

May 13, 2013

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 12-31
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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: ROBERT W. PITULEJ
Acting National Director
Office of Job Corps

SUBJECT: Poverty Guidelines and Lower Living Standard Income Level Guidelines for 2013

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 the HHS Poverty Guidelines and the LLSIL Guidelines for assessing income eligibility. Attachment A, the 2013 HHS Poverty Guidelines, was published in the Federal Register January 24, 2013, and is available online at <http://aspe.hhs.gov/poverty/13poverty.cfm>. The 2013 LLSIL Guidelines (Attachment B) were published in the Federal Register March 19, 2013, and are available online at <http://www.doleta.gov/llsil/2013/2013llsil.pdf>. Attachment C, Monthly and Biweekly Income Eligibility Worksheets, has been updated to reflect the 2013 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” standards in the official Poverty Guidelines, as revised by HHS. 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, which, in relation to family size, does not exceed:

- a. The poverty level determined by HHS criteria; 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 that receives cash welfare payments, such as TANF or general assistance, or food stamps.
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 2013 guidelines immediately. Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff. This Program Instruction notice supersedes Program Instruction No. 11-26.
 5. Expiration Date. Upon receipt of the 2014 guidelines.
 6. Inquiries. Inquiries should be directed to Kristen Johnson at (202) 693-8014 or johnson.kristen@dol.gov.

Attachments

- A – 2013 HHS Poverty Guidelines
- B – 2013 Lower Living Standard Income Level
- C – 2013 Monthly and Biweekly Income Eligibility Worksheets