

May 8, 2009

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 08-28
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL OFFICE STAFF  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**               ESTHER R. JOHNSON, Ed.D.  
                          National Director  
                          Office of Job Corps

**SUBJECT:**            Poverty Guidelines and Lower Living Standard Income Level Guidelines  
                          for 2009

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.     Background. Job Corps uses both the HHS Poverty Guidelines and the LLSIL Guidelines for assessing income eligibility. The 2009 HHS Poverty Guidelines (Attachment A) were published in the Federal Register on January 23, 2009, and are available online at <http://aspe.hhs.gov/poverty/09fedreg.shtml>. The 2009 LLSIL Guidelines (Attachment B) were published in the Federal Register on March 26, 2009, and are available online at <http://edocket.access.gpo.gov/2009/pdf/E9-6618.pdf>.

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:

- a. receives cash welfare payments, such as Temporary Assistance for Needy Families (TANF) or general assistance, or food stamps; or
  - b. 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
  - c. is a foster child for whom state or local government payments are made, or a ward of the state or court.
3. Reference. Job Corps Policy and Requirements Handbook (PRH), Chapter 1, Exhibit 1-1, Eligibility Criteria, D: Low Income.
  4. Action. Outreach and admissions agencies should begin using the 2009 guidelines immediately. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff. This Program Instruction supersedes Program Instruction No. 07-42.
  5. Expiration Date. Upon receipt of the 2010 guidelines.
  6. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or [marshall.linda@dol.gov](mailto:marshall.linda@dol.gov).

#### Attachments

- A – 2009 HHS Poverty Guidelines
- B – Lower Living Standard Income Level