**Directions for Determining whether a Youth Lives in a High-Poverty Area for the WIOA Youth Formula Program 11/30/2021**

The WIOA youth formula program allows youth living in high-poverty areas to be considered low-income individuals. The Census Bureau has changed its website for accessing American Community Survey data, and so this is to provide revised instructions on how to use Census data to document if a youth lives in a high-poverty area based on their street address or county.

Out-of-school youth who are high school dropouts are not required to be low-income to be served by the WIOA formula youth program, but youth with a high school diploma or its equivalent who are basic skills deficient, English language learners, or who require additional assistance to complete an educational program or to secure or hold a job are required to be low-income to be served by the program. Documenting that these youth live in a high-poverty area is a non-intrusive way of allowing these youth to meet the low-income criteria. Similarly, in-school youth may meet the low-income criteria by receiving or being eligible to receive a free or reduced price lunch, but in some cases it may be easier to document an in-school youth's low-income status by showing that they live in a high-poverty area. Also, living in a high-poverty area satisfies the low-income eligibility requirement for receiving supplemental youth services in the WIOA Section 166 Native American Program.

The WIOA regulations at 20 681.260 define high poverty area as a Census tract, a set of contiguous Census tracts, an American Indian Reservation, Oklahoma Tribal Statistical Area (as defined by the U.S. Census Bureau), Alaska Native Village Statistical Area or Alaska Native Regional Corporation Area, Native Hawaiian Homeland Area, or other tribal land as defined by the Secretary in guidance, or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data.

Revised directions as of November 30, 2021 for using American Community Survey data to determine high-poverty areas are as follows. Section 1 describes how to determine if an individual youth lives in a high-poverty area based on their street address. Section 2 describes how to identify if an overall county has a poverty rate of 25 percent or above. Section 3 describes how to determine the poverty rate of American Indian Reservations, Oklahoma Tribal Statistical Areas, and Alaska Native Village Statistical Areas. Section 4 describes how to identify high-poverty areas in your county for targeting your services on high-poverty neighborhoods.

You can use the Microsoft Edge, Google Chrome, or Microsoft Explorer browsers for the directions in Sections 1 and 2. You will need to use either the Microsoft Edge or Google Chrome browser for Section 3 and Section 4.

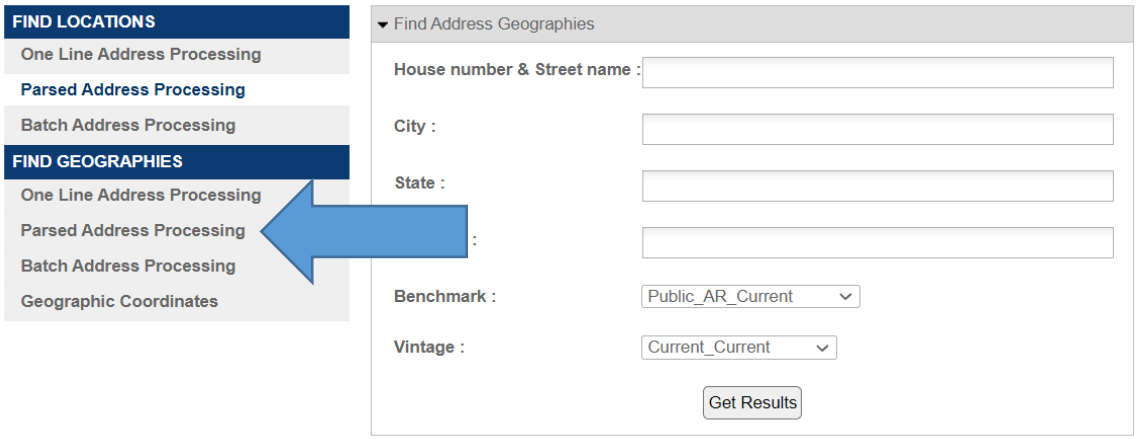
If you run into problems with these directions, send an e-mail to youth.services@dol.gov for technical assistance.

## Section 1: Determining if an Individual Lives in a High-Poverty Area Based on Their Street Address.

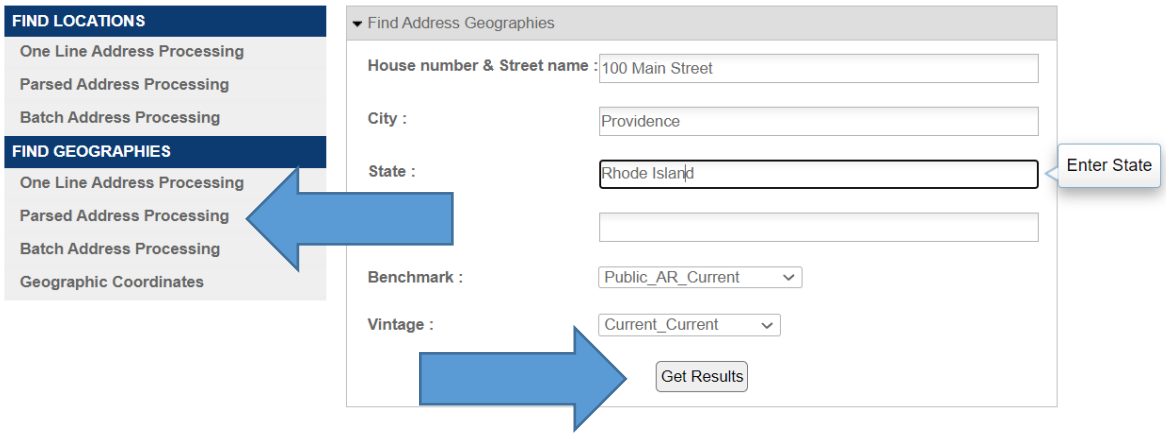
There are two steps to this—first determining the Census tract in which the street address is located, and second determining the poverty rate of the Census tract. These are updated instructions as the Census Bureau has slightly changed its website.

1. For the first step of determining the Census tract in which the street address is located, click on https://geocoding.geo.census.gov/geocoder/geographies/address?form. There will be two choices:

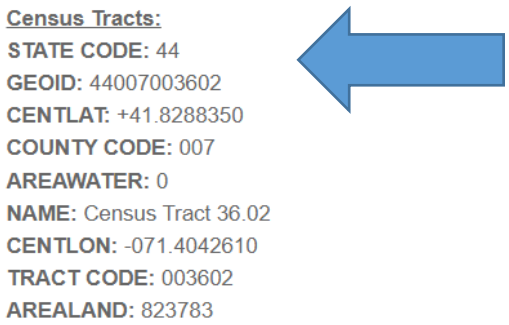
**Find Locations** and **Find Geographies.** We want use the second choice **Find Geographies**, but Find Geographies is not clickable. Rather, under Find Geographies Click on **Parsed Address Processing**.



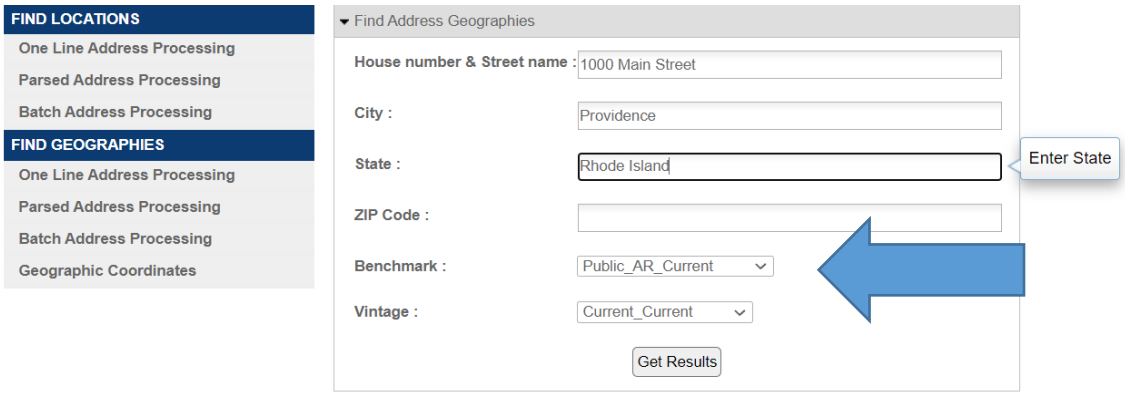

2. Type in the street address, city, and state. You don't need to type in the zip code. Then Click on **Get Results.**

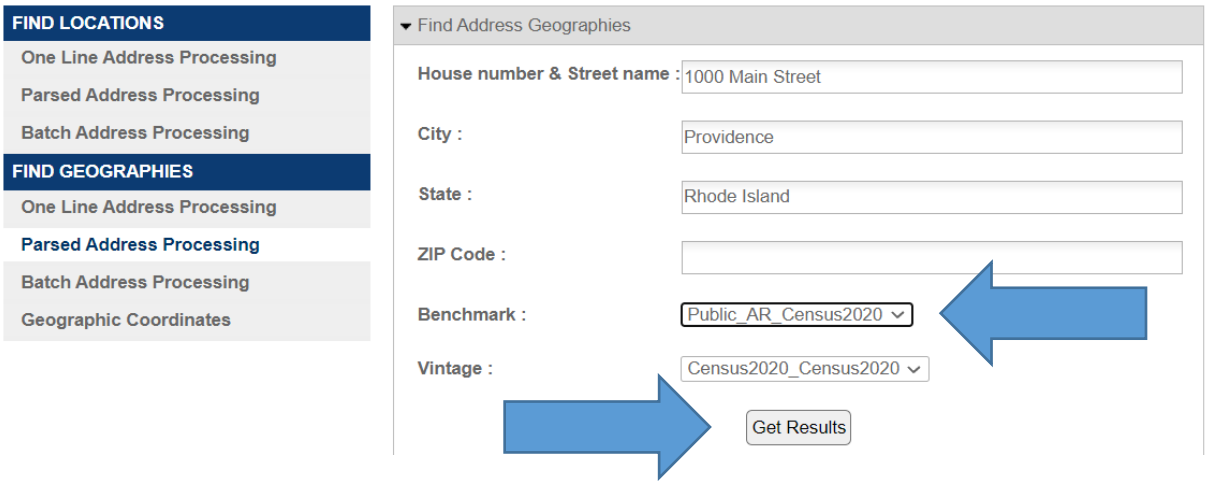



3. Once you click on **GET RESULTS**, the latitude and longitude coordinates will be shown followed by geographic identifiers including state, Congressional District, Census Block, County, and Census Tract. Scroll down to **Census Tract**. In the middle of the information for Census Tracts there will be listed **Name**. This will give the Census tract number of the street address. The name of a Census Tract is its number.



Sometimes it will not scroll down all the way to Census Tracts and you will get an error message that "Layer Query encountered an error, missing required element for GEO Look-up." In which case all that you need to do is go back up to the top and in the dropdown menu for **Benchmark** and try each of the other two Benchmark items. Then click on **Find** and one of the other two Benchmark items should make the Census Tract information available when you scroll down.

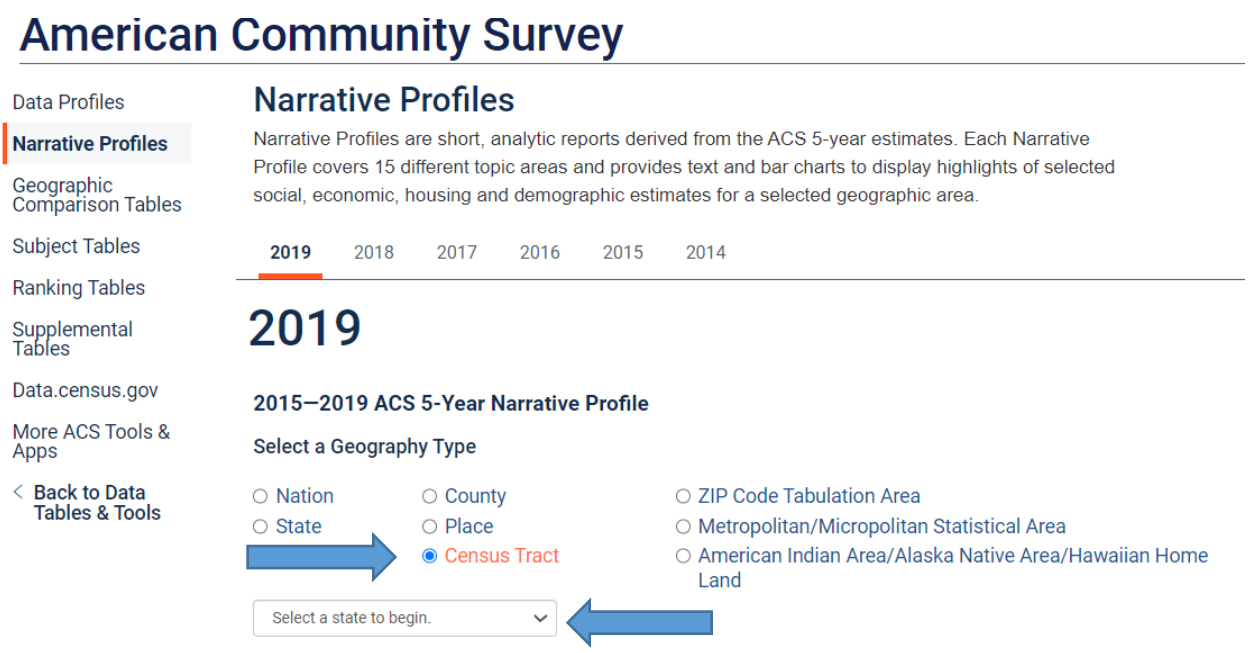


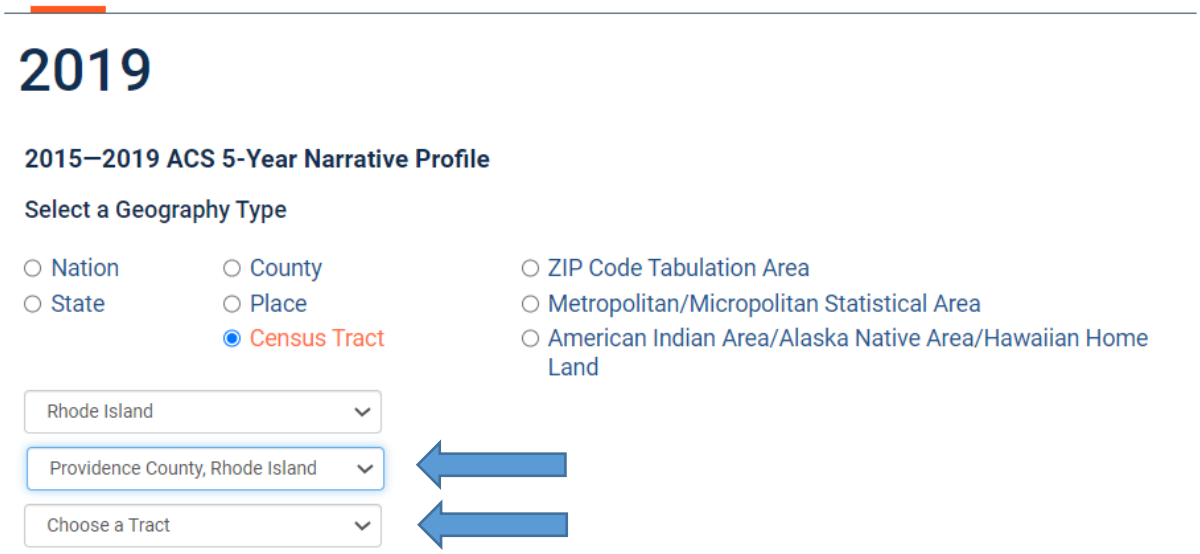

Note: At times when you type in the street address your query will come back "No matches found". We have no practical way of determining the Census Tract if the street address is not in the Census data base.

4. For the second step of determining the poverty rate of the Census tract, Go to: https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/

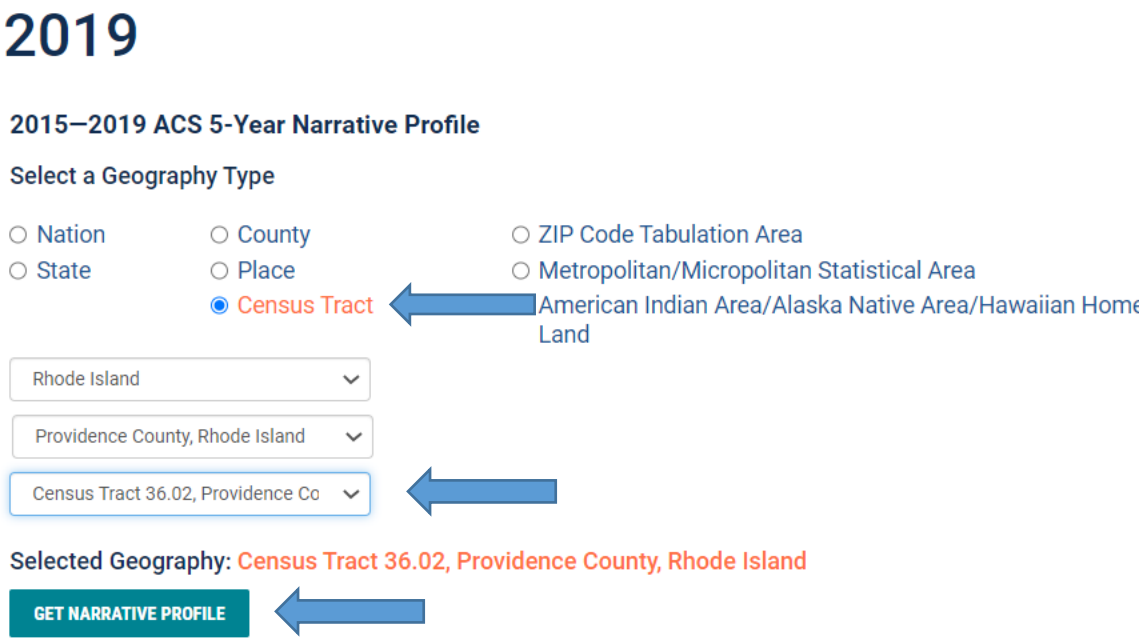
5. There will options to select from various geographic types. Select Census Tracts and then select your state from the dropdown menu.



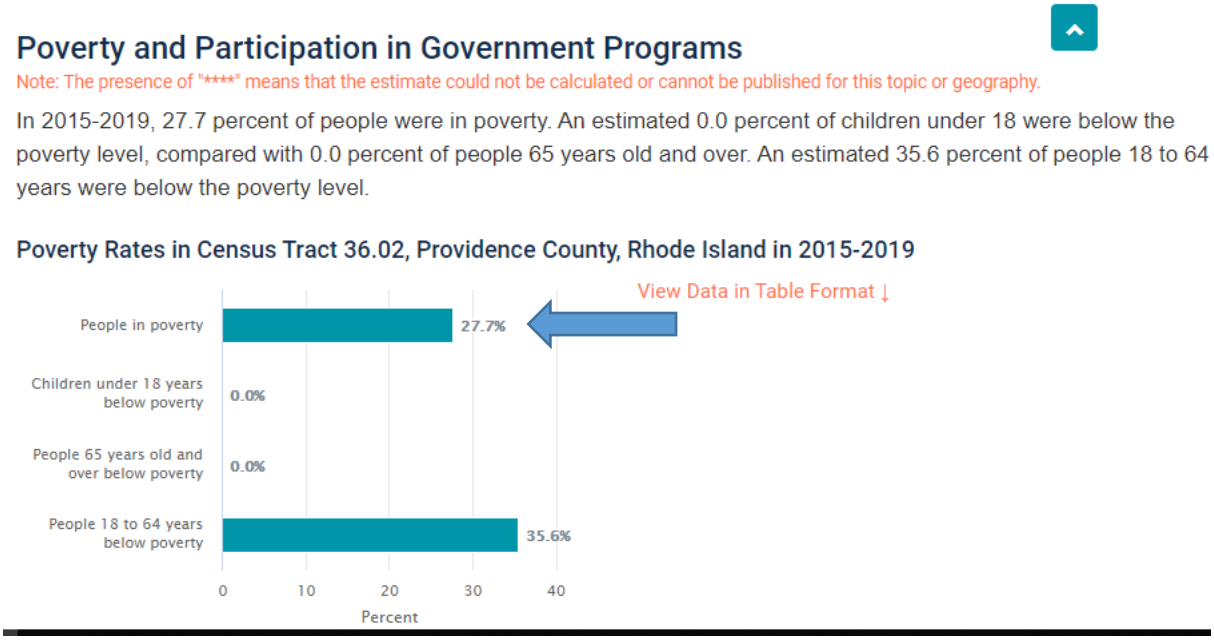

6. After you have selected your state you will then be asked to select your county, and then to select the Census tract within the county.




7. Once you have selected the Census Tract click on **Get Narrative Profile** in the green border. It will take about 10 seconds for the Narrative Profile to load.




8. Once the Narrative Profile loads, scroll down to **Poverty and Participation in Government Programs** to see the Poverty Rate. Use the Poverty Rate shown first, **People in Poverty**.



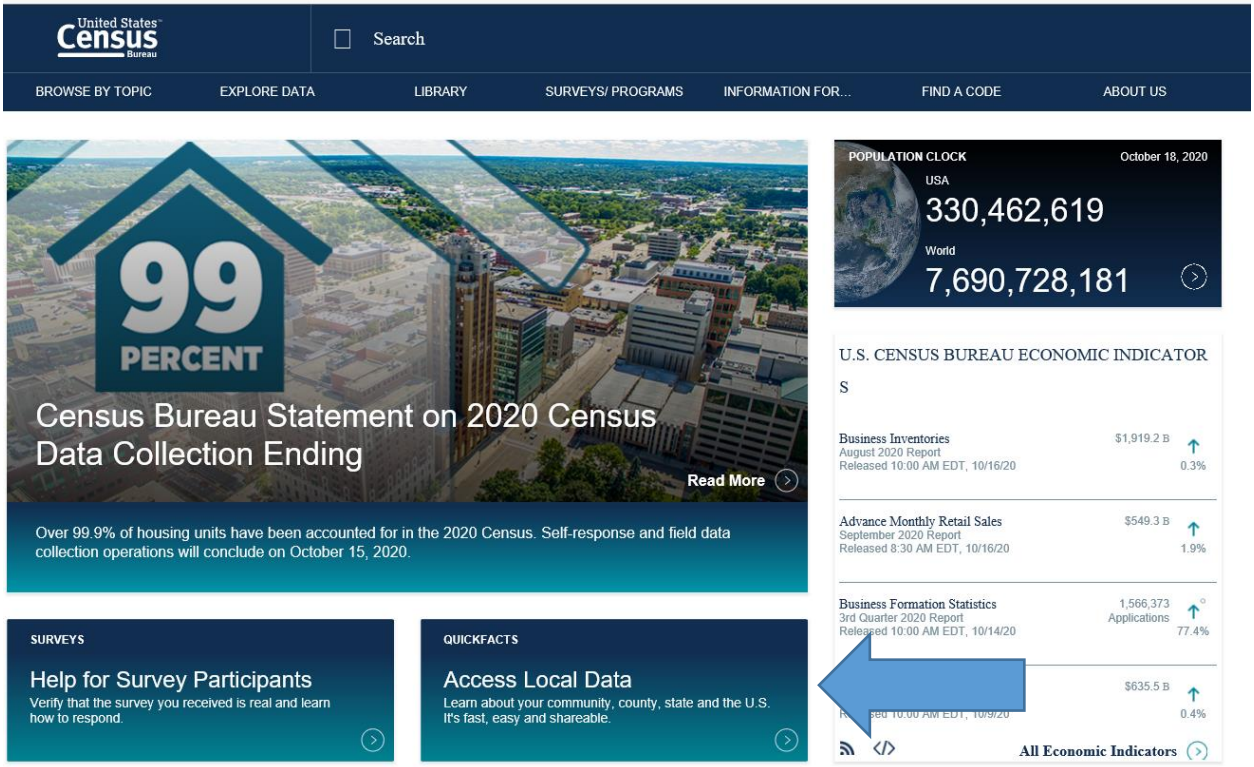

## Section 2: Determining if a County has a Poverty Rate of 25 Percent or Above.

To check if your overall county has a poverty rate of 25 percent or above, there are separate directions for counties with populations of 5,000 and above and for counties with a population of less than 5,000.

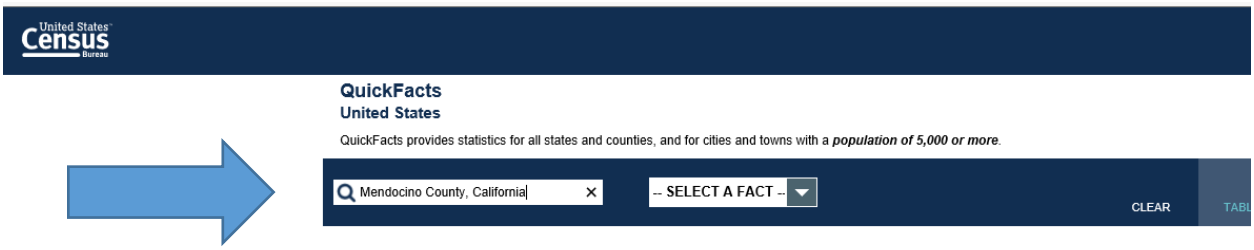
**For counties with a population of 5,000 and above:**

1. Click on https://www.census.gov/.

2. In the middle of the page, go to **Quick Facts: Access Local Data** and click on **Go to Quick Facts**.




3. On the page that comes up, type in the name and state of your county, and then hit return. You don't need to select a fact.



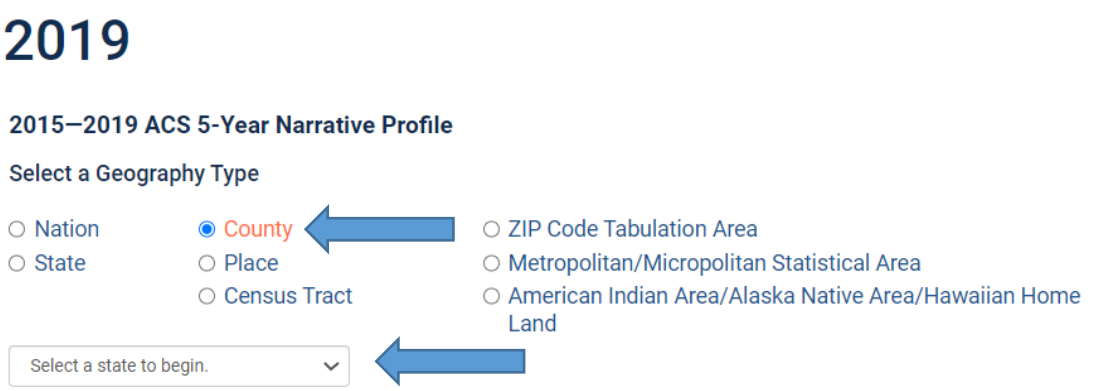

4. A page will come up with various information on your county and the entire United States. Scroll down near the bottom of the table under **Income and Poverty** and it will give you **Persons in Poverty, Percent** for your county and for the United States.

| Economy | | |
|---|---|---|
| In civilian labor force, total, percent of population age 16 years+, 2015-2019 | 58.2% | 63.0% |
| In civilian labor force, female, percent of population age 16 years+, 2015-2019 | 53.0% | 58.3% |
| Total accommodation and food services sales, 2012 ($1,000) (c) | 182,602 | 708,138,598 |
| Total health care and social assistance receipts/revenue, 2012 ($1,000) (c) | 427,217 | 2,040,441,203 |
| Total manufacturers shipments, 2012 ($1,000) (c) | 453,444 | 5,696,729,632 |
| Total merchant wholesaler sales, 2012 ($1,000) (c) | 407,625 | 5,208,023,478 |
| Total retail sales, 2012 ($1,000) (c) | 1,095,233 | 4,219,821,871 |
| Total retail sales per capita, 2012 (c) | $12,527 | $13,443 |
| **Transportation** | | |
| Mean travel time to work (minutes), workers age 16 years+, 2015-2019 | 20.8 | 26.9 |
| **Income & Poverty** | | |
| Median household income (in 2019 dollars), 2015-2019 | $51,416 | $62,843 |
| Per capita income in past 12 months (in 2019 dollars), 2015-2019 | $29,035 | $34,103 |
| Persons in poverty, percent | ⚠ 14.0% | ⚠ 10.5% |

**For counties with a population of less than 5,000:**

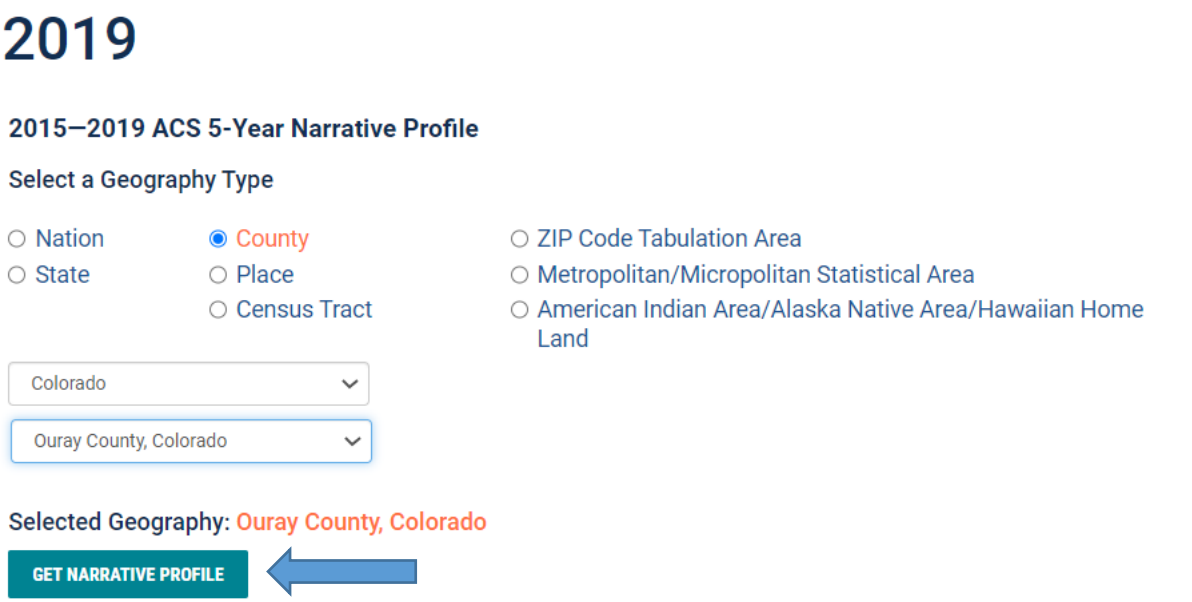
1. Go to: https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/.

2. A page will open with options to select from various geographic types. Select **County**. Then select your state from the dropdown menu.




3. Once you have selected your state you can select your county from the dropdown menu of counties.

4. Once you have selected your county click on the **Get Narrative Profile** in green border. It will take about 10 seconds for the Narrative Profile to load.

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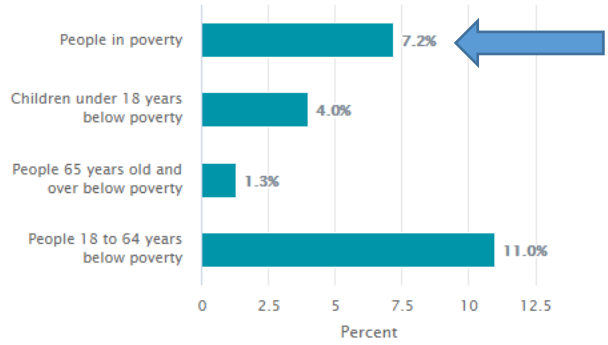
5. Once the Narrative Profile loads, scroll down to **Poverty and Participation in Government Programs** to see the Poverty Rate. Use the Poverty Rate shown first, **People in Poverty**.

## Poverty and Participation in Government Programs

In 2015-2019, 7.2 percent of people were in poverty. An estimated 4.0 percent of children under 18 were below the poverty level, compared with 1.3 percent of people 65 years old and over. An estimated 11.0 percent of people 18 to 64 years were below the poverty level.

### Poverty Rates in Ouray County, Colorado in 2015-2019

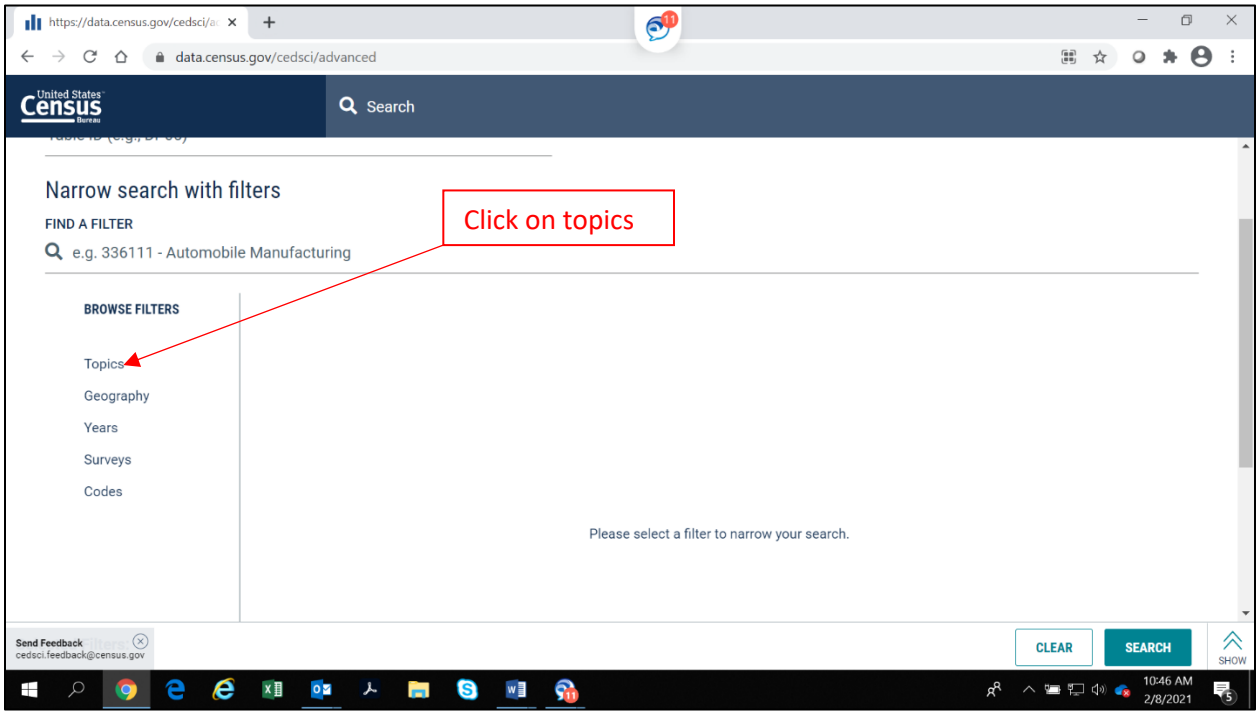
View Data in Table Format ↓

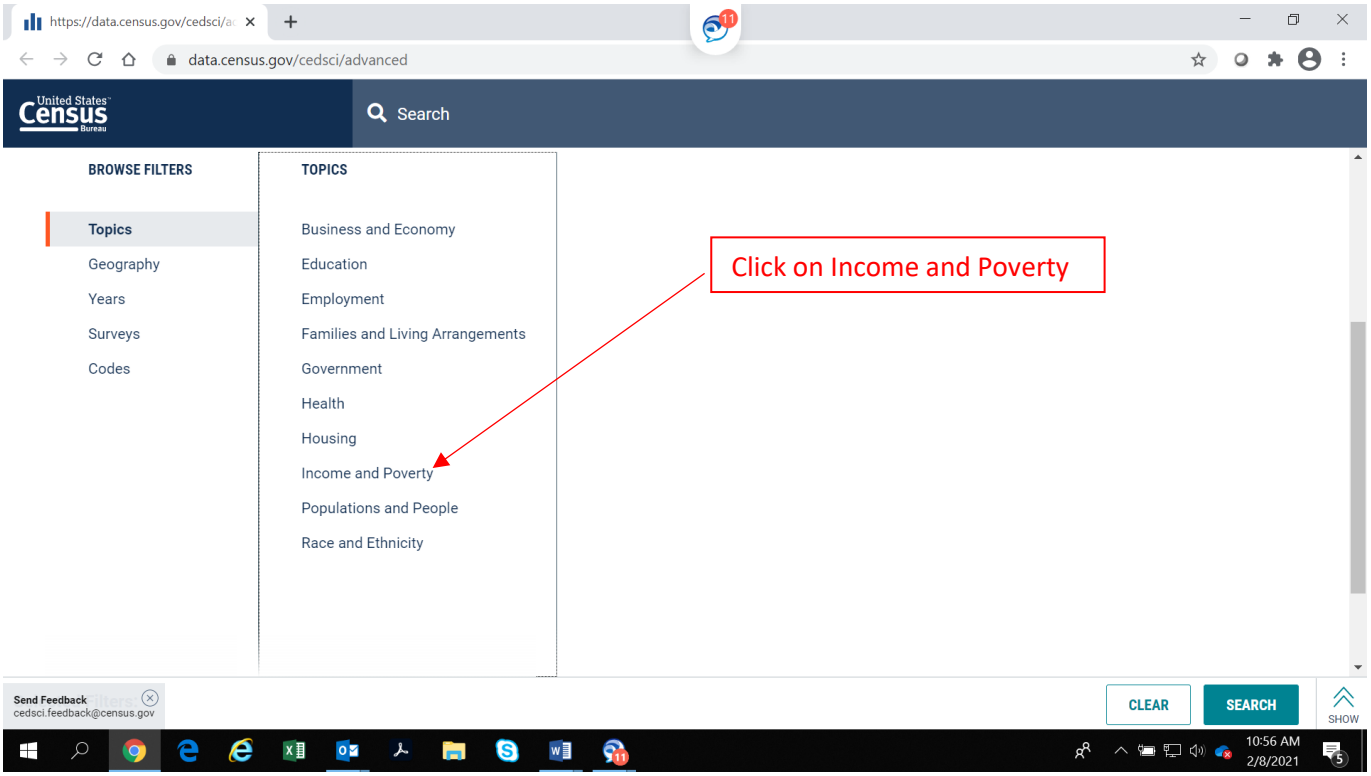



## Section 3: Determining the Poverty Rate of Indian Reservations, OSTAs, and ANVSAs.

You can use the Microsoft Edge or Google Chrome browsers for these directions. Microsoft Explorer will not work for this section.

Go to: [https://data.census.gov/cedsci/advanced](https://data.census.gov/cedsci/advanced)

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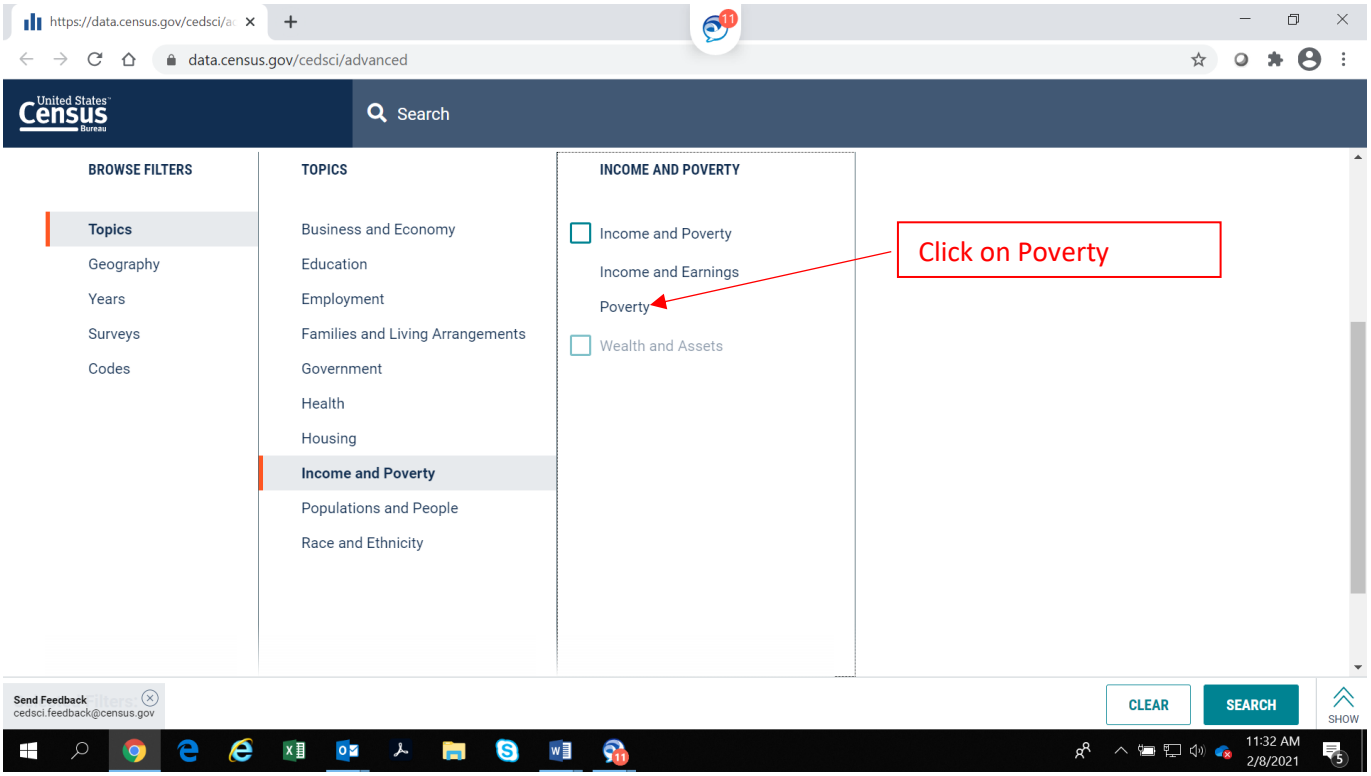
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Government
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Housing
Income and Poverty
Populations and People
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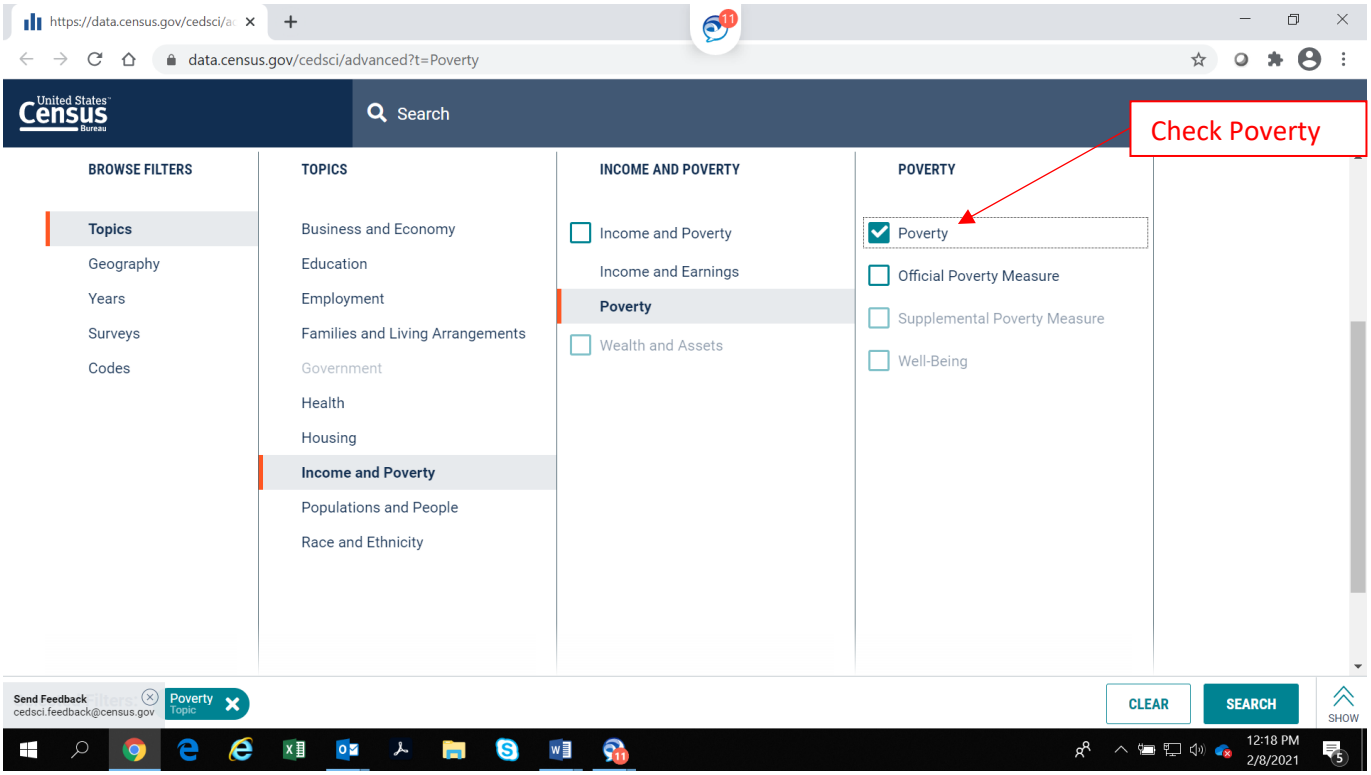
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Government
Health
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Income and Poverty
Populations and People
Race and Ethnicity
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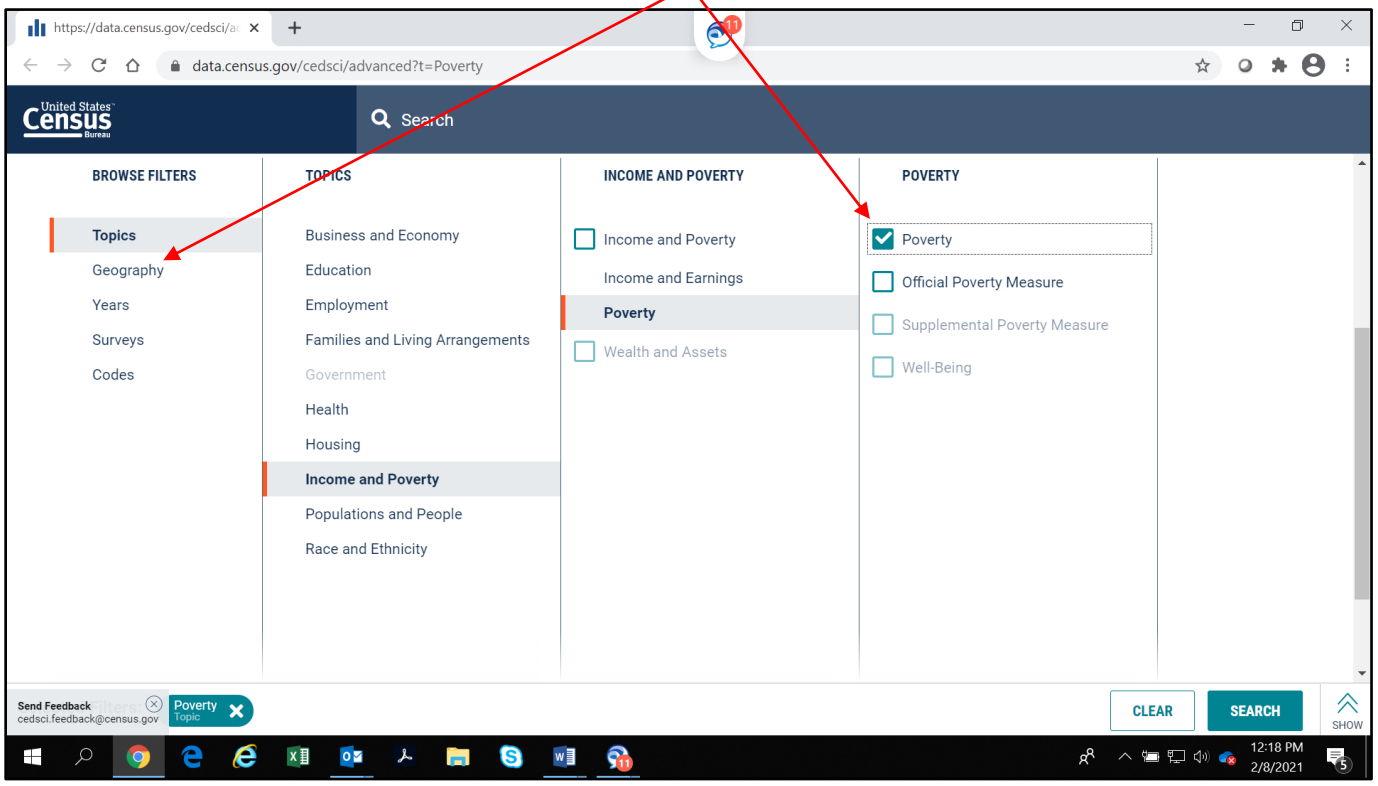
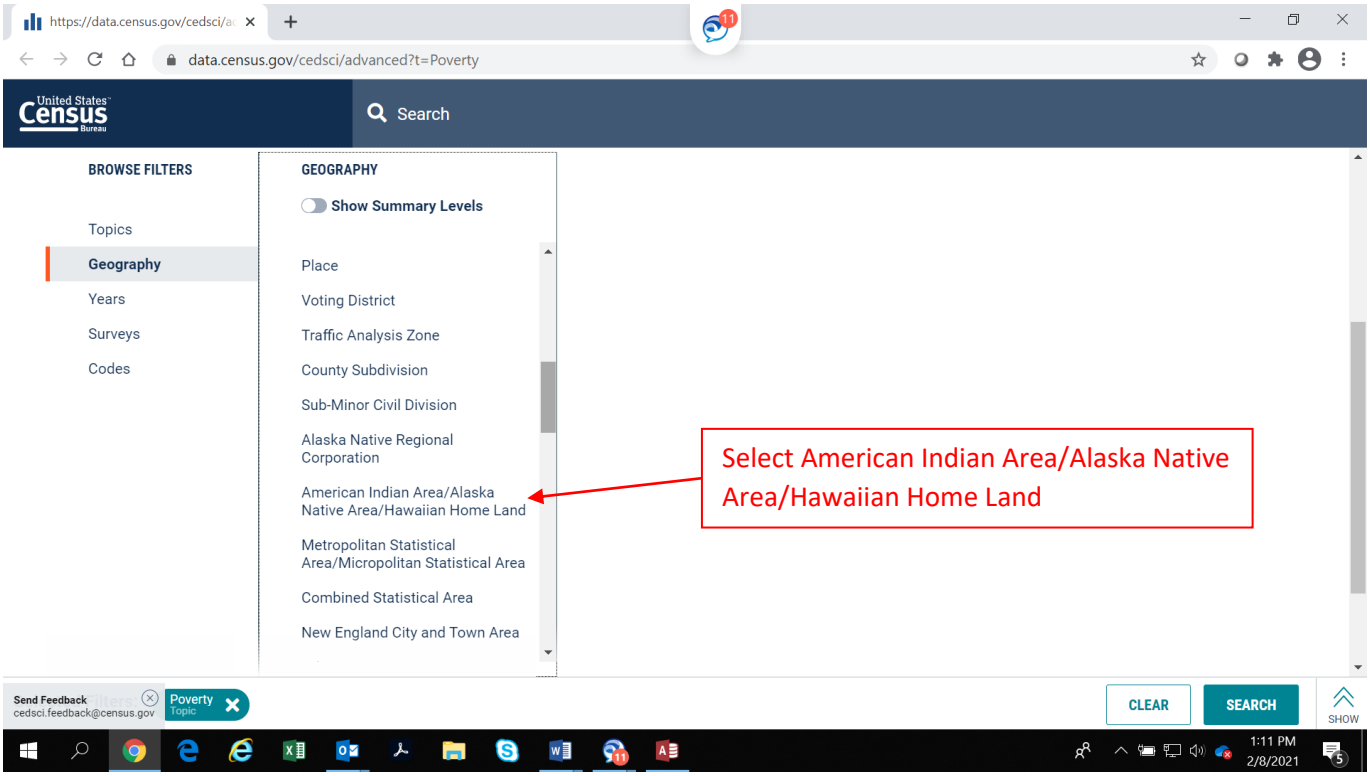
Now that you have selected Poverty as your topic, select the geographic area you want, such as an American Indian Reservation, Oklahoma Tribal Statistical Area (OTSA) or Alaska Native Village Statistical Area (ANVSA). To select the geography, go back over to the left hand side of your screen and click on Geography.

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Codes
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Voting District
Traffic Analysis Zone
County Subdivision
Sub-Minor Civil Division
Alaska Native Regional Corporation
American Indian Area/Alaska Native Area/Hawaiian Home Land
Metropolitan Statistical Area/Micropolitan Statistical Area
Combined Statistical Area
New England City and Town Area
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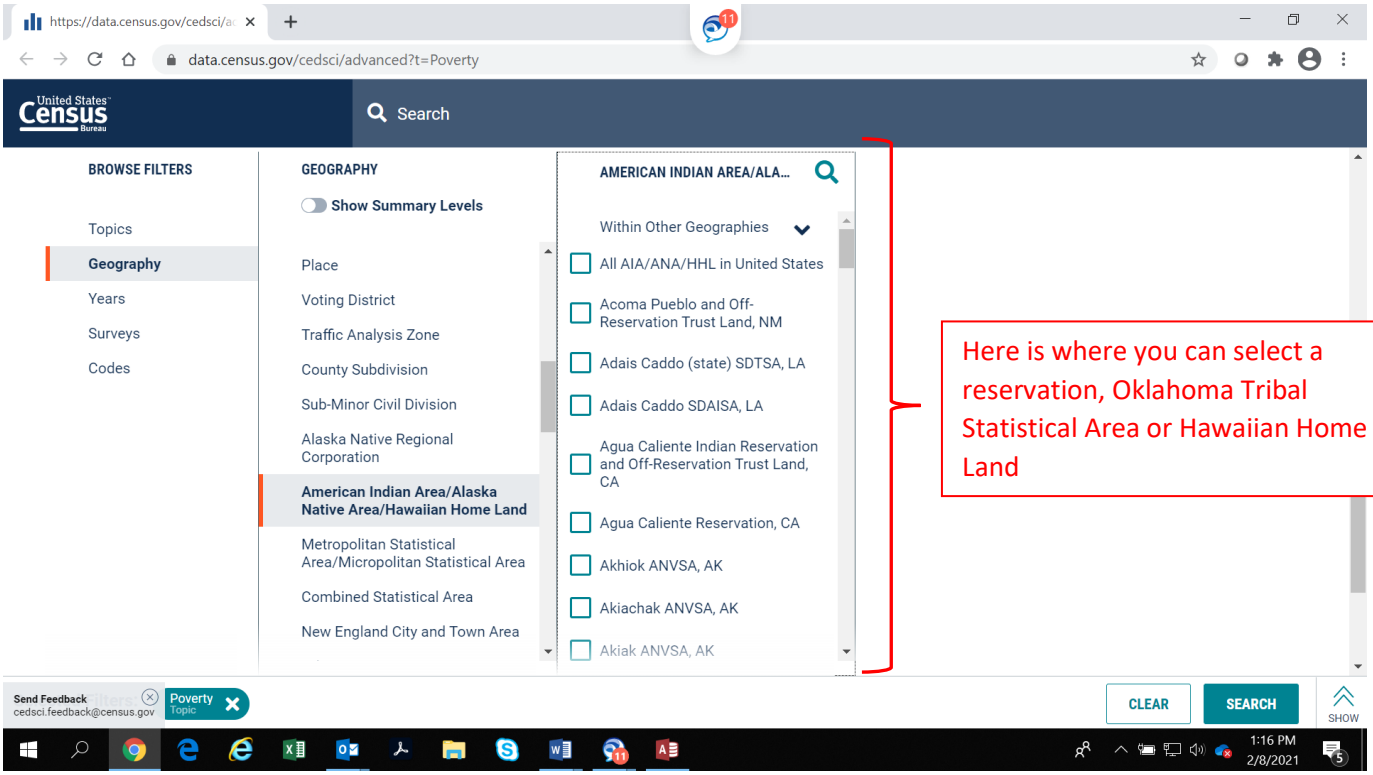
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United States Census Bureau
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GEOGRAPHY
Show Summary Levels
Place
Voting District
Traffic Analysis Zone
County Subdivision
Sub-Minor Civil Division
Alaska Native Regional Corporation
American Indian Area/Alaska Native Area/Hawaiian Home Land
Metropolitan Statistical Area/Micropolitan Statistical Area
Combined Statistical Area
New England City and Town Area
AMERICAN INDIAN AREA/ALA...
Within Other Geographies
All AIA/ANA/HHL in United States
Acoma Pueblo and Off-Reservation Trust Land, NM
Adais Caddo (state) SDTSA, LA
Adais Caddo SDAISA, LA
Agua Caliente Indian Reservation and Off-Reservation Trust Land, CA
Agua Caliente Reservation, CA
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Here is where you can select a reservation, Oklahoma Tribal Statistical Area or Hawaiian Home Land
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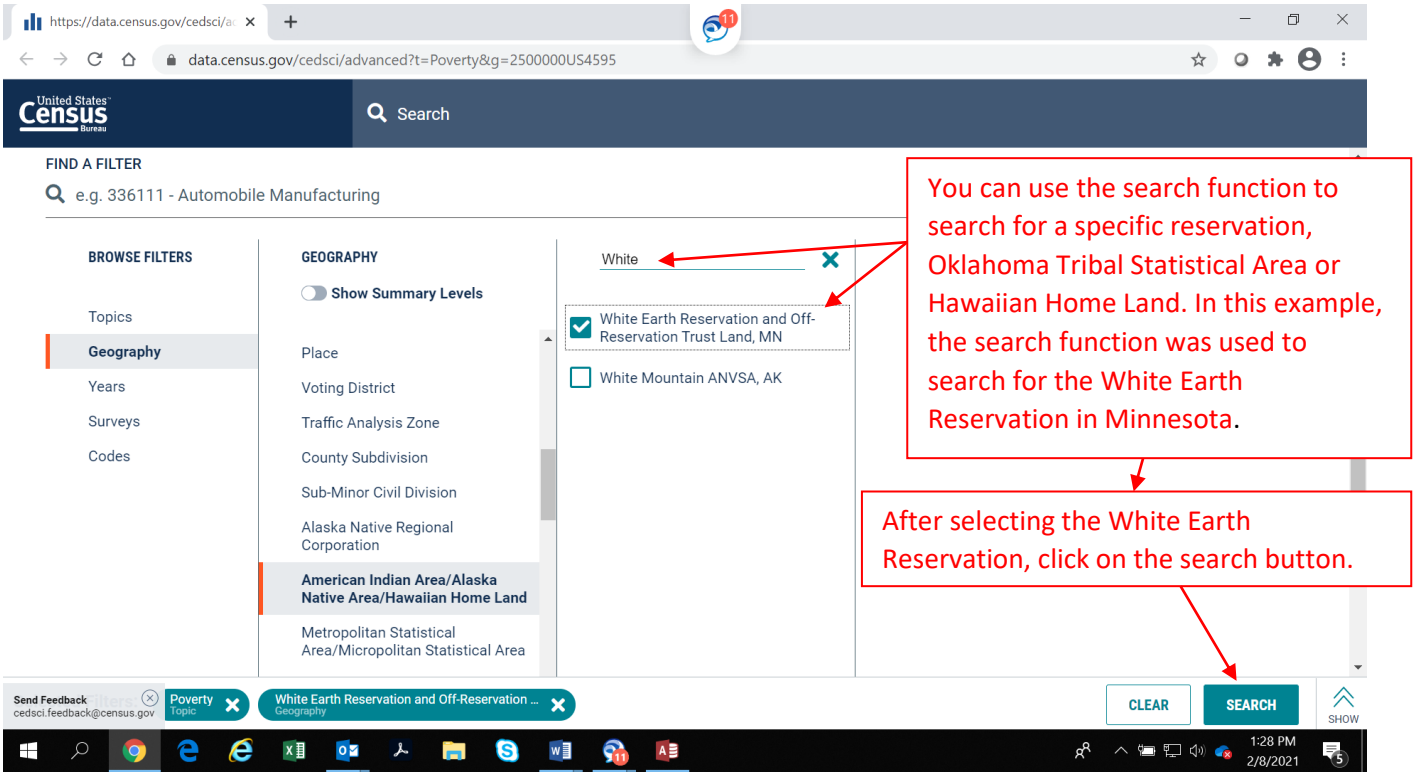
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Search
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e.g. 336111 - Automobile Manufacturing
BROWSE FILTERS
Topics
Geography
Years
Surveys
Codes
GEOGRAPHY
Show Summary Levels
Place
Voting District
Traffic Analysis Zone
County Subdivision
Sub-Minor Civil Division
Alaska Native Regional Corporation
American Indian Area/Alaska Native Area/Hawaiian Home Land
Metropolitan Statistical Area/Micropolitan Statistical Area
White
White Earth Reservation and Off-Reservation Trust Land, MN
White Mountain ANVSA, AK
You can use the search function to search for a specific reservation, Oklahoma Tribal Statistical Area or Hawaiian Home Land. In this example, the search function was used to search for the White Earth Reservation in Minnesota.
After selecting the White Earth Reservation, click on the search button.
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Poverty
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White Earth Reservation and Off-Reservation ...
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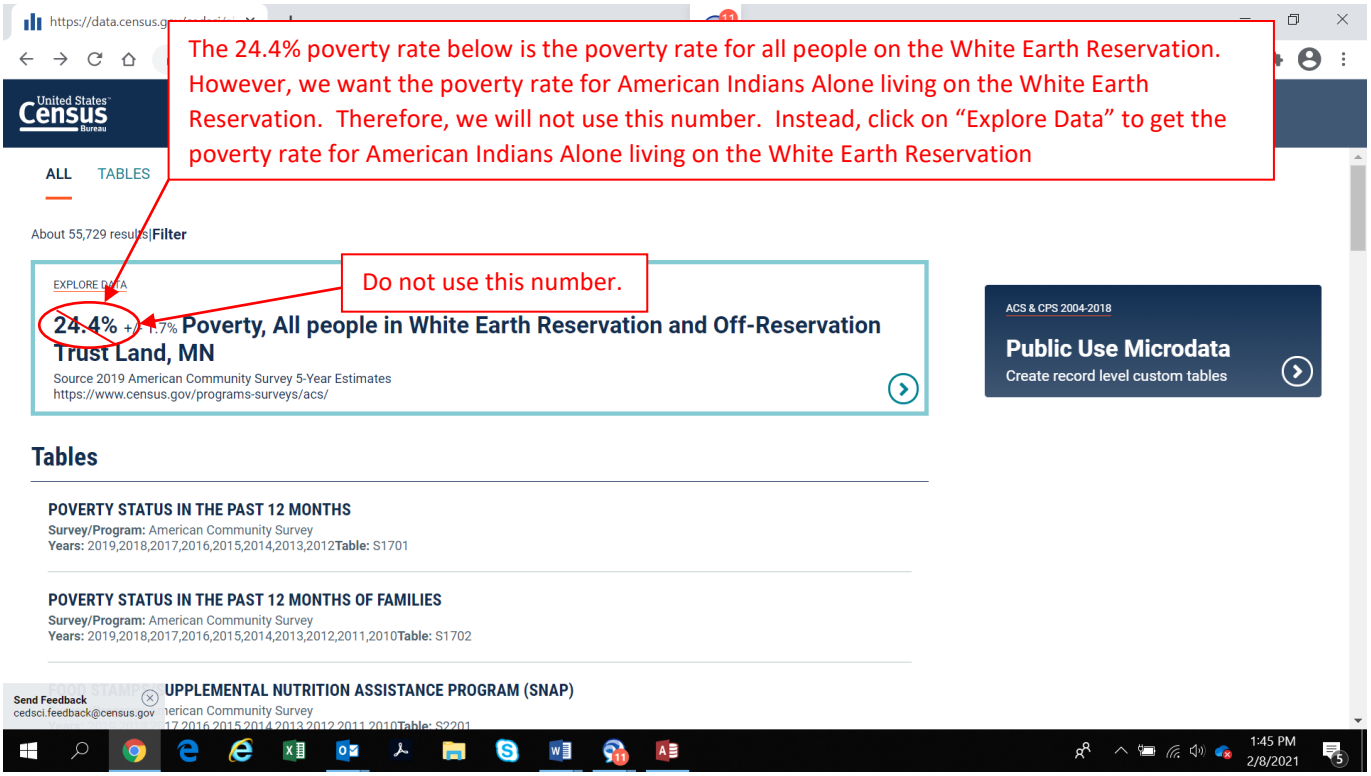
The 24.4% poverty rate below is the poverty rate for all people on the White Earth Reservation. However, we want the poverty rate for American Indians Alone living on the White Earth Reservation. Therefore, we will not use this number. Instead, click on "Explore Data" to get the poverty rate for American Indians Alone living on the White Earth Reservation
Do not use this number.
ALL
TABLES
About 55,729 results|Filter
EXPLORE DATA
24.4% ±1.7% Poverty, All people in White Earth Reservation and Off-Reservation Trust Land, MN
Source 2019 American Community Survey 5-Year Estimates
https://www.census.gov/programs-surveys/acs/
ACS & CPS 2004-2018
Public Use Microdata
Create record level custom tables
Tables
POVERTY STATUS IN THE PAST 12 MONTHS
Survey/Program: American Community Survey
Years: 2019,2018,2017,2016,2015,2014,2013,2012Table: S1701
POVERTY STATUS IN THE PAST 12 MONTHS OF FAMILIES
Survey/Program: American Community Survey
Years: 2019,2018,2017,2016,2015,2014,2013,2012,2011,2010Table: S1702
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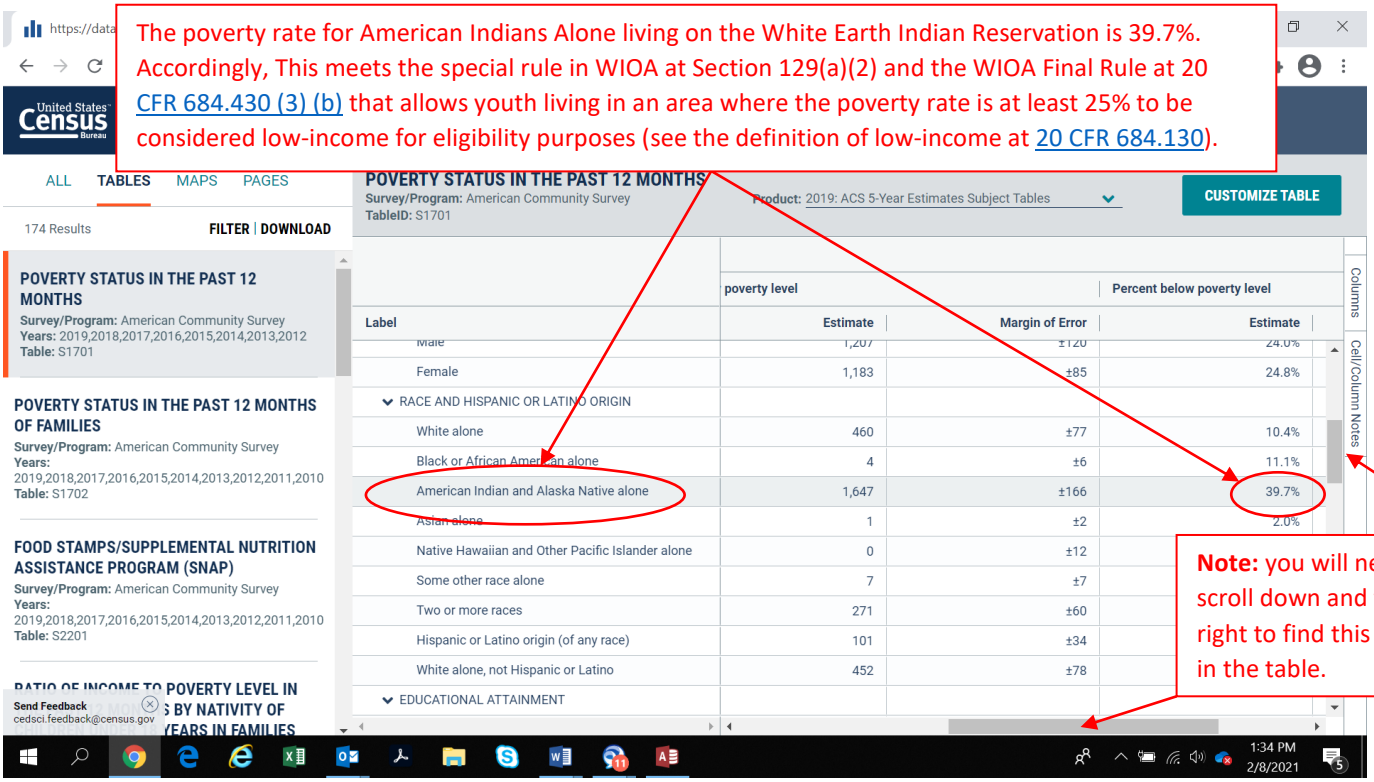
The poverty rate for American Indians Alone living on the White Earth Indian Reservation is 39.7%. Accordingly, This meets the special rule in WIOA at Section 129(a)(2) and the WIOA Final Rule at 20 CFR 684.430 (3) (b) that allows youth living in an area where the poverty rate is at least 25% to be considered low-income for eligibility purposes (see the definition of low-income at 20 CFR 684.130).
ALL
TABLES
MAPS
PAGES
174 Results
FILTER | DOWNLOAD
POVERTY STATUS IN THE PAST 12 MONTHS
Survey/Program: American Community Survey
Years: 2019,2018,2017,2016,2015,2014,2013,2012
Table: S1701
POVERTY STATUS IN THE PAST 12 MONTHS OF FAMILIES
Survey/Program: American Community Survey
Years: 2019,2018,2017,2016,2015,2014,2013,2012,2011,2010
Table: S1702
FOOD STAMPS/SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
Survey/Program: American Community Survey
Years: 2019,2018,2017,2016,2015,2014,2013,2012,2011,2010
Table: S2201
POVERTY STATUS IN THE PAST 12 MONTHS
Survey/Program: American Community Survey
TableID: S1701
Product: 2019: ACS 5-Year Estimates Subject Tables
CUSTOMIZE TABLE
poverty level
Percent below poverty level
Label
Estimate
Margin of Error
Estimate
Female 1,183 ±85 24.8%
RACE AND HISPANIC OR LATINO ORIGIN
White alone 460 ±77 10.4%
Black or African American alone 4 ±6 11.1%
American Indian and Alaska Native alone 1,647 ±166 39.7%
Asian alone 1 ±2 2.0%
Native Hawaiian and Other Pacific Islander alone 0 ±12
Some other race alone 7 ±7
Two or more races 271 ±60
Hispanic or Latino origin (of any race) 101 ±34
White alone, not Hispanic or Latino 452 ±78
EDUCATIONAL ATTAINMENT
Columns
Cell/Column Notes
Note: you will need to scroll down and to the right to find this figure in the table.
Send Feedback
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## Section 4: Identifying Contiguous High-Poverty Areas in your City or County for Targeting Your Services on high-poverty neighborhoods.

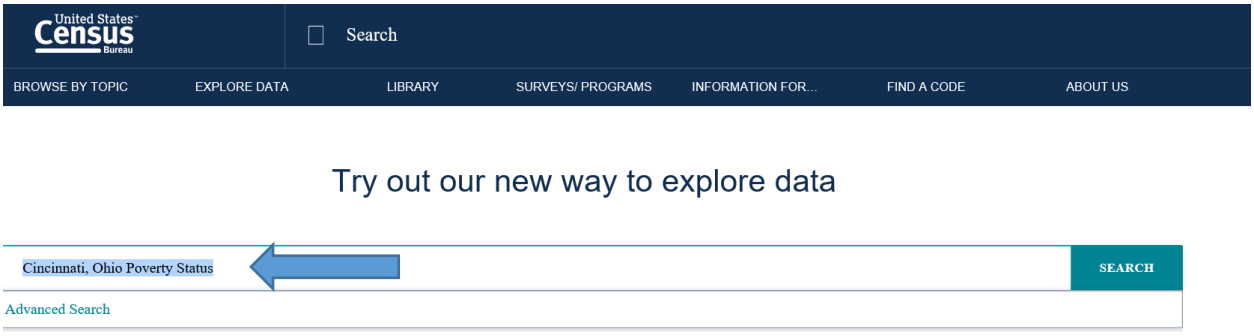
If your county does not have a poverty rate of 25 percent, you can still identify contiguous Census tracts within your city or county with poverty rates of 25 percent or above. This can be useful in a couple of ways. First, you can identify high-poverty contiguous Census Tracts in your city or county for the purpose of targeting your services and recruitment efforts in these communities. Second, if the Census Tract of the applicant has a poverty rate of close to but not above 25 percent you can check if the Census Tract is part of a group of contiguous Census Tracts with a combined poverty rate of over 25 percent.

Note that to make a youth eligible based on living in a high-poverty area the area must be a county, Census Tract, contiguous Census Tracts, or Indian Reservation or Native Land. It is not sufficient to simply use the overall poverty rate of a city because the poverty Census Tracts in a city may not be contiguous.

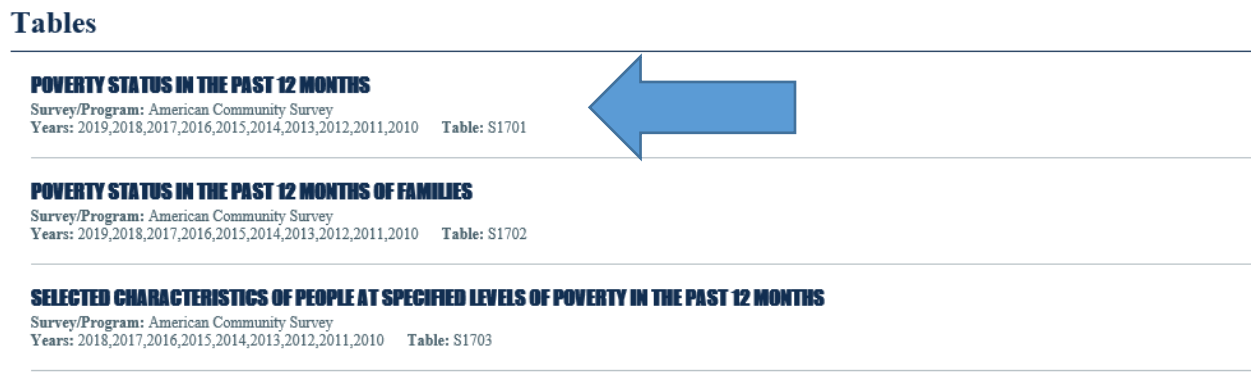
You can identify more than one high-poverty area in your county or city as long as the Census tracts within each high-poverty area are contiguous. For example, you can identify a high poverty area in the West side of town and a high poverty area in the South side of town, as long as the Census tracts within the West side poverty area are contiguous with each other and the Census tracts within the South side poverty area are contiguous with each other. The directions for finding the poverty rates of a contiguous set of Census tracts in your city or county are as follows. You can use the Microsoft Edge or Google Chrome browsers for these directions. Microsoft Explorer will not work for this section.

1. Go to: Explore Census Data or https://data.Census.gov/cedsci/

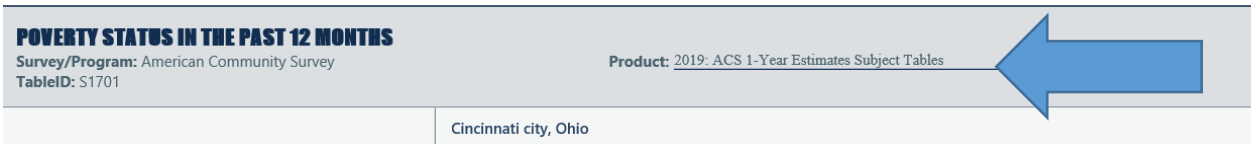
2. Where it says **Search** type in the name of your city or county and state and the words Poverty Status, for example, Cincinnati, Ohio Poverty Status or Hamilton County, Ohio Poverty Status. Don't just click on the name of the city or county when it comes up, you need to type in the name of the city or county plus the words Poverty Status. You need to type in the words Poverty Status in order to get to the data set that you need. Then click on **Search**.



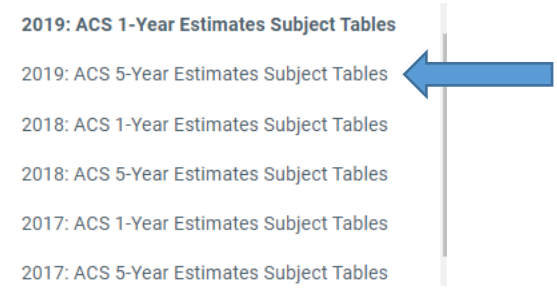

3. On the next page, under **Tables** click on the first table **Poverty Status in the Past 12 Months.**



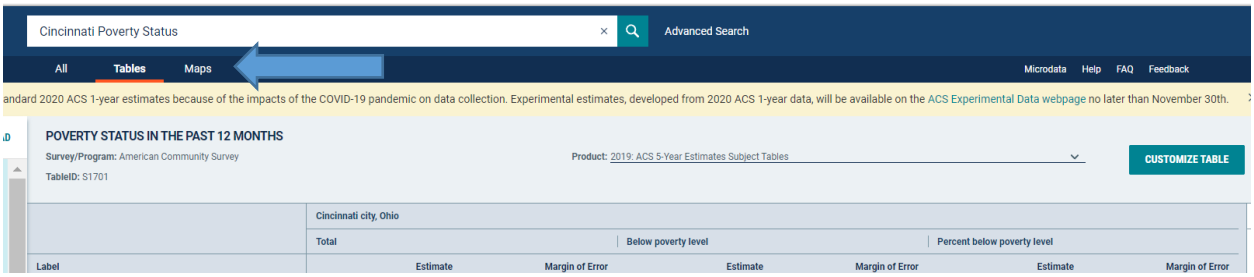

4. A table will appear showing the poverty rate of the overall city or county. Right above the table it will say **Product: 2019: ACS 1-Year Estimate**. You need to use the 5-Year data to get data on Census tracts, so click on **2019: ACS 1-Year Estimates** and a dropdown menu will appear allowing you to select a different data set.




5. Select the second item **2019: ACS 5-Year Estimate Subject Tables**.



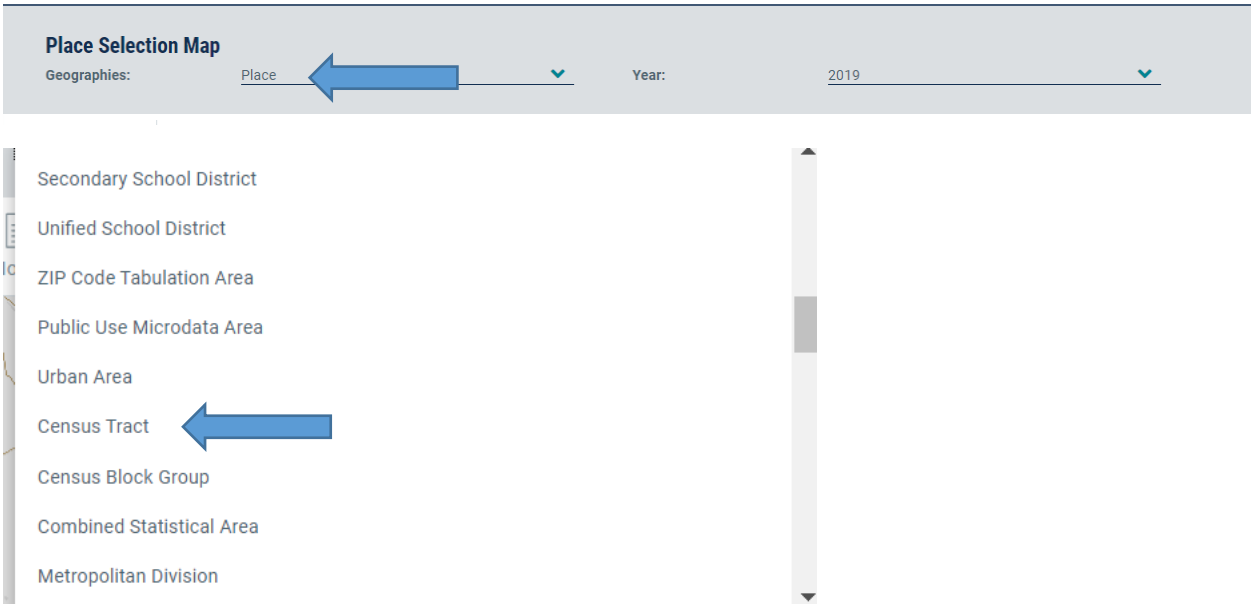

6. Next, click on **MAPS** on the very top of the page in the black border outside of the table.




The map should take you directly to your city. If it just takes you to your overall state, start all over again and add City to the name of your city or add County to the name of your county. For example, instead of St. Louis, Missouri Poverty Status, type in St. Louis City, Missouri Poverty Status. Then the map will take you directly to your city. This may happen for example if the name of St. Louis on the map is St. Louis City and the computer only recognizes St. Louis as St. Louis City. If the map still doesn't take

you to your city, try going back and starting with the name of your county, for example, Hamiltion County Poverty Status.

7. Then, you need to change the Geography to Census tracts. Above the map to the left of 2019: ACS 5-Year Estimate Subject Tables it will say **Geographies: Place** if you started with your city or **Geographies: County** if you started with your county. Click on **Place** or **County** and a dropdown menu will appear with different levels of Geography. Scroll down to the 29th item and click on **Census Tracts**. Note: It may stop at other Geography levels as you scroll down, so you may have to keep trying a couple of times until you get to Census tracts.

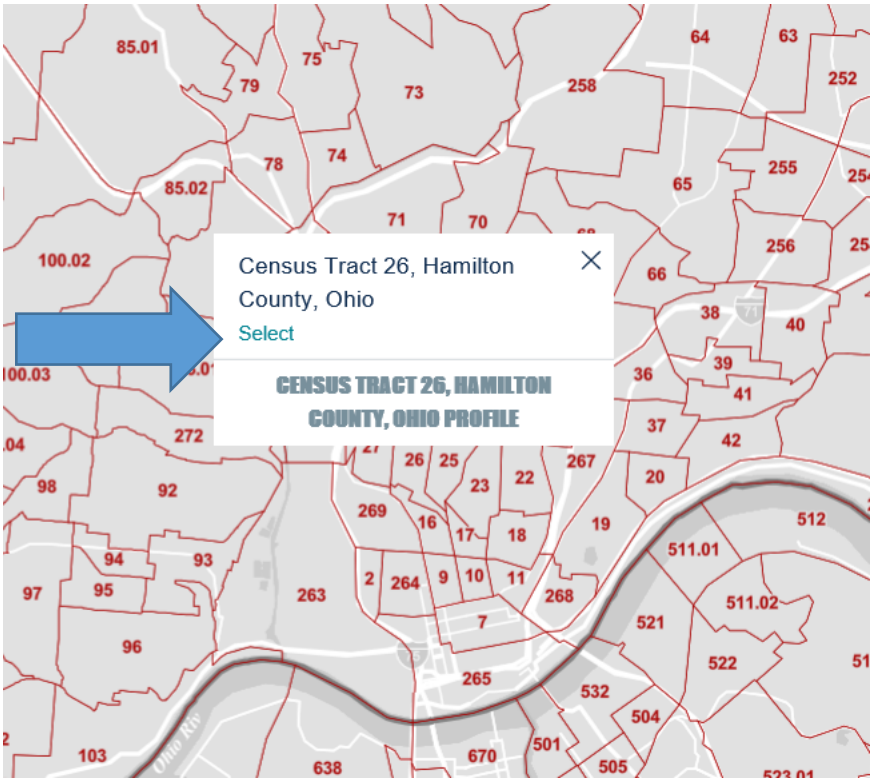


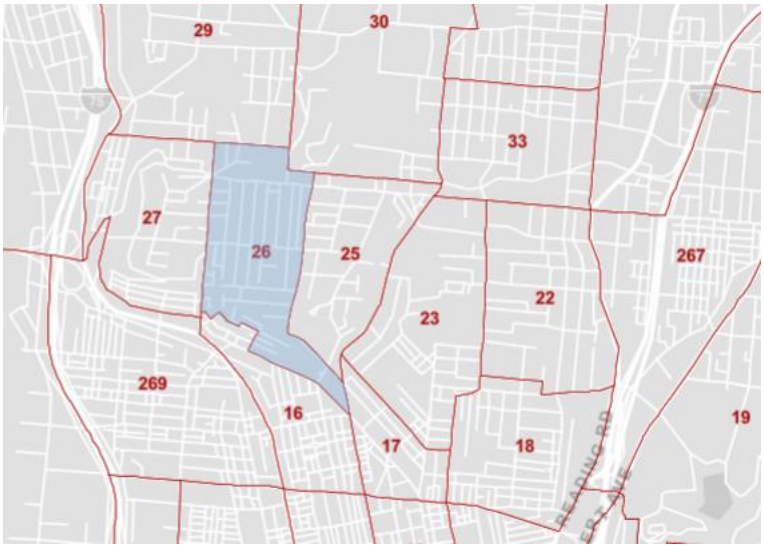

8. Once you click on **Census tracts** you will see the Census tracts in your city or county. To see the Census tract numbers you may need to increase the magnitude of the map. You can increase or decrease the magnitude of the map by using the plus and minus toggle switch in the bottom right corner of the map.

9. The map does not have directional arrows, so you need to use the directional arrows on your keyboard to move around the map. Please note that each time you want to use your directional arrows you need to click on a Census tract on the map. Otherwise nothing will happen when you to try to use the directional arrows on your keyboard. Once you click on any Census tract on the map your directional arrows will start to work.

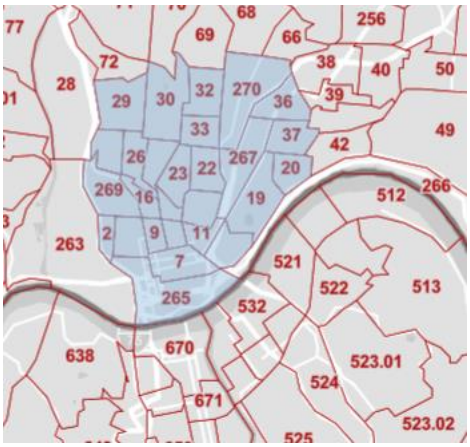
10. Now you are ready to start selecting Census tracts for your target area. Place your cursor over a Census tract and click on it, and then you will be given the opportunity to Select it. Click on **Select** for that Census tract when given the option. It is not enough to just click on a Census tract, you need to click on Select when given the option. The first time you select a Census tract it will increase the magnitude of the map and you will need to use the toggle switch in the bottom right corner to reduce the magnitude. After that it will be fine. Also, you just need to click once on Select. If you double-click

on Select it will select the Census tract and increase the magnitude of the map, so you will need to use the toggle switch in the bottom right corner to reduce the magnitude. When you select a Census tract it will become highlighted.

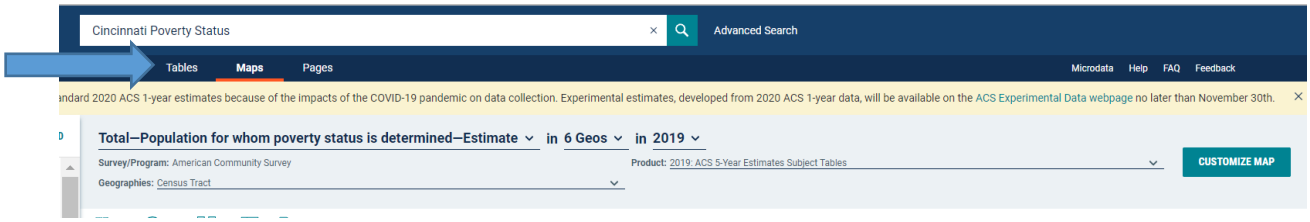


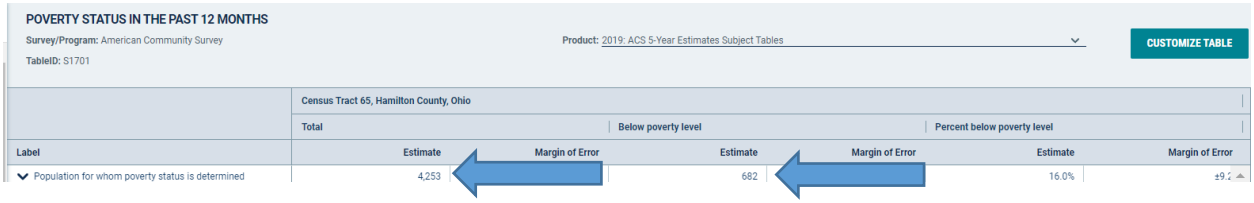
11. Click on the Census tracts that you expect to be in the target area. Make sure that the Census are contiguous as required by the definition of high-poverty area in the regulations. When you have selected all of your Census tracts it is probably best at this point to save the map as described below in Step 21.




12. Once you have selected all the Census tracts that you want, on the very top of the screen in the black border outside the map click on **Tables**.



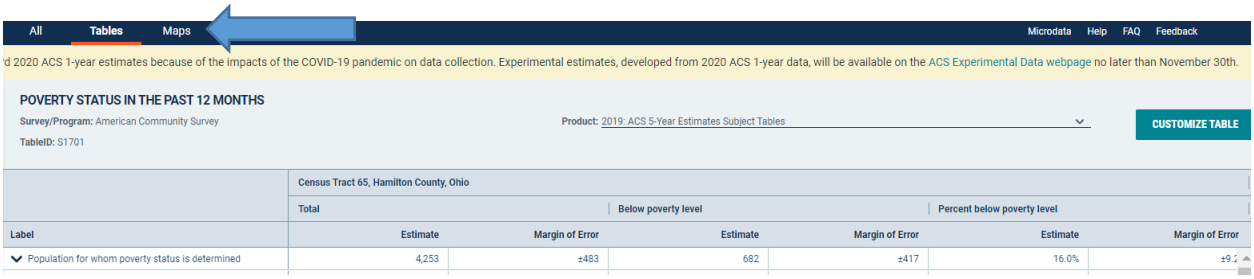

13. A table should show up providing the total population, population in poverty, and poverty rate for each of the Census tracts that you selected. You can use the directional arrow at the bottom of the table or the directional arrows on your keyboard to scroll to the right on the table to see each Census tract. We are only interested in the top row of the table—the total population of the Census tract and the total number in poverty.



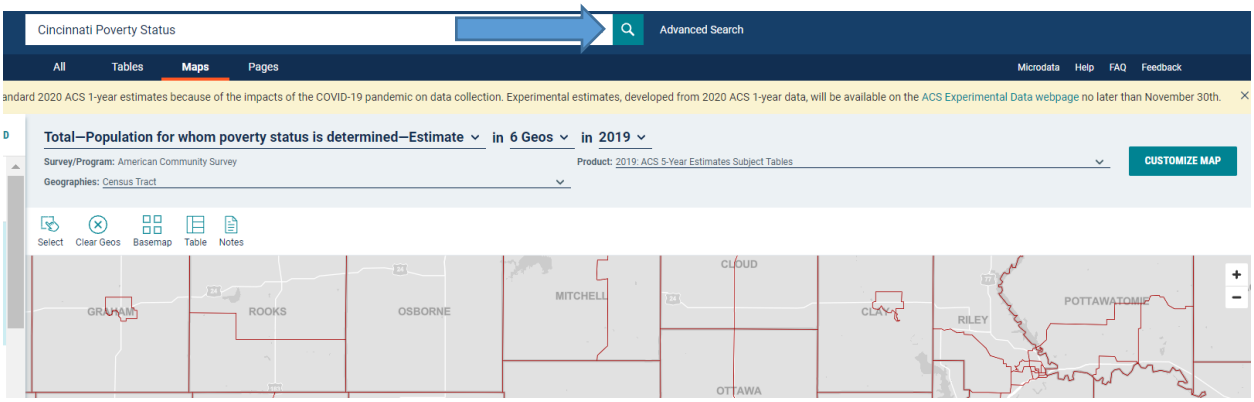

14. If you are setting up a high-poverty target area you can now make a handwritten spreadsheet in a notebook which you can later copy into Excel with three columns, the Census tract number, the Total Population in the Census tract, and the Number in Poverty in the Census tract. You do not need to, but you may want to add a fourth column showing the percentage in poverty in the Census tract. Individual Census tracts can have a poverty rate of below 25 percent as long as the overall poverty rate of the target area is 25 percent or above, but it may be useful to you later to know the poverty rate of each tract if you need to go back and remove some Census tracts with low poverty rates to get to a poverty rate for the entire target area of 25 percent or above.

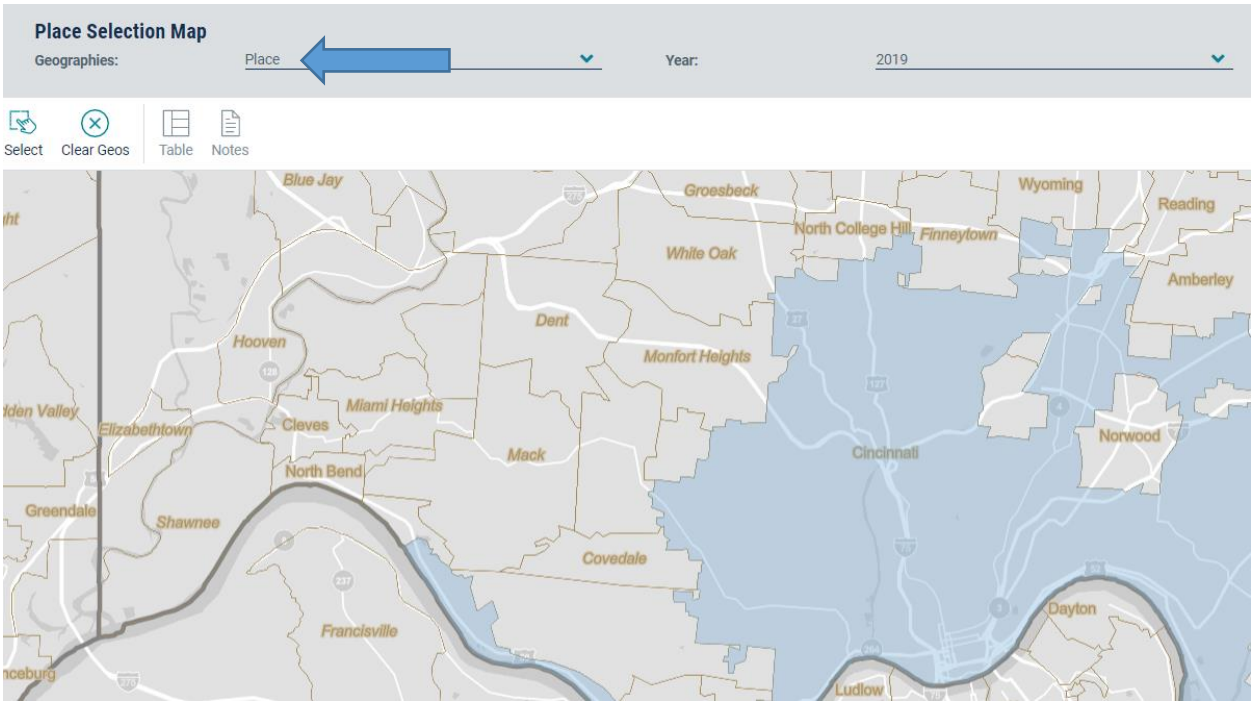
15. After you have copied your spreadsheet into Excel, add up the Total Population and the Population in in Poverty columns, and divide the Population in Poverty by the Total Population. If the poverty rate of the combined Census tracts is 25 percent or above, you are done. Save your work at this point as described below. Also, you may wish to go back to the top of the screen and click on MAPS to take you

back to the map of your city to do a Print Screen of the map, which you can use to document the high-poverty area in your files. To see the boundaries of the Census tracts continue to magnify the map until you can see the names of the streets that bound the Census tracts.




16. If when you click on **Maps** it doesn't take you back to the map of your city but rather to a map of a different state altogether there is a simple workaround. At the very top of the screen there is a search button **Q** in a green border. Click on the **Q** and it will take you back to the map of your city. You will then need to click on **Place** or **County** at the top of the map and select **Census tracts** again in the dropdown menu and it will take you back to your map with the Census tracts highlighted that you have selected.

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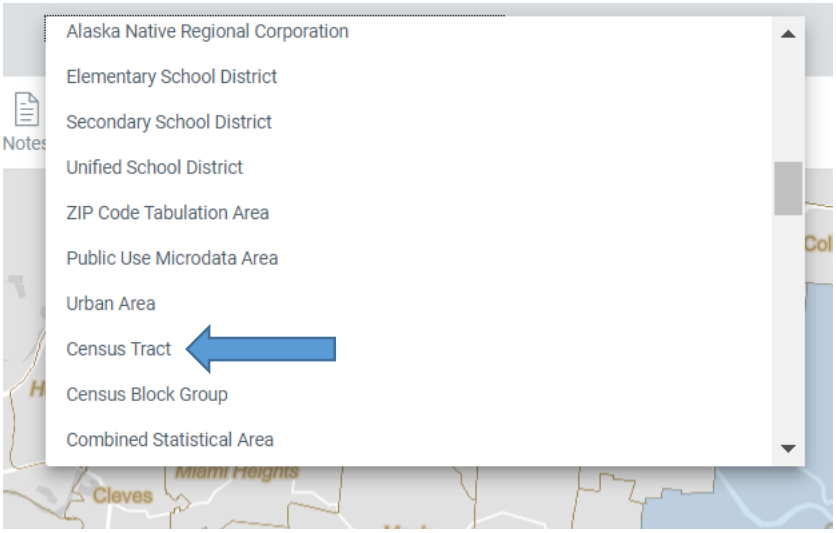
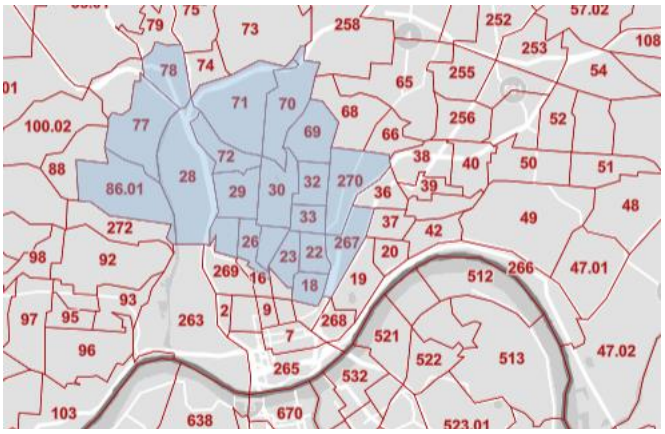
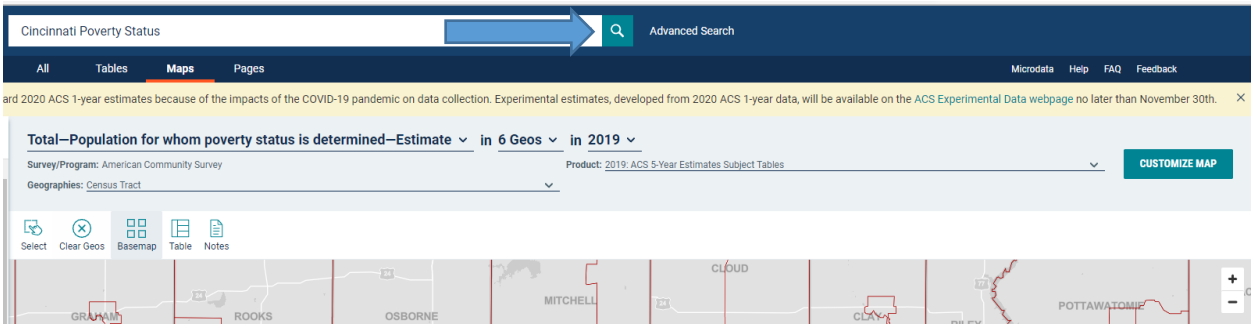
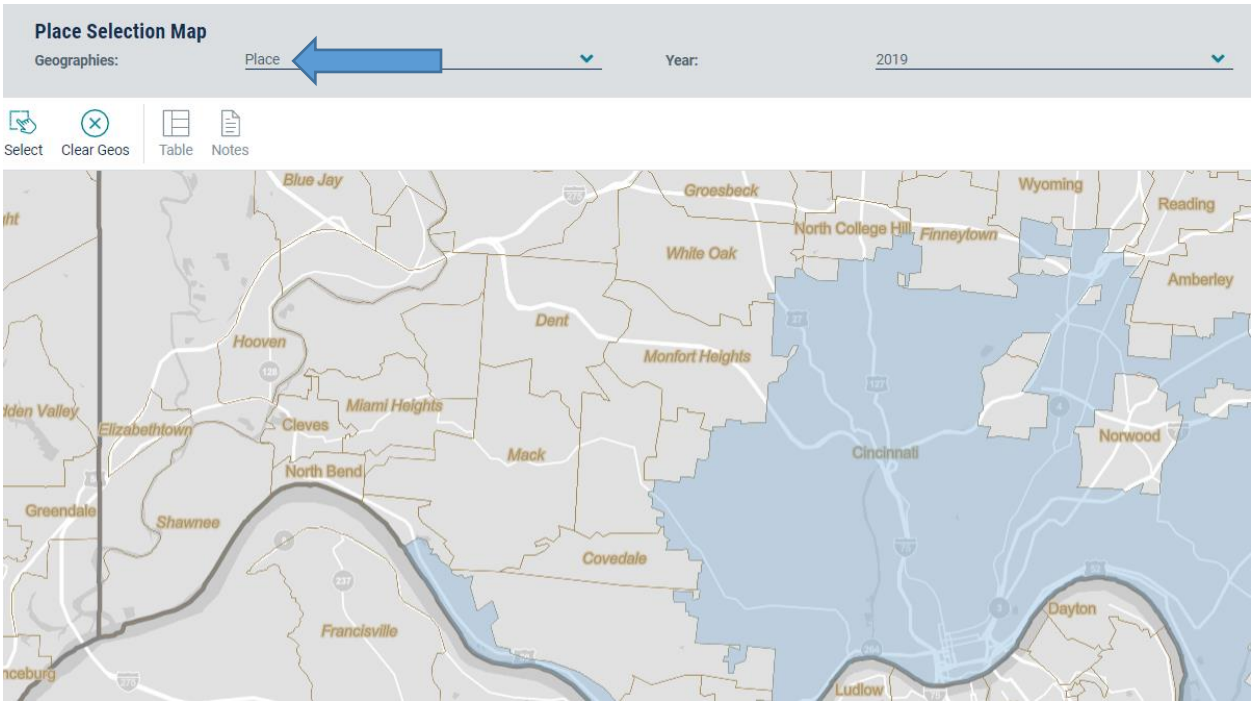
Blue Jay
Groesbeck
Wyoming
Reading
North College Hill
Finneytown
White Oak
Amberley
Dent
Hooven
Monfort Heights
Miami Heights
Elizabethtown
Cleves
Mack
Cincinnati
Norwood
North Bend
Greendale
Shawnee
Covedale
Dayton
Francisville
Ludlow


Alaska Native Regional Corporation
Elementary School District
Secondary School District
Unified School District
ZIP Code Tabulation Area
Public Use Microdata Area
Urban Area
Census Tract
Census Block Group
Combined Statistical Area
Notes
Cleves




17. If you are trying to set up a target area and the poverty rate of the combined Census tracts is below 25 percent, you can go back to the top of the screen and click on **MAPS**, which will take you back to the map of your city with the selected Census tracts to add or delete Census tracts. As explained above, if when you click on Maps it doesn't take you back to the map of your city but rather to a map of a different state altogether simply click on the **Q** in the green border at the very top of the screen and it will take you back to the map of your city. You will then need to click on **Place** or **County** at the top of the map and select **Census tracts** again in the dropdown menu and it will take you back to your map with the Census tracts highlighted that you have selected.

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Groesbeck
Wyoming
Reading
North College Hill
Finneytown
White Oak
Amberley
Dent
Hooven
Monfort Heights
Miami Heights
Elizabethtown
Cleves
Mack
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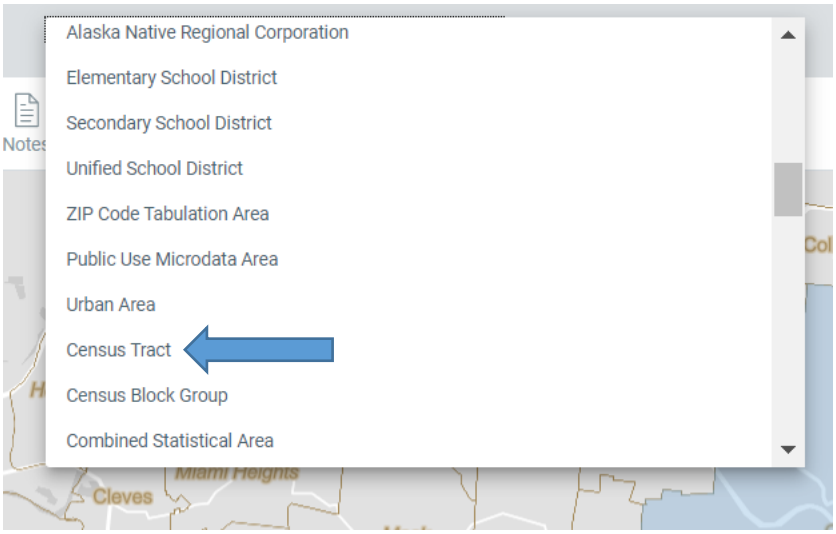
Shawnee
Covedale
Dayton
Francisville
Ludlow


Alaska Native Regional Corporation
Elementary School District
Secondary School District
Unified School District
ZIP Code Tabulation Area
Public Use Microdata Area
Urban Area
Census Tract
Census Block Group
Combined Statistical Area
Notes
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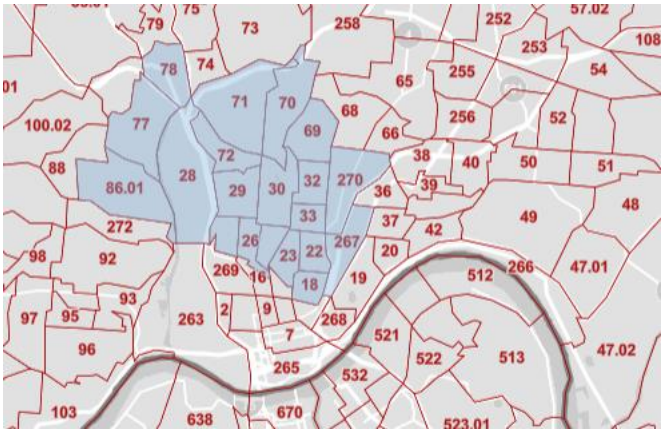
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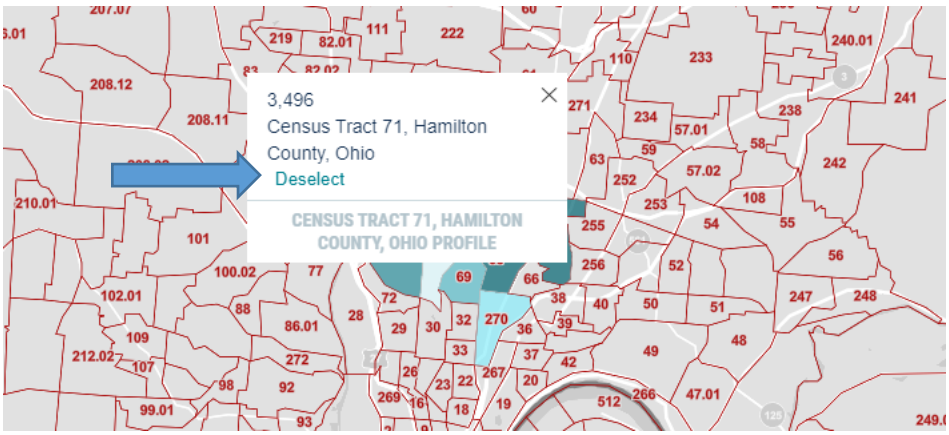
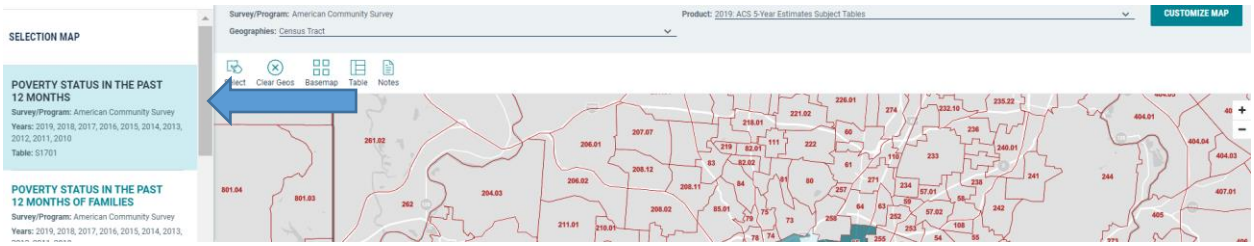
18. Note that any time you switch from the Map to the Table and Back to the Map you need to click on **POVERTY STATUS IN THE PAST 12 MONTHS** on the left of the map to continue selecting Census tracts.

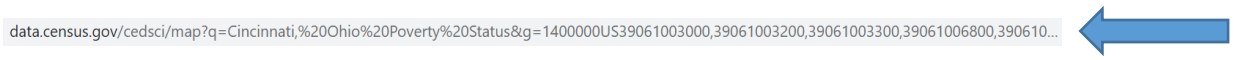
19. You can delete Census tracts with low poverty rates by clicking on the tract and then clicking on **DeSelect**. You can go back and forth from the map to the table until you get a target area with an overall poverty rate of 25 percent or above.




20. If for some reason after switching back and forth from the table to the map the table is showing the poverty status for families instead of the poverty status of the overall population you simply need to click on **Poverty Status in the Past 12 Months** to the left of the table, and the Table will change to give you the poverty status of the overall population.



21. You can save your work either by saving the table you were working on or by saving the map, as either one will take you back to the other, or you can save both. It is best to save the map. To save the table or the map, click and save the URL at the very top of the page and then copy it using the Clipboard **Paste** option onto a Word document. The URL will be much too long to past into an e-mail, so that's why you need to paste it into a Word document and then you can save and e-mail the document to yourself. When you are copying the URL make sure that you are clicking on the URL such that you are copying the entire URL at one time. It won't work if you try to copy the URL by scrolling it word by word. When you are ready to go back to work on the table or map just click on the URL that you have saved.




22. If after you have saved your map the URL takes you back to different state altogether, as described above in Step 16 simply click on the **Q** in the green border at the very top of the screen and it will take you back to the map of your city. You will then need to click on **Place** or **County** at the top of the map and select **Census tracts** again in the dropdown menu and it will take you back to your map with the Census tracts highlighted that you have selected.