



## 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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Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**I. Purpose:**

This policy establishes a self-sufficiency standard of *\$12.64 (Adult) and \$15.81 (Dislocated Worker)* 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. This policy is established in accordance with the Oklahoma Office of Workforce Development (OOWD), WIOA and any other applicable laws, rules, regulations and requirements.

**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)  
OWDI #08-2018  
Federal Register, 20 CFR, 663.220 and 663.230

**BABEL NOTICE:** (29CFR 38.9(g)(3)): This document contains vital service information. If English is not your preferred language, please contact:

Northeast Workforce Development Board or,  
Linda Wilson, EO Officer  
1503 N Lynn Riggs Blvd, Ste. D  
Claremore, OK 74017  
Office: 918.907.0902 Cell: 406.459.6113  
Email: [linda.wilson@northeastworkforceboard.com](mailto:linda.wilson@northeastworkforceboard.com)

Interim State Equal Opportunity  
Oklahoma Office of Workforce Development  
Ferris Barger  
900 N Portland Avenue, BT 300  
Oklahoma City, OK 73107  
Office: 405.945.9184  
Email: [ferris.barger@okstate.edu](mailto:ferris.barger@okstate.edu) or  
[eofficer@osuokc.edu](mailto:eofficer@osuokc.edu)

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss please call Oklahoma Relay at 711 (<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

**IV. POLICY:**

The NEWDB self-sufficiency standard establishes the wage standards for training opportunities that leads to self-sufficiency. The self-sufficiency wage standard is intended to 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.

#### A. Wage

The self-sufficiency threshold for the Northeast Workforce Development Area (NEWDA) is \$12.64 per hour for registrants requesting career and training services under WIOA. This threshold applies to all employed registrants, both Adult and Dislocated Workers.

#### Definition

Self-sufficient wage is defined as employment that provides a wage equal to or greater than 200% LLSIL for Adult participants and 250% For Dislocated Worker participants. The self-sufficiency wage standard is updated annually based on the most recent LLSIL data.

#### B. Self-sufficient Wage Calculation Methodology

The calculation methodology is determined based on a percent of the Lower Living Standard Income Levels (LLSIL), as outlined in the most current guidance from the OOWD:

- 200% LLSIL for Adult
- 250% LLSIL for Dislocated Worker

To calculate self-sufficiency wage, use the following formula:

##### 1. Adult Calculation-200% LLSIL

Non-Metro (current LLSIL, OWDI 08-2018) \$13,150 = \$26,300 divided by 2080 (40 hours per week x 52 weeks in a year) = \$12.64 per hour.

##### 2. Dislocated Worker-250% LLSIL

Non-Metro (current LLSIL, OWDI 08-2018) \$13,150 = \$32,885 divided by 2080 (40 hours per week x 52 weeks in a year) = \$15.81 per hour.

Note: The self-sufficiency standard for dislocated workers is higher based on the higher skill level at program entry.

#### C. Additional Criteria

The career manager must indicate in the OKJobMatch (OJM) 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 100% 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 \$26,300 per year for Adult and \$32,885 for Dislocated Worker.
  - 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

**D. 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. OJM 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 \$26,300 for Adult and \$32,885 for Dislocated Worker. 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

**V. EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:**

All Recipients, and Sub recipients/Sub grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**VI. POLICY ADDITIONS AND CLARIFICATIONS:**

The NEWDB Executive Director is authorized to issue additional instructions, guidance, approvals, forms, etc. to further implement the requirements of this policy.

Approved by:

Heather Smoot  
Heather Smoot  
Northeast Workforce Development Board Chair

8-14-19  
Date