



## Local Policies – Title IB Programs

### Underemployed Individuals

#### Effective Date

4/22/2021, Revision 4/3/2023

#### Purpose

NEIWDB outlines the following criteria to qualify as an Underemployed individual under the Adult and Dislocated Worker Programs:

#### Policy

Underemployed individuals may include:

- Not employed in a career of choice, or a low skilled position;
- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;
- Individuals who are employed who meet the definition of low-income individual in WIOA sec. 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment. Must be at 80% or below previous earnings.

For those that qualify as underemployed after approval from the *Executive Committee*, documentation needs to be uploaded and case noted in the IowaWORKS system.