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.

Patricia Sherlock, Director
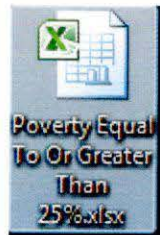Policies and Procedures

Attachment

Instructions for finding High Poverty Census Tract by Address

Step 1:

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

Poverty Equal To Or Greater Than 25%.xlsx

- It should open and look similar to picture below.

- 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.

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.

- 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 backwar

street address	city	state	zip	
1550 gadsden street	columbia	South Carolina	29201	GO

- 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	city	state	zip	
1550 gadsden street	columbia	-- select a state -- ⌄	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.

Then click here.

- 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 check boxes are blank. Find your census tract number and click the checkbox.

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

Percent Poverty –
Column "P"

- Questions may be directed to workforcesupport@dew.sc.gov.