



Charlie Crist
Governor
Cynthia R. Lorenzo
Director

MEMORANDUM

DATE: July 7, 2009

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Program Manager, One Stop and Program Support

SUBJECT: Recording Low Income in EFM

The American Recovery and Reinvestment Act of 2009 requires a priority use of WIA Adult formula funds for services to recipients of public assistance and other low-income individuals. When the veterans' priority is applied in conjunction with the priority for recipients of public assistance and low-income individuals, veterans and eligible spouses who are members of both priority groups must receive the highest priority for services. These new priorities place a new emphasis on collecting income information from potential participants.

The purpose of this memorandum is to remind everyone that the Employ Florida Marketplace (EFM) system is designed to automatically perform a calculation to determine if an individual is low-income based on the federal Lower Living Standard Income Level. Staff need only enter an annualized income amount and family size and EFM will automatically determine if the individual is low income. Please remember to not enter the income amount of "0" unless the individual's actual income is "0". All efforts should be made to obtain the participant's actual income and document that before entry into EFM. Low-income is a data validation element and self-attestation is an acceptable source document. The applicant self-attestation should only be used in those situations when other documentation such as a payroll statement is not available. **Note:** For those individuals who are enrolled in an employed worker training program, their current employment wages should be recorded.

Please share this information with appropriate staff. Should you have any questions, please contact Tammy Bacon at (850) 921-3868 or via email at Tammellia.Bacon@flaawi.com.

LAS/otb

cc: Barbara Griffin Kevin Neal Fay Malone

Agency for Workforce Innovation

The Caldwell Building, Suite 100•107 East Madison Street•Tallahassee, Florida•32399-4120
Telephone (850) 245-7105•Fax (850) 921-3223•TTY/TDD 1-800-955-8771-Voice1-800-955-8770

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