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STATE OF WISCONSIN



Department of Workforce Development

Scott Walker, Governor
Raymond Allen, Secretary
Scott Jansen, Division Administrator

Date: February 12, 2016
To: Workforce Development Board Directors
From: Scott Jansen, Administrator
Division of Employment and Training 
Subject: **Workforce Innovation and Opportunity Act (WIOA) Policy Update 16-03: Poverty Guidelines**

Purpose

This notice provides an update of the Department of Health and Human Services (HHS) poverty guidelines to account for last calendar year's increase in prices as measured by the Consumer Price Index.

Background

Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 [42 U.S.C. 9902(2)] requires the Secretary of HHS to update the poverty guidelines at least annually, adjusting them on the basis of the Consumer Price Index for All Urban Consumers (CPI-U). The poverty guidelines are used as an eligibility criterion by the Community Services Block Grant program and a number of other Federal programs including the WIOA adult, dislocated worker and youth programs.

Legislative/Regulatory References

- Federal Register/Volume 81, No. 15/Monday, January 25, 2016/Notices, [pp. 4036-4037];
- WIOA Public Law 113-128, Section 3, (2), (5), (15), (24), (36), (49), and (59);
- WIOA Public Law 113-128, Section 134(c)(3)(E);
- WIOA Public Law 113-128, Section 134(d)(3); and
- Training and Employment Guidance Letter WIOA 3-15.

Policy

For the youth program, the poverty guidelines must be considered when determining low-income eligibility. For the adult program, the poverty guidelines must be considered when determining priority of service. For the dislocated worker program, the poverty guidelines must be considered when determining the level of needs-related payments made to a dislocated worker.

The following guideline figures represent annual income:

2016 Poverty Guidelines

Persons in the family/household	Poverty Guideline
1	\$11,880
2	\$16,020
3	\$20,160
4	\$24,300
5	\$28,440
6	\$32,580
7	\$36,730
8	\$40,890

Note:

For families/households with more than eight persons, add \$4,160 for each additional person.

ASSET Reporting

For use with Youth, the following required fields are to be completed:

In ASSET Manage Programs, Title 1 Youth tab:

1. "Enter Family Size"
2. "Income Previous Six Months": Select the appropriate choice from the dropdown menu: At or below Federal Poverty Level (FPL), At or below Lower Living Standard Income Level (LLSIL), or Not Low Income

For use with Adults, the following required fields are to be completed:

In ASSET Manage Programs, Title 1 Adult tab:

1. "Income Previous Six Months": Select the appropriate choice from the dropdown menu: At or below FPL, at or below LLSIL, or Not Low Income.
2. "Enter Family Size"

For use with Dislocated Worker, the following required field is to be completed:

1. "Income Previous Six Months": Select the appropriate choice from the dropdown menu: At or below FPL, at or below LLSIL, or Not Low Income.

EXAMPLE OF INCOME CALCULATION:

Date of Eligibility Determination: 1/15/16

Family Size: Six

Income Past 6 Months: 7/15/15 – 1/15/16 is \$10,000

Calculation: \$10,000 x 2 = \$20,000 which is the annualized income. Apply this to a family size of six. Per the chart above, 100% of poverty guidelines for a family of six is \$32,580 annually. At an annual

income of \$20,000, this family is below 100% of the poverty guidelines, therefore they meet the definition of low income.

Action Required

Effective January 25, 2016, implement these updated 2016 poverty guidelines for youth low-income eligibility and the applicable adult and dislocated worker programs income-related policies.

Distribution of this policy should also be directed to all WIOA youth service providers in your workforce development area.

Questions and/or Technical Assistance and Training

If you have any questions regarding this policy, please contact the Local Program Liaison assigned to your area.

For an electronic version of WIOA Policy 16-03 click on the following link:

<http://dwd.wisconsin.gov/dwdwia/policy.htm>

For additional information pertaining to WIOA Eligibility Determination and Documentation, as well as Participant Case File Documentation click on the following links.

Guide to Workforce Innovation and Opportunity Act (WIOA) Title 1B Eligibility Determination and Documentation

http://dwd.wisconsin.gov/dwdwia/PDF/eligibility_documentation_201507.pdf

Workforce Innovation and Opportunity Act (WIOA) Title 1B Adult and Dislocated Worker Programs Guide to Participant Case File Documentation

http://dwd.wisconsin.gov/dwdwia/PDF/adult_dislocated_documentation_201507.pdf

Workforce Innovation and Opportunity Act (WIOA) Title 1B Youth Program Guide to Participant Case File Documentation

http://dwd.wisconsin.gov/dwdwia/PDF/youth_documentation_201507.pdf