



**WORKFORCE INVESTMENT NETWORK  
LOCAL WORKFORCE INVESTMENT AREA (LWIA) 13**

<b>DATE:</b>	<b>July 25, 2012</b>
<b>POLICY NUMBER</b>	<b>2012:01</b>
<b>SUBJECT:</b>	<b>LWIA 13 SELF-SUFFICIENCY POLICY (REVISED)</b>
<b>PURPOSE:</b>	<p>This policy establishes a self-sufficiency wage standard for LWIA 13 of fifteen dollars (\$15.00) earned wages per hour based on full-time employment or thirty-one thousand two hundred dollars (\$31,200) annual income. The self-sufficiency wage standard shall be used to determine eligibility for employed individuals requesting Intensive and Training services under Title I of the Workforce Investment Act (WIA). Our goal is to assist individuals to re-enter employment or upgrade employment where the earnings will provide on-going basic support for a family, without considering support from public or non-profit organizations. The self-sufficiency wage standard applies to all employed adults and dislocated workers.</p> <p>This policy (i) outlines the procedure; (ii) defines the self-sufficiency wage threshold; and (iii) specifies related acceptable documentation and any applicable exceptions.</p>
<b>REPLACES:</b>	<b>N/A</b>
<b>REVISION NUMBER:</b>	<b>1</b>

**I. REFERENCES:**

The Workforce Investment Act of 1998 (Pub.L. 105-220), August 7, 1998, §134(d)(3)(A)(ii); 20 CFR Parts 663.220 and 663.230

**II. BACKGROUND:**

Pursuant to 20 CFR Part 663.220, adults and dislocated workers may receive Intensive services provided that such individual needs intensive services to obtain or retain employment that leads to self-sufficiency as described in 20 CR Part 663.230. The Workforce Investment Act of 1998 (WIA) provides that the Local Workforce Investment Board (LWIB) must establish criteria for determining whether employment leads to self-sufficiency. In other words, the LWIB must establish a self-sufficiency wage standard that is used to determine an employed individual's eligibility for WIA Intensive and Training Services. To be eligible for intensive and training services, individuals must earn wages that are at a level which is less than wages that would enable self-sufficiency. In establishing the self-sufficiency threshold, the LWIB may take into consideration family size and local economic conditions. At a minimum, the self-sufficiency threshold must equal the lower living standard income level (LLSIL), as defined in WIA §101(24).

On March 21, 2012, the LWIB Executive Committee unanimously approved a self-sufficiency threshold of fifteen dollars (\$15.00) per hour earned wages, as ratified by the LWIB on May 23, 2012, to apply in the determination of eligibility for individuals requesting Intensive and/or Training services under Title I of the Workforce Investment Act (WIA). On July 18, 2012, the LWIB Executive Committee approved a Revision to establish the self-sufficiency wage as fifteen dollars (\$15.00) earned wages per hour based on full-time employment or thirty-one thousand two hundred dollars (\$31,200) annual income, as ratified by the LWIB on July 25, 2012.

**III. ACTION/POLICY:** This policy establishes a self-sufficiency wage standard that shall be used to determine whether an employed adult or dislocated worker is eligible for WIA Intensive and/or Training service programs. The self-sufficiency wage standard will allow LWIA 13 to:

- Extend services to low-income workers and place them on a path to self-sufficiency.
- Assist in developing customized training programs by targeting high-wage occupations and industry sectors of the economy.
- Offer training in occupations with career ladders that lead to self-sufficiency.
- Make job-training programs that lead to self-sufficiency a priority.

**A. Policy**

The self-sufficiency threshold is fifteen dollars (\$15.00) earned wages per hour based on full-time employment or thirty-one thousand two hundred dollars (\$31,200) annual income and will be used to determine eligibility for individuals requesting Intensive and/or Training services under Title IB of the Workforce Investment Act (WIA). This threshold applies to all employed adults and dislocated workers.

**B Definitions**

The self-sufficiency threshold for adult and dislocated workers is the standard determined by the LWIA 13 Board as the amount of earned income necessary for an individual to live self-sufficiently in Shelby and Fayette Counties (LWIA 13). Self-sufficiency means the amount of income necessary for an individual to meet his/her basic needs (including paying taxes), without public or private assistance, such as Welfare, Food Stamps, medical care, childcare, housing, food provided by churches or other social service agencies, etc. Self-sufficiency will take into account the special needs of individuals with disabilities and other living situations causing higher living expenses, such as family size, local economic conditions, and dislocated workers' wage at layoff. More specifically, self-sufficiency for a dislocated worker may be defined in relation to a percentage of his/her layoff wage, and the special needs of individuals with disabilities or other barriers to employment should be taken into account when setting criteria to determine self-sufficiency. The self-sufficiency wage threshold will be updated on an as-need basis.

*Basic needs* include housing, childcare, food, transportation, healthcare, taxes and miscellaneous expenses (clothing, telephone, household items).

*Full-time employment* means working a forty (40) hour work week.

**C. Procedure**

The WIA employment and training programs mandate a universal access one-stop system with a tiered approach to service delivery (Core, Intensive and Training services). When an employed individual is unable to obtain or retain employment that leads to self-sufficiency through Core services and requires enrollment into Intensive services, documentation must be collected to prove that the individual's per hour earned wages are at or below \$15.00 per hour or annual income is at or below \$31,200 per year prior to enrollment into WIA Intensive and/or Training services.

**D. Acceptable Documentation**

Collection of one (1) of the following documents is required to establish that an employed adult or dislocated worker registrant's per hour earned wage is at or below the \$15.00 (or annual income is at or below \$31,200) self-sufficiency threshold on the date of enrollment into WIA intensive and/or Training services:

1. A current pay stub showing per hour earned wages;
2. A letter from an employer substantiating per hour earned wages;
3. Collateral contact with the employer substantiating the individual's per hour earned wages; or
4. As a last recourse, a notarized statement from the individual attesting his/her per hour earned wages will be accepted.

Employed WIA adult and dislocated worker individuals whose per hour earned wages exceed \$15.00 per hour (or annual income exceeds \$31,200) will not be enrolled into an Intensive and/or Training services program covered by this policy, except as provided in subsection (E) below.

The Workforce Development Specialist must maintain in the individual's case file WIA eligibility documentation and verification that is sufficient to protect against serving ineligible individuals.

**E. Exceptions**

The self-sufficiency threshold determination will not be made for low-income individuals who are:

1. Not employed;
2. Employed, but still receive public assistance;
3. Disabled individual whose income meets the LLSIL but whose family income does not

**IV. EFFECTIVE DATE:** This Revised Policy shall be effective July 25, 2012, until further notice. This Revised Policy hereby replaces the original Policy.

**V. INQUIRIES:** Please contact Desi Franklin, WIN Executive Director at (901) 636-6812 or [desi.franklin@workforceinvestmentnetwork.com](mailto:desi.franklin@workforceinvestmentnetwork.com) with any questions or concerns regarding this Policy.



**LOCAL WORKFORCE INVESTMENT AREA 13  
POLICY RECEIPT ACKNOWLEDGEMENT FORM**

SUBJECT: Self-Sufficiency Policy (REVISED)

POLICY NUMBER: 2012:01

IN EFFECT: July 25, 2012 until further notice

It is the policy of the Workforce Investment Network that all employees receive a copy of the various Local Workforce Investment Act 13 ("LWIA 13") policies and procedures and acknowledge receipt of each policy.

I hereby acknowledge that I have been informed about the content, requirements, and expectations of the LWIA 13 Self-Sufficiency Policy – Revised ("Policy"). I further acknowledge that I have received a copy of the Policy and agree to abide by the policy guidelines in fulfilling my applicable job duties. I understand that a copy of the Policy can be accessed in the LWIA 13 Policies and Procedures Manual maintained at the Memphis Area Career Center and electronically at [www.workforceinvestmentnetwork.com](http://www.workforceinvestmentnetwork.com).

***Note: Please read the Policy carefully to ensure that you understand the contents of the Policy before signing this Policy Receipt Acknowledgement Form.***

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_