

Policy: CM-10 Self-Sufficiency

Revised [7.2.18]



Updates:

7/2/18: Updated to reflect [new DWD income definition](#)

7/1/2017: Archived pilot policy, posted this based on DWD [Economic Self-Sufficiency](#) policy

Background: It is the Department of Labor's expectation that a process is in place for the local areas to determine self-sufficiency standards for participants in the Adult and Dislocated Worker programs as attainment of self-sufficiency is one of the six main purposes that WIOA seeks to improve in the workforce system. Under WIOA, the State has the discretion to adopt a standard as part of implementation of employment and training activities.

Requirements: Per DWD Policy, there are two times when career planners are required to use the ESS Calculator

- 1) At enrollment (self-sufficiency is **not** part of the program eligibility criteria, so enrollment cannot be denied for someone already self-sufficient, just enter a case note to explain why the enrollment is needed and will proceed.)
- 2) To justify placing a participant into training. For individuals being enrolled for training and where current individual/family income is not expected to change before the training begins, one record can be created with "enrollment" and "training" both selected.

Training: A participant can only receive WIOA Title I funded training if the individual is not considered economically self-sufficient **and** needs training to obtain economic self-sufficiency **or** the individual is considered economically self-sufficient but is unlikely to remain so without training. **Note:** There are a number of situations in which training services may be appropriate for participants who are self-sufficient at the time training services are provided. Examples include participants who will soon be laid off from employment; those expecting a child; have a spouse who will need to stop working (e.g., because of a serious illness or the need to care for an aging parent or a child with an illness/disability). The career planner must document in an ASSET case note the upcoming circumstances that justify the need for training. Self-reporting by the participant is an acceptable source of the information.

The calculator can be used for more than just enrollment and training. Occupational choices for training can be entered in the calculator to see if the median starting wages would make someone self-sufficient. New job information can be entered to see if self-sufficiency is met before exit.

Process:

- All WIOA Adult and Dislocated Worker applicants must thoroughly complete the WIOA application Household Members section, Applicant Family Income section and the Income Verification Form (to fulfill the requirement of signed self-attestation by the participant that the information provided on the application and for the calculator is true and correct)
- The calculator tool must be completed at enrollment and before initial ITA submission (for new ITA's submitted 7/1/17 or later)
- Enter the following information into the calculator:
 - Program
 - Current Individual Income
 - Other Household Income
 - Household Composition
 - County of Residence
 - Calculation Reason (enrollment, training or other)
 - Calculation Date

- For circumstances requiring it, case notes should be entered

Definitions

Household: Those people residing in one residence who are financially contributing to the shared bills (local clarification). The DWD-DET does not define "household" for purposes of assessing economic self-sufficiency. Career planners are to determine what constitutes a household on a case by case basis, to best address financial responsibilities the participant may have for others (e.g., children and other family members who may not live with the participant full time).

Income: See DWD policy. Includes all items that are counted for program eligibility.