

Section V

Question #12 Related Attachments

- Supportive Services Policy
- OJT Reimbursement Policy
- IWT Policy, when using local funds
- Youth Incentives Policy
- Local Training Cap Policy
- Youth Basic Skills Deficiency Policy (if applicable)
- Local Definition for Youth who “Require Additional Assistance”
- Adult and Dislocated Worker self-sufficiency definition(s) for training – The Adult self-sufficiency policy is 200% of the Lower Living Standard Income Level (LLSIL). The Dislocated Worker Worker self-sufficiency policy is employment attained at 85% of pre-layoff wages

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA Local Instruction 19-08 Amendment 1

TO: Upstate Workforce Area Youth Contactors

SUBJECT: Workforce Innovation and Opportunity Act Youth Program Eligibility, Expenditures, and Service Requirements

DATE
ISSUED: July 6, 2023

DATE
EFFECTIVE: Immediately

DATE
EXPIRES: Indefinitely

PURPOSE: To provide guidance on Youth program eligibility, expenditures, and service requirements.

REFERENCES:

- Workforce Innovation and Opportunity Act, Public Law 113-128 § 129
- 20 CFR Part 681
- Training and Employment Guidance Letter (TEGL) 23-14
- Training and Employment Guidance Letter (TEGL) 8-15
- Training and Employment Guidance Letter (TEGL) 21-16
- Training and Employment Notice (TEN) 22-19

BACKGROUND: Title I of WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework through which states and Local Workforce Development Areas (LWDAs) can leverage other federal, state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). To be eligible for the WIOA youth program, individuals must meet one or more of the eligibility barriers listed in WIOA § 129(a)(1)(B)(iii) for OSY and WIOA § 129(a)(1)(C)(iv) for ISY. The WIOA youth program includes requirements and exceptions for low-income status for ISY and OSY. The Upstate Workforce area is currently NOT serving ISY.

POLICY: Specific requirements regarding the WIOA youth program eligibility, expenditures, and service requirements are outlined below.

I. Eligibility

WIOA defines eligibility criteria for OSY and expands the age of eligibility for OSY to 24.

An OSY is an individual who is not younger than age 16 or older than 24 at the time of enrollment, is not attending any school, and is one or more of the following:

- **School Dropout**
- **Youth who is within the age of compulsory school attendance (defined as under the age of 17 in South Carolina), but has not attended school for at least the most recent complete school year calendar quarter (based on how a local school district defines its school year quarters)**
- **low-income individual who is a recipient of a secondary school diploma, or its recognized equivalent, and is either basic skills deficient or an English language learner**
- **Individual who is subject to the juvenile or adult justice system**
- **Homeless individual (as defined in the Violence Against Women Act of 1994 or the McKinney-Vento Homeless Assistance Act), a runaway, an individual who is in foster care or who has aged out of the foster care system, a child eligible for assistance under the Social Security Act§ 477, or an individual who is in an out-of-home placement**
- **Individual who is pregnant or parenting**
- **Individual with a disability**
- **low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment**

An ISY is an individual who is not younger than age 14 or older than 21 at the time of enrollment, is attending school, is low-income, and is one or more of the following:

- **Basic skills deficient**
 - **English language learner**
 - **Offender**
 - **Homeless individual (as defined in the Violence Against Women Act of 1994 or the McKinney-Vento Homeless Assistance Act), a runaway, an individual who is in foster care or who has aged out of the foster care system, a child eligible for assistance under the Social Security Act§ 477, or an individual who is in an out-of-home placement**
 - **Individual who is pregnant or parenting**
-

- Individual with a disability
- Individual who requires additional assistance to complete an educational program or to secure or hold employment.

School refers to both secondary and post-secondary school. However, the US Department of Labor (DOL) does not consider providers of Adult Education under Title II of WIOA, YouthBuild programs, the Job Corps programs, high school equivalency programs, and dropout re- engagement programs to be schools for the purposes of determining school status for eligibility. Youth attending these programs are considered to be OSY for WIOA youth program eligibility with one exception. Youth attending high school equivalency (HSE) programs, including those considered to be dropout re- engagement programs, funded by the K-12 school system that are classified by the school system as still enrolled in school are considered ISY.

Upstate Workforce Board established definitions and eligibility requirements in written policies when using the "requires additional assistance" criteria for OSY. See local instruction letter 15-11 Amendment 1. Policies should be reasonable, quantifiable, and based on evidence that the specific characteristic of the youth identified in the policy objectively requires additional assistance.

Low-Income Requirements

The low-income requirements for the WIOA youth program is satisfied when an individual meets any one of the following criteria:

- Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or the Supplemental Security Income (SSI) program, or state or local income-based public assistance;
- Receives an income, or is a member of a family that receives an income that, in relation to family size, is not in excess of the most recent Family Income guidelines issued via State Instruction;
- Is a homeless individual as defined in the McKinney-Vento Homeless Act or the Violence Against Women Act of 1994;
- Receives, or is eligible to receive, a free or reduced-price lunch under the Richard B. Russell National School Lunch Act (based on an individual student's eligibility

as opposed to school-wide eligibility for free or reduced-price lunch)

- Is a foster child on behalf of whom state or local government payments are made;
- Is an individual with a disability whose own income meets the income requirement above, but who is a member of a family whose income does not meet this requirement; and/or
- Lives in a high poverty area.

High Poverty Area

A youth who lives in a high poverty area is automatically considered to be a low-income individual. A high poverty area is a census tract that has a poverty rate of at least twenty-five percent as set every five years using the American Community Survey 5-Year data.

The attached instructions should be used to find high poverty census tracts by address. The step-by-step instructions utilize the Poverty Equal To or Greater Than 25% spreadsheet, located on SCWOS in Staff Online Resources, and the Geocoding website of the US Census Bureau.

Five Percent Low-Income Exception

Five percent of Upstate Workforce Boards participants, who ordinarily would need to be low-income, do not need to meet the low-income provision. This includes all ISY and those OSY with a high school diploma, or its recognized equivalent who are either basic skills deficient or an English language learner, or those OSY who require additional assistance, as their only barriers. In the Local Area, the five percent is calculated based on the percent of newly enrolled youth each program year who would ordinarily be required to meet the low-income criteria.

For example, a Local area serves 200 youth and 100 of those youth were OSY who were not required to meet the low-income criteria, 50 were OSY who were required to meet the low-income criteria, and 50 were ISY. In this example, the 50 OSY required to be low income and the 50 ISY are the only youth factored into the 5% low-income exception calculation. Therefore, 5 of the 100 youth who ordinarily would be required to be low-income do not have to meet the low-income criteria based on the low-income exception.

Five Percent In-School Youth Limitation

Not more than five percent of ISY may be individuals whose only barrier is "requires additional assistance to complete an educational program or to secure and hold employment." In each local area, this limitation is applied to all ISY newly enrolled each program year.

Basic Skills Deficient

Basic Skills Deficient means the youth has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test. A youth who scores a Department of Education's National Reporting System (NRS) level 4 or below on the TABE 11&12 is considered Basic Skills Deficient (BSD). A youth may also be BSD if the youth is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. The local area chooses to use this second definition of basic skills deficient, expanding beyond the sole use of TABE, the local area must issue a policy defining how a youth is basic skills deficient under this definition.

In assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities. For purposes of basic skills assessment, local programs are not required to use a NRS-approved assessment, nor are they required to determine an individual's grade level equivalent or educational functioning level (EFL), although use of these tools is permitted. Rather, local programs may use other formalized testing instruments designed to measure skills-related gains.

In addition to being valid and reliable, any formalized testing used must be appropriate, fair, cost effective, well-matched to the test administrator's qualifications, and easy to administer and interpret results. Alternatively, skills related gains may also be determined through less formal alternative assessment techniques such as observation, folder reviews, or interviews. The latter may be particularly appropriate for youth with disabilities given accessibility issues related to formalized instruments. If the Local Area chooses to use less formal alternative assessment techniques to define basic skills deficiency, the local policy defining basic skills deficient must include clear guidelines for when it is appropriate to use these alternative assessment techniques. Programs may use previous basic skills assessment results if such previous assessments have been

conducted within the past six months.

Please see local instruction letter 15-12 Amendment 1 for more information.

NOTE: in contrast to the initial basic skills assessment described above, if measuring EFL gains after program enrollment under the measureable skill gains indicator, local programs must use a NRS-approved assessment for both the EFL pre-test and post-test to determine an individual's EFL. Neither WIN Ready to Work, nor WorkKeys, are NRS-approved assessments.

II. Expenditures

Expenditures on Out-of-School Youth

A minimum of 75% of WIOA youth funds is required to be spent on OSY. Administrative costs are not a part of the 75% OSY expenditure calculation. Further, the 75% expenditure rate is a minimum requirement. Therefore, the local area may spend up to 100% of their youth funds on OSY if they choose. The OSY expenditure rate is tracked for a specific program year allocation.

Work-Based Activities

Under WIOA, a minimum of 20% of Local area youth program funds must be spent on work-based activities. This percentage may be higher for local programs. This percentage will be set in the statement of work issued with the local grant. Administrative costs are not included in the 20% requirement. Additionally, the 20% expenditure requirement is not applied separately for ISY and OSY; it is applied to the youth program expenditures as a whole. The 20% minimum work-based activities expenditure requirement is tracked for a specific program year allocation. While compliance with the requirement is evaluated upon full expenditure of allocated funds, Local areas should review expenditures on work-based activities at least quarterly to ensure the requirement is met at the end of the grant period. Paid and unpaid work-based activities that have both academic and occupational education as a component may include the following four categories as discussed in 20 CFR § 681.G00(c):

- Summer employment opportunities and other employment opportunities available throughout the school year

- Registered apprenticeship/Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training opportunities

These four categories of work experiences are not all inclusive of the types of activities that could count for a work experience. Under 20 CFR § 681.G00(a), an activity meets the definition of work experience if the activity is a planned, structured learning experience that takes place in a workplace for a limited period of time. For example, volunteer or community service work may be a type of work experience. While community service also falls under the program element of leadership development, if it meets the definition of work experience (i.e., a planned, structured learning experience that takes place in a workplace for a limited period of time), it could be considered a work experience activity and count toward the work experience expenditure requirement.

Program expenditures on work-based activities include wages as well as staffing costs for the development and management of work-based learning opportunities. Allowable expenditures beyond wages can include the following:

- Staff time spent identifying potential work-based opportunities
- Staff time working with employers to develop the work-based learning activity
- Staff time spent working with employers to ensure a successful work-based learning experience
- Staff time spent evaluating the work-based activity
- Participant work-based activity orientation sessions
- Classroom training or the required academic education component directly related to the work-based activity
- Orientations for employers
- Supportive services that enable WIOA participants to participate in work experiences.

III. Service Requirements Program Elements

WIOA requires that youth programs make each of the 14 program elements available to youth participants. The following program elements can be made available through

specific service providers or partner programs as well as through leveraged resources:

- **Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential**
- **Alternative secondary school services, or dropout recovery services, as appropriate**
- **Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences listed above**
- **Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with demand industry sectors or occupations in the Local area involved, if the Board determines that the programs meet the quality criteria described in WIOA § 123**

Note: ISY cannot use youth program-funded ITAs. However, ISY may co-enroll in the WIOA adult program, and may receive training services through an ITA funded by the adult program, if the young adult's individual needs, knowledge, skills, and interests align with the adult program.

- **Education offered concurrently with and, in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster**
- **Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors**
- **Supportive services**
- **Adult mentoring for a duration of at least twelve months that may occur both during and after program participation**
- **Follow-up services for not less than twelve months after the completion of participation**
- **Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth**

- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
- Activities that help youth prepare for and transition to post-secondary education and training.

ACTION: You are responsible for the distribution and implementation of this policy.

INQUIRIES: Questions may be directed to Dana Wood at dana@upstatewb.org .



Ann Angermeier, Director

Source: State Instruction 19-05. Replaces Local instruction 19-08.

Instructions for Finding High Poverty Census Tract by Address

STEP 1: Open the Excel spreadsheet entitled, "Poverty Equal To Or Greater Than 25%," located in SCWOS under Staff Online Resources:

<https://jobs.scworks.org/admin/gsipub/htmlarea/uploads/Poverty%20Equal%20to%20or%20Greater%20Than%2025%25%20-%202017.xlsx>

- The spreadsheet should look similar to this:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
45	001	Abbeville County	95060	4.5E+10	95060	Census Tract 9506	00000	5	2,374,438	37940723	-84.1248059	-81.5007732	4.5000E+10	Census Tract 9506, Abbeville County, South Carolina	28.4
45	001	Abbeville County	95040	4.5E+10	95040	Census Tract 9504	00000	5	2,895,490	3753025	-84.2288109	-82.3706824	4.5000E+10	Census Tract 9504, Abbeville County, South Carolina	25.4
45	001	Abbeville County	95050	4.5E+10	95050	Census Tract 9505	00000	5	2,895,490	794027	-84.1248059	-81.5007732	4.5000E+10	Census Tract 9505, Abbeville County, South Carolina	38.3
45	003	Aiken County	02110	4.5E+10	02110	Census Tract 211.01	00000	5	507,092	3330209	-83.5131727	-81.8200561	4.5000E+10	Census Tract 211.01, Aiken County, South Carolina	31.9
45	003	Aiken County	02140	4.5E+10	02140	Census Tract 214	00000	5	99,000	3894	-83.5732029	-81.7208474	4.5000E+10	Census Tract 214, Aiken County, South Carolina	48.2
45	003	Aiken County	02160	4.5E+10	02160	Census Tract 216.01	00000	5	249,047	37128	-83.5097207	-81.8697021	4.5000E+10	Census Tract 216.01, Aiken County, South Carolina	36.8

- To search by census tract number, you will use Column D, "TRACTCE," as shown here:

	A	B	C	D
1	STATEFP	COUNTYFP	COUNTY NAME	TRACTCE
2	45	001	Abbeville County	95060
3	45	001	Abbeville County	95040
4	45	001	Abbeville County	95050
5	45	003	Aiken County	021101
6	45	003	Aiken County	021400
7	45	003	Aiken County	021001
8	45	003	Aiken County	021601

Note: you will not be able to interact with the spreadsheet until you click "Enable Editing" in the yellow bar that appears at the top of the Excel page when you first open the Excel spreadsheet.

STEP 2: Go to the GeoCoding website via the link below:

<https://geocoding.geo.census.gov/geocoder/geographies/address?form>

Census

Find Address Results

Street: _____

City: _____

State: _____

Zip: _____

Benchmark: Public_AR_Current

Vintage: Current_Current

Find

STEP 3: Enter in the address you wish to search for and click "FIND." Note: do not change the "Benchmark" or "Vintage" fields.

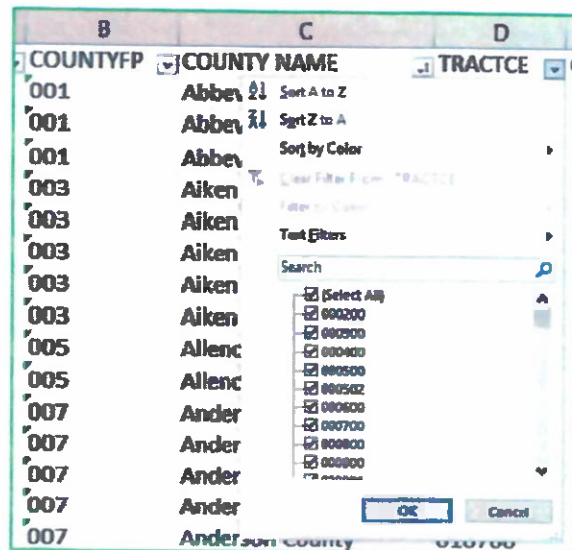
STEP 4: Once the information for the entered address appears, scroll down to the section labeled "2010 Census Blocks," and note the number next to "TRACT."

```

2010 Census Blocks
SUFFIX
GEOID 458790018002030
CENTLAT: +34.0041821
BLOCK 2030
AREAWATER: 0
STATE 45
BASENAME 2030
OID: 210404041836311
LSADC: BK
FUNCSTAT 8
INTPTLAT: +34 0041821
NAME: Block 2030
OBJECTID: 6076787
TRACT: 001800
CENTLON: -81 0413362
BLKGRP 2
AREALAND: 26855
INTPTLON: -81 0413362
INTFCC: G5040
LWBLKTYP: L
COUNTY: 079
    
```

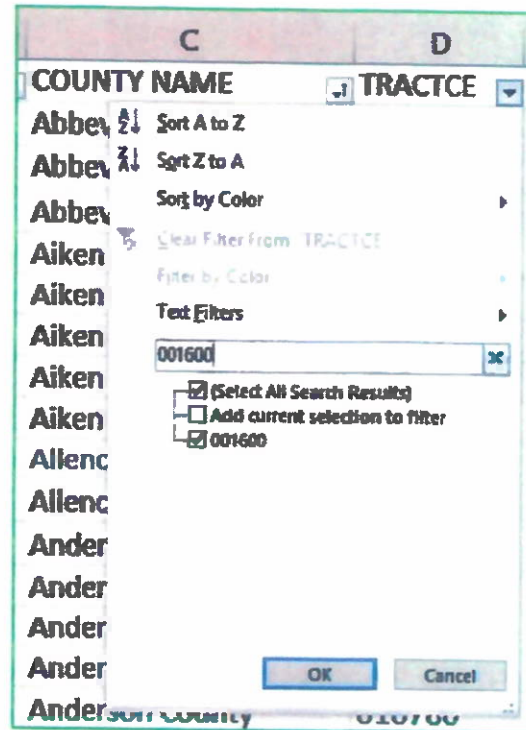
STEP 5: Return to the Excel spreadsheet with the census tract number.

- Click on the down arrow in cell D1 (Column D, Row 1), and it will list the census tract numbers. Note: all are currently selected, and thus will appear in the spreadsheet.



- In the search box, type the census tract number. This will select only the census tract number that you are looking for. Click "OK."
- Confirm the county of the youth's residence by looking at Column C.

C	D
COUNTY NAME	TRACTCE
Sumter County	001600



STEP 6: Determine if the youth's residence is in a high poverty area.

If the census tract number appears and matches the county of the youth's residence, then this is a high poverty area and the youth is automatically considered to be a low-income individual.

If the census tract number does not appear, or if the county of the youth's residence at the census tract number does not appear:

- Double check the census tract number that you entered into the filter search box is correct.
- If the entered census tract number is correct, then this is not a high poverty area because the poverty level for the location of the youth's residence is not equal to or greater than 25%.

In the example given, the address "1550 Gadsden Street, Columbia, SC 29201" is within Richland County. After confirming that the census tract number "001600" was filtered for correctly in the Excel spreadsheet, it was determined that this address is not within a high poverty area.

If the example address had been located in Sumter County, then the youth's residence would have been in a high poverty area.

Questions may be directed to PolnPro@dew.sc.gov.



INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 15-11 Amendment 1

TO: To Upstate WB Youth Contractors

SUBJECT: WIOA Youth Locally Defined Characteristics

DATE

ISSUED: January 25, 2018

DATE

EFFECTIVE: Immediately

DATE

EXPIRES: Indefinitely

PURPOSE: to outline the Upstate Workforce Board (Upstate WB) policy for youth contractors staff regarding the WIOA Locally Defined Characteristics.

POLICY:

Out of School Youth is defined as the following:

An individual who is:

(a) Not attending any school (as defined under State law);

(b) Not younger than age 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and

(c) One or more of the following:

(1) A school dropout;

(2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;

(3) A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learner;

(4) An offender;

(5) A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or

youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;

(6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

(7) An individual who is pregnant or parenting;

(8) An individual with a disability; or

(9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

After meeting a minimum of one of the barriers listed above, youth may also be considered using the following list of additional local characteristics:

(a) A youth who is college/advance training program dropout and/or who has not attended the most recent quarter, semester, or term of college;

(b) A youth who lacks work readiness skills as documented by a pre-test;

(c) A youth who was fired from a job within the recent 6 months;

(d) A youth who lacks work experience, meaning that the individual has not worked a fulltime job (30+ hours a week) for four (4) or more consecutive months;

(e) A youth of an incarcerated parent(s).

***As applicable to the barrier, staff are required to document the barrier(s) appropriately. Items that are acceptable include but are not limited to the following:**

- School records/reports;
- Assessments;
- Online verification of parent's incarceration;
- and employment verification or corroboration statement.

In School Youth: Enrollment of an in school youth must first be approved by the Upstate WB Associate Director.

ACTION: All youth contractor staff should become familiar with this policy and immediately follow the aforementioned policies regarding WIOA Youth.

INQUIRIES: Questions may be directed to Dana Wood wood@upstateworkforceboard.org or 864-596-2028 TTY:711.


Ann Angermeier, Director

Source: Local Instruction 15-11 and WIOA regulation 681.210, Replaces 15-11, Amendment 1



INSTRUCTION LETTER

REGIONAL INSTRUCTION NUMBER: WIOA R17-04 Amendment 4

TO: SC Works Operator/Service Provider

SUBJECT: Adult Priority of Services

AMENDMENT SUMMARY: Amendment 4 adds direction on self-sufficiency.

DATE ISSUED: December 3, 2024 **DATE EFFECTIVE:** December 3, 2024 **DATE EXPIRES:** Indefinitely

PURPOSE: To outline key provisions and changes to priority of service in the Workforce Innovation and Opportunity Act (WIOA) adult program.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) Adult Program eligibility requirements remain mostly consistent with Workforce Investment Act (WIA), but include significant changes to the service priority provisions.

Consistent with WIA, priority for Adult Program services must be given to recipients of public assistance and other low-income individuals, with added priority for individuals who are basic skills deficient. Under WIA, this priority applies only when Adult Program funds are restricted. Under WIOA, however, priority access to services by members of this group (public assistance recipients, other low-income groups) applies automatically for 75%.

Per Training and Employment Guidance Letter (TEGL 3-15), Adult Program applicants must meet basic eligibility requirements and any other service priority criteria in effect for the local region.

POLICY:

WIOA Adult Eligibility

To be eligible to receive WIOA services as an adult in the Adult and Dislocated Worker programs, an individual must:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the United States; and
- Meet Military Selective Service registration requirements (males only).

Adults who receive services from WIOA-funded staff beyond self-service and information must be determined eligible, enrolled and considered a participant for WIOA Title I services. Individualized career services and training services must be given on a priority basis, regardless of funding levels for 75%, to:

- **First Priority:** Veterans and eligible spouses who are low-income, to include recipients of public assistance, or who are basic skills deficient;

- **Second Priority:** Individuals who are low-income, to include recipients of public assistance, or basic skills deficient;
- **Third Priority:** Veterans and eligible spouses who are not low-income, or are not recipients of public assistance, and are not basic skills deficient; and
- **Last:** Individuals outside of the groups given priority.

Eligible individuals who do not meet the above priorities may still be enrolled as participants in the WIOA adult program. However, effective July 1, 2016, seventy-five percent (75%) of newly enrolled adult participants must be low-income, to include public assistance recipients, or basic skills deficient. This priority of service policy is not applicable to participants served as dislocated workers.

Participants should be served on a first come first served basis, based on priority of service. If the project is unable to serve clients based on lack of available funding, the project **must** notify the Local Board in writing.

Serving Non-Priority Participants (Individuals Who Do Not Meet Priorities 1, 2, or 3 – Listed Above)

While seventy-five percent (75%) of participants must meet the above priorities, the other 25% may be individuals who are not in a priority group. In order to keep enrollment numbers up, the UWB and GCWDB expect non-priority individuals to be enrolled. The procedure should be as follows: after seven (7) to eight (8) individuals meeting the priority have been enrolled, another two (2) to three (3) non-priority individuals should be enrolled. This should continuously allow the percentage to remain above the state's minimum of 75%. Case management staff or supervisors should review priority of service status reports weekly to ensure compliance.

Non-priority individuals who meet the self-sufficiency guidelines of 200 percent of the LLSIL should be prioritized for training. Therefore, no individuals who exceed self-sufficiency guidelines should be enrolled in a training activity while other priority individuals or non-priority individuals who meet self-sufficiency are waiting to be enrolled in training activities. All other non-priority individuals must still meet the minimum requirements to be served in the WIOA program listed on page 1. The 200 percent self-sufficiency priority does not apply to individuals who are not seeking training services. See Attachment 1 for sample calculations.

Low-income Individual

An individual who meets any one of the following criteria satisfies the low-income requirement for WIOA adult services:

- Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through SNAP, TANF, or Supplemental Security Income (SSI), or state or local income-based public assistance;
- Receives an income or is a member of a family receiving an income that, in relation to family size, is not in excess of the most recent Family Income Guidelines issued via State Instruction;
- Is a homeless individual as defined in the McKinney- Vento Homeless Assistance Act or the Violence Against Women Act of 1994; or
- Is an individual with a disability whose own income meets the income requirement above, but who is a member of a family whose income does not meet this requirement.

Basic Skills Deficient

WIOA defines basic skills deficient as an adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the participant's family, or in society. The local region defines basic skills deficient as an individual who meets any one of the following indicators:

- Lacks a high school diploma or equivalent; or

- Scores 8.9 or below on the TABE 9 & 10, or effective January 1, 2019, scores a National Reporting System (NRS) level 4 or below on the TABE 11 & 12.
- Scores less than 4 on any one or more of the following WIN Ready to Work assessments:
 - Applied Mathematics
 - Reading for Information
 - Locating Information
- Has the following English, reading, writing, or computing skills documented on a generally accepted standardized test within six (6) months of WIOA Application Date:
 - Compass:
 - Reading score at or below 81
 - Math score at or below 52 (algebra entrance is 53)
 - Accuplacer:
 - Reading or Elementary Algebra score at or below 79
 - ACT:
 - Reading or math raw scale at or below 18
- Is enrolled in Title II adult education; or
- Enrolled in English as a Second Language (ESL).
 - Has within previous six (6) months attended or is currently attending ESL classes, with supporting documentation; or
 - Has a recommendation from an ESL instructor, in writing; or
 - Scored as outlined in the “educational functioning level descriptors—English as a second language levels” as outlined in TEGE 17-05 Change 1 Attachment A.

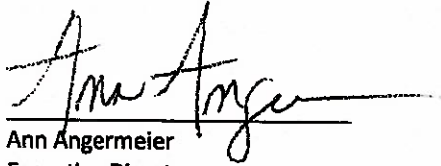
It is expected that basic skills deficiency will be determined using an objective, valid, and reliable assessment, such as the indicators listed above. However, when a formal evaluation is not available or practical, case manager observations, customer acknowledgement, and documented case notes are acceptable. For example, the case manager may observe that the adult is experiencing difficulty in reading or filling out an application form, or has poor English language skills and may be appropriate for ESL. However, an individual should not be determined as basic skills deficient merely because he/she lacks soft skills or the occupational skills needed for a particular job. Individuals seeking enrollment that have already earned a Bachelors Degree do not need to be assessed before enrollment because staff can reasonably assume those individuals would not qualify as Basic Skills Deficient.

WIOA Title I funds cannot be used for assessment of basic skills deficiency prior to eligibility certification. Therefore, staff who are funded solely by WIOA funding cannot administer assessments to determine Basic Skills Deficiency. WIOA staff should partner with other organizations who administer WIN Learning or other assessments listed above.

Documentation Requirements

It is beneficial to capture all applicable priority of service categories to reflect efforts in serving those most in need. In addition, such characteristics will likely have a positive impact on future performance negotiations as the statistical adjustment model is implemented. Therefore, all applicable priority of service criteria should be recorded in SC Works Online Services (SCWOS) and the documentation required for each criteria recorded must be maintained in the participant's case file.

INQUIRIES: Should you have any questions regarding this instruction, please contact Eva Anagnostis at 864-467-8142, TTY:711, or at eanagnostis@greenvillecounty.org or Dana Hudgins at 864-596-2028 ext. 100, TTY 711, or at Dana@upstatewb.org .



Ann Angermeier
Executive Director
Upstate Workforce Board



Dean E. Jones
Executive Director
Greenville Workforce Development Board

Source: State Instruction letter 15-17, Change 3

REPLACES REGIONAL INSTRUCTION 17-04, Amendment 3

SC Works Greater Upstate Region Workforce Innovation and Opportunity Act 2024 200% Lower Living Standard Income Level (LLSIL)

Self Sufficiency Guidelines

(Based on 100% Lower Living Standard Income Levels for South Carolina - Federal Register April 16, 2024)

The below self-sufficiency chart may be used to make a quick determination of whether employed and underemployed adults should be prioritized to receive WIOA training services according to the WIOA-defined family size. The adult customer must be determined suitable for training, meaning the individual is: 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; and 2) is in need of training services in order to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment. SC Works Greater Upstate region has defined self-sufficiency for adults at the **200** percent of the LLSIL.

For Greenville and Spartanburg Counties (Metro)

WIOA-defined Family Size	100% LLSIL	200% LLSIL
1	\$16,911	\$33,822
2	\$27,709	\$55,418
3	\$38,031	\$76,062
4	\$46,953	\$93,906
5	\$55,415	\$110,830
6	\$64,811	\$129,622
7	\$74,207	\$148,414
8	\$83,603	\$167,206

For Cherokee and Union Counties (Non-Metro)

WIOA-defined Family Size	100% LLSIL	200% LLSIL
1	\$16,308	\$32,616
2	\$26,715	\$53,430
3	\$36,667	\$73,334
4	\$45,263	\$90,526
5	\$53,415	\$106,830
6	\$62,467	\$124,934
7	\$71,519	\$143,038
8	\$80,571	\$161,142

Example:

Determine the average household income for all workers included in the family. For example, there are 4 members in the household (father, mother, and 2 dependent children). Within the past 6 months, income was earned by the father and mother. Paystubs reflect that within the 6-month period, the father worked full time during the entire 6-months earning an hourly wage of \$10.50. The mother worked full-time approximately 3.5 months during the 6-month period earning an hourly wage of \$9.25. The approximate calculation of the total family income for the 6-month period is based on the following calculation:

Father's Income:	$\$10.50 \times 40 \text{ hours/week} \times 26 \text{ weeks}$	= \$10,920
Mother's Income:	$\$9.25 \times 40 \text{ hours/week} \times 14 \text{ weeks}$	= \$5,180
Total Projected Family Income for Past 6 Months:		\$16,100
Total Projected Family Income for Past 12 Months:		\$32,200
200% LLSIL for a Family of 4 (Metro):		\$93,906
200% LLSIL for a Family of 4 (Non-Metro):		\$90,526

Based on the above example, the individual would be prioritized for WIOA training if determined suitable.

¹ This information is being provided strictly for informational purposes. Program eligibility is not official until the applicant successfully completes an eligibility determination appointment.

² For family sizes greater than eight, add for each additional person in the family: \$9,396 for Greenville and Spartanburg; \$9,052 for Cherokee and Union.