



WIA TITLE I-B AND ARRA PROGRAM MANAGEMENT POLICIES AND PROCEDURES

MEMORANDUM #09-20

To: All WIA Title I-B and ARRA Adult and Dislocated Worker Program Subrecipients

Subject: Self-Sufficiency

Effective Date: July 1, 2009

A. BACKGROUND

The Workforce Investment Act of 1998 (WIA) provides Workforce Development Council Snohomish County (WDCSC) with the authority to define the term “self-sufficiency” for the local One-Stop System, WorkSource Snohomish County. This definition applies to eligibility for the WIA Title I-B and ARRA Adult and Dislocated Worker Programs as described in Memoranda #__-01A and __-01D, respectively, and as referenced elsewhere in WDCSC policies.

B. DEFINITION

WDCSC considers an applicant/registrant to be self-sufficient when two conditions are met:

1. The applicant/registrant has an hourly income from a permanent, stable position which, when annualized, is at or above 225% of the Office of Management and Budget Poverty Level relative to family size as shown in Memorandum #__-02, and
2. The applicant/registrant is assessed to be above the prevention line in each and every one of the following life domains from the Snohomish County Self-Sufficiency Matrix as documented on the WIA/ARRA Adult and Dislocated Worker Program Self-Sufficiency Assessment:
 - Access to Services
 - Career Resiliency/Training

- Education
- Employment Stability
- English Language Skills
- Food
- Housing
- Life Skills (Financial Matters)
- Mental Health
- Physical Health
- Support System
- Transportation

C. SITE OPERATOR ROLE

It is the Site Operator's responsibility to review and approve all registration paperwork for completeness, accuracy, and internal consistency within 30 days of an applicant's registration. It is also the Site Operator's responsibility to approve registration of all applicants under the non-priority service (25%) category **prior to registration**. The Site Operator is further responsible for entering the appropriate data for tracking client registration and eligibility information into the designated Management Information System using established protocols; maintain a centrally controlled file for each program applicant and registrant which contains all documents collected; and provide any and all Federal, State, County, and WDCSC monitors and auditors with access to such records given reasonable notice.