

## PRIORITY OF SERVICE DETERMINATION

*Please review Policy for Priority of Service dated September 1, 2010.*

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Suitable for Services \_\_\_\_\_ YES \_\_\_\_\_ NO

If No Referred to \_\_\_\_\_

Veteran or Eligible Spouse (20pts)	
Low Income Individual (20pts)	
Recipient of Public Assistance (20pts)	
Exhausted Unemployment Benefits (10pts)	
Completed Job Search Requirement/Unable to Obtain Employment (10pts)	
Requires Assistance Beyond Any Other Available Aid (10pts)	
Employed but Not Self-sufficient (5pts)	
Has Skills/Qualifications Needed to Successfully Complete (5pts)	

**POINTS** \_\_\_\_\_

**0-30 Lower Priority**  
**35-65 High Priority**  
**70-100 Highest Priority**

**Suitability Ranking: Ranges between 1 – 4 Points** \_\_\_\_\_

Points based on following criteria:

- \_\_\_\_\_ Responsible and dependable on keeping appointments, providing necessary documentation, and following through with assignments
- \_\_\_\_\_ Has High School Diploma or Equivalent
- \_\_\_\_\_ Good Work History
- \_\_\_\_\_ Appropriate Dress
- \_\_\_\_\_ Problem Solving/Critical Thinking Skills
- \_\_\_\_\_ Employability Considerations
  - Adequate housing \_\_\_\_\_
  - Childcare \_\_\_\_\_
  - Other \_\_\_\_\_
  - Transportation \_\_\_\_\_
  - Family support \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

*This form must be used for all possible applicants/ enrollments in adult/dislocated worker programs when funds are deemed to be limited.*

September 1, 2010