

**SAN DIEGO WORKFORCE PARTNERSHIP, INC.**  
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<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2018-02**

**DATE:** September 15, 2017

**TO:** All Youth Service Providers

**FROM:** Andrew Picard, Director of Programs

**SUBJECT:** Operations Manual Revision: Chapter 7, Part 2: WIOA Youth Eligibility, Attachment – Methods for Calculating Income/Family Size Determination

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**PURPOSE**

To inform SDWP's Youth Service Providers of revisions to Chapter 7, Part 2: WIOA Youth Eligibility, Attachment – Methods for Calculating Income/Family Size Determination include:

- Updated 2017 70% Low Income Guidelines Used to Determine Eligibility

**BACKGROUND**

The low-income guidelines have been derived from the higher of the Year 2017 Poverty Guidelines published by the Federal Department of Health and Human Services (HHS) in the Federal Register on January 26, 2017 and the 70% LLSIL, published by the Secretary of Labor in the Federal Register on May 23, 2017. The LLSIL are based specifically on economic conditions in San Diego County, which is a unique Metropolitan Statistical Area.

These guidelines are used to determine low income status for the WIOA Title I Programs, based on the appropriate family size. A comparison of the applicant's actual family income during the six-month income determination period with the six-month figures listed above enables the eligibility reviewer to immediately determine low income status.

**ACTION**

Effective September 15, all Youth Service Providers are required to follow the guidelines outlined in the updated attachment. This issuance replaces and supersedes the current attachment.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

All chapters and attachments can be found on the SDWP website under [workforce.org/operations-manual](http://workforce.org/operations-manual).

cc: All AJCC Operators and Adult Service Providers  
SDWP Internal Distribution  
Simpson & Simpson