

Technical Assistance Guidance

TAG-15-2017

Issued Date: **October 30, 2017**

Subject: Determining Low-Income Status for WIOA Title 1 Participants

Purpose

This TAG provides sub-recipients with guidance to improve quality of service, effective management practices and ensure compliance with Federal, State and local regulations.

Background

Low Income Status at Program Entry, into a WIOA Title 1 Adult, Dislocated Worker or Youth program, is a required reporting field to the Department of Labor. This information must be collected for each enrolled individual and be entered in the appropriate prompts within the designated MIS.

A low-income individual is a person who:

(a) Receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving or in the past 6 months prior to application to the program has received:

- *Assistance through the supplemental nutrition assistance program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.);*
- *Assistance through the temporary assistance for needy families' program under part A of Title IV of the Social Security Act (42 USC 601 et seq.);*
- *Assistance through the supplemental security income program under Title XVI of the Social Security Act (42 USC 1381); or*
- *State or local income-based public assistance.*

A low-income individual is also a person who:

- Is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level;*
- Is a youth who receives, or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);*
- Is a foster child on behalf of whom State or local government payments are made;*
- Is a participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement;*
- Is a homeless participant or a homeless child or youth or runaway youth; or*
- Is a youth living in a high-poverty area.*

References

PL 113-128, Section 3

ETA 9172 DOL PIRL

Guidance

Effective October 23rd, 2017, all program files must include a completed Income Worksheet supplied by Workforce Connections (currently posted on the website). If a household does not otherwise meet the definition of a Low-Income Individual as outlined in the Background Section above, Family Income and Composition information must be collected and documented on the form. Back-up verification is required to support the claimed income. If an individual or family meets one of

the automatic qualifications listed above, which are covered by the first section on the Income Worksheet, no further action with respect to family income is needed.

Action

Please share this information with all WIOA Title I staff and other interested parties.

WC will continue to provide technical assistance to support the workforce system. For more information and/or updates, please contact your program manager at your earliest convenience.

Technical Assistance

Available upon request.