

**Document No.:** PL-16-003.1

**Title:** Self-Sufficiency Policy



**Owner:** Executive Director

**Status:** Reviewed 01/28/2026

**Original Issue Date:** 7/1/2016

**Expiration Date:** Until further notice

**Last Revision Date:** 8/15/2019

**To:** WIOA Adult and Dislocated Worker Staff; WTP Staff

**Purpose:** This policy establishes local criteria for purposes of defining self-sufficiency and establishing Workforce Innovation and Opportunity Act (WIOA) eligibility for employed and unemployed adult and dislocated workers to receive career and training services. This policy also defines self-sufficiency for other participant groups, including Welfare Transition Program (WTP) participants.

#### Reference:

- WIOA sec. 134(c)(3)(A)

#### Background

Under WIOA sec. 134(c)(3)(A), training services may be made available to employed and unemployed adults and dislocated workers who, among other criteria, are: a.) 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 b.) 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.

#### Content

##### Definitions

Self-sufficiency (WIOA employed Adult)—having income equal to or exceeding 250% of the average hourly wage (annualized) for the LWDA. All Adult employed workers must earn less than this amount to be considered for training. This may be through individual (ITA) request or employer request (CEWT or OJT). Both situations need employer support statement.

Self-sufficiency (WIOA Dislocated Worker)—having income 90% or above the wage at dislocation. All Dislocated Workers who are working "income maintenance" jobs (a job with lower rate of pay than the job or dislocation) should not exceed earnings of this percent of their dislocation wage in order to be considered for training. Example: If a person earned \$50,000 at dislocation, and are now making \$42,000, they may be considered to not be self-sufficient because their current wage is not at least 90% of their wage at dislocation.

Self-sufficiency (WIOA unemployed at participation)—Adjusted Lower Living Standard Income Level (LLSIL) currently in effect for the Area. To be considered self-sufficient, individuals should be placed into a position at this wage rate. This is also the WIOA self-sufficiency rate.

Self-sufficiency (WIOA underemployed at participation)—for underemployed workers, self-sufficiency is defined as greater than the State's average wage. Wages should be considered on a weekly or monthly basis, not just per hour. To be eligible for an individual (ITA) through WIOA, an employed worker

requesting career and training services must earn less than this amount. Underemployed individuals do not need an employer statement to support training.

Self-sufficiency (WTP)—having income at or above 200% of the Federal Poverty Rate currently in effect.

**Description**

This policy establishes a self-sufficiency wage standard to be used to determine an individual’s eligibility to receive individualized career and training services. Documentation must be collected to prove the individual’s per hour earned wages were at or below the amounts outlined in above prior to enrollment into training. A case note will be entered into Employ Florida and/or OSST that justifies the provision of training services.

For current or potential students whose family income is considered for eligibility purposes, the case manager should document via case note the Adult or Dislocated Worker is not self-sufficient and is reliant on other family/network support for basic living necessities (shelter, transportation, food, etc.). In these cases, staff should consider these individual non-self-sufficient as an individual.

**Illustrations**

	<b>Definition</b>	<b>Source</b>	<b>Policy Statement</b>
<b>Welfare Transition self-sufficiency rate</b>	200% of Federal Poverty Lever		
<b>Unemployed worker self-sufficiency rate</b>	Adjusted Lower Living Standard Income Level	LLSIL	To be considered self-sufficient, individuals should be placed into a position at this wage rate. This is also the WIOA self-sufficiency rate.
<b>Underemployed (underutilized) employed worker self-sufficiency rate</b>	Less than the State’s average wage. This may be an average based on 40 hours a week. (Example: Jobseeker earns \$14/hour, but only works 10 hours a week.)	Florida Bureau of LMI	To be eligible for training services as an individual (ITA) through WIOA, an employed worker requesting career and training services must earn less than this amount. Under-employed individuals do not need an employer statement to support training.
<b>Employed worker self-sufficiency rate</b>	250% of the Area’s average hourly wage (annualized).	Florida Bureau of LMI	All Adult employed workers must earn less than this amount to be considered for training. This may be through individual (ITA) request or employer request (CEWT or OJT). Both situations need employer support statement.
<b>Dislocated Worker Employed worker self-sufficiency rate</b>	Less than 90% of wage at dislocation	WIOA File	All Dislocated Workers who are working “income maintenance” (a job with lower rate of pay than the job or dislocation) should not exceed earnings of this percent of their dislocation wage in order to be considered for training. Example: If a person earned \$50,000 at dislocation, and are now making \$42,000, they may be considered to not be self-sufficient because their current wage is not at least 90% of their wage at dislocation.

**Action**

For immediate implementation in WIOA Adult and Dislocated Worker and Welfare Transition Programs. Program managers will provide operational guidance; case managers will utilize in determining eligibility.

**Timeline**

This policy is effective until further notice. It should be reviewed following three years of issuance or a change in referred guidance.

**Signature**



Mike Williams, WDB Chair

08/15/2019

Date



Diane Head, Executive Director

08/15/2019

Date

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