



Policies and Procedures

SECTION: Operations	POLICY # OPS 01	PAGE 1 of 4
TITLE: Economic Self Sufficiency Policy	EFFECTIVE DATE: 11.1.24	
SUPERCEDES: Same title	Dated: 3.21.21	

DISTRIBUTION: CareerSource North Central Florida (CSNCFL) Staff and Service Providers

Purpose: To establish local criteria for purposes of defining self-sufficiency and establishing Workforce Innovation and Opportunity Act (WIOA) eligibility for employed and unemployed adult and dislocated workers to receive services.

Background:

WIOA allows for flexibility for local workforce development areas to define self-sufficiency as a basis for determining career and training services for employed or unemployed Adults and Dislocated Workers. This definition provides maximum flexibility for boards to consider local conditions when defining economic self-sufficiency and will be the basis of providing WIOA services to qualified individuals.

Policy:

Establishing Self-Sufficiency:

1. For an employed individual who is served with WIOA Adult funds, self-sufficiency is defined as 250% of the federal poverty level based on the size of their family pursuant to the HHS published Poverty Level Guidance or HHS Lower Living Standard Guidance at the time of first service.

Per 20 CFR 675.300, 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:

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- A married couple and dependent children.
- A parent or guardian and dependent children.
- A married couple

The following local criteria determines whether a person is dependent or independent:

- A person is determined to be dependent when he/she resides in a single-family residence with other family members and is claimed on his/her parent(s) or legal guardian's income tax return.
 - A person is determined to be independent when he/she resides in a single-family residence with other family members and is NOT claimed on his/her parent(s) or legal guardian's income tax return.
2. For all unemployed adults requesting training services, income and low-income status must be documented for the previous six months for data validation. Low-income status is defined in WIOA Section 3(26). If the individual did not earn any income in the previous 6 months or is unable to document the income via pay stubs, tax returns, etc., then a signed self-attestation certifying the income is acceptable documentation.
 3. For an individual who is served with WIOA Dislocated Worker funds, self-sufficiency is defined as income of not less than 80% of the earnings prior to job separation.

Eligibility for Training Services

There are two categories of adults and dislocated workers who may be considered to receive **training services**:

- a. Adult and Dislocated workers who are **unemployed**, have been unable to obtain employment that results in self-sufficiency through career services, and are determined to need training service to obtain employment that leads to self-sufficiency; and
- b. Adult and dislocated workers who are **employed** and are determined to need training to obtain or retain employment that leads to self-sufficiency.

Training services may be made available to any employed and unemployed adult and dislocated worker who satisfies the following criteria:

- a. After an interview, evaluation, or assessment and career planning has been determined to be unlikely or unable to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment through the receipt of career services;
- b. Has the skills and qualifications to successfully complete the selected training program;

- c. Selects a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to commute or relocate;
- d. Is unable to obtain grant assistance from other sources to pay the cost of training or require WIOA assistance, in addition to other sources of grant assistance; and
- e. For an individual whose services are provided through the adult funding stream, is determined eligible in accordance with the local priority system in effect for LWDB 26.

Inquiries:

All questions regarding this policy memorandum may be directed to the CareerSource NCFL CEO at pmarty@careersourcencfl.com.

References:

- Workforce Innovation and Opportunity Act (WIOA) Sec. 3 (Definitions) and Sec. 134 (Use of funds for employment and training activities)
- USDOL Training and Employment Guidance Letter (TEGL) WIOA No. 19-16
- Florida Commerce Communique: Lower Living Standard Income Level (LLSIL) for the Workforce Innovation and Opportunity Act (WIOA)

Key Definitions and Terms:

Adult - an individual who is age 18 or older.

Dislocated worker - an individual who meets one of the following criteria:

1. a. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- b. Is eligible for or has exhausted entitlement to unemployment compensation; or has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; and
- c. Is unlikely to return to a previous industry or occupation;
2. a. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility or enterprise;
- b. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

- c. For purposes of eligibility to receive services other than training services described in WIOA Section 134 (c) 3, career services described in WIOA Section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- 3. Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- 4. Is a displaced homemaker;
- 5. Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or is a spouse of a member of the Armed Forces on active duty who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

OFFICIAL SIGNATURE

Phyllis Marty
Chief Executive Officer