

# SOUTHERN WORKFORCE BOARD, INC.



## SELF-SUFFICIENCY POLICY

**SWB-#120**

**October 12, 2016**

**June 20, 2018**



**OKLAHOMA  
WORKS**

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**Background:**

Under WIOA sec. 134(c)(3)(A) training services may be made available to employed and unemployed adults and dislocated workers who:

- (a) A one-stop center or one-stop partner determines, after an interview, evaluation, or assessment, and career planning, are:
  - (1) 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;
  - (2) 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; and
  - (3) Have the skills and qualifications to participate successfully in trainings services;

The Southern Workforce Board must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at a minimum the lower living standard income level. Self-sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage.

**Introduction:**

The Board's self-sufficiency standard is now, and it continues to be the basis for eligibility determination for employed Adults and Dislocated Workers seeking training services. The Board's self-sufficiency standard defines the **minimum** amount of cash resources needed in order for a family to meet its basic needs and be self-sufficient. The local self-sufficiency standard that will be applied to determine the eligibility for the provision of WIOA services is set at **250% of the Lower Living Income Standard**.

**Adults**

The Board's standard is for the amount of income necessary to meet the basic needs (including paying taxes) in the regular 'marketplace' without public subsidies-such as public housing, food stamps, Medicaid or child care-or private/informal subsidies-such as free babysitting by a relative or friend, food provided by churches or local food banks, or shared housing. This estimates the level of income necessary for a typical family type –whether working now or making the transition to work- to be independent of (TANF) and/or other public and private subsidies. The WIOA Service Provider staff determining eligibility must be mindful to use the correct table cell for the correct family size.

For employed applicant's, the total household income for the six-month period prior to application must be at or below self-sufficiency based on family size as set by the Southern Workforce Board. Family size must first be determined by using the Self-Attestation by virtual signature. Family income must then be determined and may be documented by using the Alimony Agreement, Award Letter from Veterans Administration, Bank Statements, Compensation Award Letter, Employer Statement, Family or Business Financial records, Pay stubs, Pension Statement, Quarterly Estimated Tax for Self-Employed Persons, Current Unemployment Insurance Verification, Social Security Disability Insurance (SSDI), Social Security Benefits (SSI) ,Public Assistance Documentation or other sources of documentation that will verify income for the previous six months.

An individual who works less than 32 hours per week or an individual currently receiving SNAP will also be considered NON-SELF SUFFICIENT. Documented by TW-3, Telephone verification form or a check stub.

### **Dislocated Workers**

The Southern Workforce Area's self-sufficiency standard for WIOA Dislocated Workers includes either: (1) the highest of either the Adult standard as defined above or (2) 90% of the pre-layoff wage. The self-sufficiency definition for Dislocated Workers affects only eligibility determination at the training level for employed workers.

For example, a Dislocated Worker was earning \$30,000 annually and is laid-off and accepts employment with another employer earning \$26,000 annually. Because the individual's income is less than \$27,000 (90% of \$30,000) the individual is eligible to receive WIOA Dislocated Worker Training services. Or, the service provider staff may elect to utilize the Board's Self-Sufficiency Standard chart.

### **Employment Criteria**

The Southern Workforce Board has set criteria for determining whether specific occupations lead to self-sufficiency. Adults and Dislocated Workers shall only be enrolled in training for occupations that appear on the approved Demand Occupations List and that have estimated wages at or above the lower living income standard in relation to family size.