



WS 23-01 Change 5
Release Date: September 30, 2024
Effective Date: October 1, 2024
Keywords: Financial Aid
Expires: Continuing

To: Career Offices
NextGen Youth
Employer Engagement
Financial Aid Support Center
Financial Aid Payment Office

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Subject: Managing Financial Aid/Income Guidelines

Purpose

Provide revised Financial Aid Income Guidelines for determining eligibility for Workforce Solutions Financial Aid. Recent changes in the income guidelines are identified in ***bold italics*** text.

Recissions

WS 23-01 Managing Financial Aid/Income Guidelines, Change 4 released August 9, 2024.

Policy

Staff must use the [Financial Aid Income Guidelines](#) when it is necessary to apply an income test to qualify a customer for financial aid.

Action

1. All eligibility staff must utilize the most recent [Financial Aid Income Guidelines](#) when determining eligibility for financial aid.
2. Service provider management must ensure that they train and equip staff with the necessary knowledge to accurately determine eligibility for Workforce Solutions financial aid.

3. Service provider senior management are responsible for actively monitoring and ensuring staff adhere to the guidelines.

References

1. US Department of Health and Human Services Poverty Guidelines, Federal Register, Vol. 88, No. 12, published January 17, 2024
2. WD 24-23 Board Contract Year 2024 Federal Poverty Guidelines and State Median Income Amounts for Determining Eligibility and Parent Share of Cost for Child Care Services
3. US Department of Health and Human Services State Median Income Estimates, LIHEAP IM 2024-02, March 29, 2024, State Median Income Estimates FY 2025 US Department of Health and Human Services State Median Income Estimates, LIHEAP
4. IM 2023-02, May 24, 2023, State Median Income Estimates FY 2024
5. Texas Workforce Commission Chapter 809 Child Care Services Rules
6. TA Bulletin 252, issued August 9, 2012, and titled “Entering Board Contract Year Parent Share of Cost Amounts into The Workforce Information System of Texas”
7. WD 15-16, Change 1 Workforce Innovation and Opportunity Act: Low-Income Guidelines and Determining Minimum Self-Sufficiency Levels – Update

Questions

Staff should first ask questions of their managers or supervisors. Direct questions to the Board staff through workforcepolicy@wrksolutions.net.