



Administrative Policy #1013 Self-Sufficiency

Date Issued: 07/01/2018 Date Effective: 07/01/2018 Date of Last Revision: 07/01/2017

I. Purpose

The Workforce Innovation and Opportunity Act (WIOA) requires West Central's Workforce Development Board (WDB) to set the criteria for determining whether employment leads to a self-sufficient wage.

II. Background

The local Workforce Development Board (WDB) reviewed the *Self-Sufficiency Standard for Pennsylvania* (Path Ways PA, 2012 - 2013) report that defines self-sufficiency as the actual cost of meeting a family's basic needs without public or private assistance, based on family composition and county of residence.

The WDB also decided to review definitions used by local providers of services to individuals in the emerging workforce. The Department of Human Services' (DHS) Temporary Assistance for Needy Families (TANF) Youth Development Fund (YDF) grant utilizes the 235% of the Lower Living Standard Income Level (LLSIL) as eligibility criteria for individuals to receive program services. The LLSIL is determined by the Secretary of Labor and adjusted for regional, Metropolitan, urban and rural differences and family size.

III. Policy

The WDB adopted the levels as identified in the 235% of the LLSIL as the definition of self-sufficiency for Lawrence and Mercer Counties. The LLSIL is updated annually by the Secretary of Labor and issued accordingly to the Local Workforce Areas. Upon receipt of revised LLSILs, the Data Manager will prepare a revised chart and forward to WC Program Division (the PA CareerLink® Title I provider) for distribution to staff.

Eligibility Requirements

An employed individual in Lawrence or Mercer County shall be considered not self-sufficient, thus eligible for training services when at the point of registration:

1. The individual's gross earned income is not above 235% of the federal poverty guidelines; or
2. The individual is a member of a family whose combined gross earned income is not above 235% of the federal poverty guidelines for its actual family size;

Compliance review and monitoring is an ongoing process. The Workforce Innovation Opportunity Act (WIOA) applications are taken at the PA CareerLink® in each county. The WIOA application is entered in the WIOA module as "pending" and submitted along with supporting documentation to WCJP's Data Manager for review and approval. Once approved, the Data Manager will

complete the WIOA verification and notify Title I case managers via email they may proceed to provide WIOA Individualized Career Services to eligible participants.

IV. Roles and Responsibilities

This policy applies to all West Central Adult and Dislocated Worker participants. WC Program Division staff (WIOA Title I) staff are responsible for implementing this policy.

V. Referenced Documents

WIOA Form #4008 - Federal Poverty Guidelines