

May 2, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 15-17</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:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Poverty Guidelines and Lower Living Standard Income Level Guidelines for 2016

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. The 2016 HHS Poverty Guidelines were published in the *Federal Register* January 25, 2016, and are available online at <https://www.federalregister.gov/articles/2016/01/25/2016-01450/annual-update-of-the-hhs-poverty-guidelines>. The 2016 LLSIL Guidelines are available online at <https://www.doleta.gov/llsil/>.

Job Corps applicants must meet the low-income criterion which states an individual must be a member of a family living in a single residence that has 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 the above income calculations are applicable 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 Exhibit 1-1, Eligibility Criteria: Low Income.
4. Action. Admissions providers must begin using the 2016 guidelines immediately. Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.
5. Expiration Date. Upon receipt of the 2017 guidelines.
6. Inquiries. Inquiries should be directed to Andrea Kyle Bobrik at [kyle.andrea@dol.gov](mailto:kyle.andrea@dol.gov).