

Self Sufficiency Policy

This policy establishes the criteria for determining whether employment leads to self-sufficiency and how such eligibility is documented for Workforce Innovation and Opportunity Act (WIOA) adult and dislocated worker participants served through the Northwest PA workforce development area's PA CareerLink[®] delivery system.

The Workforce Innovation and Opportunity Act (WIOA) and its corresponding regulations require that each local workforce development board 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 least the lower living standard income level, as defined in WIOA Section 134(c)(3)(A). Self-sufficiency for a dislocated worker may be defined in relation to a percentage of the layoff wage. The special needs of individuals with disabilities or other barriers to employment should be considered when setting criteria to determine self-sufficiency.

This policy only pertains to those adult and dislocated workers who are receiving wages (or layoff wages) at the time when workforce services are sought by a participant through the Northwest PA workforce development area's one-stop delivery system.

The NWPA Job Connect Board has established the following criteria for "self-sufficiency":

An adult who is an incumbent worker may be eligible for WIOA training funds (i.e. individual training account [ITA] or on-the-job training [OJT] account) if his or her total household wages do not exceed 235 percent of the Federal Poverty Income Guidelines (FPIG) that are published annually by the US Department of Labor. A dislocated worker may be eligible for training funds if his or her total household wages (or layoff wages) do not exceed 235 percent of FPIG.

WIOA Title I services staff will:

- Document eligibility in a participant's case file using any of the items listed under the current low- income status for Data Validation. The [Data Validation guide](#) is in the CWDS Help section.

REFERENCE

WIOA Section 134(c)(3)(A)

~~USDOL Training and Employment Guidance Letter (TEGL) No. 03-15(rescinded)~~

USDOL Training and Employment Guidance Letter (TEGL) No. 19-16

HISTORY

Name	Date	Rev. Level	Description of Change	Effective Date
Debra O'Neil	08/07/2014	A	Policy approved under new LWDB	
Deb O'Neil	10/20/2014	B	Policy changes per state review	12/17/2014
Deb O'Neil	03/15/2017	C	Update language for WIOA	06/09/2017
Susan Richmond	02/26/2024	D	Adding items to be used to verify self-sufficiency	05/10/2024
Susan Richmond	10/09/2025	E	Removed Indicate NO in the self sufficient category in CWDS, as this is no longer asked.	10/9/2025