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Local Policy: Providing Services to Underemployed Individuals

The following policy of the Monmouth County Workforce Development Board establishes the criteria by which the Monmouth County American Job Center will provide funded career and training services to individuals who are defined as “Underemployed”.

Two overriding WIOA requirements must first be met:

1. WIOA eligibility for Career Services under the Adult Program must be met:
 - Age 18 or older (WIOA Sec. 101 (1));
 - A citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, parolee, or other immigrant authorized by the Attorney General to work in the United States (WIOA Sec 188 (A) (5))
 - In compliance with the Military Selective Service Act (for males born on January 1, 1960, and later) (WIOA Sec. 189 (h))
2. Priority of Services as per Section 134 (C) (3) (E) of WIOAA establishes a priority requirement to recipients of public assistance, other low income individuals, and individuals who are basic skill deficient in the provision of individualized career services and training services (TEGL 03-15, page 7).

Individuals who meet the above requirements can be further considered for funded career and training services as “Underemployed”.

According to WIOA, Underemployed individuals must meet one of the following four criteria. Below each are the “local requirements” by which Monmouth County will approve such a determination:

1. Individuals employed less than full-time who are seeking full-time employment:
 - Local Requirement: Full-time employment is defined as 32 hours or more per week.
2. Individuals who are employed in a position that is inadequate with respect to their skills, training and/or experience:
 - Local Requirement: Justification must be thoroughly documented by a WIOA counselor and approved by both the WIOA Program Supervisor and AJC Management.
3. Individuals who are employed who meet the definition of a low-income individual:
 - Local Requirement: WIOA Sec 3 (6)
4. Individuals who are employed but whose current job’s earnings are not sufficient compared to their previous job’s earnings:
 - Local Requirement: 80% or less of previous earnings

