

April 20, 2012

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| DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 11-26 |
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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 2012

1. Purpose. To provide updated poverty guidelines set by the Department of Health and Human Services (HHS) and the Department of Labor's Lower Living Standard Income Level (LLSIL).

2. Background. Job Corps uses the HHS and LLSIL poverty guidelines for assessing income eligibility. The 2012 HHS Poverty Guidelines, Attachment A, were published in the Federal Register on January 26, 2012, and are available online at <http://aspe.hhs.gov/poverty/12poverty.shtml>.

The 2012 LLSIL Guidelines, Attachment B, were published in the Federal Register on March 28, 2012, and are available online at <http://www.gpo.gov/fdsys/pkg/FR-2012-03-28/pdf/2012-7377.pdf>. Attachment C, Income Eligibility Worksheet, has been updated to reflect the new 2012 guidelines.

When determining income eligibility for a person who applies to Job Corps, the Admissions Counselor must use the "Family Unit of One" standard in the official poverty guidelines as revised by HHS. When using the LLSIL guidelines (<http://www.doleta.gov/llsil/>), the Admissions Counselor must also 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. The family income, for 6 months prior to the individual's application, cannot exceed:

- the poverty level determined by HHS; or
- 70 percent of the LLSIL.

Please note that the 6-month amount must be annualized.

Note: 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 is a ward of the state or court.

3. Reference. Job Corps Policy and Requirements Handbook Chapter 1, Exhibit 1-1, Eligibility Criteria, D: Low Income.

4. Action. Outreach and Admissions agencies should begin using the 2012 guidelines immediately. Addressees are to ensure this Program Instruction is distributed to all appropriate staff. This Program Instruction supersedes Program Instruction No. 10-43.

5. Expiration Date. Upon receipt of the 2013 guidelines.

6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3633 or manning.wendy@dol.gov.

Attachments

A – 2012 HHS Poverty Guidelines

B – 2012 Lower Living Standard Income Level

C – Process for Reviewing Income Eligibility