Green Country Workforce Development Board

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Priority of Service Policy

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 Tamara Peachey at (918) 316-6519 for assistance in the translation and understanding of the information in this document.

Telephone Relay Service is available by dialing 711 or (800) 722-0353

PURPOSE: This guidance establishes a local policy on the coordination and delivery of supportive services, subject to WIOA's limitations.

The Green Country Workforce Development Board (GCWDB) is the policy and guidance board for the Workforce Oklahoma system in Oklahoma. We are business leaders with a commitment to lead a highly skilled, productive workforce in our 18-county area.

The Green Country Workforce Development Board (GCWDB) complies 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, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.

GCWDB is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Green County Workforce Development Boards Innovation and Opportunity Act Title I program funding statement can be found at
EO & FUNDING PAGE – Green Country Workforce Development Board
https://www.greencountryworks.org/

Purpose

The purpose of this policy is to provide guidance and establish GCWDB Priority of Service procedures for ensuring the data submitted for performance reporting are valid and reliable.

Effective Date

GCWDB Approved 10/29/2026

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

NOTE: All GCWDB Policies and attachments are available for download at:
https://www.greencountryworks.org/resources/policy-research-best-practices/

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.

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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 sez.);
   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

      III. (1) DISABILITY - The term "disability" means, with respect to an individual—
      IV. (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,

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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"

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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 8th 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 (Dislocated Worker) 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)

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Statutory Priority and Barriers to Employment for Adult Programs

GCWDB 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 (Temporary Assistance for Needy Families) 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.

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- **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 that have a barrier to employment.

- **Priority 4**: GCWDB has locally established the following as Priority 4 population.
    a. An individual who receives, or in the past six months has received, or is a member of a family that is receiving or in the past 6 months has received, benefits through DHS Medicaid (Sooner Care), **or**
    b. Any Adult/DLW Applicant pursuing an Apprenticeship, OJT, or Incumbent Worker Training who is currently making less than the Self-Sufficient threshold for the GCWDA as calculated in GCWDB Self-sufficiency Wage Calculation Methodology found in the GCWDB Self-Sufficiency policy https://www.greencountryworks.org/policy-research-best-practices/ and an adult must have a qualifying barrier to employment.

  Verification of Medicaid Benefits and/ or Participation in a RAP (Registered Apprenticeship Programs), OJT or IWT 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).

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

The GCWDA elects to utilize Priority 1, 2, 3 & 4 only; this allows GCWDA to maximize the enrollment for targeted populations for the area. The GCWDB does not wish to serve individuals who do not meet priority 1, 2, 3 or 4 requirements. When reviewing the funding levels and expenditures, the GCWDB may authorize the GCWDB 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.

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Priority of Service Guidelines for Training Services

Before any participant may receive any type of Training Service, there must be a determination of to 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 qualifications 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 and 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.

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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 GCWDB 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 GCWDB 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 GCWDB 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

- Replaces GCWDB P-0300200, Priority of Service Policy, previously GCWDB Approved and effective: 08.13.2021
- GCWDB Approved 12.08.2022
- Board Staff corrected Priority 4(a.) to clarify intent as consistent with Section A(i) of this policy on 08/07/2023.
- GCWDB Approved and Effective 10.12.2023 to ratify 8/7/2023 correction and to update policy and Attachment A to be consistent with current Oklahoma Works Policy
- Replaces GCWDB Priority of Service Policy, previously GCWDB approved effective:05.27.2025

Replaces GCWDB Priority of Service Policy, previously GCWDB approved effective 10.29.206. Board Staff removed and/or from Attachment A Priority 2.

- 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.

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- 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

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GREEN COUNTRY WORKFORCE 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 *Verify all of the following criteria:*	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		
Section III: Statutory Adult Priority of Service for WIOA Funds **Instructions:** When utilizing Adult funds to provide individualized career services and/or training services, priority must be given to recipients of public assistance, other low income individuals, and individuals that are basic skills deficient, 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. **Priority must be given in the following order:**	**Please check the Adult Priority of Service**	**Documentation Uploaded**
Priority 1: 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		
Priority 2: Non-veterans or eligible spouses who are low-income, recipients of public assistance or basic skills deficient/English language learners		
Priority 3: Veterans and Eligible spouses(38 U.S. Code §4215) who are not low-income, recipients of public assistance, or basic skills deficient with a barrier to employment		
Priority 4: Priority Population established by GCWDB, Any Public Health Program Recipient receiving benefits through DHS Medicaid (Sooner Care) **OR** Any Adult/DLW Applicant Pursuing Apprenticeship, OJT or Incumbent Worker Training who is currently making less than the current wage established in the most current Self Sufficiency Policy.		
Priority 5: Individuals outside the groups given statutory priority for WIOA funds *(i.e., Individuals with Barriers to Employment as listed in the section below)*		

GREEN COUNTRY WORKFORCE Adult and Dislocated Worker Eligibility Form

Section IV: Priority and Special Populations for Adult Programs WIOA 3(24) Staff must ensure that **ALL** 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.	Individual Characteristics and/or Barriers to Employment	Documentation Uploaded
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. Indians, 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)		

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

Instructions: This form complies with all versions of Attachment O to WSD #03-2024, Data Validation and Source Documentation and WSD #80-2024, Adult and Dislocated Worker Programs under the WIOA and Employment Services under the Wagner-Peyser Act, as amended by Title III of WIOA.

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 ServicesAnd/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 GCWDB Priority of Service Guidelines to document that the customer meets the definition of:

Public Assistance Recipient
OR **Low-Income Individual**
OR **Basic Skills Deficient**

☐ **YES**

☐ **NO**

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.

Other:_____

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

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

Green Country Workforce Development Board

Vital Service and Information Notice

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

This document contains vital service information.

For people with speech or hearing loss:
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

Green Country Workforce Development Board
822 S. Muskogee Ave. Tahlequah, OK 74464
Tamara Peachey | EO Officer
(918) 316-6519| eo@greencountryworks.org

State Equal Opportunity Officer
Kacey Luster | Oklahoma Employment Security Commission
Office of Work Development
900 N. Stiles Ave. Oklahoma City, OK 73104
(405) 557-5496 | EOOfficer@oesc.ok.gov
TTY: 711 or (800) 722-0353

Notice in English

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 (918) 316-6519 for assistance in the translation and understanding of the information in this document.

Notice in Marshallese

MEḶEḶE KO RELUKKUN AORŌK! Ilo pepa kein epād kōmeḷe ḷe ko elap aer aorōk ikkijen jiṃ we, eddo im marōn ko

am. Ellukun aorōk bwe kwōn jelā im meḷeḷe kōn kōmeḷeḷe kein. Kim naj jipañ eok kōn meḷeḷe kein ilo ukook ak kajin eo kwōj kōnaan, im ejjelok wōnāān (free). Kūr tok nōmba in talpoon in (918) 316-6519 ñan jipañ ko ikkijen ukook in kōmeḷeḷe ko ilo pepa kein

Notice in Spanish

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