



**GREEN  
COUNTRY  
WORKFORCE**

## Green Country Workforce Development Board

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### Self Sufficiency Policy

**IMPORTANT!** This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call Tamara Peachey at (918) 316-6519 for assistance in the translation and understanding of the information in this document.

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**PURPOSE:** This guidance establishes a local policy on the coordination and delivery of supportive services, subject to WIOA's limitations.

The Green Country Workforce Development Board (GCWDB) is the policy and guidance board for the Workforce Oklahoma system in Oklahoma. We are business leaders with a commitment to lead a highly skilled, productive workforce in our 18-county area.

The Green Country Workforce Development Board (GCWDB) complies 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, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.

*GCWDB is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.*

*Green Country Workforce Development Boards Innovation and Opportunity Act Title I program funding statement can be found at*

*EO & FUNDING PAGE – Green Country Workforce Development Board*

<https://www.greencountryworks.org/>

## Purpose

Green Country Workforce Development Board (GCWDB) provides this guidance to establish the self-sufficiency standard for Workforce Innovation Opportunity Act (WIOA) Adults and Dislocated Workers. The information included will assist with the calculation of income levels to determine eligibility for participation in various state and federally funded programs and to prioritize services when funding is limited.

## Effective Date

**GCWDB Approved 05/27/2025**

**\*This Document shall supersede and replace all prior versions and understandings, oral or written, of the Self Sufficiency Policy.**

**NOTE:** All GCWDB Policies and attachments are available for download at:  
<https://www.greencountryworks.org/resources/policy-research-best-practices/>

## Policy

WIOA defines the term “low-income individual” for eligibility purposes in terms of the poverty line or Lower Living Standard Income Level (LLSIL) for state formula allotments. The most recent figures to be used by the governor and local workforce development boards to determine eligibility for: 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; may be found at <https://oklahoma.gov/content/dam/ok/en/workforce/documents/policies/memos/2024/WSOM-01-2024-Poverty-Guidelines-and-LLSIL-for-2024.pdf> .

In addition, as required by WSD #80-2024, GCWDB’s self-sufficiency policy addresses the area’s procedures for serving adults and dislocated workers determined to be underemployed by local area standards.

## Lower Living Standard Income Levels (LLSIL)

WIOA Section 3(36)(B) defines LLSIL as “that income level (adjusted for regional, metropolitan, urban and rural differences and family size) determined annually by the Secretary [of Labor] based on the most recent lower living family budget issued by the Secretary.”

The 100% LLSIL is used to determine the minimum level for establishing self-sufficiency criteria at the local level.

The following counties are part of the Tulsa OK Metropolitan Statistical Area and are in Green Country Workforce Development Area (GCWDA):

<b>Creek</b>	<b>Okmulgee</b>	<b>Osage</b>
<b>Pawnee</b>	<b>Tulsa</b>	<b>Wagoner</b>

The following county is part of the Fort Smith, AR-OK Metropolitan Statistical Area and is in the Green Country Workforce Development Area (GCWDA):

**Sequoyah**

Non-metropolitan counties in GCWDA are:

<b>Adair</b>	<b>Cherokee</b>	<b>McIntosh</b>
<b>Muskogee</b>	<b>Sequoyah</b>	

### **Instructions**

Use the “Poverty Income Guidelines, 70% Lower Living Standard Income Levels, 100% LLSIL for Determining Self-Sufficiency Oklahoma WIOA Programs” table from most current, applicable, U.S. Department of Health and Human Services (HHS) 2024 Poverty Guidelines and U.S. Department of Labor’s 2024 70% and 100% Lower Living Standard Income Levels (LLSIL), found at <https://oklahoma.gov/workforce/about/policies.html> (Search Poverty Guidelines & LLSIL), to determine economically disadvantaged status according to family size. In areas where the HHS Poverty Guidelines exceed the LLSIL, compare the family income to the HHS Poverty Guidelines or the 70% LLSIL, whichever is greater.

### **Wage**

GCWDB has set the Self-Sufficiency threshold at \$22.00 per hour in full-time employment. (\$45,760.00 annually) This standard will be used to determine an Adult or Dislocated Worker’s eligibility for career and training service programs.

### **Underemployment Determination**

Consistent with WSD #80-2024, Adult and DLW funds may provide career and training services to underemployed individuals according to the priority of service requirement. Individuals who are underemployed may include those who are:

- Employed less than full-time who are seeking full-time employment;
- Employed in a position that is inadequate with respect to their skills and training;
- Employed and meet the definition of a low-income individual; and
- Employed with current earnings that are insufficient when compared to the individual’s previous earnings from previous employment.

According to WSD #80-2024, the minimum number of hours that constitute full-time employment is generally defined by the employer, but may not be less than an average of at least 30 hours per week, or

130 hours per month. Full-time employment often includes benefits not typically offered to part-time or temporary workers, such as annual leave, sick leave, and health insurance. The attainment of self-sufficiency often depends on the availability of sick leave and health insurance. Note: The USDOL Fair Labor Standards Act (FLSA) does not define full-time employment or part-time employment.

## **Procedure**

The WIOA employment and training programs mandate a universal access one-stop system with a tiered approach to service delivery. When an employed registrant is unable to obtain or retain employment that leads to self-sufficiency, documentation must be collected to prove the Adult and Dislocated Worker's per hour earned wages were at or below \$22.00 per hour prior to enrollment into training.

## **Additional Criteria**

The case manager must indicate, in the Oklahoma Virtual Case Management System (EmployOK) in a detailed case note, the existing condition which determines a need for services and the source document which validates such condition. See the GCWDB Data Validation and Source Documentation Requirements policy for guidance and additional criteria and acceptable source documentation that an individual is not meeting self-sufficiency guidelines are listed below:

1. Individual's income for the past six months does not exceed the higher level of the poverty line or 70% of the LLSIL. (Verify both wages and number in family.)
  - Pay Stubs
  - Employer statement or contact
  - Quarterly estimated tax for self-employed person
  - Last Income tax filed for self-employed person
  - Applicant statement
2. Individual currently receives or has received in the past six months any income-based assistance such as food stamps or Section 8 housing.
  - Public assistance records
  - Housing authority records
  - Supplemental Security Income (SSI) records
3. Current employment does not regularly exceed 30 hours per week or 130 hours per month.
  - Pay Stubs
  - Employer statement or contact
  - Employment History from Individual Employment Plan (IEP)
  - Applicant statement
4. Current wage projection does not exceed \$45,760 per year.
  - Pay Stubs
  - Employer statement or contact
  - Quarterly estimated tax for self-employed
  - Applicant statement
  - Employment History from IEP

5. Current employment is temporary.
  - Employer statement or contact
  - Applicant statement
  - Pay Stub

### **Authorization for Clarifications and Additions**

The GCWDB Executive Director is authorized to issue additional instructions, guidance, approvals and/or forms to further implement the requirements of this policy, without making substantive change to the policy, except in situations where new or updated state and federal guidance is issued.

### **History**

- Replaces GCWDB P-0300300, Self Sufficiency Policy, previously GCWDB approved and effective: 08.13.2021
- GCWDB Approved and Effective 12.08.2022
- Replaces Self Sufficiency Policy approved and effective on 12.08.2022

### **References**

- Federal Register /Vol. 84, No. 103 /Wednesday, May 29, 2019
- Federal Register /Vol. 84, No. 22 /Friday, February 1, 2019 /Notices
- Federal Register/Vol. 66 / Wednesday, April 6, 2022/Notices
- Federal Register/Vol. 87, No. 14 / Friday, January 21, 2022/Notices
- 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)
- Oklahoma Workforce Development Issuance (OWDI) #07-2020, September 28, 2020
- Oklahoma Workforce Development Issuance (OWDI) #06-2021, May 25, 2021
- Oklahoma Workforce Development Memorandum #M-01-2022, July 28, 2022
- WSD #80-2024 Adult and Dislocated Worker Programs under WIOA, January 19, 2024

### **Attachments**

Attachment ZZ: Vital Service and Information Notice

**NOTE:** All GCWDB Policies and attachments are available for download at:

<https://www.greencountryworks.org/resources/policy-research-best-practices/>

## Green Country Workforce Development Board

### Vital Service and Information Notice

Pursuant to 29 CFR 38.9(g)(3), the following notice is given:

This document contains vital service information.

#### For people with speech or hearing loss:

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss, please call Oklahoma Relay at 711-(<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

#### If English is not your preferred language, please contact:

Equal Opportunity (EO) Officers

Local EO Officer

Tamara Peachey

Green Country Workforce Development Board, 822 S. Muskogee Ave. Tahlequah, OK 74464

(918) 316-6519

[eo@greencountryworks.org](mailto:eo@greencountryworks.org)

State Equal Opportunity Officer

Kacey Luster | Oklahoma Employment Security Commission, 900 N. Stiles Ave. Oklahoma City, OK 73104

(405) 557-5496

[EOOfficer@oesc.ok.gov](mailto:EOOfficer@oesc.ok.gov)

#### Notice in English

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#### Notice in Marshallese

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#### Notice in Spanish

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