




**Local Workforce Innovation And Opportunity Act (WIOA) Policy No. 2016-PL-02**

**To:** All Delegate Agencies, One-Stops and Sector Centers

**From:**

  
**Karin M. Norington-Reaves**  
CEO, Chicago Cook Workforce Partnership

**Subject:** ADULT ELIGIBILITY

**Date:** December 8, 2016

**Purpose:**

To define the eligibility criteria for adults seeking services under the Workforce Innovation and Opportunity Act (WIOA).

**References:**

Illinois Department of Commerce WIOA POLICY 15-WIOA-4.2 October 29, 2015  
U.S. Department of Labor WIOA Final Rule 20 CFR Part 680  
U.S. Department of Labor WIOA Sec. 3 (5) (B)

**Background:**

WIOA identifies the eligibility criteria and priority of services for enrolling individuals in the WIOA Title IB Adult Fund.

**POLICY:**

- A. An “adult” customer of WIOA must:
  1. Meet general eligibility requirements; and
  2. Must be age 18 or older.
  
- B. After eligibility determination, priority for individualized career services and training service shall be given to:
  1. Recipients of public assistance;
  2. Other low-income individuals; and
  3. Individuals who are basic skills deficient. A person is “basic skills deficient” if s/he is unable to compute or solve problems, or read, write or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

- C. Evidence of Adult eligibility **must** be maintained in the participant’s case file. A list of documents acceptable to support general eligibility can be found in the Illinois Department of Commerce’s “WIOA 1B General and Fund Source Eligibility Requirements and Documentation Source Guide”. This guide is an attachment to IDOC POLICY 15-WIOA 4.1 located on the Illinois WorkNet website at [www.illinoisworknet.com/WIOA/Resources/Pages/WIA-WIOAPolicies](http://www.illinoisworknet.com/WIOA/Resources/Pages/WIA-WIOAPolicies)

**Effective Date:**

Immediately upon Board approval.