



**CATAWBA WIA INSTRUCTION PY08-001**

**TO:** All Catawba WIA One-Stop and Intensive Service Staff

**SUBJECT:** Pre-Award Criteria – Business Relocation/Expansion

**ISSUANCE DATE:** January 25, 2008

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**PURPOSE:**

To purpose of this instruction is to issue Catawba WIA’s priority of service policy for adults needing intensive and training services.

**BACKGROUND:**

Section 134 of the Workforce Investment Act stipulates 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.

**POLICY:** The Catawba WIA Administrative staff is responsible for monitoring the availability of adult funds and will determine when the priority of service policy should be implemented. When the expenditure rate for adult funds reaches 70% the priority of service policy should be implemented. Based on the current activities, i.e., the number of customers registered and the average cost per customers, the Catawba WIA has reached the 70% expenditure rate. Therefore, effective immediately all WIA adult customers approved for intensive and training services must be low-income individuals and individuals on public assistance. Low-income individuals are those who qualify under WIA Family Income Guidelines for South Carolina. The updated Family Income Guidelines that was issued on June 8, 2007, should be used to determine eligibility in compliance with this priority of service policy.

**INQUIRIES:** If you have any questions regarding this instruction, please contact Nicole Lawing or Robert Barber at (803) 327-9041.

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Robert A. Barber, Administrator  
Catawba Workforce Investment Area

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Date

*Serving Chester, Lancaster, Union, & York Counties*