



Workforce Innovation and Opportunity Act

Self-Sufficiency Policy

No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.



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Self Sufficiency Policy

I. Purpose:

This policy establishes a self-sufficiency standard of \$14.62 earned wages per hour to determine eligibility for employed registrants requesting Intensive and Training services under Title I of the Workforce Innovation and Opportunity Act (WIOA). This standard applies to both adults and dislocated workers, who are employed at the time of enrollment. This policy outlines the procedure, and defines the self-sufficiency wage standard and related acceptable documentation.

II. BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) requires that in the event funds allocated to a local region are used to provide career and training services for employed workers, the Local Board must establish a self-sufficiency wage standard which is to be used in determining the eligibility of the employed worker. At a minimum, such criterion must provide self-sufficiency means employment that pays at least lower living standard income level, as defined in WIOA section 134(3).

III. REFERENCES:

The Workforce Innovation and Opportunity Act (WIOA), Section 3 (36) (A) (II) Low Income Level;
Section 134 (a) (3) (A)(xii)
WIOA Section 134 (c)(3)(H)
Oklahoma Wage Network (QCEW)
Current LLSIL Guidelines
OWDI #08-2018
Federal Register, 20 CFR, 663.220 and 663.230

IV. POLICY:

This policy establishes a self-sufficiency wage standard to be used to determine an Adult or Dislocated Worker's eligibility for career and training service programs. Job training programs that lead to a self-sufficiency wage are a priority. The self-sufficiency wage standard will allow the Northeast Workforce Development Board to:

- Extend services to low-income workers and place them on a path to self-sufficiency.
- Target high-wage industry sectors of the economy and occupations for training, apprenticeships, and in developing customized training programs.
- Offer training in occupations with career ladders that lead to self-sufficiency.

4.1 Wage

The self-sufficiency threshold is \$14.62 per hour for registrants requesting career and training services under WIOA. This threshold applies to all employed registrants, both Adult and Dislocated Workers.

4.2 Definition

Self-sufficiency for Adult and Dislocated Workers shall be defined as employment that provides a wage equal to or greater than 50% of median wage of all industries in the Northeast Workforce Development Area combined with the Poverty and LLSIL levels. The source of the median wage of all industry sectors in the Northeast Workforce Development Area is the Quarterly Census of Employment and Wages (QCEW), published by the Oklahoma Employment Security Commission. The self-sufficiency median wage will be updated annually based on the

most recent data available. Self-sufficiency will take into account the special needs of individuals with disabilities and other situations causing higher living expenses, such as family size, local economic conditions, and dislocated workers' wage at layoff. In the event justification can be made to raise the self-sufficiency wage, the career manager must request written approval from the WIOA Project Director. If approval is given, the career manager must enter a program note documenting approval and the justification for such action.

4.3 Procedure

The WIOA employment and training programs mandate a universal access one-stop system with a tiered approach to service delivery. When an employed registrant is unable to obtain or retain employment that leads to self-sufficiency, documentation must be collected to prove the Adult and Dislocated Workers per hour earned wages were at or below \$14.62 per hour prior to enrollment into training.

4.4 Additional Criteria

The career manager must indicate in the OSL Program Case Notes the existing condition which determines a need for services and the source document which validates such condition. Additional criteria and acceptable source documentation that an individual is not meeting self-sufficiency guidelines are listed below.

1. Individual's income for the past six months does not exceed the higher level of the poverty line or 70% of the LLSIL. (Verify both wages and number in family.)
 - Pay stubs
 - Employer statement or contact
 - Quarterly estimated tax for self-employed person
 - Applicant statement
2. Individual currently receives or has received in the past six months any income-based assistance such as food stamps or Section 8 housing.
 - Public assistance records
 - Housing authority records
 - SSI records
3. Current employment does not regularly exceed 32 hours a week.
 - Pay stubs
 - Employer statement/contact
 - Employment History from Individual Employment Plan (IEP)
 - Applicant statement
4. Current wage projection does not exceed \$30,409.60 per year.
 - Pay stubs
 - Employer statement
 - Quarterly estimated tax for self-employed
 - Applicant statement
 - Employment History from IEP
5. Current employment is temporary.
 - Employer statement/contact
 - Applicant statement
 - Pay stub

4.5 Exceptions to Definition:

The special needs of individuals with disabilities or other barriers to employment require special consideration when determining employment that leads to self-sufficiency. OSL Program Case Notes must be used to explain and justify such consideration if, because of a barrier, the projected annual wage for the identified employment goal falls below \$30,409.60. The following source documentation may be used to document a disability or other significant barrier:

- Medical records or doctor statement
- IEP from school
- Public assistance records verifying eligibility for SSI
- Social Security notice verifying eligibility for disability
- Statement from Rehabilitative Services
- Applicant statement
- Telephone Verification

Update Approved by:



David Chaussard
Northeast Workforce Development Board Chair

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Date