



**Local Workforce Innovation And Opportunity Act (WIOA) Policy No. 2018-PL-05  
Change 1**

**To:** All Delegate Agencies, One-Stops and Sector Centers

**From:**

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**Subject:** LOW-INCOME INDIVIDUALS

**Date:** September 25, 2018

**Purpose:**

The purpose of this policy is to define who is a low-income individual.

**References:**

Illinois Department of Commerce (IDOC) WIOA POLICY 15- WIOA- 4.5  
U.S Department of Labor WIOA Final Rule 20 CFR Part 680

**Background:**

WIOA identifies certain situations where Adult and Youth customers must meet low-income eligibility requirements for enrollment into the WIOA program.

**POLICY:**

- A. Low income determination is part of the eligibility process in the following:
  1. In the WIOA Youth program, low-income can be a qualifying criterion for determining eligibility. Low-income youth are considered having a barrier to employment.
  2. In the WIOA Adult program, low-income is one of the three priorities of service criteria. Low-income adults must receive priority of services over Adults who do not meet one of the three priority categories.
- B. A low-income individual is a person who:
  1. Receives or received in the past six (6) months, or is a member of a family that receives or received in the past six (6) months, assistance through the supplemental

nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008, the program of block grants to states for Temporary Assistance for Needy Families (TANF) program under part A of Title IV of the Social Security Act or the Supplemental Security Income (SSI) program established under Title XVI of the Social Security Act, or State or local income-based public assistance; or

2. Is in a family with total family income that does not exceed the higher of:
    - a) The poverty line; or
    - b) Seventy percent (70%) of the lower living standard income level (*The IDOC will update the income levels on an annual basis*); or
  3. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC. 14043e-2(6)), or a homeless child or youth (as defined under Section 725(2)) of the McKinney-Vento Homeless Assistance Act (42 USC. 11434a(2)); or
  4. 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.); or
  5. Is a foster child on behalf of whom state or local government payments are made; or
  6. Is an individual with a disability whose own income does not exceed the higher of:
    - a) The poverty line; or
    - b) Seventy percent (70%) of the lower living standard income level, but who is a member of a family whose income does not meet this requirement; or
  7. Is a youth residing in a high poverty area. A high-poverty area is a Census tract, a set of contiguous Census tracts, Indian Reservation, tribal land or Native Alaskan Village or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data. *The Partnership will provide an official listing, via procedure letter, of the high poverty Census tract areas and/or communities that meet the criteria in the service area on an annual basis.*
- C. In making determinations of low-income status, the list of income source inclusions and exclusions found in Attachment A to IDOC WIOA Policy Letter 15-4.5 should be referenced. This list along with Illinois Department of Commerce's "WIOA 1B General and Fund Source Eligibility Requirements and Documentation Source Guide is located on the Illinois WorkNet website at [www.illinoisworknet.com/WIOA/Resources/Pages/WIA-WIOAPolicies](http://www.illinoisworknet.com/WIOA/Resources/Pages/WIA-WIOAPolicies)
- D. When past income is an eligibility determinant for federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran.

and for other individuals for whom those amounts would normally be applied in making an eligibility determination.

1. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 U.S.C. 4213.
- E. All determinations of low-income status for customers must be supported by proper documentation.

**Effective Date:**

Immediately upon Board approval.

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