



EASTERN WORKFORCE BOARD, INC.

PROUDLY SERVING ADAIR, CHEROKEE, MCINTOSH, MUSKOGEE, OKMULGEE, SEQUOYAH, AND WAGONER COUNTIES IN OKLAHOMA

SELF-SUFFICIENCY POLICY

2019

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**EWB
WIOA POLICY STATEMENT
SELF-SUFFICIENCY STANDARDS
AND THE
PROVISION OF TRAINING SERVICES TO EMPLOYED
WORKERS**

PURPOSE

The purpose of this policy is to provide guidance to the Service Provider with respect to determining eligibility for training services under the Workforce Innovation and Opportunity Act (WIOA). This policy applies only to Adults and Dislocated Workers who were *employed* on the date of participation under the WIOA program. It does not apply to individuals who are *not employed* on the date of participation.

References: Workforce Innovation and Opportunity Act (WIOA); WIOA Code of Federal Regulations 680-210; TEGL 9-2017; and OOWDI #4-2017.

POLICY:

To be considered economically self-sufficient, an Adult or Dislocated Worker Program participant must:

- have individual income that meets or exceeds 100% LLSIL level for a single adult household
AND
- if part of a multi-member household, have household income that meets or exceeds the level shown on the household composition in the chart below.

If an adult or dislocated worker is determined to be in a family that does not have income that meets or exceeds the income shown in the chart, that adult or dislocated worker may be determined eligible for WIOA services and training.

GENERAL INFORMATION/REQUIREMENTS

EWB Self-Sufficiency wage level is determined yearly based on current wage and income data from the State and the Department of Labor. The hourly wage is based on this data and to be used along with evidence that the position is on a career pathway leading towards higher level and/or higher paying jobs. The approved self-sufficiency hourly wage will be submitted to appropriate individuals on a yearly basis and as it is approved by the WIB.

1. General Eligibility for Training Services

As outlined in section 680.210 of the WIOA Regulations and EWB's Policy Statement on *WIOA Adult and Dislocated Worker Programs*, training services may be made available to employed or unemployed adults and dislocated workers who:

1. Are determined by a One Stop Center after an interview, evaluation, or assessment, and career planning are:
 - a. Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - b. In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
 - c. Have the skills and qualifications to participate successfully in training activities;
2. Selects a program of training services, in consultation and agreement with One Stop personnel, that is directly linked to employment opportunities in the local area or in another area to which the participant is willing to relocate; and
3. Is unable to obtain grant assistance from other sources to pay the costs of such training (e.g. TAA, Pell, etc.).

2. Determination of Economic Self-Sufficiency of the Family

An *employed* individual who is applying for training services under the WIOA program shall be eligible for training if the conditions under Section A above are met, and If the applicant's family income is *greater* than or equal to the 100% figure, he/she is considered part of a self-sufficient family, and would not be eligible for training, *unless the training has the possibility of leading to a job with wages comparable to or higher than wages from previous employment*. This must be documented in the participant's file if the annual family income is *less* than 100% of the Lower Living Standard of Income Level (LLSIL) figure for the EWB's region, use the following chart (OOWDI #4-2017):

Poverty Income Guidelines
70% Lower Living Standard Income Levels
100% LLSIL for Determining Self-Sufficiency Oklahoma WIOA Programs

Size Of Family	2017 HHS Poverty Guidelines	2017 Metro 70% LLSIL	2017 Non-Metro 70% LLSIL	2017 100% LLSIL Self-Sufficiency	
				Metro (South)	Non-Metro (South)
1	\$12,060	\$9,216	\$9,078	\$13,166	\$12,968
2	\$16,240	\$15,101	14,872	\$21,573	\$21,245
3	\$20,420*	\$20,727*	\$20,411	\$29,609	\$29,159
4	\$24,600	\$25,588	\$25,197	\$36,555	\$35,995
5	\$28,780	\$30,201	\$29,734	\$43,144	\$42,478
6	\$32,960	\$35,321	\$34,773	\$50,459	\$49,676
7	\$37,140	\$40,441	\$39,812	\$57,774	\$56,874
8	\$41,320	\$45,561	\$44,851	\$65,089	\$64,072
For each additional family member add:	\$4,180	\$5,120	\$5,039	\$7,315	\$7,198

*Utilize the HHS poverty guideline for a family of 3 in a non-metropolitan area, and the metro 70% LLSIL for a family of 3 in a metropolitan area.

INSTRUCTIONS: Use the above tables to determine economically disadvantaged status according to family size. Compare the family income to the HHS Poverty Guidelines or the 70% LLSIL, whichever is greater.

The **100% LLSIL** is used to determine the minimum level for establishing self-sufficiency criteria at the local level. These are the minimum figures locals must use for determining whether employed adults are in need of intensive services in order to obtain or retain employment leading to self-sufficiency.

3. Documentation of Income

Employed participants must provide documentation of family income in order to determine the economic self-sufficiency of the family:

1. Public assistance recipients may provide a copy of their *Passport to Services* or other agency documentation verifying receipt of public assistance. If the employed worker is part of a family receiving public assistance, he/she is not considered to be a member of a family who is economically self-sufficient.
2. For those who are not on public assistance, gross (pre-tax) earnings for the *six months* prior to application for each working family member shall be collected, along with verification of family size. In instances where the collection of income and/or family size documentation is not practicable or poses an undue burden on the applicant, such applicant may fill out a “Self-Attestation of Family Income and Size for WIOA Services” form.
3. Disabled individuals are to be considered a “family of one” and shall only provide information on their income. The income of other family members is not to be considered or collected.

Income documentation shall only be gathered for the *six months* prior to application for WIOA services. This figure shall then be **annualized** by doubling the six month amount and using the sum as the annual income figure.

DEFINITIONS

Date of Participation - The date of participation is defined as the date when the individual is initially enrolled in the WIOA program.

Employed - An individual is considered employed if he/she at the date of participation:

1. Did any work at all as a paid employee; or
2. Did any work at all in his/her own business, profession, or farm; or
3. Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or
4. Was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether the individual was paid by the employer for the time off, and regardless of whether the individual is seeking another job.

Individuals are considered not employed if they have received a notice of termination of employment or the employer has issued a WARN or other notice that the business will close, or if the individual is a transitioning service member.

Family – Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. A husband, wife (including same sex spouses) and dependent children.
2. A parent or legal guardian and dependent children.
3. A husband and wife (including same sex spouses).

[Regs, 675.300]

Training Activities - EWB's Policy Statement on *WIOA Adult and Dislocated Worker Programs* provides information on the specific types of training services that may be provided to Adults/Dislocated Workers enrolled in the WIOA program.

Self-Sufficiency Determination - In general, "self-sufficiency" means families are able to meet their basic needs without having to rely on any public or private assistance. This definition underlies the Self-Sufficiency Standard, which is generally recommended as the best way for state government (or anyone else) to measure the economic well-being of families. The traditional measure of economic well-being are federal poverty level figures.

**EASTERN WORKFORCE BOARD
SELF-ATTESTATION OF FAMILY INCOME
AND SELF-SUFFICIENCY CERTIFICATION**

Documentation of family income and size is required to determine eligibility for WIOA programs and services. The preferred method of documentation of income is to documentation of earnings for each working family member for the six months prior to the date of application for WIOA services. The preferred method of documentation for family size would be collection of a copy of a birth certificate, social security card, or other government issued ID.

In the absence of such documentation, applicants may fill out this self-attestation of family income and size. Following are names and ages of family members:

_____	_____
_____	_____
_____	_____
_____	_____

In the area below, provide the name and gross (before tax) earnings for each individual in the family that was working for the **previous six months**:

NAME: _____	GROSS EARNINGS: _____
NAME: _____	GROSS EARNINGS: _____
NAME: _____	GROSS EARNINGS: _____
TOTAL: _____	

I certify under penalty of perjury that the above information is complete and correct to the best of my knowledge. I also understand the information provided is subject to verification, and falsification of any of the information provided above is grounds for termination from the Workforce Innovation and Opportunities Act (WIOA) program, and may result in action to recover expenditure of WIOA funds made on my behalf.

IMPORTANT: This document/policy contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call (800) 722-0353 for assistance in the translation and understanding of the information in this document.

Applicant's Printed Name: _____

Signature: _____

Date: _____



EWB POLICY APPROVAL REGISTER

Each required policy of the Workforce Innovation and Opportunity Act (WIOA) and the Eastern Workforce Board (EWB) shall be submitted to the Policy Committee for review and comment who will then present policy(s) to the Executive Committee for its recommendation for approval. The Executive Committee recommendation for approval will be presented at the next scheduled board meeting.

Title Of Policy	EWB Self-Sufficiency Policy		
Current Eff. Date	Previous PY		
Revision Purpose	Update to Current PY		
Revision Number & Date			
Author	JH		
APPROVED	Exec. Committee	DATE:	
APPROVED	Board	DATE:	

Executive Director:

Jerri Stoutermire, EdD. _____
Signature Date

Board Chairman:

Earnie Gilder _____
Signature Date