

June 3, 2011

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 10-43</b>
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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:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Poverty Guidelines and Lower Living Standard Income Level Guidelines for 2011

1. Purpose. To transmit the annual update of the Poverty Guidelines published by the Department of Health and Human Services (HHS), and the Department of Labor's (DOL) Lower Living Standard Income Level (LLSIL) Guidelines.
2. Background. Job Corps uses both the HHS Poverty Guidelines and the LLSIL Guidelines for assessing income eligibility. Attachment A, the 2011 HHS Poverty Guidelines were published in the Federal Register, January 20, 2011, and are available online at <http://aspe.hhs.gov/poverty/11poverty.shtml>. The 2011 LLSIL Guidelines, Attachment B, were published in the Federal Register, March 21, 2011, and are available online at <http://edocket.access.gpo.gov/2011/pdf/2011-6510.pdf>. Attachment C, Income Eligibility Worksheet, has been updated to reflect the new 2011 guidelines.

When determining income eligibility for a person who applies to Job Corps as an individual, the Admissions Counselor must use the "Family Unit of One" standard in the official Poverty Guidelines, as revised by the Department of Health and Human Services. When using the Lower Living Standard Income Level Guidelines (<http://www.doleta.gov/llsil/>), the Admissions Counselor must use the "Family of One" column.

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, not in excess of:

- a. the poverty level 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 income, and family size.

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), general assistance, or food stamps;
  - b. is a member of a family living in a single residence which receives cash welfare payments, such as TANF, general assistance, or food stamps;
  - 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 2011 guidelines immediately. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff. This Program Instruction supersedes Program Instruction No. 10-26.
  5. Expiration Date. Upon receipt of the 2012 guidelines.
  6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or [manning.wendy@dol.gov](mailto:manning.wendy@dol.gov).

#### Attachments

- A – 2011 HHS Poverty Guidelines
- B – 2011 Lower Living Standard Income Level
- C – 2011 Income Eligibility Worksheet