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| **WS 18-07 Change 2** |
| **October 1, 2018** |
| **Financial Aid** |
| **Expires: Continuing** |

To: Career Offices

Financial Aid Payment Office

# From: Mike Temple

Brenda Williams

Subject: Managing Financial Aid/Income Guidelines

Purpose

Provide revised Financial Aid Income Guidelines for determining eligibility for Workforce Solutions Financial Aid.

This issuance replaces WS 18-07 Change 1 dated June 27, 2018.

This issuance updates income guidelines based on the 2019 HHSC Poverty Guidelines, the 2018 Lower Living Standard Income Level and current 85% of the State Median Income.

Background

Staff should use the Financial Aid Income Guidelines when it is necessary to apply an income test to qualify a customer for financial aid.

Action

Ensure staff uses the most recent Financial Aid Income Guidelines when determining eligibility for Financial Aid. You can find the Financial Aid Income Guidelines under Financial Aid Services – [Desk Aids](http://www.wrksolutions.com/staff-resources/performance-improvement/desk-aids).

Questions

Staff should first ask questions of their managers or supervisors. Direct questions to the Board staff through the electronic [Issuance Q&A](http://www.wrksolutions.com/staff-resources/issuances/submit-a-question-issuances-qa).