

## TECHNICAL ASSISTANCE

**Date:** 07/10/2023  
**Contact:** [policy@dwd.in.gov](mailto:policy@dwd.in.gov)  
**Program:** Workforce Innovation and Opportunity Act (WIOA) Title I Adult  
**Subject:** DWD Technical Assistance 2021-09, Change 1  
Locally Established Priority of Service Group Data Entry Instructions

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### Purpose

To provide guidance on entering locally defined priority of service groups into Indiana Career Connect (ICC). This document is intended to serve as companion guidance to DWD Policy 2019-04, Change 2 *WIOA Title I Adult Priority of Service*.

### Change 1 Summary

This TA has been updated to include a note specifying that participants who qualify for one of the three WIOA Adult priority of service groups must be categorized as such.

### Rescission

DWD Technical Assistance 2021-09 *Locally Established Priority of Service Group Data Entry Instructions*

### Content

In addition to all procedures identified in the local policy and Plan, local areas are to follow the data entry instructions below when a participant has been identified as meeting a locally defined priority group.

***NOTE: If a participant is a public assistance recipient, a low-income individual, or a basic skills deficient individual, then the participant must be categorized under one of those three priority populations. If a participant who meets the criteria of one of the three priority populations also falls into a locally established priority of service group, then they must also be recorded under the local priority group.***

When completing the WIOA application, select “Yes” to the “Meets the Additional Priorities Established by the Governor and/or Local Board” question in the Adult Priority section. Then, click “Verify.”

**Adult Priority**

• Meets the Additional Priorities Established by the Governor and/or Local Board:  Yes  No  Not Provided

• Verify: [ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

Select “Other Applicable Documentation, (specify)” and then type in the name of the locally defined group.

• Verify: [ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

✓ Other Applicable Documentation, (specify)

**Meets State/Local Adult Priority for Services Verification**

Self Attestation

Other Applicable Documentation, (specify)

Older Individual (55 years or older)

Reset

“Scan” or “Upload” the local policy for the identified priority of service group. Follow local naming conventions, if applicable. Otherwise, name the document so that it identifies the document as the local policy for the priority of service group that is specific to the participant.

• Verify: [ [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) ]

✓ Other Applicable Documentation, (specify)

**Meets State/Local Adult Priority for Services Verification**

Self Attestation

Other Applicable Documentation, (specify)

Older Individual (55 years or older)

Reset

## Additional Information

Questions regarding the content of this publication should be directed to [policy@dwd.in.gov](mailto:policy@dwd.in.gov).