



Tulsa Area Workforce Development Board, Inc.

Proudly serving Creek, Osage, Pawnee and Tulsa Counties in Oklahoma

Self-Sufficiency Policy

Board Approved: 02/16/2017

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Self-Sufficiency Policy – TU2016-202017

Board Approval: 02 16 2017

Executive Committee Approval: 01 30 2017

Oversight Committee Approval: 01 30 2017

Reason: Under WIOA, it is required that local areas ensure self-sufficiency standards be determined based on family size and County Metro or Non-Metro designation.

Rescinded: Self-Sufficiency Policy - TU2013-06 27 2013-01

Tulsa Area Workforce Development Board

Self-Sufficiency Policy

Board Approval: 02/16/2017

I. Purpose:

This policy establishes a self-sufficiency standard to determine eligibility for employed registrants requesting training services under Title I of the Workforce Innovation and Opportunity Act (WIOA). The standard applies to all unemployed and underemployed registrants, for both adults and dislocated worker programs. This policy outlines the procedure and defines the self-sufficiency wage standard and related acceptable documentation.

II. Authority:

Workforce Innovation and Opportunity Act (WIOA) § 3(36) Lower Living Standard Income Levels; § 134(a)(3)(A)(xii) State Define Self-Sufficiency; § 134(d)(1)(A)(x) Local Area Define Self-Sufficiency; Oklahoma Workforce Development Issuance (OWDI) #05-2016 U.S. Department of Health and Human Services (HHS) Poverty Guidelines and U.S. Department of Labor's 2016 70% and 100% Lower Living Standard Income Levels (LLSIL).

III. Background:

WIOA requires that in the event that funds allocated to a local region are used to provide training services for employed workers, the Local Board must establish a self-sufficiency wage standard which is to be used in determining the eligibility of the employed worker. At minimum, such criteria must be determined based on family size and County Metro or Non-Metro designation. The Oklahoma Office of Workforce Development (OOWD) has determined the minimum self-sufficiency standard for WIOA shall be the most current one hundred percent (100%) of the federally released lower living standard income levels (LLSIL). Under WIOA §134, the Local Area has the option to further expand on the State's definition of self-sufficiency. The Tulsa Area Workforce Development Board (TAWDB) has chosen to define self-sufficiency as one hundred and twenty-five percent (125%) of the LLSIL.

IV. Definitions:

A. Family

Family means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

1. A married couple and dependent child(ren);
2. A parent or guardian and dependent child(ren); or
3. A married couple.¹

B. Full-Time Employment

Includes people who worked 35 hours or more during the week.²

C. Part-Time Employment

Persons who worked between one (1) and thirty-four (34) hours are designated as working part-time³

¹ § 675.300

² "Labor Market Statics – Glossary". Oklahoma Employment Security Commission. State of Oklahoma. Web. 16 May 2013 <http://www.ok.gov/oesc_web/Services/Find_Labor_Market_Statistics/LMI_Glossary_.html>

³ "Labor Market Statics – Glossary". Oklahoma Employment Security Commission. State of Oklahoma. Web. 16 May 2013 <http://www.ok.gov/oesc_web/Services/Find_Labor_Market_Statistics/LMI_Glossary_.html>

D. Underemployed⁴

Individuals who are underemployed may include:

1. Individuals employed less than full-time who are seeking full-time employment;
2. Individuals who are employed in a position that is inadequate with respect to their skills and training;
3. Individuals who are employed who meet the definition of a low-income individual⁵; and
4. Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment.

V. Local Policy:

The Tulsa Area Workforce Development Board (TAWDB) has chosen to define self-sufficiency as one hundred and twenty-five percent (125%) of the current LLSIL, for the Adult Program. The self-sufficient standards shall adjust, as appropriate, as new federal and state guidance are annually released.

Participant family income information, in reference to self-sufficiency, does not have to be gathered and uploaded until participant is interested in training services. Family wage income shall be used to determine self-sufficiency. Family wage income shall be calculated before deductions (gross wage). The employed Dislocated Worker self-sufficiency shall be determined by the percentage of the lay-off wage.

A. Employed Adult Criteria

1. If the participant's family income is at or above the designated amount, as presented in this policy, they will be determined to be self-sufficient and will NOT be eligible for training services.
2. If the participant's family income does not exceed the designated amount, they will be determined to not be self-sufficient and will be eligible for training services.
3. See Attachment A for Program Year 2016 current numbers.

B. Employed Dislocated Worker

Shall be defined as employment which provides the worker a wage that is equal to or greater than eighty percent (80%) of his or her wage at the time of dislocation.

1. Compare the hourly wage at time of dislocation to the current hourly wage.
2. Compare the monthly income at time of dislocation to the current monthly income.

C. Self Sufficiency Program Note

Service Provider staff must record the following in Oklahoma Service Link Program Case Notes:

1. Eligibility criteria being validated (e.g., self-sufficiency);
2. Date the verification occurred;
3. Source document used; and
4. **For Adult** Participant's income and whether self-sufficient or not self-sufficient per policy; Or
5. **For Dislocated Worker** is at or below eighty percent (80%) of wage of dislocated employment.

⁴ TEGL 03-15(6)

⁵ WIOA sec. 3(36)

D. Upload Documentation

Acceptable source documents for determining self-sufficiency will be:

1. Current Check Stub
2. Letter from employer
3. Tax Records
4. Telephone Verification

VI. Compliance:

All records may be reviewed for monitoring purposes.

VII. Attachments

- A. Program Year 2016 Self-Sufficiency Standard

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Program Year 2016 Self-Sufficiency Standard

Adult Program

Family Size	Non-Metro LLSIL 6 Months	125% of LLSIL 6 months	125% of LLSIL 12 months
1	\$ 12,815.00	\$16,018.75	\$ 32,037.50
2	\$ 20,993.00	\$26,241.25	\$ 52,482.50
3	\$ 28,813.00	\$36,016.25	\$ 72,032.50
4	\$ 35,568.00	\$44,460.00	\$ 88,920.00
5	\$ 41,974.00	\$52,467.50	\$ 104,935.00
6	\$ 49,087.00	\$61,358.75	\$ 122,717.50

Family Size	Metro LLSIL 6 Months	125% of LLSIL 6 months	125% of LLSIL 12 months
1	\$ 12,895.00	\$16,118.75	\$ 32,237.50
2	\$ 21,129.00	\$26,411.25	\$ 52,822.50
3	\$ 29,000.00	\$36,250.00	\$ 72,500.00
4	\$ 35,803.00	\$44,753.75	\$ 89,507.50
5	\$ 42,256.00	\$52,820.00	\$ 105,640.00
6	\$ 49,421.00	\$61,776.25	\$ 123,552.50