



Training * Connecting * Developing Illinois' Workforce

Workforce Innovation and Opportunity Act Eligibility

Low Income

As of August 12th, 2020

WIOA Title 1 Authorization



Guiding Innovation
Illinois WIOA Policy

Policy Chapters & Sections

A-Z Listing

Archived Policy

Print Policy

As the Governor's designated agency for the Workforce Innovation and Opportunity Act (WIOA) Title 1 Workforce Development Activities and the Trade Adjustment Assistance Act, the Department of Commerce Office of Employment and Training (OET) provides policy and guidance to the Local Workforce Innovation Boards for the delivery of workforce services. The ePolicy manual contains this policy, related documents, and resources to support the implementation and provision of service under WIOA. To keep up on the latest information, please subscribe to e-mail notifications of any policy issuances and updates.

Policy Chapters and Sections
A-Z
Archive
Print

ePolicy Chapters and Sections

- ▼ Chapter 1. Governance
 - 1.1 [Pending]
 - ▼ 1.2 Local Workforce Board Membership Requirements
 - 1.2.1 Composition
 - 1.2.2 Membership Terms

Federal:
Workforce Innovation and Opportunity Act of 2014

State of Illinois:
Department of Commerce
Office of Employment and Training (OET)_WIOA
E-Policy Chapter 5.5 - Low-Income Individuals

WIOA Low Income

- Additional guidance provided in Training and Employment Guidance Letter (TEGL) 19-16 - Guidance on Services Provided through Adult and Dislocated Worker under WIOA - dated March 1st, 2017.
- Additional guidance provided by TEGL 21-16 - Third WIOA Title I Youth Formula Program Guidance - dated March 2nd, 2017.

WIOA Low Income Rules

Adult Program - Priority of service for low income individuals.

In-School Youth - 95% of clients must meet WIOA low income criteria.

Out-of-School Youth - Youth with certain barriers can be required to meet low income criteria.

Low Income Individual Policy

- WIOA E-Policy Chapter 5.5 - Low-Income Individuals.
 - Attachment A - Documentation
 - Attachment B - Inclusions/Exclusions
- WIOA Notice NO. 19-NOT-03.

Below is the URL to the Apprenticeship Resources Page - See Eligibility Documents
<https://www.illinoisworknet.com/partners/Pages/ApprenticeshipResources.aspx>

The eight ways an applicant can become qualified as Low Income

1. Cash Welfare
2. Food Stamps
3. Homeless
4. Free or Reduced Priced Lunch
5. Foster Child
6. Youth Customer Living in a High Poverty Level
7. Family Income Calculation
8. Family of One Due to Disability

Low Income only Requires One

- To meet WIOA Low income criteria, a client would only need to meet one of the eight different low income criteria.
- However, if a client claims to meet low income criteria multiple ways, then the expectations at eligibility determination would be to have verification documentation for each criteria claimed.

WIOA Low Income Criteria that does not require an income calculation

1. Cash Welfare
2. Food Stamps
3. Homeless
4. Free or Reduced Priced Lunch
5. Foster Child
6. Youth Customer Living in a High Poverty Level

WIOA Low Income Criteria

The criteria for Cash Welfare and Food Stamps is:

Personally receives, or is a member of a family that receives or received in the past six (6) months either Cash Welfare or Food Stamps.

Low Income: Cash Welfare

1. **Temporary Assistance for Needy Families (TANF) program under Part A of Title IV of the Social Security Act, or**
2. **Supplemental Security Income (SSI) program established under Title XVI of the Social Security Act, or**
3. **State or local income-based public assistance.**

No Income Calculation Needed

Goals & Current Situation Screen

- Many of the questions related to WIOA Low Income are captured on the Goals & Current Situation Screen as part of the Apprenticeship application.
- Most are under the section called “Financial”:

FINANCIAL

- Myself or someone in my immediate family receives SNAP benefits.
- Myself or someone in my family receives TANF.
- Myself or someone in my family receives SSI.
- Myself or someone in my family receives state/local cash welfare.
- I live in a high poverty area.
- I receive a free/reduced price lunch at school.
- I am having a difficult time paying my bills.
- I may meet the low income guidelines.

Myself or Someone in Family

- An important distinction on many of the WIOA Low Income criteria is tied to the client themselves, or someone in their immediate family who might meet the criteria.
- The important thing to understand is the WIOA definition of family for the consideration of immediate family.

The WIOA definition of “Family”

The term “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:

- A. Married couple and dependent children.
- B. Parent or guardian and dependent children.
- C. Married couple.

Question about Family ?

- Referring to the WIOA family definition; Charlie and Betty live together and they are not married, they have a son, Tommy.
 - Q - Betty comes in, how many people are in her WIOA defined family and who are they?

Question about Family ?

- Referring to the WIOA family definition; Charlie and Betty live together and they are not married, they have a son, Tommy.
 - Q - Betty comes in, how many people are in her WIOA defined family and who are they?
 - **A - Family size of two, Betty and Tommy. Based on the WIOA Definition of family to be considered a family of three in this situation, Charlie and Betty would need to be married.**

Goals & Current Situation Screen

- Under Financial, the client is recording if themselves, or someone in their WIOA defined family fall in these categories:
- The specific questions tied to Cash Welfare are TANF, SSI, or any other State or local cash based public assistance. They should only be populated with a check if there is documentation to support the claim:

FINANCIAL

- Myself or someone in my immediate family receives SNAP benefits.
- Myself or someone in my family receives TANF.
- Myself or someone in my family receives SSI.
- Myself or someone in my family receives state/local cash welfare.

Low Income: Cash Welfare

1. **Temporary Assistance for Needy Families (TANF) program under Part A of Title IV of the Social Security Act, or**
2. **Supplemental Security Income (SSI) program established under Title XVI of the Social Security Act, or**
3. **State or local income-based public assistance.**

No Income Calculation Needed...

Question about Cash Welfare

- **Q - Betty is currently receiving TANF benefits, she lives with Charlie, but they are not married and Charlie is not on the household determination of the TANF printout. If Charlie came in for Services, could he be determined low income because he lives with Betty and she receives TANF benefits?**

Answer to ? about Cash Welfare

- Q - Betty is currently receiving TANF benefits, she lives with Charlie, but they are not married and Charlie is not on the household determination of the TANF printout. If Charlie came in for Services, could he be determined low income because he lives with Betty and she receives TANF benefits?
- **A - No, Charlie could not be determined as low income under WIOA due to Betty receiving TANF, as they do not meet the criteria under the family definition since they are not married.**

The WIOA definition of “Family”

The term “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:

- A. Married couple and dependent children.
- B. Parent or guardian and dependent children.
- C. Married couple.

Specific Questions for Cash Welfare

- In the example client, all three cash welfare criteria were checked, so the client would be expected to provide documentation showing how themselves or someone in their WIOA defined family was on TANF, SSI and other form of Cash Welfare.
- Directly below are the documentation choices for any individuals who was identified as being on a form of cash welfare:

Select Verification Type
Copy of Authorization to REceive Cash Public Assistance
Copy of Public Assistance Check
Public Assistance Identification showing Cash Grant Status
Public Assistance Records/Printout
Refugee Assistance Records
Unable to Verify

Myself or someone in my immediate family receives TANF.*

Myself or someone in my immediate family receives SSI.*

Low Income: Food Stamps

Personally receives, or is a member of a family that receives or received in the past six (6) months the **Supplemental Nutrition Assistance Program (SNAP)** assistance.

Food and Nutrition Act of 2008



Goals & Current Situation Screen

- Under Financial, the SNAP (food stamp) question within the Apprenticeship Application is under the Financial section:

FINANCIAL

 Myself or someone in my immediate family receives SNAP benefits.

Documentation for SNAP

- In the example client, a check was made for “myself or someone in my immediate family receives SNAP benefits.”
- Directly below are the documentation choices for any individual who would have been identified in the application under the criteria of “Myself or someone in my immediate family receives SNAP benefits”:

Select Verification Type
Authorization to Obtain Food Stamps
Letter from Food Stamp Disbursing Agency
Public Assistance Records/Printout
Unable to Verify

Myself or someone in my immediate family receives SNAP benefits.*

Question about Food Stamps

- **Q - Betty is currently receiving Food Stamps, her son Tommy lives with her. If Tommy came in to apply for the Apprenticeship program, could he be determined WIOA low income based on food stamps, even if his mother receives food stamps and he does not appear on his mothers food stamp account?**

Answer to ? about Food Stamps

- Q - Betty is currently receiving Food Stamps, her son Tommy lives with her. If Tommy came in to apply for the Apprenticeship program, could he be determined WIOA low income based on food stamps, even if his mother receives food stamps and he does not appear on his mothers food stamp account?
- **A -WIOA Low Income criteria can be determined based on, “Personally receives, or is a member of a family that receives or received in the past six (6) months the Supplemental Nutrition Assistance Program (SNAP) assistance.”**
 - Since Tommy lives with his mom who is receiving food stamps, he could be determined low income based on his mother Betty receiving food stamps.

Low Income: Homeless

1. Individual who lacks a fixed, regular or adequate nighttime residence; and

Violence Against Women Act of 1994

2. Adult or youth with a primary nighttime residence that is a public or privately operated shelter for temporary accommodation.

McKinney-Vento Homeless Assistance Act

Goals & Current Situation Screen

- On the Goals & Current Situation screen, under the “Housing” portion, is the question “I need a permanent place to live.”
- If that question is marked, it will meet the criteria under WIOA Low Income for Homeless:

HOUSING

 I need a permanent place to live.

Documentation for Homeless

- In the example client, a check was made for “I need a permanent place to live.” which correlates under WIOA Low Income eligibility criteria for homeless.
- Directly below are the documentation choices for any individual who is identified in the application to the criteria of “I need a permanent place to live.”:

Select Verification Type	
Signed applicant statement	
Written statement from an individual providing temporary assistance	
Written statement from shelter	need a permanent place to live. (Homeless)*
Written statement from Social Service agency-homeless shelter/runaway services	
Unable to Verify	

Low Income : Free or Reduced Priced Lunch

Receives or is eligible to receive a free or reduced price lunch under the **Richard B. Russell National School Lunch Act.**

-> Criteria for In-School Youth Only

Must have documentation from school.

Low Income : Free or Reduced Priced Lunch

- TEGL 21-16 and our Low Income Policy clarified that “In schools where the whole school automatically receives free or reduced price lunch, WIOA programs must base low-income status on an individual student’s eligibility to receive free or reduced price lunch or on meeting one of the other low-income categories under WIOA”.
 - Meaning if only whole school criteria is used for free or reduced lunch, you cannot use this method to determine low income criteria and must use one of the other low income categories to determine an individuals low income status.

Goals & Current Situation Screen

- Under Financial, as shown below is a question, “I receive a free/reduced price lunch at school.”
- This criteria is only for individuals who are currently attending high school (secondary school) and are attempting to meet WIOA In-School Youth (ISY) criteria. No other WIOA titles can use free or reduced lunch as part of low income criteria.

FINANCIAL

- Myself or someone in my immediate family receives SNAP benefits.
- Myself or someone in my family receives TANF.
- Myself or someone in my family receives SSI.
- Myself or someone in my family receives state/local cash welfare.
- I live in a high poverty area.
- I receive a free/reduced price lunch at school.

Question about Free or Reduced Lunch Documentation

- **Q - Sally is currently a Junior in H.S., and in the school district she attends, all students are eligible for free lunch. She has applied for the program, what documentation would be needed to support her WIOA Low Income Criteria due to free or reduced lunch?**

Answer to ? about Free or Reduced Lunch Documentation

- Q - Sally is currently a Junior in H.S., and in the school district she attends, all students are eligible for free lunch. She has applied for the program, what documentation would be needed to support her WIOA Low Income Criteria due to free or reduced lunch?
- A - **The documentation would need to specifically address that Sally herself, by name, is eligible for free or reduced lunch. If the school will not provide information about an individual, then the client must find another way to support WIOA Low Income criteria.**

Documentation for Free or Reduced Meal Criteria

- In the example for this client, when “I receive a free/reduced price lunch at school.” is checked, it could be used to support WIOA Low Income eligibility criteria for an In-School Youth client.
- Directly below are the documentation choices for any individual who is identified in the application under the criteria of “I receive a free/reduced price lunch at school.”:

Select Verification Type
Documentation from School
Unable to Verify

I receive a free/reduced price lunch at school.*

Low Income: Foster Child

A minor on behalf of whom State or local government payments are made to a foster parent or other guardian.

Goals & Current Situation Screen

- On the Goals & Current Situation screen, under the Housing portion, is the question “I am in foster care.”
- If that question is marked, it will meet the criteria under WIOA Low Income due to Foster Child status:

HOUSING

- I need a permanent place to live.
- I am in foster care.

Question about Foster Child Documentation

- **Q - Conrad is currently a Senior in H.S., he lives with his foster parents. What is the documentation that could be used support his WIOA Low Income Criteria due to Foster Child status?**

Question about Foster Child Documentation

- Q - Conrad is currently a Senior in H.S., he lives with his foster parents. What is the documentation that could be used support his WIOA Low Income Criteria due to Foster Child status?
- **A - The documentation choices to support Foster Child status to support WIOA Low Income criteria are listed in Attachment “A” to Commerce WIOA Low Income Policy WIOA E-Policy Chapter 5.5:**
 - To support foster child status the following are acceptable choices: Court Contact; Court Documentation; Medical Card showing Foster Child Status; Verification of Payment made on behalf of the child; Written Statement from State/Local Agency.

Documentation for Foster Child

- In the example client, a check was made for “I am in foster care.” which correlates under WIOA Low Income eligibility criteria due to being a foster child.
- Directly below are the documentation choices for any individual who is identified in the application to the criteria of “I am in foster care.”:

Select Verification Type	<input checked="" type="checkbox"/> I am in foster care.*
Court contract	
Court documentation	
Medical Card showing Foster Child	
Verification of payments made on behalf of child	
Written statement from State/Local agency	
Unable to Verify	<input type="checkbox"/> I have aged out of f

Youth Living in a High Poverty Level

- According to Section 129(a)(2) of WIOA, for ISY and OSY, a youth qualifies as low income if the youth lives in a high poverty area.
- Many rural counties in the U.S. have a poverty rate of 25 percent or above.
- New Guidance was issued in April 2020 on the steps to determine this criteria.
- The next few slides provides additional guidance on these new steps. Further guidance could be provided by your grant manager on this criteria.

New Guidance in April 2020

- **DIRECTIONS FOR USING AMERICAN COMMUNITY SURVEY DATA TO IDENTIFY HIGH-POVERTY AREA IN URBAN OR RURAL AREAS**
- *Note that these are new directions given that the Census Bureau has changed its web site since last year for obtaining American Community Survey Data.*
- **Section 1: Determining if an Overall City or County has a Poverty Rate of 25 percent.** 1. First, check to see if your overall city or county has a poverty rate of 25 percent or above. Go to Census.gov or click on <https://www.census.gov>. In the middle of the page, go to **Quick Facts: Access Local Data** and click on the arrow. On the top of the page that comes up type in the name of your city or county and then click on your city or county from the list provided of places with the same name. Scroll down near the bottom of the table to **Income and Poverty** and it will give you the poverty rate of your city or county. If the poverty rate is 25 percent or above, that is all that you need to do to show that your city or county is a high-poverty area.

New Guidance in April 2020

- **Section 2: Determining if an Individual Lives in a High-Poverty Area Based on Their Street Address.**
- There are two steps to this—first determining the Census tract in which the street address is located, and second determining the poverty rate of the Census tract.
- For the first step, click on <https://geocoding.geo.census.gov/geocoder/geographies/address?form>. There will be two choices: Find Locations Using... and Find Geographies Using...Click on the second option to Find Geographies.
- Type in the street address, city, and state. You don't need to type in the zip code. The click on Find.
- A list of information comes up giving geographic identifiers first by state, then by Census block, then by County, then by Census Tract. Scroll down near to bottom of the page to Census Tract. In the middle of the information for Census tracts there will be listed **Name**. This will give the Census tract number of the street address.
- For the second step, Go to the American Community Survey home page by clicking on <https://www.census.gov/programs-surveys/acs>.

Goals & Current Situation Screen

- Under Financial, as shown below is a question, “I live in a high poverty area.”
- This criteria is only for individuals who are attempting to qualify as a Youth under WIOA. No other WIOA titles can use living in a high poverty area as criteria.

FINANCIAL

- Myself or someone in my immediate family receives SNAP benefits.
- Myself or someone in my family receives TANF.
- Myself or someone in my family receives SSI.
- Myself or someone in my family receives state/local cash welfare.
- I live in a high poverty area.



Documentation for High Poverty Area

- In the example for this client, yes was checked for “I live in a high poverty area.” which correlates under WIOA Low Income eligibility criteria for a Youth client.
- Directly below are the documentation choices for Youth who is identified in the application under the criteria of “I live in a high poverty area.”:

Select Verification Type
Documentation Verifying High Poverty Area
Unable to Verify

I live in a high poverty area.* [Census Check](#)

ZIP Code: 62704

Family Income Calculation

- A Family Income Calculation is only needed to determine low income if the client does not meet any of the six automatic low income qualification criteria previously covered and the client meets the criteria below:
- A family with total family income that does not exceed the higher of:
 - The poverty line; or
 - Seventy percent (70%) of the lower living standard income level. (**WIOA Notice NO. 19-NOT-03, Attachment “B” - see next slide.**)

Family Low Income Criteria Chart

- Below is a chart of the Low Income Levels by LWIA and Family Size under WIOA Notice NO. 19-NOT-03, Attachment “B”:

These Guidelines are in effect From: May 4, 2020 To: Continuing			
Size of Family Unit	LWIAs 1, 2, 5, 6, 7, 10	LWIAs 22 and 24	LWIAs 3, 4, 11, 13, 14, 15, 17, 18, 19, 20, 21, 23, 25, 26
1	<i>\$12,760</i>	<i>\$12,760</i>	<i>\$12,760</i>
2	<i>\$17,240</i>	<i>\$17,240</i>	<i>\$17,240</i>
3	\$22,712	\$21,720	\$22,451
4	\$28,040	\$26,200	\$27,716
5	\$33,093	\$30,680	\$32,706
6	\$38,704	\$35,187	\$38,257
	For family units with more than six members, add \$5,611 for each additional member	For family units with more than six members, add \$5,096 for each additional member	For family units with more than six members, add \$5,550 for each additional member
* An Italicized income level indicates the 2020 Poverty Guideline was higher than the LLSIL for the selected MSA, and thus that level was used.			

Goals & Current Situation Screen

- Under Financial, as shown below is a question, “I may meet the low income guidelines.”
- This criteria would only be needed for Adult or Youth clients who do not meet any of the other Low Income criteria mentioned in this power point, and **who you believe would meet criteria of the poverty line; or 70% of the lower living standard income level.**

FINANCIAL

- Myself or someone in my immediate family receives SNAP benefits.
- Myself or someone in my family receives TANF.
- Myself or someone in my family receives SSI.
- Myself or someone in my family receives state/local cash welfare.
- I live in a high poverty area.
- I receive a free/reduced price lunch at school.
- I am having a difficult time paying my bills.
- I may meet the low income guidelines.



Family Income Calculation Requirements

- Must capture the income on each individual within the WIOA defined family for the six months prior to application date.
- Pay stubs or other acceptable documentation for each of the family member's income.
- Documentation supporting family size.

If Not Living with WIOA Family Members

- Guidance was provided on page 7., of TEGL 21-16, that *“if an individual is not living in a single residence with other family members, that individual is not a member of a family for purposes of WIOA income calculations.”*
- Meaning, if an individual is not living with their WIOA defined family, then their income determination should be based on their own income only.

Income Calculation Question

- **Q - A 19 year-old individual Tom, is applying for the WIOA program. He lives with his older sister, Tori and their cousin, Sue who is 23. Both Tori and Sue are also thinking about applying for the program. How many people would be considered to be in the WIOA defined family? Whose income would be included to determine the low income status?**

Answer to the Income Calculation ?

- Q - A 19 year-old individual Tom, is applying for the WIOA program. He lives with his older sister, Tori and their cousin, Sue who is 23. Both Tori and Sue are also thinking about applying for the program. How many people would be considered to be in the WIOA defined family? Whose income would be included to determine the low income status?
- **A - None of these individuals meet the criteria under the WIOA family definition, in each case it would be a family size of one. Each individuals low income status would be based on their own income.**

WIOA Family Definition

The term “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:

- (A) A married couple and dependent children.
- (B) A parent or guardian and dependent children.
- (C) A married couple.

First, Determine Family Size

- You want to determine who is in the WIOA defined family. For this example, family size is 3:

County Select Verification Type ▼	<input checked="" type="checkbox"/> I may meet the low income guidelines.* County: Sangamon Family Size WIOA definition of family
Family Size Select Verification Type ▼	3 ←
Family Income Select Verification Type ▼	Total family income 6 months prior to the application date List of income exclusions

Save and Go to Next Tab Save and Return Later Back

Last Six Months Family Income

- Department of Commerce Office of Employment and Training (OET) WIOA E-Policy Chapter 5.5 - Low-Income Individuals
 - Within that policy is an attachment “B”, which lists the various income inclusions and more importantly income exclusions when an income calculation is completed.
 - It is very important to understand the excludable income. (See the hyper link on the next slide.)

WIOA Family Income Calculation

- When completing a WIOA Family Income Calculation, you are recording the last six months includable income, it is important to understand what are the various types of income that could be excluded from an income calculation.

County Select Verification Type ▼	<input checked="" type="checkbox"/> I may meet the low income guidelines.* County: Sangamon Family Size WIOA definition of family 3 ▼
Family Size Select Verification Type ▼	Total family income 6 months prior to the application date List of income exclusions ←
Family Income Select Verification Type ▼	

Save and Go to Next Tab

Save and Return Later

Back

WIOA Family Income Calculation

- For a family income calculation, you must include the income for each member of the WIOA defined family for the previous six months.
- Internal logic will then determine based on the family size and recorded income if the client meets WIOA family income criteria.
- Keep in mind, the family income calculation is only needed if the client is either an Adult or Youth client, and does not meet one of the other automatic WIOA Low income criteria.

WIOA Family Income Calculation

- Family size of three, total family income for past six months minus excludable income was \$10,600 for this example.

County

Select Verification Type



Family Size

Select Verification Type



Family Income

Select Verification Type



I may meet the low income guidelines.*

County: Sangamon

Family Size [WIOA definition of family](#)

3



Total family income 6 months prior to the application date

[List of income exclusions](#)

10600

Save and Go to Next Tab

Save and Return Later

Back

WIOA Family Income Calculation

- For this particular family income calculation, the six month income was listed as \$10,600, so it will annualize to \$22,200. The family size is listed as three.
- For LWIA 20 boundaries, the income threshold for determining WIOA Low Income status is \$22,451 or less, so the client would meet WIOA low income criteria per OET Policy WIOA Notice NO. 19-NOT-03. (See slide 47).
- The next few slides will demonstrate the steps required for supporting documentation when an income calculation is being used to support WIOA Low Income.

County Documentation

- The income thresholds are broken out by LWIA in Policy, but in behind the scenes the LWIA's are broken down by County. So when an income calculation is completed, there must be documentation to support the county the client lives in.

County

Driver's License ▼

Family Size

Select Verification Type ▼

Family Income

Select Verification Type ▼

I may meet the low income guidelines.*

County: Sangamon

Family Size [WIOA definition of family](#)

3 ▼

Total family income 6 months prior to the application date

[List of income exclusions](#)

10600

Family Size Documentation

- Select what documentation is being used to supported the recorded family size. (Keep in mind the WIOA family definition when recording family size.)

County
 Driver's License ▼

I may meet the low income guidelines.*
County: Sangamon
Family Size [WIOA definition of family](#)
 3 ▼

Total family income 6 months prior to the application date
[List of income exclusions](#)
 10600

Select Verification Type

- Applicant Statement
- Birth Certificate
- Current Tax Return with IRS Documents
- Decree of Court
- Disabled
- Divorce Decree
- Landlord Statement
- Lease
- Marriage Certificate
- Medical Card
- Public Assistance/Social Service Records
- Public Notice of Closing
- Statement from Individual Providing Temporary Residence
- Statement from Publicly Supported Facility or Institution

Income Documentation

- When WIOA Low income is being used to support eligibly criteria, there must be documentation to support the amount of income reported.

Country

Select Verification Type

- Accountant Statement
- Alimony Agreement
- Applicant Statement
- Award Letter from Veterans Administration
- Bank Statements (Direct Deposit)
- Compensation Award Letter
- Court Award Letter
- Employer Statement/Contact
- Farm or Business Financial Records
- Housing Authority Verification
- Most Recent Tax Return Supported by IRS Documents
- Pay Stub
- Pension Statement
- Public Assistance Records/Printout
- Quarterly Estimated Tax For Self Employed Persons
- Social Security Benefits
- Unemployment Insurance Documents and/or Printout

I may meet the low income guidelines.*

County: Sangamon

Family Size [WIOA definition of family](#)

3

Total family income 6 months prior to the application date

[List of income exclusions](#)

10600

WIOA Family Income Calculation

- Below is an example of a completed family income calculation along with the documentation.

County Driver's License	<input checked="" type="checkbox"/> I may meet the low income guidelines.* County: Sangamon Family Size WIOA definition of family 3
Family Size Applicant Statement	Total family income 6 months prior to the application date List of income exclusions 10600
Family Income Pay Stub	

[Save and Go to Next Tab](#) [Save and Return Later](#) [Back](#)

Family Income Calculation Requirements

- It is essential to view OET WIOA Policy 5-5 - Low Income Individuals - specifically Attachment “B” - Inclusions and Exclusions for Determining Family Income.
- Any family member that counts towards the WIOA defined family must have the included income for the previous six months prior to the application date for the family income calculation.

If Over Family Income

If an Adult or Youth client, who does not meet any of the automatic low income qualification factors, and is over the family income low income level, there is a final way WIOA low income could be determined.

Family of One due to a Disability

Is for an individual with a disability whose own income does not exceed the higher of:

The poverty line; or

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.

Family of one due to a disability

1. On the “Goals & Current Situation” screen the disability must be identified.
2. The “Income Calculation” screen is where the client’s past six months of income must be recorded.

Must capture the income for the client

- If the client does not have income, the client must write an attestation stating they have not had income in the previous 6-month period.
- If client has income, it must be at or under the income for a family of one (\$12,760) as described in WIOA Notice 19-NOT-03, Revised Income Guidelines for Determining Low Income Status for WIOA.

Recording Disability in Application

On the “Goals & Current Situation” screen in a client application it asks about “Physical/Health”, if either “I have a disability that makes it hard for me to do certain things.” or “I am legally blind.” is populated with a check, the application records barrier of a disability.

PHYSICAL/HEALTH



- I have a disability that makes it hard for me to do certain things.
- I am legally blind.
- I need help overcoming a substance abuse problem.

If Disability Claimed

- If a disability is claimed on the application (as addressed in the previous slide), when eligibility is completed you would be required to provide details about the disability, including indicating the “Category of Disability”.

Select Verification Type I have a disability that makes it hard for me to do certain things. *

→ **Category of Disability***

- Physical/Chronic Health Condition
- Physical/Mobility Impairment
- Mental or Psychiatric Disability
- Vision related Disability
- Hearing related Disability
- Learning Disability
- Cognitive/Intellectual Disability

Documentation for Disability

- Then documentation supporting the claim of the disability must be provided.

Select Verification Type

Case Notes regarding observable condition by Case Manager
 Individual Education Plan from school
 Letter from drug or alcohol rehabilitation agency
 Medical Records
 Physician's Statement
 Psychiatrist or Psychologist Diagnosis
 Rehabilitation evaluation records
 School Records
 Sheltered workshop certification
 Social Security Administration Disa. records
 Social Service records/Referral
 Veterans Administration Disability Determination letter/Records
 Vocational Rehabilitation Letter
 Worker's Compensation Record
 Unable to Verify

I have a disability that makes it hard for me to do certain things. *

Category of Disability*

- Physical/Chronic Health Condition
- Physical/Mobility Impairment
- Mental or Psychiatric Disability
- Vision related Disability
- Hearing related Disability
- Learning Disability
- Cognitive/Intellectual Disability

Question about Documentation

- **Q - 17 year-old Holly is applying for the In-School Youth Program, she lives with her parents and their family income is above the low income criteria guidelines. However, one of Holly's barriers is a disability due to a hearing impairment. Her own income is less than the family of one income criteria so she will meet the low income criteria of family of one due to a disability. Would a self attestation/applicant statement be acceptable documentation to support her disability?**

Answer about Documentation

- Q - 17 year-old Holly is applying for the In-School Youth Program, she lives with her parents and their family income is above the low income criteria guidelines. However, one of Holly's barriers is a disability due to a hearing impairment. Her own income is less than the family of one income criteria so she will meet the low income criteria of family of one due to a disability. Would a self attestation/applicant statement be acceptable documentation to support her disability?
- **A - No, a self attestation/applicant statement for the disability is not an acceptable documentation choice under these circumstances due to the client is utilizing family of one due to a disability to support her low income criteria.**

Family of One due to a Disability

For documentation, must have:

- Documentation addressing income.
- Documentation addressing disability.

Family of one due to a disability

- An example income verification screen for a client who is family of one due to a disability. This client had no income in the previous six months, so “0” was recorded under income, and for family size documentation it should be “disabled” as shown below.

County

Family Size

Family Income

I may meet the low income guidelines.*

County: Sangamon

Family Size [WIOA definition of family](#)

Total family income 6 months prior to the application date

[List of income exclusions](#)

Save and Go to Next Tab

Save and Return Later

Back

Low Income Individual

Of the eight ways an individual can be determined to be low income for WIOA there are six different ways that do not require capturing income information on the customer and/or the customer's family.

WIOA Low Income Criteria that does not require income calculation

1. Cash Welfare
2. Food Stamps
3. Homeless
4. Free or Reduced Priced Lunch
5. Foster Child
6. Youth Customer Living in a High Poverty Level

Doesn't Meet Automatic Qualification Criteria

If a client does not meet one of the previous six automatic qualification factors that is when an income calculation could be utilized to determine low income status.

WIOA Low Income Eligibility

All determinations of low-income status for customers must be supported by proper documentation of the qualifying condition as outlined in the “WIOA Title IB General and Fund Source Eligibility Requirements and Documentation Sources”.

WIOA Low Income Eligibility

- This concludes the presentation on WIOA Low Income Eligibility.
- If you have any questions feel free to contact me at james.potts@Illinois.gov or you can call me at (217) 416-7097.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. For more information, please refer to the footer at the bottom of any webpage at illinoisworknet.com.