



PROCEDURE: LOW-INCOME AND SELF-SUFFICIENCY GUIDELINES

Procedure Number: 2020

Effective Date: May 1, 2017

Process

- **Low-income Determination:** Subrecipients, contractors and partners should define “low-income” as follows for determination of priority of services under the Title I Adult and Youth funding streams.
 - **Priority of Services for Adults:** Adults whose personal or family income does not exceed or has not in the past six months exceeded 175% of poverty as per **column 2** in the table below are considered “low-income”. While WIOA uses “the higher of the poverty line or 70% of the lower living standard income level (LLSIL)”, Workforce Snohomish has chosen to use a more inclusive definition based on the high median family income and a high cost of living in Snohomish County. Under WIOA there is no exclusion for payments of unemployment compensation, child support payments, and old-age survivor insurance benefits from the income calculation for determining if an individual is low income. An adult with a disability may be considered a family of one for low-income determination.
 - **Youth Eligibility:** Youth who meet the income guidelines in **column 1** relative to family size, or who are homeless, receiving or eligible to receive free or reduced price lunches, or foster children on behalf of whom state or local government payments are “low-income”. Income eligibility for youth with disabilities is based on the disabled youths’ own income rather than their family income.
- **Self-sufficiency Determination:** Self-sufficiency is unique to the needs of each job seeker/family, based on the costs of living in the community in which they live. Therefore, Workforce Snohomish will use the [Washington Self-Sufficiency Calculator](#) to identify what self-sufficiency means for each job seeker, rather than relying on the LLSIL or HHS Guidelines. When determining job seeker self-

sufficiency, sub-recipients must document the self-sufficiency wage identified by the calculator in the job seeker’s service plan or case notes.

- **Determining Family Size:** “family” under WIOA means two or more individuals related by blood, marriage - which in Washington law includes couples of all genders - or decree of court, and who are living in a single residence.
- **Determining whether a youth is a “dependent”:** Washington State identifies three circumstances where youth must be considered dependents of parents or legal guardians for the purpose of determining family size for WIOA Title I youth and adult program eligibility:
 - Youth not yet 18, who are not emancipated youth nor runaway youth, living “at home” with their parents or legal guardians, including individuals in the temporary care of another individual or household (but not claimed as a dependent by that household)
 - Youth age 18-19 who are full-time students in a secondary school or equivalent and are living “at home” with their parents or legal guardians.
 - Youth age 18-24 who are not full-time students and are living “at home” with their parents or legal guardians and who are primarily supported by their parents.

A legal guardian is a blood relative (e.g., grandparent, aunt or uncle) or other legally recognized relative (e.g., by decree of the court) who claims the youth as a dependent.

	1	2
Number in family	Federal Poverty Definition (the higher of 70% LLSIL or HHS Poverty Guideline)	Local Priority Service-175% of Federal Poverty Definition
1*	12,060	21,105
2	18,594	32,540
3	25,529	44,676
4	31,512	55,146
5	37,189	65,081
6	43,490	76,108
7	49,791	87,134
8	56,092	98,161

Cost per additional family member	6,301	7,315
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- **Updating the guidelines:** Each April, using information published in the Federal Register, Workforce Snohomish staff will use the annual HHS Poverty Guidelines (published in January) and the annual DOLETA lower living standard income

level (LLSIL) data for the Seattle-Tacoma-Bremerton Metropolitan Statistical Area (published in March) to update the income guidelines as follows:

- For Column 1, Family of 1, use the “Family of 1” figure from the HHS poverty guidelines – this is typically higher than the 70% of LLSIL.
- For Column 1, Family of 2 through Family of 6, locate the Seattle-Tacoma-Bremerton Metropolitan Statistical Area row in appendix C of the LLSIL and find the value for 70% of LLSIL. Find that same value in the “family of four” column in Table 4 of Appendix D and update the table with the values for a family of 2 through a family of 6. Subtract the value for a family of 6 from that for a family of 5 and use the difference to create values to families of 7 and 8.
- For column 2, multiply column 1 by 175%