

## PRIORITY OF SERVICE GROUPS

GROUP	DEFINITION	ACCEPTABLE DOCUMENTATION
<b>PUBLIC ASSISTANCE RECIPIENT</b>	<p>An individual that receives federal, state or local government cash payments for which eligibility is determined by a needs or income test.</p> <p>Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the <b>Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) program, Supplemental Security Income (SSI) program</b>, or state or local income-based public assistance (<b>Refugee Cash Assistance/Relief, General Relief</b>)</p>	<ul style="list-style-type: none"> <li>• Cross-match with public assistance database</li> <li>• Copy of authorization to receive cash public assistance</li> <li>• Copy of public assistance check</li> <li>• Medical card showing cash grant status</li> <li>• EBT card (recent purchase transaction receipt)</li> <li>• Public assistance records</li> <li>• Refugee assistance records</li> </ul>
<b>BASIC SKILLS DEFICIENT</b>	<p>An individual that 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. <i>Criteria used to determine whether an individual is basic skills deficient includes <b>one</b> of the following:</i></p> <ul style="list-style-type: none"> <li>• Lacks a high school diploma or high school equivalency and is not enrolled in postsecondary education.</li> <li>• Enrolled in a Title II Adult Education/Literacy program.</li> <li>• English, reading, writing, or computing skills at an 8.9 or below grade level.</li> <li>• Determined to be Limited English Skills proficient through staff-documented observations.</li> </ul>	<ul style="list-style-type: none"> <li>• School Records               <ul style="list-style-type: none"> <li>○ A referral or records from a Title II Basic Adult Education program or English Language Learner program</li> </ul> </li> <li>• Results of academic assessment</li> <li>• Case notes</li> <li>• Customer Statement</li> </ul>
<b>LOW INCOME</b>	<p><i>An individual that meets <b>one</b> of the following criteria is low income:</i></p> <ul style="list-style-type: none"> <li>• In a family with total family income that does not exceed the higher of:               <ol style="list-style-type: none"> <li>a. The poverty line, OR</li> <li>b. 70 percent of the Lower Living Standard Income Level.</li> </ol> </li> <li>• A homeless individual.</li> <li>• An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does.</li> </ul>	<ul style="list-style-type: none"> <li>• Alimony agreement</li> <li>• Award letter from veteran's administration</li> <li>• Bank statements</li> <li>• Compensation award letter</li> <li>• Court award letter</li> <li>• Pension statement</li> <li>• Employer statement/contact</li> <li>• Family or business financial records</li> <li>• Housing authority verification</li> <li>• Pay stubs</li> <li>• Public assistance records</li> <li>• Quarterly estimated tax for the self-employed</li> <li>• Social Security benefits</li> <li>• Unemployment Insurance documents</li> <li>• Customer Statement</li> </ul>
<p><b>Family income calculations INCLUDE the following:</b></p> <ul style="list-style-type: none"> <li>• Money, wages and salaries before any deductions (gross income)</li> <li>• Net receipts from nonfarm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expenses)</li> <li>• Net receipts from farm self-employment (receipts from a farm which one operates as owner, renter or sharecropper, after deductions for farm operating expenses)</li> <li>• Social Security Disability Income (SSDI)</li> <li>• Military allotments (excluding child support payments) or other regular support from an absent family member or someone not living in the household</li> <li>• Alimony</li> <li>• Pensions, whether private or government employee (including military retirement pay)</li> <li>• Regular payments from railroad retirement, strike benefits from union funds, workers' compensation and training stipends</li> <li>• Regular insurance or annuity payments</li> <li>• Net gambling or lottery winnings</li> <li>• College or university grants (i.e. not needs-based scholarships, fellowships and assistantships)</li> </ul>		<p><b>Family income calculations EXCLUDE the following:</b></p> <ul style="list-style-type: none"> <li>• Unemployment compensation</li> <li>• Foster care payments</li> <li>• Public Assistance payments (TANF, SSI, RCA, GA)</li> <li>• Old age and survivors insurance benefits</li> <li>• Income earned while a veteran was on active military duty; Vocational Rehabilitation benefits, disability payments, or related VA-funded programs</li> <li>• Capital gains</li> <li>• Child support payments</li> <li>• Any assets drawn down as withdrawals from a bank, the sale of a property, a house or a car</li> <li>• Tax refunds, gifts, loans, lump sum inheritances, one-time insurance payments or other compensation for injury</li> <li>• Noncash benefits such as employer-paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, food stamps, school meals and housing assistance</li> <li>• Needs-based scholarship assistance</li> <li>• Financial assistance under Title IV of the Higher Education Act (i.e. Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study)</li> </ul>