



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**MANDY COHEN, MD, MPH** • Secretary

**SUSAN OSBORNE** • Assistant Secretary for County Operations for  
Human Services

March 1, 2021

**Dear County Directors of Social Services**

**Attention:** Work First Program Administrators, Managers, and Supervisors

**Subject:** 2021 Federal Poverty Income Guidelines

**Priority:** High

**I. GENERAL INFORMATION**

The purpose of this letter is to provide the United States Department of Health and Human Services (HHS) Poverty Guidelines for 2021. 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 which are used to determine income eligibility for Work First Services for low income families at or below 200% of the Federal Poverty Limit (FPL).

<b>Household Size</b>	<b>Annual Amount 150% of FPL</b>	<b>Annual Amount 200% of FPL</b>
1	\$19,320	\$25,760
2	\$26,130	\$34,840
3	\$32,940	\$43,920
4	\$39,750	\$53,000
5	\$46,560	\$62,080
6	\$53,370	\$71,160
7	\$60,180	\$80,240
8	\$66,990	\$89,320
9	\$73,800	\$98,400
10	\$80,610	\$107,480

<b>Household Size</b>	<b>Monthly Amount 150% of FPL</b>	<b>Monthly Amount 200% of FPL</b>
1	\$1,610	\$2,147
2	\$2,178	\$2,903
3	\$2,745	\$3,660
4	\$3,313	\$4,417
5	\$3,880	\$5,173
6	\$4,448	\$5,930
7	\$5,015	\$6,687
8	\$5,583	\$7,443
9	\$6,150	\$8,200
10	\$6,718	\$8,957

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • ECONOMIC AND FAMILY SERVICES**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2420 Mail Service Center, Raleigh, NC 27699-2420  
www.ncdhhs.gov • TEL: 919-527-6300 • FAX: 919-334-1265

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## II. POLICY PROCEDURES

Applicants for Work First Services must meet the eligibility criteria defined in Work First Manual [Section 102](#) and any additional eligibility criteria outlined and written in the county agency's Work First Services policy.

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.

## III. IMPLEMENTATION INSTRUCTIONS

NC FAST will automatically update the current Federal Poverty Limit guidelines as shown to be effective 4/1/2021. 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](#).

Submit any questions regarding this information to the Operational Support Team (OST) at [dss.policy.questions@dhhs.nc.gov](mailto:dss.policy.questions@dhhs.nc.gov).

Sincerely,



Carla West, Senior Director for Economic Security  
Economic and Family Services Section

CW/lmd

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