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DATE: February 11, 2020

TO: South Bay Workforce Investment Board, South Bay Workforce Investment Board, Inc., South Bay One-Stop Business & Career Centers, Youth Programs, Contractors, and Partners

SUBJECT: DIRECTIVE NO. 19-01  
70 PERCENT LLSIL AND PROVERTY GUIDELINES FOR 2019

**PURPOSE**

The attached directive WSD19-07 dated January 8, 2020 established guidance and procedures for the 70 percent Lower Living Standard Income Level (LLSIL) for 2019 published by the Secretary of Labor in the Federal Register on May 29, 2019. This policy also issues the 2018 poverty guidelines published by the U.S. Department of Health and Human Services (HHS) in the Federal Register on February 1, 2019. This policy applies to all Local Workforce Development Areas (Local Areas) and is effective on their dates of publication in the Federal Register, May 29, 2019, and February 1, 2019, respectively.

**SCOPE**

This directive applies to all South Bay One-Stop Business Career Centers, Youth Programs, and Services Provider(s)

**EFFECTIVE DATE**

The directive is effective immediately.

**STATE-IMPOSED REQUIREMENTS**

The attached directive contains one state-imposed requirement. These requirements are indicated by bold, italic type.

**ACTION**

Notify all affected staff of the changes to the LLSIL and poverty guidelines in the attached directive.

**FILING INSTRUCTIONS**

This directive supersedes SBWIB Directive 18-01, dated March 14, 2018. Retain this directive until further notice.

**INQUIRIES**

If you have any questions regarding this directive, please contact the Compliance Manager at (310) 970-7736.

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Jan Vogel  
Executive Director

Attachment:

JAN VOGEL  
**EXECUTIVE DIRECTOR**



## 70 PERCENT LLSIL AND POVERTY GUIDELINES FOR 2019

### EXECUTIVE SUMMARY

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This policy provides the guidance and establishes the procedures regarding the 70 Percent Lower Living Standard Income Level (LLSIL) for 2019 published by the U.S. Department of Labor (DOL) in the *Federal Register* on May 29, 2019. This policy also issues the 2019 poverty guidelines published by the U.S. Department of Health and Human Services (HHS) in the *Federal Register* on February 1, 2019. This policy applies to all Local Workforce Development Areas (Local Area) and is effective on their dates of publication in the *Federal Register*, May 29, 2019, and February 1, 2019, respectively.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This Directive finalizes Workforce Services Draft Directive *70 Percent LLSIL and Poverty Guidelines for 2019* (WSDD-203), issued for comment on October 7, 2019. The Workforce Development Community submitted no comments during the draft comment period.

This policy supersedes Workforce Services Directive *70 Percent LLSIL and Poverty Guidelines for 2018* (WSD18-04), dated August 31, 2018. Retain this Directive until further notice.

### REFERENCES

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- *Workforce Innovation and Opportunity Act* (WIOA) Sections 3(36), 127(b)(2)(C), 132(b)(1)(B)(v)(IV), and 134(d)(1)(A)(x)
- *Federal Register*, Volume 84, Number 103, [WIOA 2019 LLSIL](#) (May 29, 2019)
- *Federal Register*, Volume 84, Number 22, [Annual Update of the HHS Poverty Guidelines](#) (February 1, 2019)

### BACKGROUND

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The WIOA Section 3(36)(A) sets the criteria Local Areas must use to determine whether an individual is a low-income individual. These criteria include two sets of data: the poverty guidelines as published by HHS, and the 70 percent of the LLSIL, as published by DOL. The Local Area must use the higher of these two measures to establish low-income status for eligibility purposes of WIOA

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

Title I programs. The WIOA requires annual revisions to both sets of data. All Local Areas use the same poverty guidelines. However, the LLSIL identifies maximum qualifying income levels for residents in either of two broad geographic designations: metropolitan and non-metropolitan areas. Metropolitan income levels apply to residents living within Metropolitan Statistical Areas (MSA) as defined by the Office of Management and Budget. Non-metropolitan income levels apply to places with populations under 50,000. In addition to the broad metropolitan and non-metropolitan designations, the DOL identifies three MSAs in California that have unique LLSILs; the San Francisco/Oakland/San Jose MSA, the Los Angeles/Riverside/Orange County MSA, and the San Diego MSA.

## POLICY AND PROCEDURES

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Follow these steps to determine if a person is a low income individual:

1. Select the appropriate table for use by your Local Area from the five tables in the attachment ***In those instances where a Local Area encompasses both metropolitan and non-metropolitan areas, the state has designated the higher of LLSIL figures for use in the entire Local Area.***
2. Use the higher of either LLSIL or the poverty guideline for the appropriate family size to determine low income status. A comparison of the applicant's actual family income during the six-month income determination period with the six-month figures on the charts enables the reviewer to immediately determine income status.
3. ***Local Workforce Development Boards must set the criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least 100 percent of the LLSIL established for a Local Area.***

## ACTION

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Notify all affected staff of the changes to the LLSIL and poverty guidelines in this Directive.

## INQUIRIES

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If you have any questions, contact your assigned [Regional Advisor](#).

/s/ JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division

Attachments are available on the internet:

[70 Percent LLSIL and Poverty Guidelines for 2019 \(PDF\)](#)