills deficient, including English language learners		
<u>Priority 2:</u> Non-veterans or eligible spouses who are low-income, recipients of public assistance and/or basic skills deficient/English language learners.		
<u>Priority 3:</u> Veterans and Eligible spouses(38 U.S. Code §4215) who are not low-income, recipients of public assistance, or basic skills deficient.		
<u>Priority 4:</u> Priority Population established by WOWDB, Any Public Health Program Recipient receiving benefits through DHS Medicaid (Sooner Care) <b>OR</b> Any Adult/DLW Applicant Pursuing Apprenticeship, or OJT who is currently making less than the wage established in the most current Self Sufficiency Policy.		
<u>Priority 5:</u> Individuals outside the groups given statutory priority for WIOA funds ( <i>i.e., Individuals with Barriers to Employment as listed in the section below</i> )		



## Adult and Dislocated Worker Eligibility Form

<b>Section IV: Priority and Special Populations for Adult Programs WIOA 3(24)</b>  Staff must ensure that <b>ALL</b> characteristics of individuals they serve are recorded in the case management system to accurately reflect the diversity of the populations being served. Each characteristic/barrier to employment listed on the following page that applies to the participant named on this form must be checked in column 2 of this section. Additionally, the name of the support documentation that was uploaded to the case management system must be listed in column 3.	<b>Individual Characteristics and/or Barriers to Employment</b>	<b>Documentation Uploaded</b>
1. Low-income Individuals, as defined at WIOA 3(36)		
2. Individuals with disabilities. Defined at WIOA 3(25) and includes individuals in receipt of Social Security Disability Insurance (per TEGL 19-16)		
3. Homeless Individuals (See Attachment III of TEGL 19-16)		
4. Youth who are in or who have aged out of the foster care system		
5. Native Americans, Alaska Natives, and Native Hawaiians (WIOA sec. 166(b))		
6. Older Individuals (Age 55 and older)		
7. Ex-offenders		
8. Individuals who are Basic Skills Deficient, including English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers		
9. Eligible migrant and seasonal farmworkers		
10. Individuals within two years of exhausting lifetime TANF eligibility		
11. Single Parents (including single pregnant women)		
12. Long-term unemployed individuals (27 or more consecutive weeks)		
13. Displaced homemakers, as defined at WIOA 3(16)		

<b>Section V: Dislocated Worker Program Criteria</b>		<b>Eligibility Criteria</b>	<b>Documentation Uploaded</b>
<b>Date of Dislocation (required):</b>			
Recently Dislocated			
Plant Closure or Substantial Layoff			
Loss of Self-Employment			
Displaced Homemaker			
Military Spouse, WIOA 3(16)(A)(ii)			

**Instructions:** This form supersedes all versions of Attachment O to OWDI #02-2019, Data Validation and Source Documentation and Attachment D to OWDI #07-2020, Adult and Dislocated Worker Programs, as well as all local versions of both forms.

**The completed form must be uploaded into the virtual case management system as an Enrollment Document.**



## Priority Ranking Worksheet

For Adult Customers Seeking Individualized Career Services And/or Training Services

Customer Name \_\_\_\_\_

Participant ID Number \_\_\_\_\_

Determination Date \_\_\_\_\_

**Priority Rank (check one):**

1. \_\_\_ Veteran &/or Spouse **and** WIOA Priority
2. \_\_\_ “WIOA Priority” only
3. \_\_\_ “VET / SP”, not in WIOA Priority Group
4. \_\_\_ Neither “VET/SP” nor “WIOA Priority”

**DOCUMENTATION:**

**(1)** To document that this customer is a Veteran or a Covered Spouse under 38 US Code Sec 4215, a Workforce Oklahoma staff professional must validate the following statement with appropriate documentation:

The record for this individual shows that s/he is a Veteran or an “Other Eligible” person.  YES  NO

**(2) “WIOA Priority”** - To verify that this person is a “WIOA Priority” customer, additional documentation must be reviewed and validated. Use the WOWDB Priority of Service Guidelines to document that the customer meets the definition of:

Public Assistance Recipient  YES  
 OR Low-Income Individual  NO  
 OR Basic Skills Deficient

**CERTIFICATION:**

I certify that this determination of Priority Rank is true and correct, to the best of my knowledge, based on information provided by the customer named above.

\_\_\_\_\_  
**Career Navigator**

\_\_\_\_\_  
**Date**

Additional Instructions -  
 Circle the correct Priority Rank number for this customer. Use this Priority Rank number when referring the customer to an individualized Career Service or a Training Service

For customers in Priority Rank 1 or Priority Rank 2, enter appropriate documentation in the participant record.

		WIOA Priority?	
		Yes	No
<b>Veteran / Eligible Spouse</b>	Yes	<b>1</b>	<b>3</b>
	No	<b>2</b>	<b>4</b>

Note - Complete this worksheet for every participant, upload it in the participant’s online file and add a Priority of Service Program note.



## Vital Service and Information Notice

### Authorization for Clarifications and Additions

The WOWDB Executive Director is authorized to issue additional instructions, guidance, approvals and/or forms to further implement the requirements of policy, without making substantive change to the policy, except in situations when a new or updated state and federal guidance is issued.

### Pursuant to 29 CFR 38.9(g)(3), the following notice is given:

This document contains vital service information.

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss, please call Oklahoma Relay at 711-(<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

### If English is not your preferred language, please contact Equal Opportunity (EO) Officers:

#### Local EO Officer –

Venita McGuire  
Local Equal Opportunity Officer  
Western Oklahoma Workforce Development  
Board  
1222 10<sup>th</sup> St., Suite 115, Woodward, OK 73801  
580.256.8553 extension #2  
[eoofficer@wowdb.org](mailto:eoofficer@wowdb.org)

#### State EO Officer -

Karla Jackson  
State Equal Opportunity Officer  
Oklahoma Office of Workforce Development  
900 N. Stiles Ave.  
Oklahoma City, OK 73104  
Tel: 405.208.9620  
TTY: 711 or 800-722-0353  
Email: [eoofficer@okcommerce.gov](mailto:eoofficer@okcommerce.gov)

#### English

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IMPORTANT! This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call (580) 256-8553 extension 0# for assistance in the translation and understanding of the information in this document.

#### Marshallese

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MEĻĻĻE KO RELUKKUN AORŌK! Ilo pepa kein epād kōmejeje ko elap aer aorōk ikkijen jimwe, eddo im marōn ko am. Ellukun aorōk bwe kwōn jelā im mejeje kōn kōmejeje kein. Kim naj jipañ eok kōn mejeje kein ilo ukook ak kajin eo kwōj kōnaan, im ejjelok wōnāān (free). Kūr tok nōmba in talpoon in (580) 256-8553 ilo extension 0# ñan jipañ ko ikkijen ukook in kōmejeje ko ilo pepa kein

#### Spanish

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¡IMPORTANTE! Este document contiene información sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo para usted. Llame al (580) 256-8553 extension 0# para pedir asistencia en traducir y entender la información en este documento.