



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT  
EMPLOYMENT AND TRAINING SECTION

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**MICHAEL E. MAGILL**  
COMMISSIONER

November 1, 2000

Workforce Investment Act Memorandum Number E&T 00-11

**Topic:** Services to Adults

**Subject:** Local Policy Regarding Services to Adults

**Purpose:** To give guidance to LWIBs in developing restrictive policy that limits access to WIA Title I service to adults.

**Background:** It has come to the attention of the state that some LWIBs are developing policy that restricts WIA Title I services to disadvantaged adults. We would like to remind all LWIBs that one of the key elements of the WIA is to make employment and training program accessible to all adults regardless of their income. This new policy will broaden service and provide services at the time any adult request WIA service.

At the same time, the state is aware that providing service to the disadvantaged is an important factor in ensuring that those who are most in need get priority in receiving services. To allow local flexibility in giving priority to the disadvantaged, the state will allow LWIBs to use the disadvantaged criterion when 75% of the adult funds have been obligated to adult program participants.

**Instructions:** If the LWIB has established a policy restricting eligibility to adults based on economic status, the policy should be rescinded. The only requirement for eligibility will be that the customer is over 18 years old and to serve the disadvantaged as a priority the area must have obligated 75% of the adult funds. The state policy will supersede any local policy issued regarding this matter.

**Contact:** For questions regarding this policy, please contact Susan Cowden, Director for Employment and Training Section, at 741-3874.

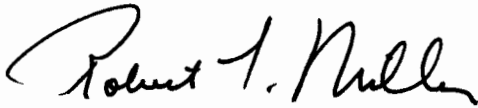
**Memorandum**

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**Effective Date:       Immediately**

**Expiration Date:     Indefinite**

A handwritten signature in black ink, appearing to read "Robert L. Miller". The signature is written in a cursive style with a large initial "R".

**Robert L. Miller, Administrator  
Employment and Workforce Development**

**RLM/SC/RT**