

# COUNTY OF ULSTER

## Workforce Development Board

535 Boices Lane  
Kingston, NY 12401  
UlsterWorks.com



Phone: (845) 340-3170  
Fax: (845) 340-3165  
Email: oet@co.ulster.ny.us

Jen Metzger, County Executive

Sharon Williams, Director

### Ulster County WIOA Eligibility and Documentation Requirements

#### Adult Low Income Eligibility Guidelines

An individual will qualify under the Adult eligibility guidelines as follows:

- An individual 18 years of age or older who falls at or below one or more of the following income guidelines:
  - Earning **\$25** per hour or less; or
  - Earning **\$1,000** per week or less; or
  - Earning **25%** of poverty with **six (6) months individual income based on family size** (see chart below); or
  - Receiving Public Assistance or Food Stamps/SNAP

| TOTAL GROSS INCOME FOR THE PAST SIX MONTHS |   |  |                        |
|--|---|--|------------------------|
| 2025 Levels                                |   |  |                        |
| Household                                  | Adult Low-Income Eligibility Level – Total Income |  |                        |
| Size                                       | 6 Months  | Annualized<br>(12 Months/25% of poverty level) | LLS<br>(poverty level) |
| 1  | <b>19,562</b>                                     | 39,125   | 15,650                 |
| 2  | <b>26,437</b>                                     | 52,875   | 21,150                 |
| 3  | <b>33,312</b>                                     | 66,625   | 26,650                 |
| 4  | <b>40,187</b>                                     | 80,375   | 32,150                 |
| 5  | <b>47,062</b>                                     | 94,125   | 37,650                 |
| 6  | <b>53,937</b>                                     | 107,875  | 43,150                 |
| 7  | <b>60,812</b>                                     | 121,625  | 48,650                 |
| 8  | <b>67,687</b>                                     | 135,375  | 54,150                 |
| 9  | <b>74,562</b>                                     | 149,125  | 59,650                 |
| 10   | <b>81,437</b>                                     | 162,875  | 65,150                 |
| Each Additional Person                     | <b>+6,875</b>                                     | +13,750  | \$5,500                |

This chart updates Ulster County WIOA Adult eligibility guidelines, based on Federal Register, Employment and Training Administration Notices, 5/13/2025, Volume 90, No. 91, pp20318-20319

Note: Income is one part of eligibility. Other criteria must be met that include proof of citizenship or resident alien status, county residency, family size and, for males, Selective Service registration. Eligibility for enrollment is determined by the Ulster County Office of Employment and Training.

Adult Low Income Documentation Requirements

- Birth Certificate OR proof of legal alien status
- Driver's License or State ID card
- Proof of your current street address (must be an Ulster County resident)
- Social Security card
- DD-214 (Veterans only)
- Proof of income OR
- Current Public Assistance/Food Stamp budget letter OR SSI award letter
- Selective Service registration number for males 18 or older born after 1959
- Other documents as required

WDB Approved 3/18/26