

**Workforce Innovation and Opportunity Act Policies and Procedures
POLICY #W406, Revision 1****Effective Date: May 2018****1. Background**

A goal of the Spokane Workforce Council (SWC) and the Workforce Innovation and Opportunity Act (WIOA) is to provide individuals with the training and employment opportunities necessary to attain and retain economic self-sufficiency. To meet this goal and to satisfy self-sufficiency requirements to receive WIOA Title I Adult and Dislocated Worker training services, the SWC has defined criteria for measuring economic self-sufficiency.

2. Definitions

- **Comparable Wages:** An amount of gross income earned by an individual that is at least 90% of their monthly gross income from previous employment.
- **Income Adequacy:** The minimum amount of gross income an individual and their family must earn each month to cover their specific living expenses.
- **Self-Sufficiency:** The minimum amount of gross income an individual and their family must earn each month to reach economic self-sufficiency according to the average cost of living in a particular county in Washington State, defined by the Self-Sufficiency Calculator of Washington State (www.thecalculator.org). Note: for Idaho residents traveling to Spokane County for career or training services, Spokane County may be used in place of the individual's home county when utilizing the Self-Sufficiency Calculator.

3. Policy

The SWC has adopted the Self-Sufficiency Calculator for Washington State to measure economic self-sufficiency. The Self-Sufficiency Calculator measures how much income is needed for an individual and their family to reach self-sufficiency and income adequacy according to the county they reside in. The Self-Sufficiency Calculator may also be used to compare wages from previous employment.

The Self-Sufficiency Calculator will be utilized for WIOA Title I programs as follows:

- Providing workforce information on self-sufficiency** – The Self-Sufficiency Calculator may be provided as an informational basic career service or as a youth service in order to assist an individual with career counseling and identification of training and/or employment options that lead to economic self-sufficiency, income adequacy, or comparable wages.
- Assessment requirement for work / internship experience and training services** – In order for an individual to receive WIOA Title I adult or dislocated worker funded training services, they must be determined to be in need of training services in order to obtain or retain employment that leads to self-sufficiency, comparable wages, or higher wages from previous employment. The SWC has adopted the Self-Sufficiency Calculator to assess this need for training services. The SWC also requires this assessment in order to receive a work / internship experience funded through WIOA Title I adult or dislocated worker.
- Determining eligibility for employed individuals under WIOA adult and dislocated worker programs** – When an individual who is employed is seeking individualized career or training services, an employed individual's need for these services must be established for both adult and dislocated worker programs. The self-sufficiency calculator is an assessment option that can be used to establish this need by determining whether an individual's current earnings are not sufficient compared to the self-sufficiency standard, income adequacy, or comparable earnings from previous employment.

4. Action Required

Providers of WIOA Title I services, such as the local one-stop center or other entities designated by the SWC, must distribute this policy broadly throughout the system to ensure WorkSource System staff are familiar with its content and requirements.

5. References

- The Self-Sufficiency Calculator of Washington State (www.thecalculator.org)
- Training and Employment Guidance Letter (TEGL) 21-16, Section 7
- TEGL 19-16, Sections 7 & 11
- TEGL 19-16, Attachment II
- Federal Register - 20 CFR 680.210(a)(2)
- Federal Register – 20 CFR 678.430(a)(6)
- WIOA Sections 134(c)(2)(A)(vi) and 134(c)(3)(A)(I)(bb)

6. Supersedes

SAWDC WIOA Title I Policy #406