

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF EMPLOYMENT AND TRAINING  
ADMINISTRATOR'S MEMO SERIES

ACTION  
 NOTICE 17-01

ISSUE DATE: 03/08/2017  
DISPOSAL DATE: Ongoing  
EFFECTIVE DATE: 01/26/2017

\*PROGRAM CATEGORIES:  
 AS  FM  LM  TC  
 CR  IT  ML  TR  
 FL  JC  TA  WIA  
 WIOA  YA

**To:** WDB Directors and Staff  
Adult, Dislocated Worker and Youth Title 1 Program Service Providers

**From:** Bruce Palzkill  
Acting Division Administrator *Bruce Palzkill*

**Subject:** Updated Federal Poverty Guidelines

**Purpose:** To provide Workforce Development Boards with an updated table for the 2017 Health and Human Services Poverty Guidelines to assist in determining the "poverty line" for use in Workforce Innovation and Opportunity Act.

**Legislative/Regulatory References:**

- Federal Register/Volume 82, No. 19/Tuesday, January 31, 2017/Notices [pp. 8831-8832]
- WIOA Sections 3(36), 3(49), 129(a)(1)(B)(iii)(III) and (VIII), 129(a)(1)(C)(iii), 134(c)(3)(E), and 134(d)(3)(C)(ii)
- DOL WIOA Final Rules Sections 681.210(c)(3) & (9), 681.220(c) & 680.970(b)(2)

**Background:**

The U.S Department of Health and Human Services (HHS) annually publishes revised tables for the poverty guidelines as authorized by 42 U.S.C. 9902(2). The State provides notification to the Workforce Development Boards (WDBs) when new HHS poverty guideline information becomes available.

**\*PROGRAM CATEGORIES:**

AS--Apprenticeship  
Standards  
CR--Civil Rights  
FL--Foreign Labor  
Certification

FM--Financial Management  
Requirements  
IT--IT Systems  
JC--Job Center

LM--Labor Market  
Information  
ML--Migrant Labor  
TA--Trade Assistance  
TC--Tax Credit Programs  
TR--Transportation

WIA--Workforce  
Investment Act  
WIOA--Workforce  
Innovation and  
Opportunity Act  
YA--Youth Apprenticeship

**Definitions:**

Poverty Line "means the poverty line... applicable to a family of the size involved."<sup>1</sup>

**Policy:**

The WDBs must use the information from the tables below when applying the term "poverty line" in the WIOA Title 1 Adult, Dislocated Worker and Youth Programs. The uses of poverty line in WIOA are:

- 1) Determining if an individual should be considered a "low-income individual".
  - In the Adult Program a "low-income individual" must receive priority of service.<sup>2</sup>
  - In the Youth Program "low-income individual" can be used as an eligibility criterion for in-school and out-of-school youth.<sup>3</sup>
- 2) Determining the maximum level of needs-related payments for dislocated workers who do not qualify for unemployment insurance.<sup>4</sup>

Table 1 below provides figures for the 2017 Poverty Guidelines for the 48 Contiguous States and the District of Columbia.

**Table 1: 2017 Poverty Guidelines**

<b>Persons in the family/household including applicant</b>	<b>Poverty guideline</b>
1	\$ 12,060
2	\$ 16,240
3	\$ 20,420
4	\$ 24,600
5	\$ 28,780
6	\$ 32,960
7	\$ 37,140
8	\$ 41,320
<b>For each additional person beyond 8 add</b>	\$ 4,180

**Questions and/or Technical Assistance and Training:**

If you need additional information or have any questions regarding this policy please contact the Local Program Liaison assigned to your area.

**Further Information on the application of federal poverty guidelines:**

Further information on the application of the Poverty Line in WIOA can be found in:

- Admin Memo 16-06: Priority of Service, Including Definition of "Basic Skills Deficient" for the Title 1 Adult Program;
- WIOA Program Year 2015 Program Guidance - Title I-B Programs.

<sup>1</sup> WIOA Section 3(49)

<sup>2</sup> WIOA Section 134(c)(3)(E)

<sup>3</sup> WIOA Sections 129(a)(1)(B)(iii)(III) & (VIII), 129(a)(1)(C)(iii); DOL WIOA Final Rules Sections 681.210(c)(3) & (9), & 681.220(c)

<sup>4</sup> WIOA Section 134(d)(3)(C)(ii) and DOL WIOA Final Rules Sections 680.970(b)(2)