



Oklahoma Office of Workforce Development  
900 N. Portland Ave.  
Oklahoma City, OK 73107

**OKLAHOMA WORKFORCE DEVELOPMENT ISSUANCE #08-2018**

**TO:** Workforce Development Board Chairs  
Workforce Development Board Staff  
Workforce Development Fiscal Agents

**FROM:** Dr. Erin E. Risley-Baird, Executive Director

**DATE:** August 21, 2018

**SUBJECT:** U.S. Department of Health and Human Services (HHS) Poverty Guidelines and U.S. Department of Labor's 2018 70% and 100% Lower Living Standard Income Levels (LLSIL)

**PURPOSE:** The Oklahoma Office of Workforce Development (OOWD), as the Governor's chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, provides this issuance as guidance to calculate income levels to determine eligibility for participation in various state and federally funded programs and to prioritize services when funding is limited.

**REFERENCES:**

- Federal Register /Vol. 83, No. 12 /Tuesday, January 18,2018 /Notices; Annual Update of the HHS Poverty Guidelines
- Federal Register/Vol. 83, No. 103/Tuesday, May 29, 2018/Notices; Workforce Innovation and Opportunity Act (WIOA) 2018; Lower Living Standard Income Level (LLSIL)
- WIOA Public Law 113-128, Section 3(36)(A)(B);
- WIOA Public Law 113-128, Section 127(b)(2)(C);
- WIOA Public Law 113-128, Section 132(b)(1)(B)(v)(IV);
- WIOA Public Law 113-128, Section 134(c)(3)(E);
- WIOA Public Law 113-128, Section 134(d)(3); and
- Office of Management and Budget (OMB), Metropolitan and Micropolitan Statistical Areas, July 2015.

**MESSAGE:** The United States Department of Health and Human Services has released the 2018 poverty guidelines for use for administrative purposes and the U.S. Secretary of Labor has released the WIOA 2018 Lower Living Standard Income Levels (LLSIL) to be utilized in eligibility

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determination. WIOA defines the term “low income individual” for eligibility purposes and defines the terms “disadvantaged youth” and “disadvantaged adult” in terms of the poverty line or LLSIL for State formula allotments. The following table incorporates the 2018 figures to be used by the governor and local workforce development boards (LWDBs) to determine eligibility for youth and adults, for certain services. Low income program eligibility, participation in various state and federally funded programs, and prioritization of services when funding is limited is determined by a total family income that does not exceed the higher level of the poverty line or 70% of the LLSIL.

**Poverty Income Guidelines  
70% Lower Living Standard Income Levels  
100% LLSIL for Determining Self-Sufficiency Oklahoma WIOA Programs**

Size Of Family	2018 HHS Poverty Guidelines	2018 Metro 70% LLSIL	2018 Non-Metro 70% LLSIL	2018 100% LLSIL Self-Sufficiency	
				Metro (South)	Non-Metro (South)
1	\$12,140	\$9,410	\$9,205	\$13,442	\$13,150
2	\$16,460	\$15,418	\$15,080	\$22,026	\$21,543
3	\$20,780*	\$21,162*	\$20,697	\$30,231	\$29,567
4	\$25,100	\$26,126	\$25,549	\$37,323	\$36,499
5	\$29,420	\$30,835	\$30,151	\$44,050	\$43,072
6	\$33,740	\$36,063	\$35,260	\$51,518	\$50,372
7	\$38,060	\$41,291	\$40,369	\$58,986	\$57,672
8	\$43,380	\$46,519	\$45,478	\$66,454	\$64,972
For each additional family member add:	\$4,320	\$5,228	\$5,109	\$7,468	\$7,300

\*Utilize the HHS poverty guideline for a family of 3 in a non-metropolitan area, and the metro 70% LLSIL for a family of 3 in a metropolitan area.

**INSTRUCTIONS:** Use the above tables to determine economically disadvantaged status according to family size. Compare the family income to the HHS Poverty Guidelines or the 70% LLSIL, whichever is greater.

**The 100% LLSIL** is used to determine the minimum level for establishing self-sufficiency criteria at the local level. These are the minimum figures locals must use for determining whether employed adults are in need of individualized career or training services in order to obtain or retain employment leading to self-sufficiency.

**METROPOLITAN STATISTICAL ANALYSIS COUNTIES INCLUDE:** Canadian, Comanche, Cleveland, Cotton, Creek, Garfield, Grady, LeFlore, Lincoln, Logan, McClain, Oklahoma, Okmulgee, Osage, Pawnee, Rogers, Sequoyah, Tulsa, and Wagoner.

**EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:** All Recipients, and Sub-recipients/Sub-grantees must comply with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**ACTION REQUIRED:** This Oklahoma Workforce Development Issuance (OWDI) is to become a part of your permanent records and made available to appropriate staff and sub-recipients.

**INQUIRIES:** If you have any questions about this issuance, please contact Policy and Program Staff in the Oklahoma Office of Workforce Development. Contact information can be found at <http://www.oklahomaworks.gov/about/>.