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## STATE INSTRUCTION NUMBER 15-13, Change 1

**To:** Local Area Signatory Officials  
Local Area Administrators

**Subject:** Youth Program Changes under WIOA

**Issuance Date:** September 19, 2016

**Purpose:** To update guidance on changes to the youth program under the Workforce Innovation and Opportunity Act (WIOA).

**Background:** The U.S. Department of Labor issued the Final Rule to implement Title I of WIOA on August 19, 2016. The Final Rule, specifically Part 681, provides the workforce system with regulations governing youth activities. As a result of stakeholder comments in response to the Notice of Proposed Rulemaking (NPRM), additional information and clarifications were provided in the Final Rule.

**Policy:** Updates include the following changes to the Eligibility section of State Instruction 15-13:

- guidance on using "high poverty area" in meeting the low income requirement for youth;
- clarification on calculating the five percent low income exception; and
- clarification on calculating the five percent limitation on In-School Youth who require additional assistance.

The remainder of State Instruction 15-13 is unchanged.

### High Poverty Area

A youth who lives in a high poverty area is automatically considered to be a low-income individual. A high poverty area is a Census tract that has a poverty rate of at least 25 percent as set every five years using the American Community Survey 5-Year data.

The attached instructions should be used to find high poverty census tracts by address. The step-by-step instructions utilize the *Poverty Equal To or Greater Than 25%* spreadsheet, located in SCWOS at Staff Online Resources, and the American Fact Finder website of the US Census Bureau.

**Five Percent Low-Income Exception**

Five percent of local area participants, who ordinarily would need to be low-income, do not need to meet the low-income provision. This includes all In-School Youth (ISY) and those Out-of-School Youth (OSY) with a high school diploma and those OSY who require additional assistance. In each local area, the five percent is calculated based on the percent of **newly enrolled youth each program year** who would ordinarily be required to meet the low-income criteria.

**Five Percent In-School Youth Limitation**

Not more than five percent of ISY may be individuals whose only barrier is “requires additional assistance to complete an educational program or to secure and hold employment.” In each local area, this limitation is applied to all ISY **newly enrolled each program year**.

**Action:** Ensure that all appropriate staff receive and understand this policy guidance.

**Inquiries:** Questions may be directed to Amanda Lucas at (803) 737-0236 or [alucas@dew.sc.gov](mailto:alucas@dew.sc.gov).



Patricia Sherlock, Director  
Policies and Procedures

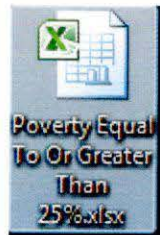
Attachment



## Instructions for finding High Poverty Census Tract by Address

### Step 1:

- Open the Excel spreadsheet entitled “Poverty Equal To Or Greater Than 25%.”



- It should open and look similar to picture below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
STATEF	COUNT	COUNTY	TRACT	GEOID	NAME	NAMELSAD	MTH	FUNCT	ALAND	AWATEF	INTPTLAT	INTPTLON	GEOID2	Name
45	091	York	060600	4509106	606	Census Tract 606	GS020	S	416700	0	+34.9396416	-081.0309713	45091060600	Census Tract 606, York County, South Can
45	079	Richland	010408	45079010408	104.08	Census Tract 104.08	GS020	S	8774828	666286	+34.0695655	-081.0984227	45079010408	Census Tract 104.08, Richland County, Sou
45	079	Richland	010806	45079010806	108.06	Census Tract 108.06	GS020	S	5462619	165645	+34.0868563	-080.9790928	45079010806	Census Tract 108.06, Richland County, Sou
45	077	Pickens	011202	45077011202	112.02	Census Tract 112.02	GS020	S	12935317	122651	+34.6530238	-082.8357440	45077011202	Census Tract 112.02, Pickens County, Sou
45	079	Richland	011701	45079011701	117.01	Census Tract 117.01	GS020	S	29870615	1016992	+33.9462907	-081.0037285	45079011701	Census Tract 117.01, Richland County, Sou
45	083	Spartanburg	020800	45083020800	208	Census Tract 208	GS020	S	1058077	10860	+34.9367442	-081.9385301	45083020800	Census Tract 208, Spartanburg County, Sou
45	079	Richland	010900	45079010900	109	Census Tract 109	GS020	S	1931298	0	+34.0429092	-081.0163613	45079010900	Census Tract 109, Richland County, South

- In order to search by census tract number, you will use Column F, “Name,” as below.

This is the column to search for census tract number.

A	B	C	D	E	F	G
STATEF	COUNT	COUNTY	TRACT	GEOID	NAME	NAMELSAD
45	091	York	060600	4509106	606	Census Tract 606
45	079	Richland	010408	45079010408	104.08	Census Tract 104.08
45	079	Richland	010806	45079010806	108.06	Census Tract 108.06
45	077	Pickens	011202	45077011202	112.02	Census Tract 112.02
45	079	Richland	011701	45079011701	117.01	Census Tract 117.01





## Step 2:

- Go to the FactFinder website via the link below:

<http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?ref=addr&refresh=t>

The address bar is what to use when searching.

United States Census Bureau  
AMERICAN FactFinder  
Feedback FAQs Glossary Help

MAIN COMMUNITY FACTS GUIDED SEARCH **ADVANCED SEARCH** DOWNLOAD CENTER

Search - Use the options on the left (topics, geographies, ...) to narrow your search results

Your Selections  
Your Selections is empty  
load search save search

To search for tables and other files in American FactFinder:  
Enter search terms and an optional geography and click GO

List	Name	Address	Map
Enter a street address, city and state, or a street address and ZIP code. Click 'Go'.			
Note: address search will use the latest available address data beginning with 2015 and working backwards, based on the contents of Your Selections.			
street address	city	state	zip
1550 gadsden street	columbia	-- select a state --	29201
<b>GO</b>			

• these are added to 'Your Selections'  
• the Search results are updated

- Enter in the address you wish to search for and click “GO.”

Select Geographies

List	Name	Address	Map
Enter a street address, city and state, or a street address and ZIP code. Click 'Go'.			
Note: address search will use the latest available address data beginning with 2015 and working backward			
street address	city	state	zip
1550 gadsden street	columbia	South Carolina	29201
<b>GO</b>			



- Information for the address appears. You will want to find the row entitled “Census Tract XX, YYYYYYY County, South Carolina.” Where XX is a number and YYYYYYY is a county name. The number is what you will want to keep available in order to search the Excel spreadsheet. In the example below, the census tract number is “16.”

**List** | **Name** | **Address** | **Map**

Enter a street address, city and state, or a street address and ZIP code. Click 'Go'. ?

Note: address search will use the latest available address data beginning with 2015 and working backwards, based on the contents of Your

street address: 1550 gadsden street | city: columbia | state: -- select a state -- | zip: 29201 | **GO**

Geographies containing 1550 Gadsden St, COLUMBIA, SC, 29201:  
Select geographies to add to Your Selections

**Geography Results:**

Geography Name	Geography Type	Geography Code	About
South Region	Region	020	
South Atlantic Division	Division	030	
South Carolina	State	040	
Richland County, South Carolina	County	050	
Columbia CCD, Richland County, South Carolina	County Subdivision	060	
Block 2030, Block Group 2, Census Tract 16, Richland County, South Carolina	Block	100	
Census Tract 16, Richland County, South Carolina	Census Tract	140	
Block Group 2, Census Tract 16, Richland County, South Carolina	Block Group within Census Tract	150	
Columbia city, South Carolina	Place within State	160	

The census tract for this address is “16.”



Step 3:

- Return to the Excel spreadsheet with your census tract number. Click on the down arrow in cell F1 (Column F, Row 1) and it will reveal a list of census tract numbers. Next, click on “Select All” so that all of the numbers become unchecked.

Click here first.

INTY	TRACT	GEOID	NAME	NAME
	Sort A to Z			Censu
	Sort Z to A			Censu
	Sort by Color			Censu
	Clear Filter From "NAME"			Censu
	Filter by Color			Censu
	Text Filters			Censu
	Search			Censu
	<input checked="" type="checkbox"/> (Select All)			Censu
	<input checked="" type="checkbox"/> 1			Censu
	<input checked="" type="checkbox"/> 10			Censu
	<input checked="" type="checkbox"/> 101			Censu
	<input checked="" type="checkbox"/> 102			Censu
	<input checked="" type="checkbox"/> 103			Censu
	<input checked="" type="checkbox"/> 104.01			Censu
	<input checked="" type="checkbox"/> 104.08			Censu
	<input checked="" type="checkbox"/> 104.11			Censu
	<input checked="" type="checkbox"/> 105			Censu
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Then click here.

OK Cancel





- In the example, the address search on the FactFinder website returned a census tract number of “16.” It is in the listing in the “Name” column on the Excel spreadsheet. When selecting the checkbox for “16” and clicking “Ok,” it returns the rows associated with the census tract number. This may return multiple rows if a census tract spreads across multiple counties. In the example, census tract “16” spans Richland and Sumter counties. If you scroll to the right you will notice that the poverty level differs for each county within the census tract. The address we inserted is in Richland County, which returned a value of 26.3%. *(There are only those census tracts equal to or greater than 25% listed in this spreadsheet, so if your census tract is unable to be found, it does not have 25% or greater poverty.)*


As you can see, after unchecking “Select All,” all of the checkboxes are blank. Find your census tract number and click the checkbox.

	D	E	F
	TRACT	GEOID	NAME
urg	020701	45083020701	207.01
rod	970500	45047970500	9705



O	P	Q
▼ Name	▼ Percent Poverty ▼	
00 Census Tract 16, Sumter County, South Carolina	39.6	
00 Census Tract 16, Richland County, South Carolina	26.3	

Percent Poverty –  
Column “P”



- Questions may be directed to [workforcesupport@dew.sc.gov](mailto:workforcesupport@dew.sc.gov).