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## STATE INSTRUCTION NUMBER 22-02

**To:** Local Workforce Development Board Chairs  
Local Workforce Area Signatory Officials  
Local Workforce Area Administrators

**Subject:** Updated Federal Income Guidelines

**Issuance Date:** May 17, 2023

**Effective Date:** May 8, 2023

**Purpose:** To transmit updates to federal income guidelines used in establishing eligibility for Workforce Innovation and Opportunity Act (WIOA) participation and/or specific WIOA services.

**References:** Workforce Innovation and Opportunity Act § 3(36); Federal Register, Volume 88, Number 88, April 8, 2023, pp. 29694-29696, *WIOA 2023 Lower Living Standard Income Level*; Federal Register, Volume 88, Number 12, January 19, 2023, pp. 3424-3425, *Annual Update of the US Department of Health and Human Services Poverty Guidelines*.

**Background:** Annually, the US Department of Labor (DOL) determines the Lower Living Standard Income Level (LLSIL). Likewise, the US Department of Health and Human Services (HHS) updates the poverty guidelines. The LLSIL and poverty guidelines are used for several purposes in WIOA programs, including determinations of program eligibility and needs-related payment levels.

### **Policy:**

**Program Eligibility** – WIOA defines the term “low income individual” using various criteria, including receipt of income that does not exceed the higher level of the poverty line or 70 percent of the LLSIL. Attachment A, *WIOA Family Income Guidelines*, incorporates the most recent updates to the DOL issued 70 percent LLSIL and the HHS issued poverty levels. These guidelines apply when using income as the determining criteria for “low income individuals.”

**Self-Sufficiency** – WIOA allows employed individuals to receive individualized career services without determining self-sufficiency. Training services may be made available to employed and unemployed adults and dislocated workers who are determined:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services; and
- In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

WIOA allows the State, as well as Local Workforce Development Boards (LWDB), to adopt, calculate, or commission for approval an economic self-sufficiency standard that specifies the income needs of families, by family size, the number and ages of children in the family, and sub-state geographical considerations. Until such economic self-sufficiency standard(s) are determined, local workforce development areas (LWDAs) may continue to use the “self-sufficiency” criteria adopted under WIA. At a minimum, such criteria provides “that self-sufficiency means employment that pays at least 100 percent of the LLSIL” based on family size and income. Self-sufficiency for dislocated workers may be defined in relation to a percentage of the layoff wage. Attachment B, *100% Lower Living Standard Income Levels*, represents updated 100 percent LLSIL amounts by family size. These guidelines, along with LWDB criteria, should be used in determining the need for training services.

Needs-Related Payments – For adult and dislocated worker participants, WIOA allows financial assistance for the purpose of enabling individuals to participate in training. To receive needs-related payments, all participants must be unemployed, enrolled in training, and not receiving unemployment compensation or trade readjustment allowances under TAA. In addition, dislocated worker participants must be enrolled in training under WIOA by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in a determination of the worker’s eligibility as a dislocated worker, or, if later, by the end of the 8<sup>th</sup> week after the worker is informed that a short-term layoff will exceed six months. For those dislocated worker participants who did not qualify for unemployment compensation or trade readjustment assistance (TRA) under TAA, the enrollment in training deadlines do not apply.

Payment levels for any WIOA participants receiving needs-related payments (adults or dislocated workers) are established by each LWDB. In determining the level of needs-related payments for dislocated workers, payments may not exceed the greater of either:

- The applicable weekly level of unemployment compensation benefits, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
- The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income, as determined by LWDB policies.

State Instruction 22-02  
Updated Federal Income Guidelines  
May 17, 2023  
Page 3 of 3

Attachment C, *Poverty Level Guidelines*, represents HHS poverty levels for use in determining needs-related payment amounts for dislocated workers.

**Action:**

- You are responsible for the distribution and implementation of this policy guidance within your local workforce system.
- Replace State Instruction 21-08, *Updated Federal Income Guidelines*, with this State Instruction.
- Effective immediately, use the attached guidelines for future eligibility determinations under WIOA.

**Inquiries:** Questions may be directed to Policies and Procedures at [PolnPro@dew.sc.gov](mailto:PolnPro@dew.sc.gov).

*Nina Stagers*

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Workforce Development Division

Attachment A – WIOA Family Income Guidelines for South Carolina

Attachment B – 100% Lower Living Standard Income Levels for South Carolina

Attachment C – Poverty Level Guidelines for South Carolina

**WIOA FAMILY INCOME GUIDELINES  
FOR SOUTH CAROLINA  
(Federal Register May 8, 2023)**

<u>Size of Family Unit</u>	<u>Non-Metro</u>	<u>Metropolitan*</u>
1	14,580	14,580
2	19,720	19,720
3	24,860	24,860
4	30,000	30,296
5	35,140	35,756
6	40,686	41,819
7	46,582	47,882
8	52,478	53,945

For families larger than eight, add for each additional person in the family:

**\$5,896 for non-metropolitan**

**\$6,063 for metropolitan**

**NOTES:**

\*The metropolitan areas of South Carolina include the following counties: Aiken, Anderson, Berkeley, Calhoun, Charleston, Darlington, Dorchester, Edgefield, Fairfield, Florence, Greenville, Horry, Kershaw, Lexington, Laurens, Pickens, Richland, Saluda, Spartanburg, Sumter, and York.

The 70 percent Lower Living Standard Income Level (LLSIL) and the Poverty Guidelines are used under WIOA for eligibility purposes. WIOA defines the term “low income individual” as one who qualifies under various criteria, including an individual who received income for a six-month period that when annualized, does not exceed the higher of the poverty level or 70 percent of the LLSIL.

These guidelines incorporate the latest 70 percent LLSIL from the US Department of Labor and poverty levels from the US Department of Health and Human Services. The figure for a particular family size is the maximum household income the individual is permitted in order to qualify as low income under WIOA. This issuance supersedes all previously issued Family Income Guidelines.

The Family Income Guidelines are updated periodically when national guidelines change. It is important that the previous copies of the guidelines are kept and are not discarded. The older versions, for example, would be used to review income levels in effect at the time an individual originally applied for WIOA.

**Use to determine an individual’s Low-Income Status for WIOA services.**

**100% LOWER LIVING STANDARD INCOME LEVELS  
FOR SOUTH CAROLINA  
(Federal Register May 8, 2023)**

<u>Size of Family Unit</u>	<u>Non-Metro</u>	<u>Metropolitan*</u>
1	15,174	15,588
2	24,857	25,541
3	34,117	35,056
4	42,116	43,280
5	49,701	51,081
6	58,123	59,742
7	66,545	68,403
8	74,967	77,064

For families larger than eight, add for each additional person in the family:

**\$8,422 for non-metropolitan**

**\$8,661 for metropolitan**

**NOTES**

\*The metropolitan areas of South Carolina include the following counties: Aiken, Anderson, Berkeley, Calhoun, Charleston, Darlington, Dorchester, Edgefield, Fairfield, Florence, Greenville, Horry, Kershaw, Lexington, Laurens, Pickens, Richland, Saluda, Spartanburg, Sumter, and York.

In WIOA, training services may be made available to employed and unemployed adults and dislocated workers who are determined:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services; and
- In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment.

WIOA allows the State, as well as Local Workforce Development Boards (LWDBs), to adopt, calculate, or commission for approval an economic self-sufficiency standard that specifies the income needs of families, by family size, the number and ages of children in the family, and sub-state geographical considerations. Until such economic self-sufficiency standard(s) are determined, Local Workforce Development Areas (LWDAs) may continue to use “self-sufficiency” criteria adopted under WIA. At a minimum, such criteria provides that self-sufficiency means employment that pays at least 100 percent of the LLSIL based on family size and income. Self-sufficiency for dislocated workers may be defined in relation to a percentage of the layoff wage. These guidelines, along with LWDB criteria, should be used in determining the need for training services.

The DOL 100 percent LLSIL is updated periodically when national guidelines change. It is important that the previous copies of the guidelines are kept and are not discarded. The older versions, for example, would be used to review income levels in effect at the time an individual originally applied for WIOA training services.

**May be used to determine an individual’s self-sufficiency for receipt of training services in WIOA.**

**POVERTY LEVEL GUIDELINES  
FOR SOUTH CAROLINA  
(Federal Register January 19, 2023)**

<u>Size of Family Unit</u>	<u>Income</u>
1	14,580
2	19,720
3	24,860
4	30,000
5	35,140
6	40,280
7	45,420
8	50,560

For families larger than eight, add **\$5,140** for each additional person in the family.

The poverty guidelines are used to determine eligibility for dislocated workers who are in need of financial assistance (Needs-Related Payments) to participate in training programs under WIOA.

Payment levels for any WIOA participants receiving needs-related payments (adults or dislocated workers) are established by each LWDB. In determining the level of needs-related payments for dislocated workers, payments may not exceed the greater of either:

- The applicable weekly level of unemployment compensation benefits, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
- The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income, as determined by LWDB policies.

The poverty guidelines are issued each year by the US Department of Health and Human Services (HHS). It is important that the previous copies of the guidelines are kept and are not discarded. The older versions, for example, would be used to review income levels in effect at the time an individual was determined to be eligible to receive financial assistance (Needs-Related Payments) under WIOA.

**Use to determine needs-related payments for dislocated workers in WIOA.**