

January 27, 2005

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 04-12
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TO: ALL JOB CORPS NATIONAL OFFICE 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: GRACE A. KILBANE  
National Director  
Office of Job Corps

SUBJECT: Poverty Guidelines and Lower Living Standard Income Level  
Guidelines for 2004

1. Purpose. To transmit the annual update of the Poverty Guidelines published by the Department of Health and Human Services (HHS) and the Lower Living Standard Income Level (LLSIL) guidelines published by the Department of Labor (DOL).
2. Reference. Job Corps Policy and Requirements Handbook (PRH), Chapter 1, Exhibit 1-1, Eligibility Criteria, D: Low Income.
3. Background. Job Corps uses both the 2004 HHS Poverty Guidelines and the LLSIL guidelines to determine eligibility for Job Corps under the low-income criterion. The guidelines 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, The 2004 HHS Poverty Guidelines were published in the Federal Register on February 13, 2004 (<http://aspe.hhs.gov/poverty/04poverty.shtml>), and Attachment B, LLSIL guidelines were published in the Federal Register on June 24, 2004 (<http://doleta.gov/llsil/2004/llsil2004.cfm>).

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 HHS, or;
- b. 70 percent of the LLSIL published by DOL.

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

Please note also that income is not a component in determining eligibility for an applicant who:

- Receives cash welfare payments, such as Temporary Assistance for Needy Families (TANF) or general assistance, or food stamps; or,
- Is a member of a family living in a single residence which receives cash welfare payments, such as TANF or general assistance, or food stamps; or,
- Is 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 2004 guidelines immediately. Addressees are to ensure that a copy of this Instruction is distributed to the appropriate staff. This Instruction supercedes Program Instruction Notice 03-07.

5. Expiration Date. Upon receipt of the 2005 guidelines.

6. Inquiries. Questions may be directed to Maria Temiquel at (202) 693-3118, or emailed to [temiquel.maria@dol.gov](mailto:temiquel.maria@dol.gov).

#### Attachments

A – The United States Department of Health and Human Services; The 2004 HHS Poverty Guidelines)

B – Department of Labor Employment and Training Administration Workforce Investment Act; Lower Living Standard Income Level