

**ST. LAWRENCE COUNTY**  
**WORKFORCE DEVELOPMENT BOARD**

[www.slconestop.com](http://www.slconestop.com)

**WORKFORCE INNOVATION AND  
OPPORTUNITY ACT**

**PRIORITY OF SERVICE POLICY for  
ADULT EMPLOYMENT & TRAINING  
ACTIVITIES**

Adopted by the St. Lawrence County Workforce Development Board: September 9, 2015

September 9, 2015  
ST. LAWRENCE COUNTY WORKFORCE DEVELOPMENT BOARD  
Resolution No. 15-I09-15

**AUTHORIZING THE ACCEPTANCE AND ADOPTION OF BYLAWS, POLICIES AND PROCEDURES, CONTRACTS AND LEASES/SUBLEASES, ADOPTED BUDGETS AND OTHER FINANCIAL RESPONSIBILITIES, TOGETHER WITH ALL OTHER CONTINUING RESPONSIBILITIES AND POWERS, FROM THE ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD**

**WHEREAS**, coming into compliance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) requires that Workforce Investment Boards become Workforce Development Boards; and

**WHEREAS**, WIOA has mandated several other changes in the organization of Workforce Investment Boards; and

**WHEREAS**, the St. Lawrence County Workforce Investment Board took actions at its June 10, 2015 meeting to initiate all these changes and to transfer its WIOA-compliant operations to the St. Lawrence County Workforce Development Board (WDB) ; and

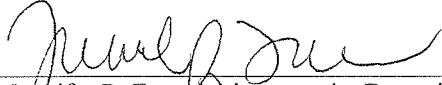
**WHEREAS**, at its August 3, 2015 meeting the St. Lawrence County Board of Legislators (BOL) took official action to replace the temporary WDB it had appointed at its July 7, 2015 meeting with membership that was fully compliant with WIOA requirements; and

**WHEREAS**, both the County BOL and the WDB recognize that the WDB is and should be the successor in due course to the WIB;

**WHEREAS**, now that a WIOA-compliant WDB is in place, it is appropriate and prudent for the WDB to officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the WIB ; and

**NOW, THEREFORE, BE IT RESOLVED** that the St. Lawrence County Workforce Development Board does hereby officially accept and adopt the bylaws and all the policies and procedures, contracts and leases/subleases, and adopted budgets and other financial responsibilities, together with all other continuing responsibilities and powers, from the St. Lawrence County Workforce Investment Board effective on July 1, 2015 and authorizes, empowers, and directs its staff to continue to operate the workforce development system in St. Lawrence County according to the precedents established prior to July 1, 2015 when and as appropriate and consistent with WIOA.

I, Jennifer R. Free, Assistant to the Executive Director of the St. Lawrence County Workforce Development Board, DO HEREBY CERTIFY, that I have compared this copy of this Resolution, adopted September 9, 2015; with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

  
\_\_\_\_\_  
Jennifer R. Free, Assistant to the Executive Director  
St. Lawrence County Workforce Development Board  
September 9, 2015

September 8, 2010

**ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD**

**Resolution No.: 10-09-18**

**Establishing a Priority of Service Policy for Adult Employment and Training Activities for the period of July 1, 2010 through June 30, 2011**

**Whereas**, all funds from the American Recovery and Reinvestment Act of 2009 (hereinafter "the Recovery Act") have been expended.

**Whereas**, Adult formula funds for this program year (PY10) have been significantly reduced, and

**Whereas**, there are a number of Adults (funded in PY09) under both Recovery Act funds and formula funds who have need of an additional year of funding in order to complete their previously approved training plans, and

**Whereas**, the LWIA continues to received requests from new applicants for financial assistance to enter into educational plans to increase their employability skills, and

**Whereas**, 20 CFR Part 1010 of the Jobs for Veterans Act (hereinafter "JVA") provides regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs, and

**Whereas**, under Section 1010.31(b)(3) of JVA, when veterans priority is applied in conjunction with another priority veterans and eligible spouses who are members of the priority group must received the highest priority within that priority group, followed by non-veterans members of the priority group,

**Now, therefore, be it resolved** that the St. Lawrence County Workforce Investment Board (SLCWIB) hereby adopts a priority of service policy for the use of Adult formula funds for PY10 that recognizes the priority of veterans already in approved training and low-income veterans within the priority group of other Adult funded individuals completing in-progress educational plans, and

**Now, therefore, be it resolved** , due to Adult funds being limited the SLCWIB gives priority for all remaining Adult formula money to recipients of public assistance and other low-income individuals for intensive and training services per WIA Section 134 (d)(4)(E) and

**Be it further resolved** that SLCWIB authorizes use of the attached form to identify Veterans, recipients of public assistance and other, low-income individuals, along with the attached "Income Eligibility Determination Process."

Pursuant to WIB Bylaws, Article IX, Section 2:

[WIB Executive Committee Approval: 05-12-2010: Daddario/Kennedy; 5/0/0]

[WIB Action: Approved 09/08/2010: Orton/Pickert move; 15 ayes/0 nays/2 abstentions from Ms. McKeel and Mr. Donaldson.]

I, Suzan M. Denny, Secretary I of the St. Lawrence County Workforce Investment Board, **DO HEREBY CERTIFY**, that I have compared this copy of this Resolution with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

\_\_\_\_\_  
Suzan M. Denny, Secretary I  
St. Lawrence County Workforce Investment Board  
September 8, 2010

June 10, 2009

ST. LAWRENCE COUNTY WORKFORCE INVESTMENT BOARD  
RESOLUTION NO.09-06-07

Approved by the WIB Executive Committee on April 22, 2009

**ESTABLISHING A PRIORITY OF SERVICE POLICY FOR ADULT EMPLOYMENT AND  
TRAINING ACTIVITIES AS REQUIRED BY THE AMERICAN RECOVERY &  
REINVESTMENT ACT OF 2009**

**WHEREAS**, the American Recovery and Reinvestment Act of 2009 (hereinafter “the Recovery Act”) was signed into law by President Barack Obama on February 17, 2009, and

**WHEREAS**, Title VIII of the Recovery Act provides funds for adult employment and training activities, “Provided, That a priority use of these funds shall be services to individuals described in 134(d)(4)(E) of the Workforce Investment Act (hereinafter “WIA”), and

**WHEREAS**, WIA Section 134(d)(4)(E) states that, “ in the event that funds allocated to a local area for adult employment and training activities are limited...priority shall be given to recipients of public assistance and other low-income individuals for intensive and training services,” and

**WHEREAS**, 20 CFR Part 1010 of the Jobs for Veterans Act (hereinafter “JVA”) provides regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs, and

**WHEREAS**, under Section 1010.310(b)(3) of JVA, when the veterans priority is applied in conjunction with another statutory priority (like the Recovery Act’s priority for recipients of public assistance and low-income individuals) veterans and eligible spouses who are members of the Recovery Act priority group must receive the highest priority within that priority group, followed by non-veteran members of the Recovery Act priority group,

**NOW, THEREFORE, BE IT RESOLVED** that the St. Lawrence County Workforce Investment Board (SLCWIB) hereby adopts a priority of service policy for the use of Adult funds made available through the Recovery Act that recognizes the priority of low-income veterans to receive Recovery Act training funds, followed by those eligible individuals who are recipients of public assistance and other low-income individuals,

**BE IT FURTHER RESOLVED** that SLCWIB authorizes use of the attached form to identify Veterans, recipients of public assistance and other, low-income individuals, along with the attached “Income Eligibility Determination Process” previously adopted for eligible youth in 2002, and now to be utilized to determine low-income status for Adult Priority of Service.

Pursuant to WIB Bylaws, Article IX, Section 2:

[WIB Executive Committee Approval: 04/22/2009: Kennedy/Caswell; 4/0/0]

**PRIORITY OF SERVICE  
IDENTIFICATION**

Note: This form shall be utilized to identify those individuals who qualify for Priority of Services when funds allocated to a local area for adult employment and training activities are limited and defines (per Workforce Development System Technical Advisory 08-08) "low-income individual."

- 1. Receives (or is a member of a family that receives) cash payments under a Federal, State or local income-based assistance program;
- 2. Has (or is a member of a family that has) received a total family income for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, and welfare payments) which, in relation to the family size, was not in excess of the higher of (i) the official poverty level (as defined by the Office of Management and Budget, and revised annually) for an equivalent period, or (ii) 70 percent (70%) of the Lower Living Standard Income Level for an equivalent period;
- 3. Is a member of a household that receives Food Stamps, or was determined eligible to receive Food Stamps in the last six months, pursuant to the Food Stamp Act of 1977;
- 4. Qualifies as a homeless individual, per section 103 (a) and (c) of the McKinney Act;
- 5. Is a foster child on behalf of whom State or local payments are made;
- 6. Is an individual with a disability whose own income is at or below the poverty level or 70% of the Lower Living Standard Income Level or receives public assistance, but whose family income does not meet said requirements;
- 7. Is a Veteran.

Public Assistance recipients are individuals who receive Federal, State or local government cash payments for which eligibility was determined by a needs or income test.

Priority of Services Determination based on the responses to the above-listed categories:

Based on the responses to the above-listed priority categories, this individual...

Qualifies  
 Does Not Qualify      ....for Priority of Services.

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

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

**PRIORITY OF SERVICE  
DETERMINATION**

Note: Income eligibility is a function of family resources and family size.

**Income is:**

- Monetary compensation for services, including wages, tips, salary, commissions, or fees before any deductions
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense)
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses)
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends
- Alimony, Military family allotments, or other regular support from an absent family member or someone not living in the household
- Private pensions, government employee pensions (including military retirement pay)
- Regular insurance or annuity payments (including state disability insurance)
- College or university scholarships (not needs-based), grants, fellowships, and assistantships
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trust
- Net gambling or lottery winnings
- Severance payments
- Terminal leave pay
- Social Security Disability Insurance payments

**Income is not:**

- Unemployment Insurance
- Child support payments (including foster care child payments)
- Need-based Public Assistance payments (including TANF, Supplemental Security Income, Emergency Assistance money payments, and non-federally-funded general assistance or general relief money payments)
- Social Security Old Age and Survivors' Insurance benefit payments
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants
- Supplemental Educational Opportunity Grants and Federal Work Study
- Needs-based scholarship assistance
- Loans
- Veterans Benefits
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance
- Capital gains
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury
- Non-cash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food or housing received in lieu of wages
- The value of food and fuel produced and consumed on farms
- The imputed value of rent from owner occupied nonfarm or farm housing
- Medicare, Medicaid, food stamps, school meals, and housing assistance
- Allowances, earnings and payments to individuals participating in programs under this Act (except OJT wages)

When a federal statute excludes income received under that statute in determining eligibility for programs operated under other federal laws, such income is also excluded in WIOA eligibility determination.

The total of included income for the most recent six-month period is multiplied by two to determine the annual income. The income from each family member is included in the total family income. The annual income is located on the published poverty/lower living standard guidelines according to family size.