



Missouri Office
of Workforce Development

OWD Issuance 07-2018

(Release Number—Program Year)

Release Date:
February 15, 2019
Effective Date:
February 15, 2019
Expiration Date:
Continuous, until further notice

SUBJECT:

Federal Income Level Guidelines for Workforce Innovation and Opportunity Act (WIOA) Title I Eligibility Determinations

ATTACHMENTS: None. (The referenced guidelines are available as a download in the location where this Issuance is [posted](#) on jobs.mo.gov. Twice-yearly updates to these guidelines will post-date this Issuance. Always refer to the online posting for the most current version of the guidelines.)

*This Issuance is Official Policy
of the Missouri Office
of Workforce Development*

ISSUING AUTHORITY:

Mardy Leathers, Director
Missouri Office of
Workforce Development

**THIS ISSUANCE DOES NOT
REQUIRE CREATION OR
ALTERATION OF A
CORRESPONDING LOCAL POLICY**

KEYWORDS:

Adult Program; Dislocated Worker Program; Youth Program; Eligibility; Family Size; 70 Percent Lower Living Standard Income Level (LLSIL); Health and Human Services (HHS) Poverty Guidelines; Missouri Levels; WIOA.

THIS ISSUANCE AFFECTS:

Missouri One-Stop Delivery System (MJs/AJCs)
WIOA Title I Local Areas/Local Boards/Local Plans
WIOA Title I One-Stop Delivery/Service Providers
WIOA Adult Employment/Training
WIOA Dislocated Worker Employment/Training
WIOA Youth Workforce Investment Activities
State of Missouri Workforce System Procedures

FOR THE ATTENTION OF:

OWD State Professional Staff
One-Stop frontline staff
Local WDB Directors
One-Stop Operators
One-Stop Functional Leaders
Service Providers
Local Quality Assurance Monitors

RESCISSIONS:

DWD Issuance 20-2017, Change 2, “Updated 70 Percent Lower Living Standard Income Level,” June 25, 2017.

Also:

DWD Issuance 20-2017, “Updated Health and Human Services Poverty Guidelines,” February 14, 2018 (*previously rescinded*).

REFERENCES:

WIOA Section 134 [[29 U.S.C. 3174](#)]; [20 CFR Part 680](#).

SUMMARY:

This Issuance addresses the use of the annual 70 Percent LLSIL guidelines issued by the U.S. Department of Labor, Employment and Training Administration (DOLETA), and the annual Poverty Level guidelines issued by the Office of the Secretary of the U.S. Department of HHS. These two sets of income guidelines are used, alternately, as circumstances require and in conjunction with the criteria in Section 3(36)¹ of WIOA² to determine low-income eligibility for WIOA Title I programs. In the past, the Office of Workforce Development (OWD) has created a new Issuance twice a year to mark the release of these guidelines by the two federal agencies. Going forward, this Issuance will serve as guidance for applying income tests, and updated numbers will be posted electronically in the [Issuances table](#) on jobs.mo.gov as soon as they are available, without an accompanying Issuance change. Persons subscribing to electronic alerts for new Issuances will continue to receive notices when the numbers are updated.

¹ [29 U.S.C. 3102\(36\)](#).

² Pub. L. 113-128 [[29 U.S.C. 3101 et seq.](#)].

BACKGROUND:

Under Title I of WIOA, a “Low Income Individual” is defined³ as one who qualifies under various criteria, including having an income for a six-month period that is below the Poverty Line or 70 percent of the LLSIL, whichever is highest. The LLSIL is an income level geographically adjusted for metropolitan, urban, and rural differences, as well as family size, by the Secretary of the U.S. Department of Labor. The LLSIL is based on the Secretary’s most recently issued lower-living family budget.

Title I of WIOA requires the Labor Secretary to update and publish the LLSIL tables annually in the *Federal Register* for uses described in the law, including determining eligibility for Youth. The 2018 LLSIL is given in the *Federal Register*, Volume 83, Number 103, May 29, 2018, pages 24495–24501.

Section 673(2) of the Omnibus Budget Reconciliation Act of 1981 [42 U.S.C. 9902(2)] requires the Secretary of the Department of HHS to update, at least annually, the poverty guidelines used as eligibility criteria by a number of federal programs, including WIOA. The 2018 HHS Poverty Guidelines may be found in the *Federal Register*, Volume 83, Number 12, January 18, 2018, pages 2642–2644. Their applicability is retroactive to January 11, 2019.

SUBSTANCE:

The 70 Percent LLSIL Guidelines or the HHS Poverty Guidelines are to be used in conjunction with the criteria set forth in WIOA sec. 3(36) for low-income individuals when determining eligibility or priority of service for WIOA programs. The appropriate guidelines to use for making eligibility determinations are those issued by DOLETA and HHS for the current calendar year, which will be posted as downloads associated with this Issuance and updated as subsequent guidelines are issued by the federal agencies. The notices published annually by those agencies in the *Federal Register* also may be used. OWD will continue to send electronic notifications (email alerts) to subscribers when new annual guidelines are published.

ROLES, RESPONSIBILITIES, and REQUIRED ACTIONS:

Effective immediately, the current year, or most recently issued, guidelines for 70 Percent LLSIL should be used by Missouri Workforce System staff in conjunction with the HHS Poverty Guidelines—along with the WIOA criteria for “Low Income Individual”—to determine eligibility for WIOA Youth programs and priority of services for WIOA Adult programs.

TIMELINE:

All Missouri Workforce System Staff — Application of current income guidelines for eligibility determinations **Continuous**

INQUIRIES:

Please direct all questions or comments regarding this Issuance document to dwdpolicy@dhewd.mo.gov. All active OWD Issuances are available at jobs.mo.gov/dwdissuances. Expired/rescinded Issuances are available on request.

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Missouri Department of Higher Education and Workforce Development is an [equal opportunity](#) employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

³ WIOA sec. 3(36) [[29 U.S.C. 3102\(6\)](#)].