

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

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| <b>ID/No:</b>     | WD 15-16, Change 2       |
| <b>Date:</b>      | June 8, 2026             |
| <b>Keyword:</b>   | WIOA;<br>WorkInTexas.com |
| <b>Effective:</b> | Immediately              |

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Mary York, Director, Workforce Development Division

**Subject:** **Workforce Innovation and Opportunity Act: Low Income Guidelines and Determining Minimum Self-Sufficiency Levels—Update**

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**PURPOSE:**

The purpose of this Workforce Development (WD) Letter is to provide Local Workforce Development Boards (Boards) with guidance on the Workforce Innovation and Opportunity Act (WIOA) Low-Income Guidelines.

This updated letter provides clarifications relating to the implementation of Board minimum self-sufficiency levels approved by the three-member Commission (Commission) on February 3, 2026.

**RESCISSIONS:**

WD Letter 15-16, Change 1

**BACKGROUND:**

The U.S. Department of Labor's (DOL) Lower Living Standard Income Level (LLSIL) guidelines and the U.S. Department of Health and Human Services' (HHS) poverty guidelines are each updated annually. Accordingly, TWC updates its website twice a year to reflect the new low-income guidelines and their effective dates.

The following two federal income guidelines are combined, and the higher dollar amount for each family-size unit is selected to establish WIOA's low-income eligibility guidelines:

- HHS poverty guidelines
- DOL 70 percent LLSIL guidelines

TWC updates its website once a year to reflect the minimum wage levels Boards must use when determining local self-sufficiency wage levels.

On February 3, 2026, TWC's Commission adopted state minimum, hourly self-sufficiency wage levels for each Board. These wages are an average of the annually identified SSW levels for each county that are determined and adopted by the Tri-Agency Workforce Initiative as required by Texas Government Code Sec. 2308A.012.

## **PROCEDURES:**

**No Local Flexibility (NLF):** This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must.”

**Local Flexibility (LF):** This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

### **NLF: WIOA Low-Income Guidelines**

Boards must ensure Workforce Solutions Office staff uses the [WIOA Low-Income Guidelines](#) when making determinations related to:

- WIOA Title I youth eligibility;
- WIOA Title I adult service priority; and
- WIOA Title I adult training eligibility.

**NLF:** Boards must inform Workforce Solutions Office staff that TWC will notify Boards through a WorkInTexas.com broadcast message when the WIOA Low-Income Guidelines:

- have been updated on the TWC website; and
- have been programmed into WorkInTexas.com.

This broadcast message will appear as a banner notification upon logging into WorkInTexas.com.

**NLF:** Boards must inform Workforce Solutions Office staff that previous versions of low-income guidelines:

- will be maintained in the Previous Low-Income Guidelines section of TWC's WIOA Low-Income Guidelines web page; and
- may be used for monitoring purposes and to support enrolled participants whose eligibility was determined by the previous eligibility guidelines.

**NLF:** Boards must inform Workforce Solutions Office staff that TWC uses the higher of the HHS Poverty level or 70 percent LLSIL values by family size to determine the WIOA Low-

Income level for each of the following areas as listed on TWC's WIOA Low-Income Guidelines web page:

- Dallas-Fort Worth-Arlington Metropolitan Statistical Area (MSA)
- Houston-The Woodlands-Sugar Land MSA
- Texas Non-Metro
- Texas Metro

**NLF**: Boards must ensure that Workforce Solutions Office staff members use the higher of the poverty or 70 percent income values from the income table in WorkInTexas.com to determine low-income status for WIOA participants.

#### **Determining Self-Sufficiency Levels**

**NLF**: Boards must ensure that Workforce Solutions Office staff members consider an individual's ability to achieve self-sufficiency when determining eligibility for WIOA training services.

**NLF**: Boards must use the [WIOA Minimum Self-Sufficiency Wage Levels](#) available in the Resources section of TWC's WIOA Low-Income Guidelines web page to ensure the local workforce development area's (workforce area's) self-sufficiency levels are not less than the Commission-adopted minimum SSW levels.

**NLF**: Boards must inform Workforce Solutions Office staff that TWC will send a notification through a WorkInTexas.com broadcast message when the WIOA Low-Income Guidelines web page has been updated with the current Minimum Board Self-Sufficiency Wage Levels table. This broadcast message will appear as a banner notification upon logging into WorkInTexas.com.

**NLF**: Boards must ensure local SSW policies align with Commission-adopted minimum SSW levels by September 30, 2026.

**NLF**: Boards must ensure that Workforce Solutions Office staff are informed that the Commission-adopted minimum SSW levels are set at an hourly rate for WIOA applicants. To determine the annual wage, Boards must multiply the hourly wage by 2,080, which is the number of hours for a full-time equivalent, as shown in the example below:

$$\$20.99 \times 2,080 = \$43,659.20$$

Wages must be annualized using the formula provided above regardless of whether the individual is working full-time. This ensures that actual wage amounts are being considered at the time of training justification or other determination.

**LF**: Boards may set their SSW levels above the Commission-adopted minimum SSW levels.

**NLF**: To determine whether a WIOA participant is receiving the local SSW, Workforce Solutions Office staff members must compare the participant's current wages to the locally determined SSW levels, which must be no lower than the Commission-adopted minimum SSW levels. Current wages are those earnings at the time of the eligibility determination.

- LF:** Boards may determine SSW levels for distinct geographic areas within their workforce area, such as counties or MSAs, provided those wage levels are not below the Commission-adopted minimum SSW level for the workforce area.
- LF:** It is recommended that Boards retain all previous versions of SSW levels for monitoring purposes.

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**ATTACHMENTS:**

Attachment 1: Revisions to WD Letter 15-16, Change 1 Shown in Track Changes

**REFERENCES:**

Workforce Innovation and Opportunity Act §§3(36), 127(b)(2)(C), and 132(b)(1)(B)

U.S. Department of Labor [Lower Living Standard Income Level Guidelines](#)

Health and Human Services [Poverty Guidelines](#)

Fraud Deterrence and Compliance Monitoring (FDCM) Letter 02-23, issued March 1, 2023, and titled “Agency Board Agreement Policy and Procedure Uploads”