



June 20, 2025

EASTERN CAROLINA LOCAL AREA ISSUANCE NO. 2025-03

SUBJECT: Guidance on serving individuals that are not Low Income under the WIOA Title I Adult Program.

PURPOSE: To provide guidance and an income chart identifying the 2025 200% of Federal Poverty level income guidelines for use in determining income eligibility for individuals under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult program that do not meet the definition of “low-income” individual and rescind Eastern Carolina Local Area Issuance No. 2023-05 dated May 6, 2024.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) has established a priority of service for adults. Priority consideration for services must be given to individuals who are public assistance recipients, other low-income individuals and for individuals who are basic skills deficient. Veterans, as defined under WIOA sec. 3(63)(A) and 38 U.S.C. 101 receive priority of service in all Department of Labor funded training programs under 38 U.S.C. 4215 and described in 20 CFR part 1010. A veteran still must meet each program’s eligibility criteria to receive services under the respective employment and training program. These priorities exist at all times, not just when funds are limited. Priority for services does not preclude service to individuals who are not low-income, not receiving public assistance, basic skills deficient or a veteran, but rather establishes the order of precedence for service as provided at § 680.600 and § 680.650.

The income eligibility for individuals that do not meet the definition of a “low-income” individual to receive services based on family income and size cannot exceed the 200% poverty levels for the applicant’s family size. Department of Health and Human Services (HHS) poverty levels for 2025 were published in the Federal Register on January 17, 2025.

ACTION: All Workforce Innovation and Opportunity Act (WIOA) Title I Adult sub-recipients are to use the attached 2025 200% Income Chart to determine eligibility for individuals that do not meet the definition of “low-income” as noted in WIOA Section 3(36) for WIOA Adult services. All WIOA Title I Adult sub-recipients must secure documentation of income and family size. The income chart reflects annual income by family size. WIOA Title I Adult sub-recipients are to collect income documentation for the prior six (6) months and multiply it by two (2) to determine if the individual is within the 200% poverty income guideline for their family size. Sub-recipients must ensure that they are following priority of service in serving those individuals that are low-income, receiving public assistance, basic skills deficient or a veteran. No sub-recipient should have all of their participants, including any carryover, eligibility determined based on the 200% guideline.

EFFECTIVE DATE: May 13, 2025 *(to align with LLSIL effective date)*

EXPIRATION DATE: Indefinite

CONTACT: Executive Director

William Green, Executive Director

Attachment: 2025 Income Chart Identifying 200% HHS Poverty Levels

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**INCOME CHART IDENTIFYING 200% HHS POVERTY LEVEL INCOME GUIDELINES
FOR USE IN DETERMINING INCOME ELIGIBILITY
OF INDIVIDUALS NOT DEFINED AS “LOW-INCOME” INDIVIDUALS
FOR WIOA TITLE I ADULT PROGRAM**

Adjustments for Annual Family Size Differences

Published January 17, 2025	Effective May 13, 2025 for this WIOA Title I program
FAMILY SIZE	ANNUAL AMOUNT
1	\$ 31,300
2	\$ 42,300
3	\$ 53,300
4	\$ 64,300
5	\$ 75,300
6	\$ 86,300
7	\$ 97,300
8	\$ 108,300
FOR FAMILIES/HOUSEHOLDS WITH MORE THAN 8 PERSONS, ADD \$11,000 FOR EACH ADDITIONAL PERSON	\$ 11,000

Source: U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation.