

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 19-07

TO: Upstate Workforce Board Youth Contractors

SUBJECT: Determining High Poverty Area for WIOA Youth Program Eligibility

DATE ISSUED: April 1, 2020 **DATE EFFECTIVE:** Immediately **DATE EXPIRES:** Indefinitely

PURPOSE: A youth may be considered low-income if he/she lives in a high poverty area. This instruction gives details on proving that a youth lives in a high poverty area.

BACKGROUND: A high poverty area is a census tract that has a poverty rate of at least twenty-five percent as set every five years using the American Community Survey 5-year data.

On March 31, 2020, The American Fact Finder website of the US Census Bureau, used to determine whether a youth resides in a high poverty area has been updated in light of this. The attached instructions should be used to find high poverty census tract by address. The step-by-step instructions utilize the Poverty Equal to or Greater Than 25% spreadsheet, located on SCWOS in Staff Online Resources, and the Geocoding website of the US Census Bureau.

Instructions for Finding High Poverty Census Tract by Address

STEP 1: Open the Excel spreadsheet entitled, "Poverty Equal to or Greater Than 25%," located in SCWOS under Staff Online Resources:

<https://jobs.scworks.org/admin/gsipub/htmlarea/uploads/Poverty%20Equal%20to%20or%20Greater%20Than%2025%25%20-%202018.xlsx>

- The spreadsheet should look similar to this:

Id	StateFIP	CountyFIPS	County Name	Census Tract Name	GeoID	Census Tract Number	Geographic Area Name	Percent Below the Poverty Lev
2	45	001	Abbeville County	Census Tract 9504	45001950400	950400	Census Tract 9504, Abbeville County, South Carolina	26.1
3	45	001	Abbeville County	Census Tract 9506	45001950600	950600	Census Tract 9506, Abbeville County, South Carolina	29.7
4	45	003	Aiken County	Census Tract 210.02	45003021002	021002	Census Tract 210.02, Aiken County, South Carolina	33.6
5	45	003	Aiken County	Census Tract 211.01	45003021101	021101	Census Tract 211.01, Aiken County, South Carolina	35.0
6	45	003	Aiken County	Census Tract 214	45003021400	021400	Census Tract 214, Aiken County, South Carolina	41.8
7	45	005	Allendale County	Census Tract 9702	45005970200	970200	Census Tract 9702, Allendale County, South Carolina	31.9
8	45	005	Allendale County	Census Tract 9704	45005970400	970400	Census Tract 9704, Allendale County, South Carolina	25.3

- To search by census tract number, you will use Column G, "Census Tract Number," as shown here:

E	F	G	
tract Name	GeoID	Census Tract Number	Geographic
tract 9504	45001950400	950400	Census Tract
tract 9506	45001950600	950600	Census Tract
tract 210.02	45003021002	021002	Census Tract

Note: you will not be able to interact with the spreadsheet until you click "Enable Editing" in the yellow bar that appears at the top of the Excel page when you first open the Excel spreadsheet.

STEP 2: Go to the Geocoding website via the link below:

<https://geocoding.geo.census.gov/geocoder/geographies/address?form>

STEP 3: Enter in the address you wish to search for and click “FIND.” Note: do not change the “Benchmark” or “Vintage” fields.

STEP 4: Once the information for the entered address appears, scroll down to the section labeled “2010 Census Blocks,” and note the number next to “TRACT.”

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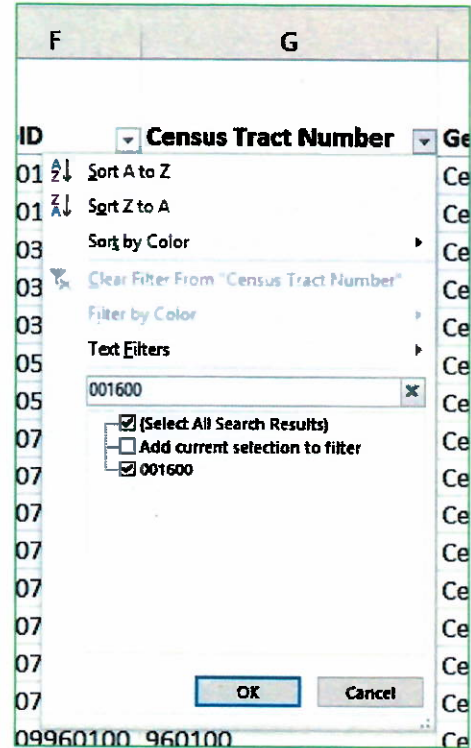
2010 Census Blocks:
SUFFIX
GEOID 450790016002030
CENTLAT: +34 0041921
BLOCK: 2030
AREAWATER: 0
STATE 45
BASENAME 2030
OID: 210404041835311
LSADC BK
FUNCSTAT S
INTPTLAT: +34.0041921
NAME Block 2030
OBJECTID: 6078727
TRACT 001600
CENTLON: -081 0413362
BLKGRP 2
AREALAND 26855
INTPTLON: -081 0413362
MTFCC G5040
LWBLKTYP L
COUNTY 079
  
```

STEP 5: Return to the Excel spreadsheet with the census tract number.

- Click on the down arrow in cell G1 (Column G, Row 1), and it will list the census tract numbers. Note: all are currently selected, and thus will appear in the spreadsheet.

- In the search box, type the census tract number. This will select only the census tract number that you are looking for. Click “OK.”
- Confirm the county of the youth’s residence by looking at Column D.

D	E
County Name	Census Tract Name
Richland County	Census Tract 16
Sumter County	Census Tract 16



STEP 6: Determine if the youth’s residence is in a high poverty area.

If the census tract number appears and matches the county of the youth’s residence, then this is a high poverty area and the youth is automatically considered to be a low-income individual.

If the census tract number does not appear on the spreadsheet, or if the county of the youth’s residence at the census tract number does not appear:

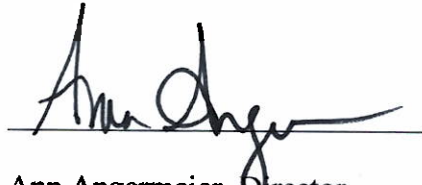
- Double check the census tract number that you entered into the filter search box is correct.
- If the entered census tract number is correct, then **this is not a high poverty area** because the poverty level for the location of the youth’s residence is not equal to or greater than 25%.

In the example given, the address “1550 Gadsden Street, Columbia, SC 29201” is within Richland County.

After confirming that the census tract number (001600) and the county name (Richland) are a match on the spreadsheet, a youth living at this address would be determined to be low income for youth eligibility purposes because **the youth is living in a high poverty area.**

ACTION: Please ensure that this instruction letter is distributed to youth program staff.

INQUIRIES: Questions may be directed to Dana Wood wood@upstaterworkforceboard.org.

A handwritten signature in black ink, appearing to read "Ann Angermeier", is written over a horizontal line.

Ann Angermeier, Director

Source: State Instruction Letter