



## TITLE: WIOA Self-Sufficiency Definition for Enrollment of Employed Applicants Policy #5020

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**Type:** Program Policy

**Date Established:** 07/01/2016

**Date Last Revised:** 06/07/2019

**Date Posted to Website:** 07/07/2016

**Status:** Final

**Supersedes:** WIA Self-Sufficiency Policy 505R2

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### Purpose

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In addition to providing career and training services to individuals who are unemployed, there remains a significant population of job seekers who are underemployed. Individuals who are underemployed may include:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of a low-income individual
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per State and/or local policy.

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### Policy

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Under WIOA regulations, training services may be made available to employed and unemployed adults and dislocated workers who, among other criteria, are:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services, and
- Are in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

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### Policy Guidelines

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WIOA program staff may enroll employed adults and dislocated workers when:

- 1) An applicant's current wage/income does not provide for self-sufficiency as defined by PacMtn ; and,
- 2) WIOA program staff determines that WIOA services may assist the applicant in obtaining/progressing to a self-sufficient wage.

The Workforce Investment and Opportunity Act allows enrollment of employed adults and dislocated workers who are not earning a self-sufficient wage. WIOA requires that local workforce

councils set the criteria for determining whether an employed applicant needs WIOA Title 1 funded adult or dislocated worker services to obtain or retain employment leading to self-sufficiency.

The regulation provides maximum flexibility, requiring only that self-sufficiency mean employment that pays at least the Lower Living Standard Income Level. The regulation allows self-sufficiency for a dislocated worker to be defined in relation to a percentage of the lay-off wage.

## **PacMtn - DEFINITIONS OF SELF-SUFFICIENCY**

**Employed Adults** — Shall be defined as family wages before deductions (gross wages) that total 225% or more of the OMB Poverty Guidelines in the six months previous to application for WIOA Adult funded services.

### Note:

- The 225% guideline can be found in Priority 4 – Self-Sufficiency for Employed Adults on the Adult Income Guidelines which is updated once a year and viewable on the PacMtn website.
- If an employed adult applicant meets Priority 1 or 2, count them in that appropriate priority
- Priority 4 – Self-sufficiency for Employed Adults is to be used when the employed adult is not low income and is not a veteran (use Priority 3 for non-low income veterans whether they are unemployed or employed).

### Limitation for enrollment of Employed WIOA Adults using Priority 4:

- In a program year (July 1 through June 30), up to 20% of the total number of adults enrolled may be enrolled using the self-sufficiency criteria (Priority 4 on the Adult Income Guidelines).

**For Employed Dislocated Workers** — Shall be defined as employment which provides the worker a wage that is equal to or greater than 80% of his or her wage at the time of dislocation.

### Methods to determine wage and/or income for dislocated workers:

The word “wage” and “income” are interchangeable for this policy. Therefore, you could calculate the wage/income to meet the 80% criteria by either:

- Comparing the hourly wage at time of dislocation to the current hourly wage.
- Comparing the monthly income (total earnings for the month) to the current monthly earnings.

### Note:

- An applicant must have been dislocated from a job as their eligibility will be based upon the job of dislocation.

- If the applicant, after being dislocated, took a job for income maintenance, whether a permanent, temporary or as a Stop-Gap job, the 80% rule still applies.

Employment that does not provide a self-sufficient wage is considered by PacMtn to be stop-gap as it is reasonable to expect that the dislocated worker will leave for a job that provides a self-sufficient wage or opportunity to advance to a self-sufficient wage upon finding a job that requires their training and experience.

An otherwise eligible Dislocated Worker remains eligible if either prior to, or during DW program participation, stop-gap employment is obtained for the purpose of income maintenance. If dislocation from a stop-gap position occurs, the job of dislocation remains the original job that established the self-sufficient income. If, at any time, an individual obtains employment that meets the WDCs definition of self-sufficiency, including a scenario where the employment period exceeds WDC established criteria for temporary employment, then that position would be considered the self-sufficient job of dislocation in the event of a future dislocation.

An otherwise eligible Dislocated Worker remains eligible if either prior to, or during DW program participation, stop-gap employment is obtained for the purpose of income maintenance. If dislocation from a stop-gap position occurs, the job of dislocation remains the original job that established the self-sufficient income. If, at any time, an individual obtains employment that meets the WDCs definition of self-sufficiency, including a scenario where the employment period exceeds WDC established criteria for temporary employment, then that position would be considered the self-sufficient job of dislocation in the event of a future dislocation.

This policy is supplemental to PacMtn's WIOA Policy # 5000 for Adult and Dislocated Worker Eligibility for the purpose of addressing the enrollment of employed adults and dislocated workers.

*Any discrepancies arising between PacMtn policy with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy not meet minimum federal and state policy.*

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## **References**

- Workforce Innovation and Opportunity Act of 2014  
WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016  
WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016  
WIOA sec. 3(36)  
WIOA sec. 3(24)  
WIOA sec. 134(c)(3)(A)
- Training and Employment Guidance Letter (TEGL) 19-16, 10-09, 22-04 Change 1
- WorkSource System Policy 1019 R4 & Attachment A, Eligibility Handbook
- PacMtn Procedures Document # 5020P - Self-Sufficiency  
PacMtn Policy # 5000 - Adult & Dislocated Worker Program Eligibility

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

**DATE APPROVED: June 4, 2016, 6/13/2019**

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