

October 15, 2003

<b>DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 03-07</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

**FROM:** RICHARD C. TRIGG  
National Director  
Office of Job Corps

**SUBJECT:** Federal Poverty Guidelines and Lower Living Standard Income Level  
Guidelines for 2003

1. Purpose. To transmit the annual update of the Federal Poverty Guidelines published by the Department of Health and Human Services and the 2003 Lower Living Standard Income Level (LLSIL) guidelines published by the Department of Labor.
2. Reference. Job Corps Policy and Requirements Handbook (PRH), Chapter 1, Exhibit 1-1, Criterion D - Low Income.
3. Background. Job Corps uses both the Federal Poverty Guidelines and LLSIL guidelines to determine eligibility for Job Corps under the low-income criterion. These are used to determine eligibility when the applicant and/or family have received earned income, which must be considered in making a determination of eligibility. Attachment A, Poverty Guidelines were published in the Federal Register on February 7, 2003, and Attachment B, LLSIL guidelines were published in the Federal Register on May 30, 2003.

Remember, to be eligible for Job Corps under the low income criterion, an individual must be a member of a family living in a single residence, which has received a total family income for the 6-month (annualized) period prior to application which, in relation to family size, is not in excess of the higher of:

- a. The poverty level determined in accordance with criteria established by the Department of Health and Human Services; or,

- b. 70 percent of the LLSIL published by the Department of Labor.

Please note that the 6-month amount must be annualized to determine eligibility under either the Poverty Guidelines or the LLSIL. Both are based on annual incomes.

Please note also that income is not a component in determining eligibility for an applicant who receives, or is a member of a family living in a single residence, which receives cash welfare payments, such as AFDC or general assistance, or food stamps; or a foster child for whom state or local government payments are made; or a ward of the state or court.

- 4. Action. Outreach and admissions agencies should begin using the 2003 guidelines immediately. Addressees are to ensure that a copy of this Instruction is distributed to appropriate staff. This Instruction supersedes the following documents:

<u>Program Instructions</u>		<u>Information Notices</u>	
01-01	94-24	89-30	85-20
00-01	94-01	89-35	84-54
01-30	92-39	88-47	84-35
98-04	91-40	87-56	
96-37	90-25	86-19	
95-26	90-29	86-16	
95-01			

- 5. Expiration Date. Upon receipt of the 2004 guidelines.
- 6. Inquiries. Questions may be directed to Ralph DiBattista at 202-693-3098, or e-mail to [Dibattista.Ralph@dol.gov](mailto:Dibattista.Ralph@dol.gov).

Attachment A - 2003 Federal Poverty Guidelines  
Attachment B - 2003 Lower Living Standard Income Level Guidelines