

BAYAMÓN-COMERÍO LOCAL WORKFORCE DEVELOPMENT AREA
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WIOA-2016-010 ADMINISTRATIVE MEMORANDUM
PROCEDURE ON PRIORITY OF SERVICE FOR ADULT FUNDS
Revised May 2025

I. INTRODUCTION

The Bayamón-Comerío Consortium is a Local Workforce Development Area (LWDA) designated by the Governor to provide employment and training services and to administer federal funds under the Workforce Innovation and Opportunity Act (WIOA) for the benefit of residents within the Bayamón-Comerío Consortium service area. As a Local Area, it must comply with and give full effect to the provisions of Section 134 regarding priority of service for eligible adults.

II. PURPOSE

Through this policy, the Local Board establishes a fair approach to providing services to individuals who do not fall within the priority categories established under WIOA, as further explained in this policy.

III. LEGAL BASIS

The following statutory authorities have been used as the basis for this policy:

1. Public Law 113-128, enacted July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA), Title I:
 - o Section 3(5): Definitions
 - o Section 134(c)(3)(E): Priority
2. WIOA Final Regulations, 20 CFR Part 680.600, Priority of Service.

IV. APPLICABLE DEFINITIONS

Eligibility – Adults must meet the following eligibility criteria:

- Be a U.S. citizen or otherwise legally authorized to work in the United States;
- Be at least eighteen (18) years of age; and
- Be registered with the Selective Service, if applicable, unless an allowable exception applies.

Priority of Service – Section 134(c)(3)(E)

- Under WIOA, priority for career services and training services funded with Adult Program funds is provided to recipients of public assistance and other low-income individuals, as well as individuals who are basic skills deficient.

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V. SERVICE PROCEDURES

Priority of Service for individuals served under the Adult Program is established in accordance with WIOA Section 134(c)(3)(E) and 20 CFR 680.600 and 680.640.

First Priority

Veterans and eligible spouses who are low-income individuals, recipients of public assistance, or basic skills deficient.

Second Priority

Individuals who are low-income, recipients of public assistance, or basic skills deficient.

Third Priority

Veterans and eligible spouses who are not low-income individuals, are not recipients of public assistance, and are not basic skills deficient.

Fourth Priority

Individuals who do not meet any of the priority categories listed above may be enrolled on a case-by-case basis with proper approval from an authorized representative. The Local Area policy limits the number of adults enrolled under WIOA who not low-income individuals, public assistance recipients, or basic skills are deficient to no more than ten percent (10%) of all adults enrolled during the program year.

To provide services under this priority category, written justification must be submitted and maintained in the participant's case file.

VI. APPROVAL AND EFFECTIVE DATE

This Public Policy shall become effective upon its signature and approval by the Local Board.

Approved in Bayamón, Puerto Rico, on August 4, 2016.



Eliud M. Díaz González
Chairman

Bayamón-Comerío Local Workforce Development Board (LWDB)