

# PRINCE GEORGE'S COUNTY WORKFORCE DEVELOPMENT BOARD

## WIOA Adult, Dislocated Worker & Youth Self Sufficiency Standard Policy

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<b>POLICY NUMBER:</b>	<b>1.4000.100.010</b>
<b>EFFECTIVE:</b>	June 16, 2021
<b>APPROVING AUTHORITY:</b>	Board Chair Prince George's County Workforce Development Board
<b>RESPONSIBLE STAFF:</b>	WIOA Title I Adult, Dislocated Worker, & Youth Career Services Providers
<b>RESPONSIBLE OFFICE:</b>	Office of the President, Employ Prince George's, Inc.

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### BACKGROUND:

The Prince George's County Public Workforce System, modeled as a free membership network and branded as the Prince George's County American Job Center Community Network, is the workforce system for the Prince George's County Local Workforce Development Area. The Prince George's County Local Workforce Development Area is one of 12 Local Workforce Development Areas in Maryland. Each Local Workforce Development Area is led by a Chief Local Elected Official and governed by a Local Workforce Development Board. The Prince George's County Executive is the Chief Local Elected Official for Prince George's County, and the Local Workforce Development Board is the Prince George's County Workforce Development Board. Based on the Prince George's County Local Workforce Area WIOA Local Governance Agreement between the Prince George's County Executive, the Prince George's County Workforce Development Board and Employ Prince George's, Inc. (EPG), EPG serves as the administrative staff and fiscal agent of the Prince George's County Workforce Development Board (WDB).

### SUMMARY:

WIOA requires that the State or the local board set criteria to determine whether an employed worker needs individualized career services to obtain or retain employment leading to "self-sufficiency." At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level. WIOA defines the term "low-income individual" as one whose total family income does not exceed the higher level of the poverty line as defined by HHS or 70% of the lower living standard income level (LLSIL).

When determining WIOA eligibility for *employed* individuals, special annual income eligibility rules apply. The Act gives local areas two options in defining the maximum yearly income thresholds at which WIOA services can be provided to employed individuals:

1. A local area may choose to define the maximum annual income levels for employed adults *and* employed dislocated workers as **100% or greater** of the LLSIL's.
2. Local areas may choose to define the annual income threshold separately for employed dislocated workers. In this case, the maximum annual income level may be defined as a specific percentage of the wage at dislocation for all employed dislocated workers. Under this option, annual income eligibility for employed adults would be defined as indicated in item (1) above.

The Self-Sufficiency Standard estimates the income that working adults require to meet basic needs without subsidies of any kind. The Standard estimates the minimum amount of income working adults must earn to meet their family's basic needs for housing, childcare, food, transportation, healthcare, and taxes. The Department of Labor (DOL) under Title I of WIOA issues revised Lower Living Standard Income Level guidelines, and HHS issues poverty guidelines annually.

**PURPOSE:**

This policy establishes a LWIA self-sufficiency standard to be used in determining eligibility for employed registrants requesting individual career and training services under Title 1B of the Workforce Opportunity and Innovation Act (WIOA). The standard applies to all employed registrants, both adults, and dislocated worker and youth participants. This policy defines the "self-sufficiency" wage standard and related acceptable documentation.

Adopting a revised self-sufficiency standard will allow the LWIA to extend services to low-wage workers by targeting high demand occupations for training, developing customized training program standards, prioritizing job-training programs, and offering training in occupations with career ladders that lead to self-sufficiency.

**POLICY:**

Prince George's County WIOA Title I service providers and grant recipients will observe the following guidelines when determining eligibility to receive WIOA services:

- Eligible (low-income individual) *adults* who are **employed** have received Career Services and are determined through an initial assessment **and** employment plan to need WIOA Individualized Career and/or Training Services to obtain or retain employment that leads to self-sufficiency. Self-sufficiency for an adult means employment that pays at least **150%** of the lower living standard income level.
- Eligible *dislocated workers* who are still **employed** (and have received a layoff notice or the employer has made a general announcement that such facility will close within 180 days), have received Career Services and are determined through an initial assessment **and** employment plan to need WIOA Individual Career and/or Training Services to obtain or retain employment that leads to self-sufficiency. Self-sufficiency for a dislocated worker means at least 88% of their wage at the time of layoff.
- Eligibility for Youth participants under WIOA stipulates that income does not exceed the poverty line or 70% of the LLSIL value shall be used.

2021 LLSIL for Prince George's County	Family Size	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>Over 6</u> <u>add</u>
Current Maryland Self Sufficiency (Youth)	70% LLSIL	\$12,880*	\$20,114	\$27,609	\$34,079	\$40,221	\$47,038	\$6,817
Self Sufficiency Standard	100% LLSIL	\$17,534	\$28,734	\$39,441	\$48,684	\$57,458	\$67,197	\$9,739
<b>Prince George's County Self</b>	<b>150% LLSIL</b>	<b>\$26,301</b>	<b>\$43,101</b>	<b>\$59,162</b>	<b>\$73,026</b>	<b>\$86,187</b>	<b>\$100,796</b>	<b>\$14,609</b>

<b>Sufficiency Standard</b>								
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\*Poverty level is greater than the LLSIL figures \$12,274.

USE OF THE DEFINITION

Per WIOA Law and its Regulations, WIOA services are to be given to employed workers under the WIOA Title 1-B Adult Program **ONLY** where the intended employment pays at or below the self-sufficiency level as described above.

The Self-Sufficiency Standard will be applied when determining the following:

Individual customer intake is based on family size and household income. Family means 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 married couple and dependent children,
2. A parent or guardian and dependent children, or
3. A married couple.)

Employed-worker eligibility for Adult and Customized Training programs in occupations in high demand with career ladders which, after an interview, evaluation, or assessment, **and** career planning, have been determined by an American Job Center partner, as appropriate, to:

- (a) be 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 the career services.
- (b) need training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment; **and**
- (c) have the skills and qualifications to participate in the selected program of training services successfully.

ACCEPTABLE DOCUMENTATION

The list of acceptable documentation is required to establish that an employed adult, dislocated worker, or youth registrants is at or below the self-sufficiency threshold on the date of enrollment and can be found on the staff eligibility checklist-*Attachment-A* (Adult & Dislocated Worker) and *Attachment-B* (In-School Youth and Out of School Youth)

Calculate the amount of income received from each source, for each family member, for the six months immediately preceding the application date. Multiply the total x 2 to calculate Annualized Family Income. If the applicant shows no income, they must provide proof of their financial support system for the six (6) month period immediately preceding the application date. Staff must use the **Income Calculation Worksheet** when determining eligibility for all WIOA Program Participants.

**PROCESS:**

N/A

**EXCLUSIONS TO THE POLICY:**

None.

**RESOURCES:**

2021 Federal Poverty Guidelines & 2021 Lower Living Standard Income Level | May 21, 2021, Policy Issuance 2021-06.

<http://www.doleta.gov/lisil/>

<https://www.dol.gov/sites/dolgov/files/ETA/lisil/pdfs/2021-LLSIL-FRN.pdf>

**FORMS:**

Staff Eligibility Checklist-Attachment A (Adult Dislocated Worker) Final 2021 5/25/2021


Staff Eligibility Checklist-Attachment B (In and Out of School Youth) Final 2021 5/25/2021

**POLICY VIOLATIONS:**

N/A

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**APPROVING SIGNATURE(S):**

  
Charnetia Young (Jun 23, 2021 11:07 EDT)

Jun 23, 2021

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Board Chair  
Prince George's County Workforce Development Board

Date