

ATLANTA REGIONAL WORKFORCE BOARD INSTRUCTION 15-07

DATE: July 20, 2015

SUBJECT: **Adult Eligibility for WIOA Career and Training Services**
Revised WIOA Definition of the term “low-income individual”

Adults are individuals age 18 and older. Adults can be WIOA eligible as individuals

- (1) Who are unemployed at the time of application
- (2) Who are underemployed at the time of application. This includes:
 - a. SNAP – in last six months
 - b. TANF
 - c. An individual whose family meets adult low income guidelines on the attached Income Guideline Chart.
 - d. Individuals with a disability whose own income meets guidelines on the attached Income Guideline Chart, but who is a member of a family whose income does not meet this requirement.

Individuals who are underemployed and meet the definition of a “low-income individual” may receive career and training services under the Adult program per WIOA and ARWDB Policies and Procedures.

Employed earning a wage of \$10.10 per hour is no longer accepted for Adult eligibility.

PURPOSE: The purpose of this instruction is to disseminate WIOA Adult Eligibility Guidelines and definition of term “low income individual.”

Eligibility for Youth Services continues to be based on 70% of the Lower Living Standard Income Level or 2015 poverty guidelines, whichever is higher.

Income for the last six months will be used to calculate an annualized income for Adult eligibility.

REFERENCES: Workforce Innovation and Opportunity Act sec. 3(36) and TEGL 3-15 Section 6. Department of Health and Human Services (HHS) Poverty Guidelines, Adjusted Lower Living Standard Income Level (LLSIL) for metropolitan Atlanta, and Federal Register March 27, 2015.



BACKGROUND: WIA guidelines for service to underemployed individuals are replaced by WIOA guidelines which include definition of the term “low income individual” for purposes of Adult WIOA eligibility for services.

POLICIES: New guidelines replace old guidelines.

ACTION REQUIRED:

- a. All one-stop and youth program staff must be familiar with the revised guidelines for youth service and Adult career and training services.
- b. For Adults whose eligibility is determined by income guidelines, all one-stop program staff must record income sources and amounts on VOS.
- c. Youth program staff must record income sources and amounts on VOS for eligibility purposes.
- d. All involved staff must read, sign and date the attached signature form.
- e. The Instruction and form should be placed in the Instruction section of ARWDB Policies and Procedures.

EFFECTIVE DATE: July 1, 2015



Rob LeBeau, Manager
Workforce Solutions

Attachments:

- C: All WFD staff, Career Resource Center Staff and Youth Providers



**Program Years 2014 and 2015 Six Month Income Guidelines for WIA Low Income Level
Figures Effective April 20, 2015**

During periods of limited funding for ADULT SERVICES (at this time there is NOT limited funding), priority of service for WIA adult services will be based on family income (100% of 2015 Lower Living Standard Income Level for metropolitan Atlanta) as indicated on the chart below. Income for the last six months will be used to calculate an annualized income for eligibility purposes.

Adult Low-Income WIA Guidelines during periods of limited funding only		
Family Size	Annual Income	Six-Month Eligibility Period Income
One	\$12,462	\$6,231
Two	\$20,424	\$10,212
Three	\$28,046	\$14,023
Four	\$34,612	\$17,306
Five	\$40,847	\$20,423
Six	\$47,767	\$23,883
Additional family members	\$6,920 for each additional family member	\$3,460 for each additional family member

*Note: Adult and Youth
figures have been
adjusted as of April 20,
2015 and are effective
April 20, 2015 for WIA
eligibility determination
purposes.*

Eligibility for regular WIA YOUTH SERVICES will be based on 70% of the Lower Living Standard Income Level (LLSIL) or 2015 poverty guidelines, whichever is higher, as listed in the chart below. Income for the last six months (6 months prior to WIA application) will be used to calculate an annualized income for eligibility purposes.

Youth Low-Income WIA Guidelines		
Family Size	Annual Income	Six-Month Eligibility Period Income
One	\$11,772	\$5,885
Two	\$15,930	\$7,965
Three	\$21,890	\$10,945
Four	\$24,250	\$12,125
Five	\$28,594	\$14,297
Six	\$33,438	\$16,719
Seven	\$38,282	\$19,141
Eight	\$ 43,126	\$21,563
Additional family members	\$4,844 for each additional family member	Add \$2,422 for each additional family member

