

# Income Guidelines for WIOA

*This guidance applies to Workforce Innovation and Opportunity Act (WIOA) Title I (Adult, Dislocated Worker, and Youth) and Title III (Wagner-Peyser) customers.*

WIOA Sec. 3(36) defines a low-income individual as an individual who:

- a. Receives, has received in the past six (6) months, or is a member of a family that is receiving or has received in the past six (6) months, assistance through:
  - The Supplemental Nutrition Assistance Program (SNAP);
  - Temporary Assistance for Needy Families (TANF) programs;
  - The Supplemental Security Income (SSI) program; or
  - State or local income-based public assistance.
- b. Is a homeless individual, as defined in the Violence Against Women Act, or the McKinney-Vento Homeless Assistance Act (includes an individual who is “couch surfing” or has a temporary residence);
- c. Receives or is eligible to receive a free or reduced-price lunch under the Richard B. Russell National School Lunch Act;
- d. Is a foster child on behalf of whom State or local government payments are made; or
- e. Is in a family with a total family income that does not exceed the higher of:
  - 70 percent of the Lower Living Standard Income Level (LLSIL); or
  - The poverty line/Lower Living Standard (LLS).

This last criterion is referred to as “income guidelines.”

For the WIOA Youth program, one (1) additional low-income criterion is that the individual is living in a High Poverty area. See the [Youth Eligibility Brief](#) for details.

## Determine and Report Low-income Status using the Income Guidelines

### Step 1) Determine the family size of the customer.

- Family is defined as two (2) or more people related by blood, marriage, or decree of court, who are living in a single residence, and are included in one (1) or more of the following categories:
  - A married couple and dependent children;
  - A parent or guardian and dependent children; or
  - A married couple (WIOA 20 CFR 675.300).

**Step 2)** Obtain the annual family income of the customer.

- Include wages, Unemployment Insurance benefits, child support payments, and old-age survivors' insurance benefits in the customer's income calculations.
- If the customer is an individual with a disability, only count their individual income, not the income of their family.

**Step 3)** Using the tables (I, II, or III) on page 3, determine the customer's income area (i.e., Non-Metro, Upstate-Metro, or NYC Area) based on their county of residence.

**Step 4)** Review the dollar amounts under 70% LLSIL and LLS-Poverty Level (columns B and C) for the customer's family size as determined in Step 1). **Select the higher income amount.**

**Step 5)** If the customer's annual income is higher than the selected higher income amount from instructions in Step 4), then the customer is not low-income based on WIOA income guidelines.

- Select No in the Lower Living Standard and Income 70% LLSIL low-income drop-down fields in the One-Stop Operating System (OSOS) Eligibility tab.

**Step 6)** If the customer's annual income is lower than the selected higher income amount in Step 4), then the customer is low-income based on WIOA income guidelines.

- If the selected higher income amount was 70% LLSIL (column B), then in OSOS:
  - Select Yes in the 70% LLSIL Income drop-down field; and
  - Select No in the Lower Living Standard drop-down field.
- If the selected higher income amount was Poverty Level/LLS (column C), then in OSOS:
  - Select No in the 70% LLSIL Income drop-down field; and
  - Select Yes in the Lower Living Standard drop-down field.

**Step 7)** Double check the accuracy of the data entry

- To avoid errors in reporting, do not select Yes in both low-income drop-down fields in OSOS.
- If the customer does not provide any income information, select Not Disclosed for both fields and record a case note in the Comments tab

**Table I** – Non-Metro Areas are counties outside metropolitan areas, which include the counties of:

Allegany	Columbia	Genesee	St.
Cattaraugus	Cortland	Greene	Lawrence
Cayuga	Delaware	Hamilton	Schuyler
Chautauqua	Essex	Lewis	Seneca
Chenango	Franklin	Montgomery	Steuben
Clinton	Fulton	Otsego	Sullivan
			Wyoming

**Table I**

A	B	C
FAMILY SIZE	70% LLSIL	LLS (POVERTY LEVEL)
1	13,243	15,060
2	21,707	20,440
3	29,799	25,820
4	36,779	31,200
5	43,407	36,580
6	50,755	41,960
7	58,103	47,340
8	65,451	52,720
9	72,799	58,100
10	80,147	63,480
11	87,495	68,860
12	94,844	74,240
13	102,192	79,620
14	109,540	85,000
15	116,888	90,380
16	124,236	95,760
17	131,584	101,140
18	138,932	106,520
19	146,281	111,900
20	153,629	117,280

**Table II** – Upstate Metro Areas are metropolitan areas, except the New York City (NYC) income area, and include the counties of:

Albany	Livingston	Orange	Tioga
Broome	Madison	Orleans	Tompkins
Chemung	Monroe	Oswego	Ulster
Dutchess	Niagara	Rensselaer	Warren
Erie	Oneida	Saratoga	Washington
Herkimer	Onondaga	Schenectady	Wayne
Jefferson	Ontario	Schoharie	Yates

**Table II**

A	B	C
FAMILY SIZE	70% LLSIL	LLS (POVERTY LEVEL)
1	13,528	15,060
2	22,171	20,440
3	30,430	25,820
4	37,564	31,200
5	44,333	36,580
6	51,842	41,960
7	59,351	47,340
8	66,860	52,720
9	74,368	58,100
10	81,877	63,480
11	89,386	68,860
12	96,895	74,240
13	104,404	79,620
14	111,912	85,000
15	119,421	90,380
16	126,930	95,760
17	134,439	101,140
18	141,948	106,520
19	149,456	111,900
20	156,965	117,280

**Table III** – NYC Areas are the following counties, including NYC counties:

Bronx	Putnam	Queens
Kings	Richmond	
Nassau	Rockland	
New York	Suffolk	
	Westchester	

**Table III**

A	B	C
FAMILY SIZE	70% LLSIL	LLS (POVERTY LEVEL)
1	14,244	15,060
2	23,346	20,440
3	32,044	25,820
4	39,559	31,200
5	46,680	36,580
6	54,601	41,960
7	62,521	47,340
8	70,442	52,720
9	78,362	58,100
10	86,282	63,480
11	94,203	68,860
12	102,123	74,240
13	110,044	79,620
14	117,964	85,000
15	125,885	90,380
16	133,805	95,760
17	141,726	101,140
18	149,646	106,520
19	157,567	111,900
20	165,487	117,280

Metropolitan Statistical Area designations are based on March 2020 Office of Management and Budget (OMB) delineations. SOURCE: Federal Register, Employment and Training Administration Notices, 4/16/2024, Volume 89, No. 74, pp. 26935-2.