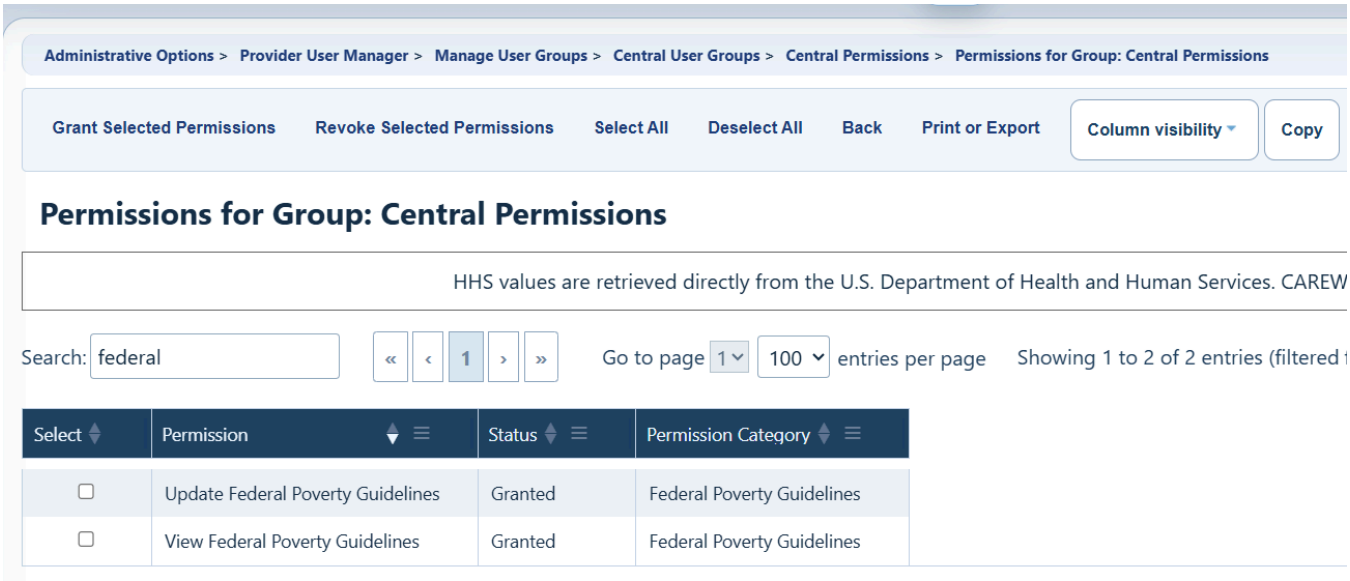
Federal Poverty Guidelines

Purpose	Review and maintain federal poverty level (FPL) guideline records used in CAREWare poverty-level calculations.
Who should do this	CAREWare administrators and authorized data managers.
Use this setup when	Reviewing annual FPL values, uploading guideline records, or checking Common Storage Settings.
Main warning	Confirm the guideline year and jurisdiction before importing or changing values; incorrect settings can affect income percentages and reporting.
Video walkthrough	Federal Poverty Level Guidelines

Quick path

Central Administration > Administrative Options > Federal Poverty Guidelines

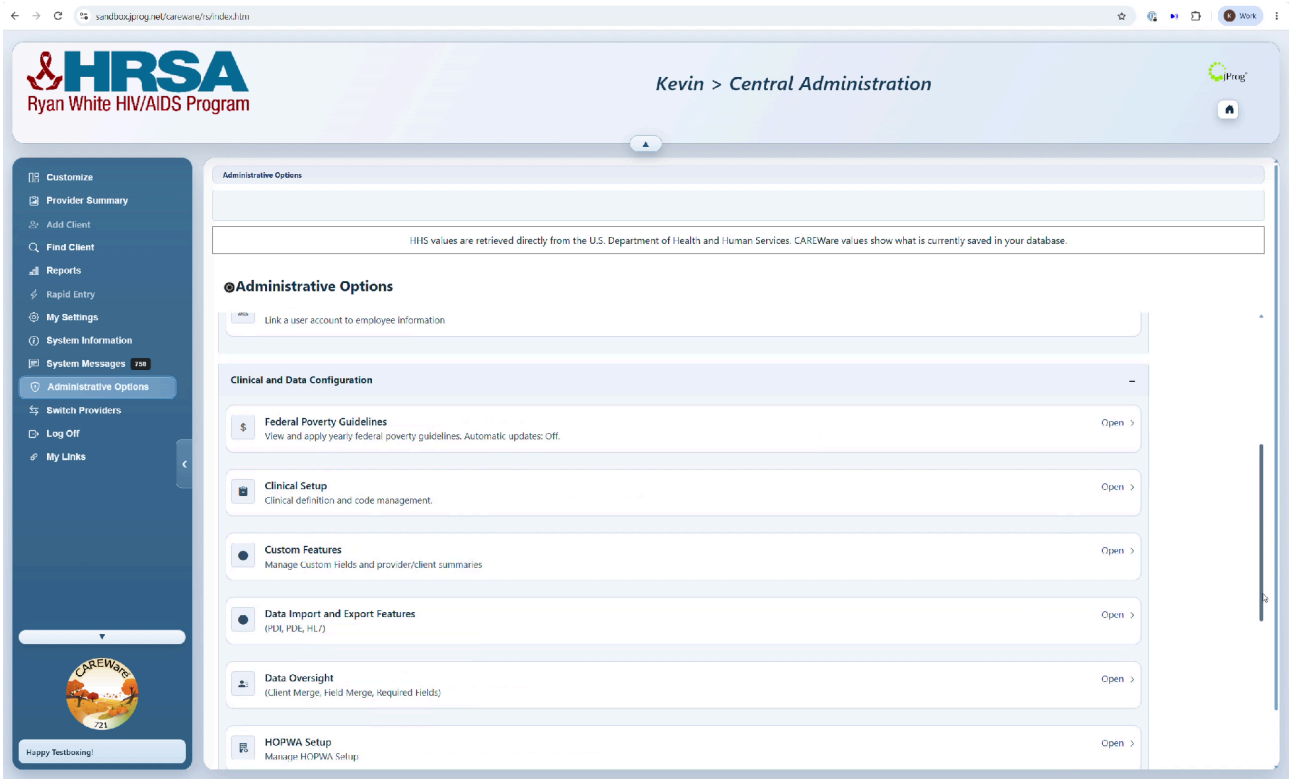
Before you begin, ensure users have necessary permissions



Open Federal Poverty Level Guidelines

Step 1. Sign in to Central Administration and click Administrative Options.

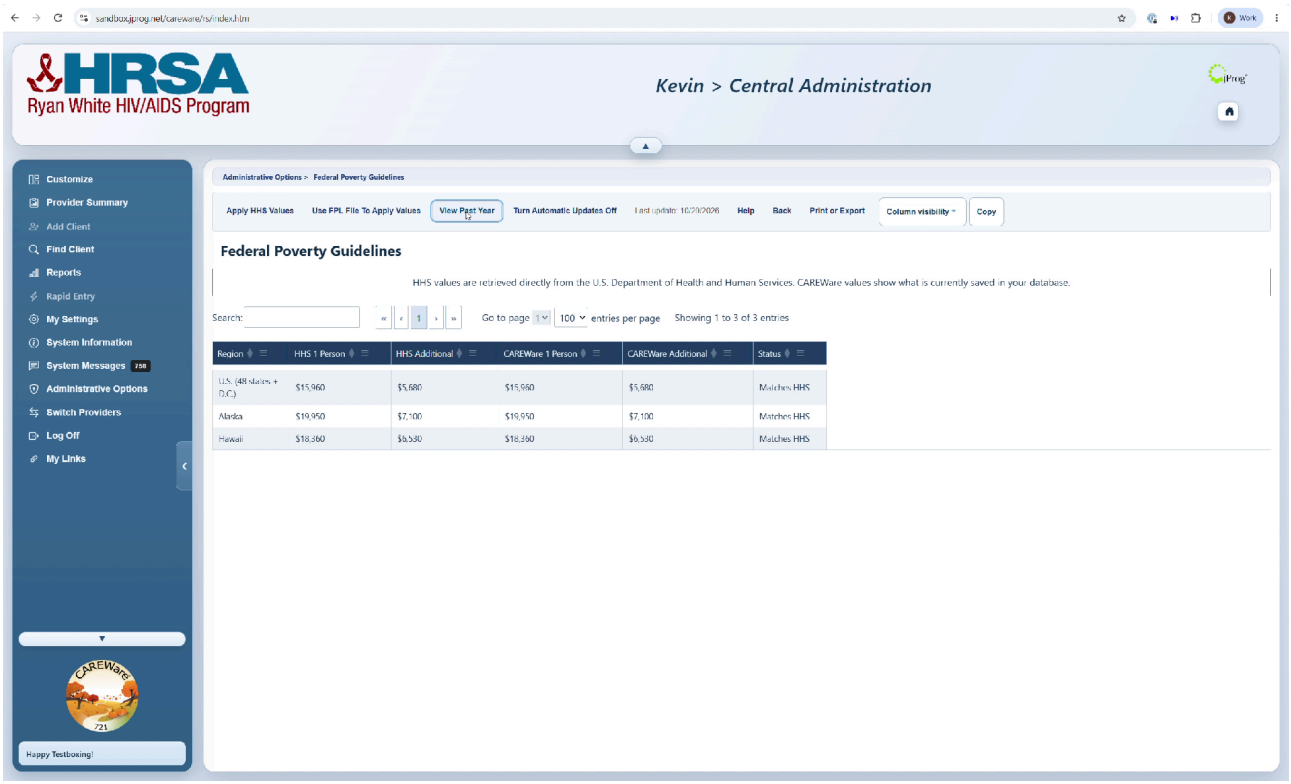
Step 2. Under Client and Data Configuration, click Federal Poverty Guidelines.



Review guideline records

Step 3. Review the guideline table, including the year, base household amount, additional-person increment, and jurisdiction where displayed.

Step 4. Select a record to inspect it before making changes.

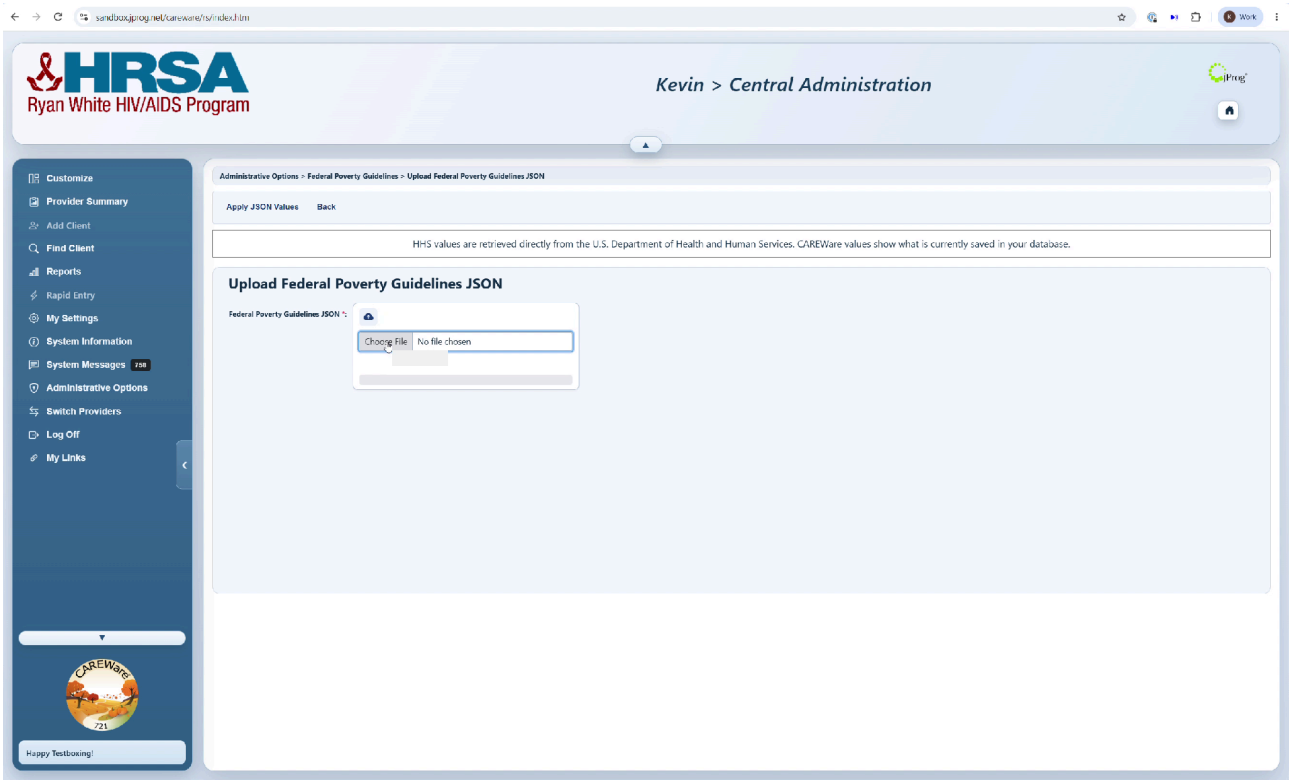


Tip
Check the correct year, review reporting requirements, and confirm current-year guidelines.

Manually upload guideline data

Step 5. Click Upload FPL Guidelines (JSON) to open the upload screen.

Step 6. Choose the approved JSON guideline file and submit it using the upload control. Review the resulting guideline list for the intended year and values.



Important
Use a verified file from jProg, the CAREWare developers. Review the data and keep a backup before replacing guideline records.

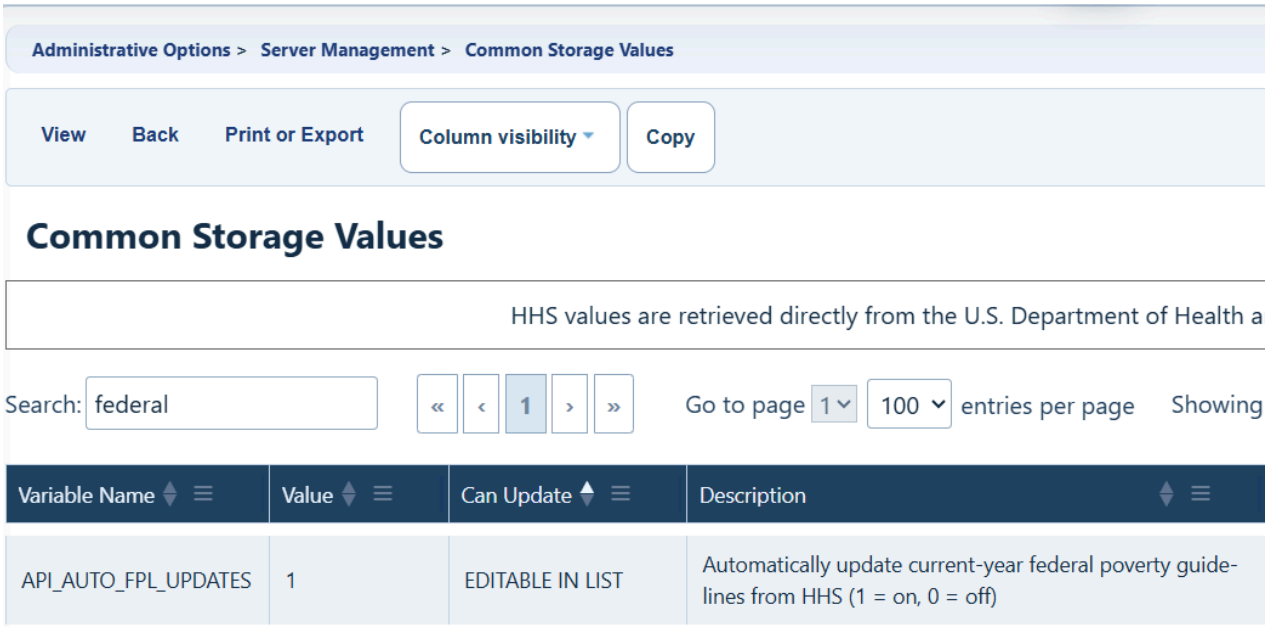
Common Storage Settings

Step 7. Return to Administrative Options

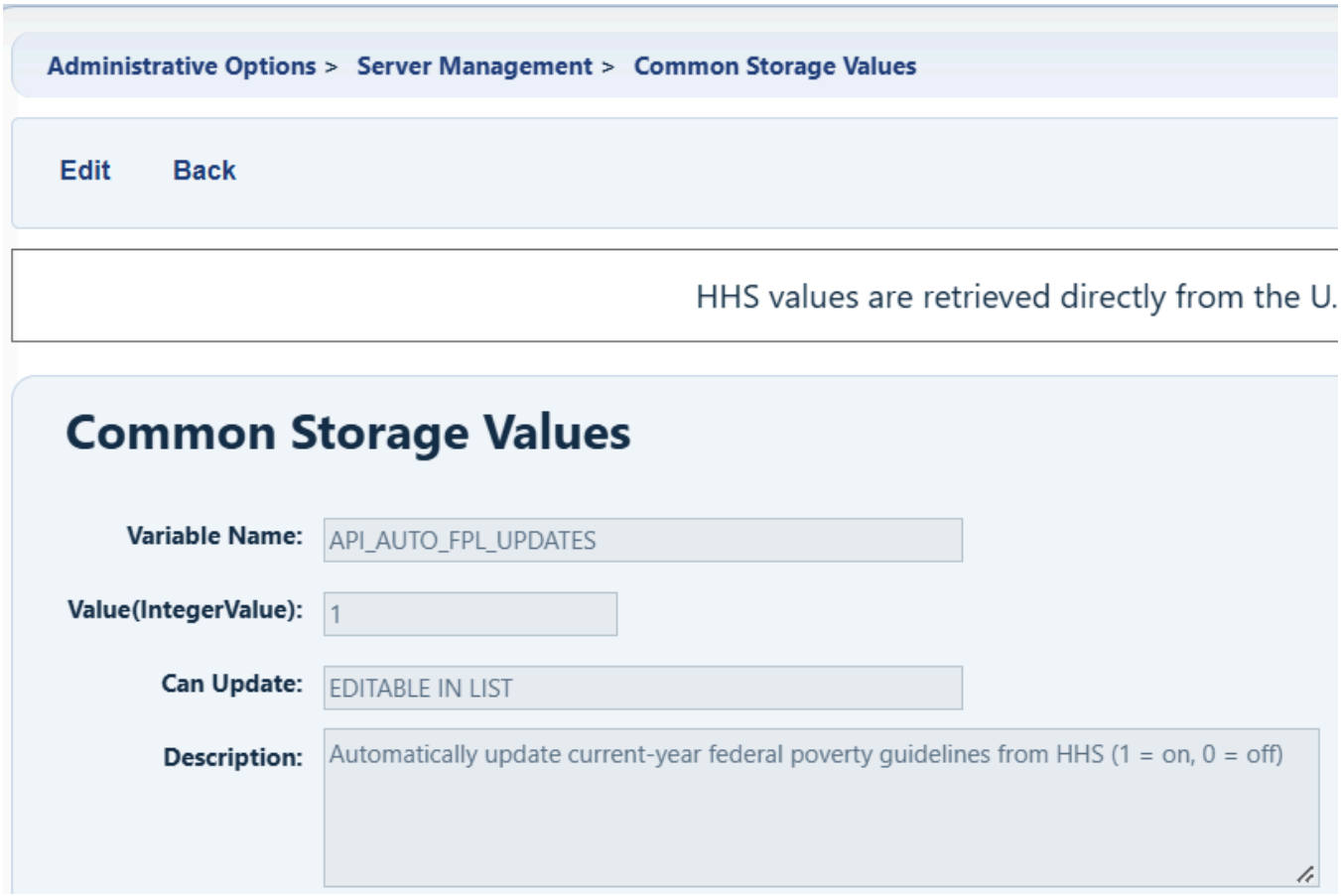
Step 8. Click Server Managerment

Step 9 Open Common Storage Values.

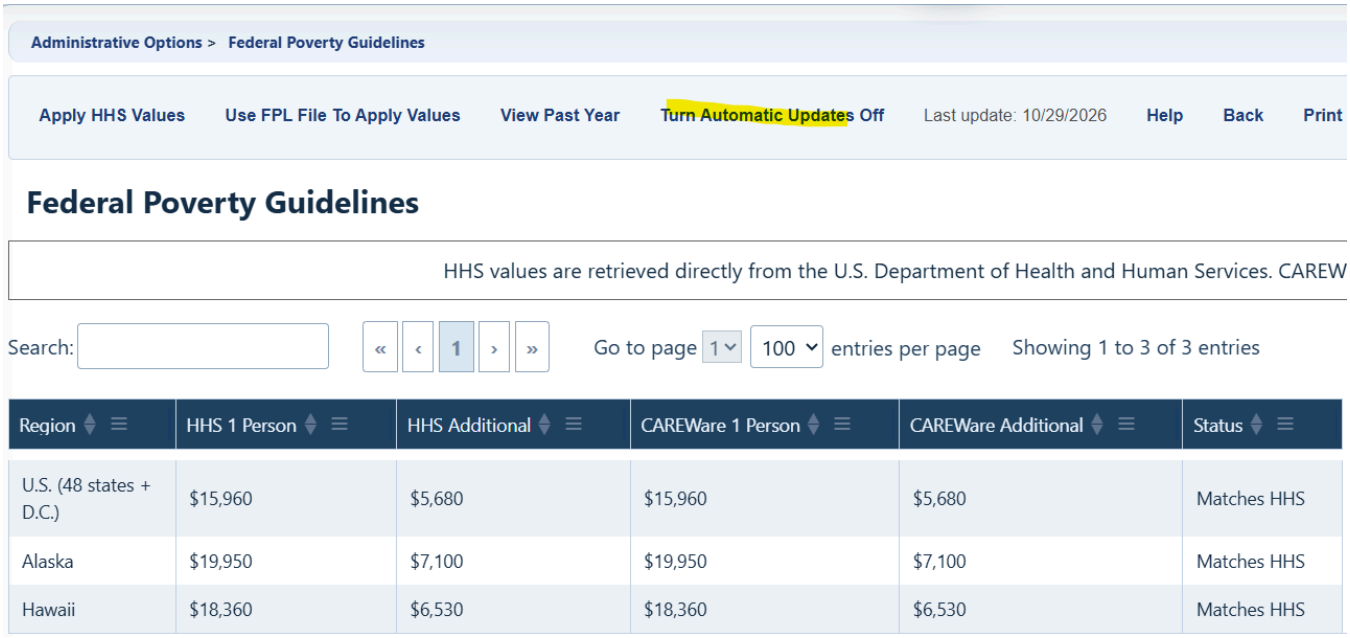
Step 10. Find the setting API_AUTO_FPL_UPDATES.



Step 11. Change the value for that setting to a 1 to set CAREWare to automatically update FPL using Federal Guidelines from HHS.



This setting can also be adjusted in the Federal Poverty Guidelines screen by clicking Turn Automatic Updates On or Off.



Confirm the guidelines are available

Step 12. Reopen Federal Poverty Guidelines and confirm the intended year and amounts are listed.

Step 13. Review a test client's Annual Review > Poverty Level Assessments to confirm household income, household size, assessment date, and calculated percentage are consistent with the applicable guideline year.



Key controls

Button or setting	What it does	When to use it
Apply HHS Values	Updates client poverty level records	Used to update client records after guidelines were changed
Use FPL File to Apply Values	Opens the JSON upload screen.	Load approved guideline data manually
View Past Year/Current Year	Sets the list of FPL guidelines to this year or last year	Review changes to FPL calculations by year

Button or setting	What it does	When to use it
Turn Automatic Updates On/Off	Enables or disables automatic updates	CAREWare admins can choose to get automatic updates or manually change the calculations when ready
Last Update	Show date of last change to FPL calculations	Read only field showing the date
Help	Link to FAQ page for this feature	Opens FAQ page for this guide
Back	Returns to previous screen	To return to Administrative Options
Print or Export	Displays print options for list	To print one page or all pages from a list in a few formats
Custom Visibility	Displays column options for page	To adjust which columns are visible

Troubleshooting and common questions

- Button missing or greyed out? Review central user-group permissions, provider permissions where applicable, and whether the account is in Central Administration.
- Guideline year missing? Confirm the upload file includes that year and review the guideline list after import.
- Calculated percentage seems incorrect? Verify assessment date, household size, household income, guideline year, and jurisdiction. Escalate unexpected differences before changing production data.

Related CAREWare guides and resources

Resource	How it helps
Manage User Groups	Grant permissions through central or provider groups.
RSR Client Validation	Review missing poverty level assessments for RSR data quality.
Poverty Level Assessments	Instructions for entering or editing client poverty level records
Common Storage Values	Server level settings, in which some can be manually updated in the user interface and others need to be updated in the CW Admin business tier application with a restart of CAREWare