




Memorandum of Record #356

DATE: MARCH 9, 2009

MEMORANDUM TO: WORKFORCE SOLUTIONS - ALAMO
CONTRACTORS

FROM: FRANCISCO MONCIVAIS 
DEPUTY EXECUTIVE DIRECTOR – PROGRAM
OPERATIONS

SUBJECT: WORKFORCE INVESTMENT ACT: WIA
*ELIGIBILITY GUIDELINES: INCOME GUIDELINES
DESK REFERENCE*

The Texas Workforce commission (TWC) has released Workforce Development (WD) Letter 06-09, which provides the updated *WIA Eligibility Guidelines: Income Guidelines Desk Reference*.

Workforce Solutions - Alamo adopts this WD Letter as local policy effective immediately. Workforce Solutions - Alamo contractors must ensure that appropriate staff review this information and all procedures are in compliance with this policy.

All comments and inquiries pertaining to this policy should be directed to:

Tim Dusek
Workforce Services Specialist
(210) 581-1101
tim.dusek@twc.state.tx.us

Attached: WD 06-09
WD 06-09, Attachment 1: *WIA Eligibility Guidelines: Income Guidelines Desk Reference*

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 06-09
Date:	February 13, 2009
Keyword:	WIA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers



From: Laurence M. Jones, Director, Workforce Development Division

Subject: **Workforce Investment Act: *WIA Eligibility Guidelines: Income Guidelines Desk Reference***

PURPOSE:

This WD Letter provides Local Workforce Development Boards (Boards) with the updated *WIA Eligibility Guidelines: Income Guidelines Desk Reference*.

BACKGROUND:

The U.S. Department of Labor's (DOL) Lower Living Standard Income Level (LLSIL) guidelines and the U.S. Department of Health and Human Services' (HHS) Poverty Guidelines are each updated annually. Therefore, the Texas Workforce Commission's *WIA Eligibility Guidelines: Income Guidelines Desk Reference* is updated twice a year to reflect the release of each set of guidelines.

The following two income guidelines are combined and use the higher dollar amount for each family-size unit to establish the WIA low-income eligibility guidelines:

1. DOL 70% LLSIL guidelines, issued and effective *April 25, 2008*
2. HHS Poverty Guidelines, issued and effective *January 23, 2009*

Attachment 1 to this WD Letter, *WIA Eligibility Guidelines: Income Guidelines Desk Reference*, has been revised to reflect the changes in the HHS Poverty Guidelines.

PROCEDURES:

Boards must:

- use the updated *WIA Eligibility Guidelines: Income Guidelines Desk Reference* (Attachment 1) to determine eligibility for WIA Title 1 Youth and

NLF

Adult services. Attachment 1 also is located online at <http://www.twc.state.tx.us/boards/wia/txwia.html#wiaguide>; and

- redetermine eligibility for those applicants who were deemed to be over the income levels set forth in the *WIA Eligibility Guidelines: Income Guidelines Desk Reference* from January 23, 2009. (The HHS poverty guidelines became effective on January 23, 2009, the date they were published in the *Federal Register*; programming in TWIST became effective on February 9, 2009).

It is recommended that Boards retain all prior versions of income guidelines for monitoring purposes in order to support the eligibility of participants enrolled while the previous eligibility guidelines were in effect.

LF

INQUIRIES:

Direct inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENT:

Attachment 1: *WIA Eligibility Guidelines: Income Guidelines Desk Reference*

RESCISSIONS:

WD Letter 11-08, Change 1

REFERENCE:

Workforce Investment Act, Section 101(25)(B)(I)

United States Department of Labor: Lower Living Standard Income Level, *Federal Register*, Vol. 73, No. 81, published April 25, 2008

United States Department of Health and Human Services Poverty Guidelines, *Federal Register*, Vol. 43, No. 14, published January 23, 2009

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

**WIA Eligibility
Guidelines
Income Guidelines
*Desk Reference***

COMBINED 70% LOWER LIVING STANDARD INCOME LEVEL AND POVERTY INCOME GUIDELINES

City of Dallas, Balance of Dallas County, City of Fort Worth, Balance of Tarrant County (Dallas-Fort Worth MSA), and Collin County

Family Income	Family Size								
	1	2	3	4	5	6	7	8	>8
	\$10,830	\$14,570	\$18,310	\$22,050	\$25,790	\$29,737	\$34,044	\$38,351	Add \$4,307 for each person above 8

City of Houston (Houston MSA)

Family Income	Family Size								
	1	2	3	4	5	6	7	8	>8
	\$10,830	\$14,570	\$18,310	\$22,050	\$25,790	\$29,530	\$33,270	\$37,159	Add \$4,175 for each person above 8

South Plains LWDB, Middle Rio Grande LWDB, and Deep East Texas LWDB (Texas Non-Metro)

Family Income	Family Size								
	1	2	3	4	5	6	7	8	>8
	\$10,830	\$14,570	\$18,310	\$22,050	\$25,790	\$29,698	\$34,002	\$38,306	Add \$4,304 for each person above 8

All Other Areas (Texas Metro)

Family Income	Family Size								
	1	2	3	4	5	6	7	8	>8
	\$10,830	\$14,570	\$18,310	\$22,523	\$26,583	\$31,089	\$35,595	\$40,101	Add \$4,506 for each person above 8

Note: This table combines the 70% Lower Living Standard Income Level and the Poverty Level Guidelines and indicates the higher amounts needed for calculating low-income eligibility.

For a family larger than eight persons, the "Add" amount indicated should be added to the eight-person family income for each additional member.

Effective Date: **January 23, 2009**

**WIA Eligibility Guidelines
Income Guidelines Desk Reference**