

West Central Arkansas Workforce Development Board
Larry Carr, Chairman
P O Box 6409, Hot Springs, AR 71902

**Self-Sufficiency
Policy & Procedures**

Purpose:

The West Central Arkansas Workforce Development Board has set the following criteria for determining whether employment leads to self-sufficiency. The strategy for our customers is to help them attain a wage that is more than just getting by. This will enable our customers to have a better outlook and reduce serving the same customer over and over, thus allowing time to serve more customers.

References:

WIOA §134 (d)(1)(A)(X), 134(a)(3)(A)(xii)
CFR 20 680.150; 680.210

Policy:

For individualized career services purpose – Participant must be 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 without services through individualized career services.

For training purposes - If participant desires training, they must meet the additional criteria listed here: in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment and have the skills and qualifications to participate successfully in training.

WCAPDD understands that a participant may work more hours during the summer when they are not attending school. When the new semester starts, and they have to reduce hours due to full-time class schedule. This should be taken into consideration when determining self-sufficiency.

WCAPDD will use the Living Wage Calculator to determine self-sufficiency by the county that they reside at the time that self-sufficiency is being determined. The following is from the Living Wage Calculator website:

The living wage shown is the hourly rate that an **individual** in a household must earn to support his or herself and their family. The assumption is the sole provider is working full-time (2080 hours per year). The tool provides information for individuals, and households with one or two working adults and zero to three children. In the case of households with two working adults, all values are **per working adult, single or in a family** unless otherwise noted.

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The state minimum wage is the same for all individuals, regardless of how many dependents they may have. Data are updated annually, in the first quarter of the new year. State minimum wages are determined based on the posted value of the minimum wage as of January one of the coming year (National Conference of State Legislatures, 2019). The poverty rate reflects a person's gross annual income.

Procedure:

1. Career advisor must determine self-sufficiency on all participants in order for them to receive individualized or training services. Career Advisor will use the [Living Wage Calculator](#) to determine the self-sufficiency for the participant.
2. Career advisor must document the how they determined self-sufficiency and keep it in the participant's file.
3. Career advisor must enter a self-sufficiency note on the Enrollment Notes in AJL. It should include how self-sufficiency was determined.

Larry Carr
Larry Carr, Chair

8/21/22
Date

Approved on: 8/11/22

WDB is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.