

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 1-2019
EFS_WF_AL-1-2019
Work First Program**

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators,
Managers and Supervisors

DATE: February 28, 2019

SUBJECT: 2019 Federal Poverty Income Guidelines

EFFECTIVE DATE: April 1, 2019

I. GENERAL INFORMATION

The purpose of this letter is to provide the United States Department of Health and Human Services (HHS) Poverty Guidelines for 2019. Each year HHS issues new federal poverty guidelines, which are published in the Federal Register. These updated guidelines are used to develop the following charts. The charts are used to determine income eligibility for Work First Services for low income families at or below 200% of the Federal Poverty Limit (FPL).

Household Size	Annual Amount 150% of FPL	Monthly Amount 150% of FPL
1	\$ 18,735.00	\$ 1,561.25
2	\$ 25,365.00	\$ 2,113.75
3	\$ 31,995.00	\$ 2,666.25
4	\$ 38,625.00	\$ 3,218.75
5	\$ 45,255.00	\$ 3,771.25
6	\$ 51,885.00	\$ 4,323.75
7	\$ 58,515.00	\$ 4,876.25
8	\$ 65,145.00	\$ 5,428.75
For more than 8 persons, add for each additional person.	\$ 6,630.00	\$ 552.50

Household Size	Annual Amount 200% of FPL	Monthly Amount 200% of FPL
1	\$ 24,980.00	\$ 2,081.67
2	\$ 33,820.00	\$ 2,818.34
3	\$ 42,660.00	\$ 3,555.00
4	\$ 51,500.00	\$ 4,291.67
5	\$ 60,340.00	\$ 5,028.34
6	\$ 69,180.00	\$ 5,765.00
7	\$ 78,020.00	\$ 6,501.67
8	\$ 86,860.00	\$ 7,238.34
For more than 8 persons, add for each additional person.	\$ 8,840.00	\$ 736.67

II. POLICY PROCEDURES

The eligibility determination process is completed in NC FAST via the Work First Services Application. After NC FAST determines eligibility for Work First Services, the worker must complete the DSS-5027, Client Entry Form. This form opens a service client information record in the Services Information System (SIS). The worker must complete the appropriate sections within the notice and provide the applicant with a copy of the notice. Instructions for completing the DSS-5027 are found in the [Services Information System \(SIS\) Manual](#).

The DSS-5027 must be completed or updated each time a service is requested or terminated, when income eligibility is determined or redetermined, and where service policy requires notification to the client when a service is reduced. It also serves as the mechanism for tracking the specified services provided during the eligibility period. A client record will be opened when a DSS-5027 is keyed and will be automatically closed when the worker terminates Work First Services.

Applicants for Work First Services must meet the eligibility criteria defined in Work First Manual [Section 102](#) and Work First Administrative Letter [EFS_WF_AL-1-2017](#), as well as any additional eligibility criteria outlined and written in the county agency's Work First Services policy.

III. IMPLEMENTATION PROCEDURES

NC FAST will automatically update the current Federal Poverty Limit guidelines to the 2019 FPL as shown. The updated limits will be used by NC FAST to determine eligibility for Work First Services based on the FPL chosen by the county agency, 150% or 200%. NC FAST will use standard rounding methodology for calculating income eligibility for Work First Services.

County agencies will be notified, via listserv, when the revised print version of DSS-8225/8225sp (Eligibility Worksheet) is available at [NC DHHS Online Publications](#).

IV. EFFECTIVE DATE

The Federal Poverty Limit guidelines are effective April 1, 2019. Submit any questions regarding this policy to the Operational Support Team (OST) at DSS.Policy.Questions@dhhs.nc.gov.

Sincerely,



David Locklear, Deputy Director
Economic and Family Services

DL/sdm