

Attachment 2

Determining Whether Youth are Living in a High Poverty Area

Instructions for Using Census Data to Determine High-Poverty Geographical Areas

Introduction

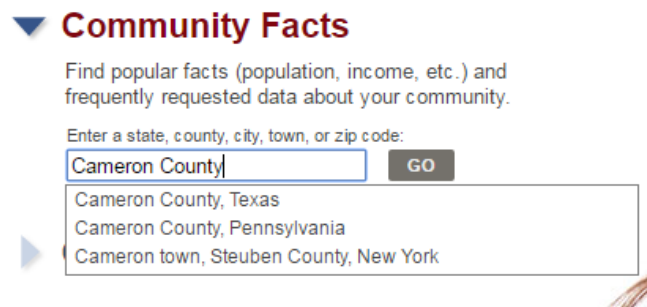
The Workforce Innovation and Opportunity Act (WIOA) Title I Youth Program contains a new provision that allows for youth living in a high poverty area to automatically meet the low-income criterion that is one of the eligibility criteria for in-school youth, for some out-of-school youth in the WIOA youth program, and for youth in the Indian and Native American Supplemental Youth Program. The WIOA regulations at 20 CFR § 681.260 define high-poverty areas 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. The regulations at 20 CFR § 684.130 allow Indian and Native American grantees to use either the poverty rate of the total population or the poverty rate of Indian and Native Americans in determining whether the poverty rate of an area meets the 25 percent threshold.

All instructions will begin from the Census Bureau's American Fact Finder homepage at [FactFinder.Census.Gov](https://factfinder.census.gov) or click [here](#).

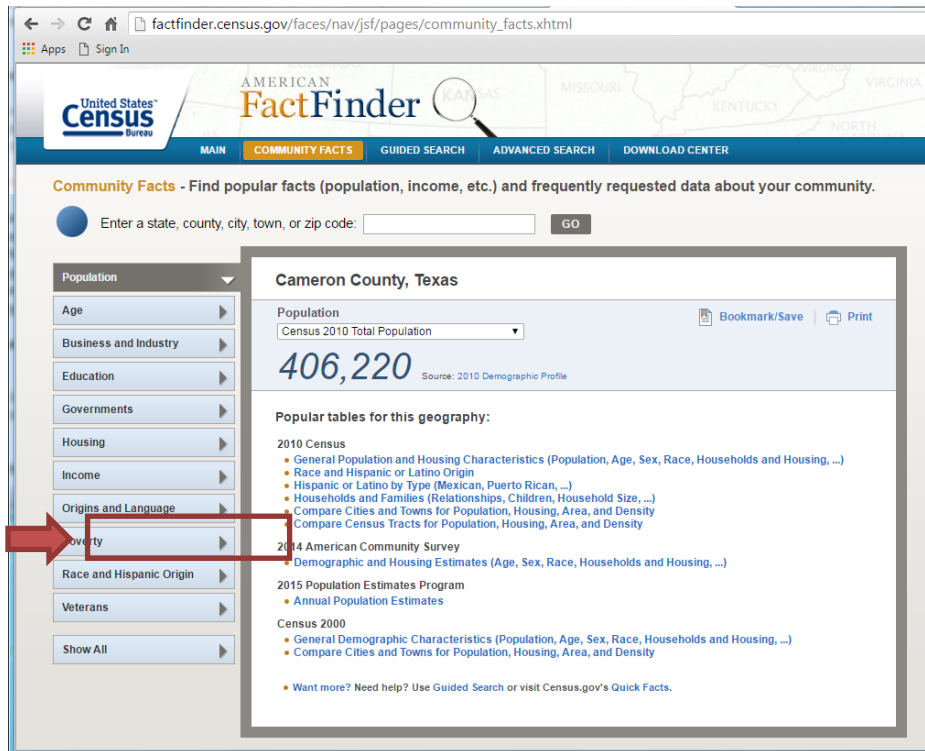


Section 1: Determining if a County has a Poverty Rate of 25 percent. Many rural counties in the U.S. have a poverty rate of 25 percent or above. If the American Community Survey reports a poverty rate for the county that meets the poverty threshold you do not need to look at the poverty rate of individual Census tracts. To determine the poverty rate for your county:

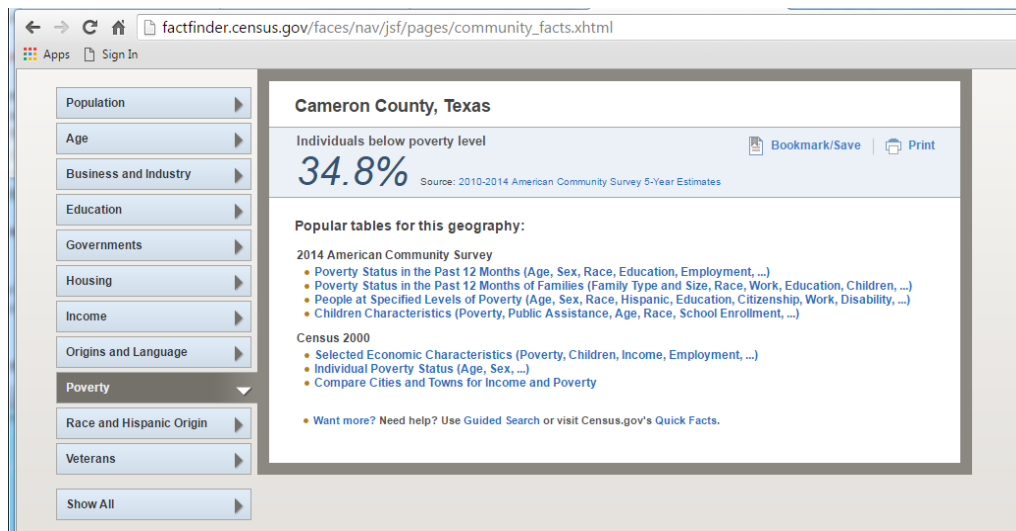
1. Go to the American Fact Finder homepage at www.FactFinder.Census.Gov.
2. In the text box under the Community Facts header, enter the name of the county and state that you are searching for and click on Go or hit enter on your keyboard. See the example for **Cameron County, Texas** below:



3. A new page will appear highlighting the county's population total. Click on the **Poverty tab** from the **POPULATION** column on the left.



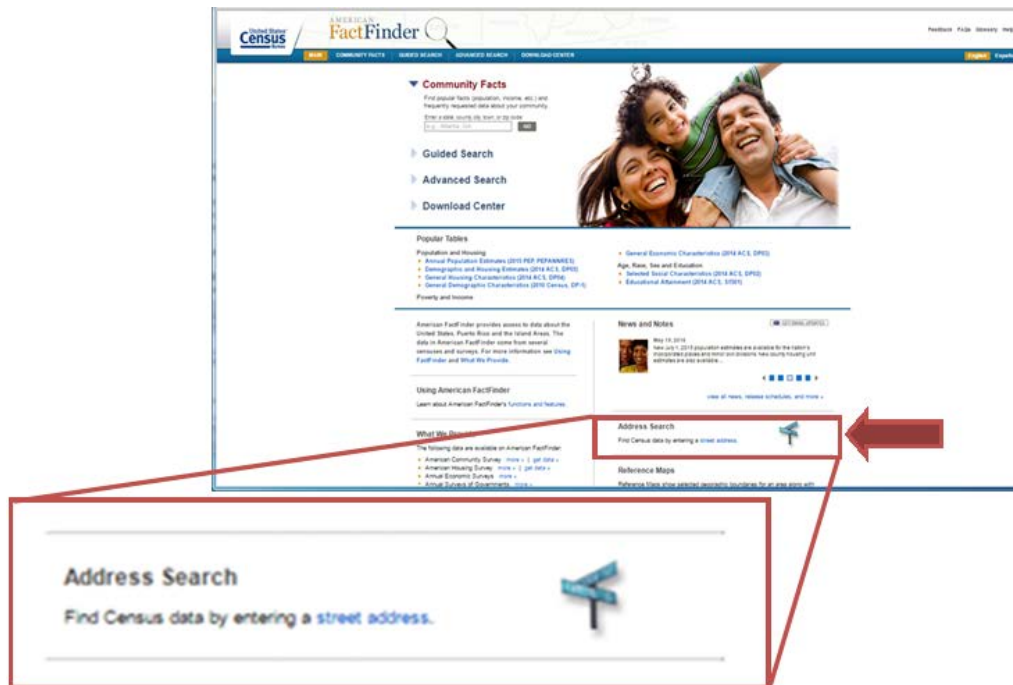
4. The poverty¹ rate for the county will appear. Again, using Cameron County, Texas as an example, the county poverty rate is 34.8%.



¹Poverty rates are derived from 5 year Census survey data.

Section 2: Determining if an Individual Applicant lives in a Census Tract with a Poverty Rate of 25 Percent. If the American Community Survey reports a poverty rate for the county that does not meet the poverty threshold, you may need to look at the poverty rate of individual Census tracts. These directions may look complicated, but after a few practice tries, it will take about a minute and a half to determine whether an applicant lives in a high-poverty area.

1. Go to the American Fact Finder homepage at www.FactFinder.Census.Gov.
2. Find the Address Search section located on the middle right side of the page and click on the [Street Address](#) link or click [here](#).



3. Type in the address, city and state for the area for which you are interested.
4. A table will come up titled **Geography Results** with a list of geography types (Region, States, County, Congressional Districts, etc.). Census Tract will be the seventh option on the list. Left Click on the Census Tract hyperlink.
5. Next, on the left side of the page there are search options for Topics, Geographies, Race and Ethnic Groups, Industry Codes, and Occupation Codes. Click on the first option **Topics**.
6. A Dialogue Box will come up and you will need to close it. You may need to scroll up to close the Dialogue box.
7. After you close the Dialogue Box a list of tables will come up. Where it says Refine your Search Results, type in **S1701** and click **Go**.
8. A list of files will come up. Click on the file **S1701 Poverty Status in the Past 12 Months for the most recent year's ACS 5-Year Data**. Be sure to use the 5-Year data rather than the 1-Year or 3-Year data. The latest 5-Year data available currently is **2015 5-Year Data**.

- A table will come up showing the poverty rate of the Census Tract. Use the top line showing the poverty rate of the total population of the Census Tract. For example, the poverty rate of Census tract 17.02 in Black Hawk County, Iowa is 8.4 percent.

Advanced Search - Search all data in American FactFinder

1 Advanced Search 2 Table Viewer

S1701 POVERTY STATUS IN THE PAST 12 MONTHS 2010-2014 American Community Survey 5-Year Estimates

Table View

Actions: Modify Table Add/Remove Geographies Bookmark/Save Print Download Create a Map

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the offi

Versions of this table are available for the following years: 2014 2013 2012

Subject	Census Tract 17.02, Black Hawk County, Iowa					
	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	2,385	+/-239	200	+/-95	8.4%	+/-3.9
AGE						
Under 18 years	423	+/-143	42	+/-55	9.9%	+/-11.4
Related children under 18 years	423	+/-143	42	+/-55	9.9%	+/-11.4
18 to 64 years	1,485	+/-159	137	+/-58	9.2%	+/-4.2
65 years and over	477	+/-95	21	+/-21	4.4%	+/-4.6
SEX						
Male	1,203	+/-153	55	+/-41	4.6%	+/-3.3
Female	1,182	+/-154	145	+/-75	12.3%	+/-6.4
RACE AND HISPANIC OR LATINO ORIGIN						
One race	2,357	+/-233	200	+/-95	8.5%	+/-4.0
White	1,454	+/-200	52	+/-35	3.6%	+/-2.6

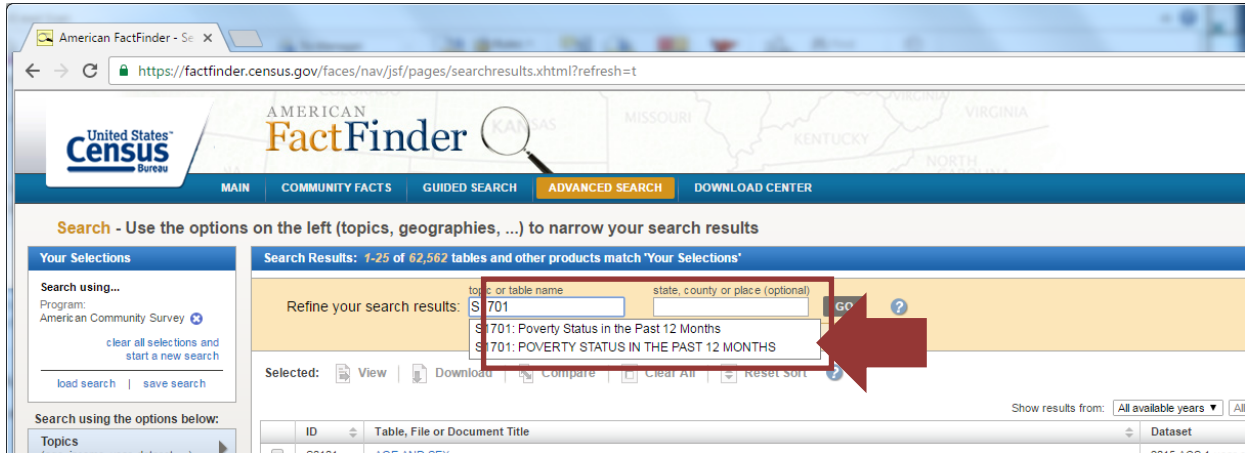
- To check the poverty rate of several addresses at the same time, after you have clicked on the first Census tract, type in the second street address and then click on Census tract again, and so on for additional street addresses before clicking on the Topics button on the left side of the page to get the poverty rates of all Census tracts selected.

Section 3: Using Census Data to Identify Contiguous High Poverty-Areas in Advance.

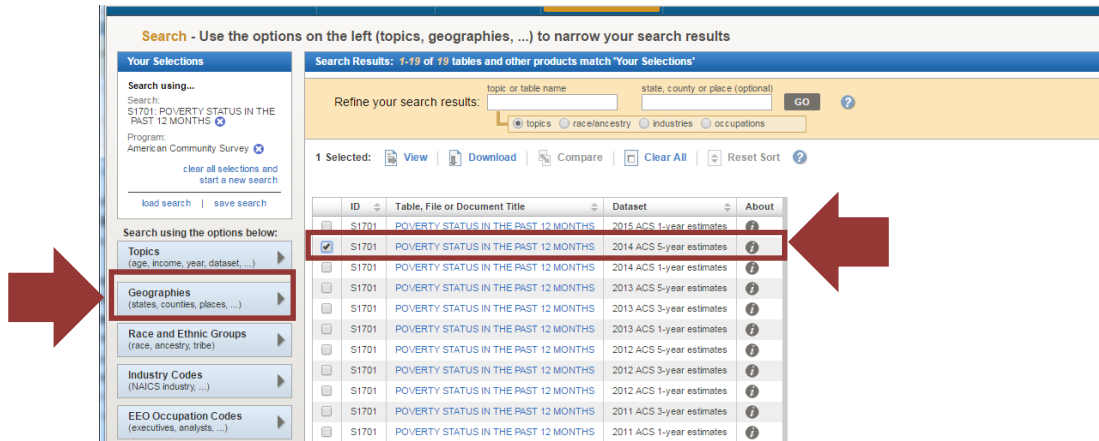
Cities can use Census data to map out in advance entire neighborhoods or large sections of their city that meet the 25 percent poverty rate threshold. In most cases cities will not need to map out every Census tract within their border as local areas are already familiar with where their high-poverty areas are located. Rural counties that do not meet the 25 percent poverty threshold can also map out Census tracts within the county that meet the threshold. Again, the directions below may seem complicated, but a city or county planning department, or a staff person at the workforce board could use these directions to map out high-poverty areas even for large cities with a few days of work. Also, the WIOA regulations specify that high-poverty designations need only to be done once every five years.

- Go to the American Fact Finder homepage at www.FactFinder.Census.Gov.
- Find the section header, "What We Provide" near the bottom left of the page and click on **American Community Survey Get Data**.

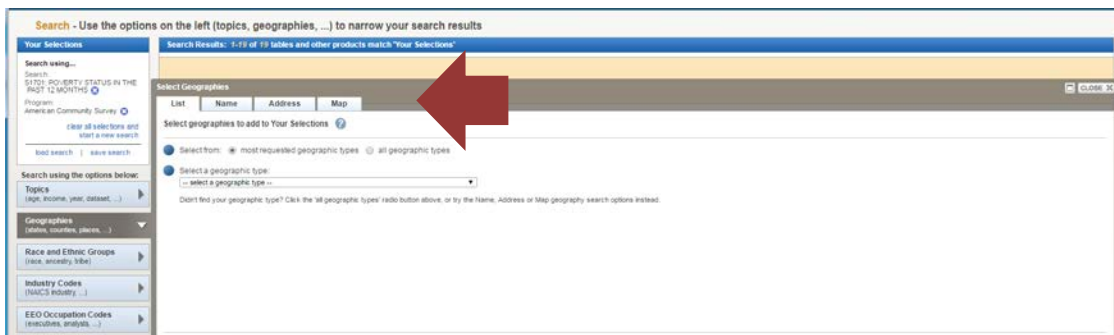
- A list of tables will come up. At the top of the list next to "Refine Your Search Results" type in **S1701**. Then click on "Go".



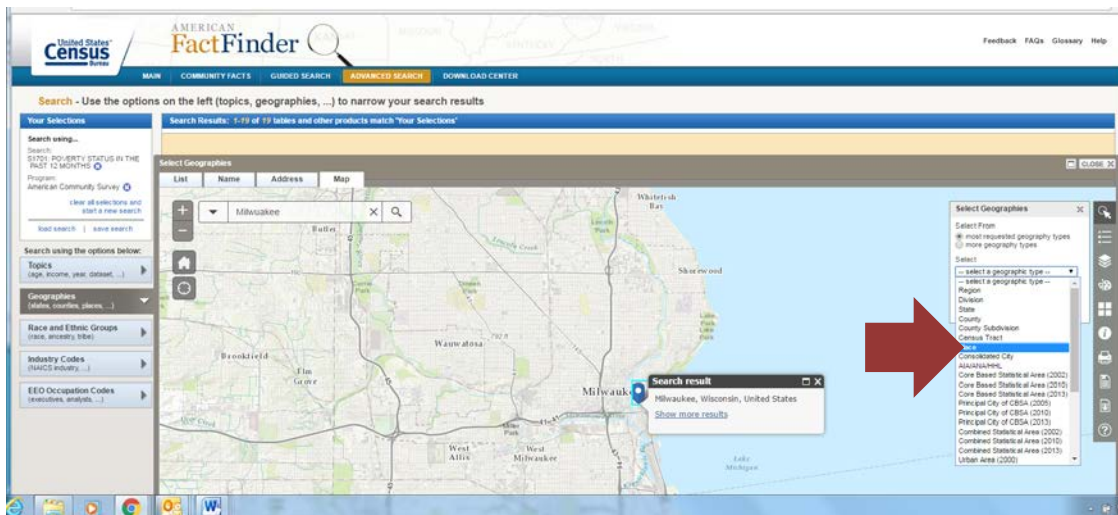
- A list of S1701 files will come up for different years. Check the box for **S1701 Poverty Status the Last 12 Months ACS 5-Year Data** for the latest year available. Be sure to check the box for 5-Year Data rather than 1-Year or 3-Year. It currently is 2015 5-Year Data.
- Next, on the left side of the page there are search options for Topics, Geographies, Race and Ethnic Groups, Industry Codes, and Occupation Codes. Click on **<Geographies>**.



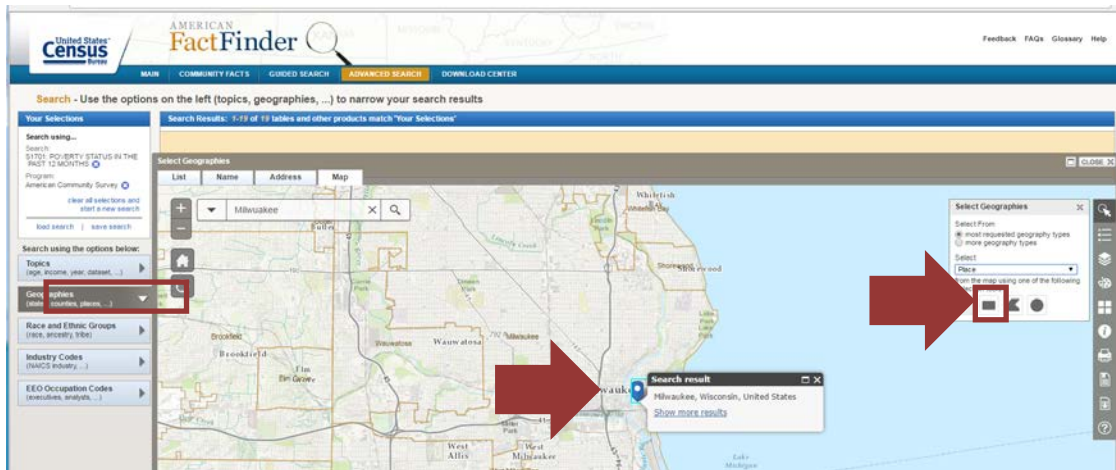
- The "Select Geographies" box will come up with four tabs: List, Name, Address, and Map. Double click on **<Map>**. A map of North America will come up.



7. In the upper left corner of the map is a text box with an arrow that says "Find address or place." Type in the name of your city, county or town and click <Go>.
8. A list appears with the city, county, or town you wanted included in the list as well as other places in other states with the same name. Click on your selected city, county, or town. A map that includes your city, county, or town will come up with a blue arrow with a white circle in it pointing to your city, county, or town.
9. Along the right side of the map is a series of icons. You will be using the first icon which looks like an arrow pointing to a circle and a third icon which resembles three layers of tiles. First, click on the first icon which looks like an arrow pointing to a circle, called <Select Geographies>. The **Select Geographies** Dialogue Box will come up. Click on the down arrow under "Select" to open the pull-down menu, then select the 7th option <Place> if you are mapping a city or town or the 4th option <County> if you are mapping the entire county.

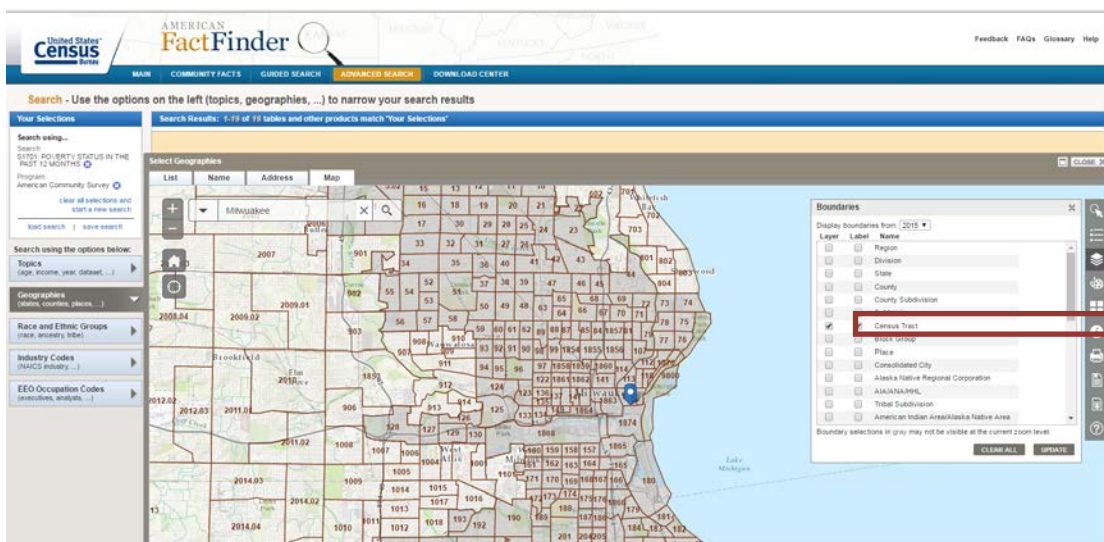


10. Next, click on the dot point which is the first of the four shape boxes under the pull-down menu. Your cursor now becomes a pointer.
11. Move your cursor over the map and click on the blue arrow with the white circle that indicates your city, county, or place. Your city, county, or town will now be highlighted in gray, and your city, county, or place will now appear under the dot point in the <Select Geographies> Dialogue Box.

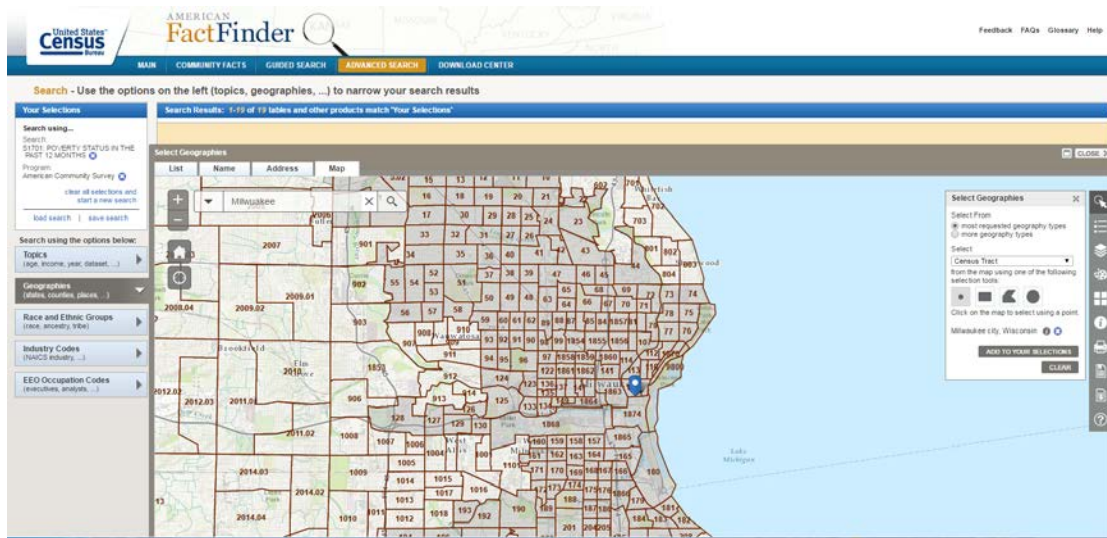


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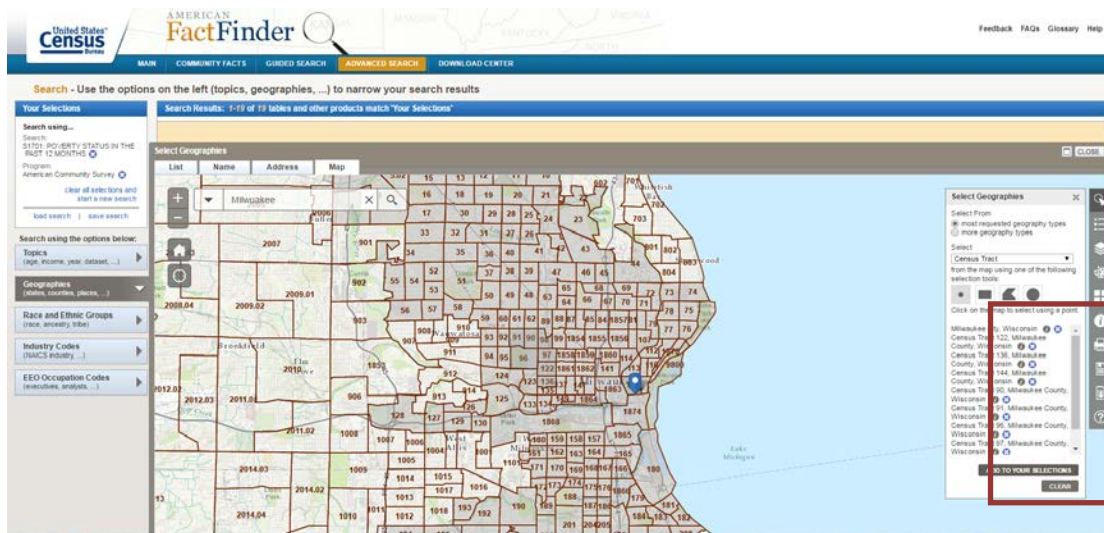
12. Next, to the right of the map click on the third icon which resembles three layers of tiles and is called <Boundaries>. A Dialogue Box will come up giving you several options. Click on both boxes for the 7th choice <Census Tracts>. Then be sure to click on <Update> at the bottom of the Dialogue Box.



13. After you click on <Update>, the map of your city, county, or town will now display Census Tracts. You may need to close the <Boundaries> box to see the entire map.
14. You will probably need to zoom in on the map by clicking on the “+” at the top left of the map to make the Census Tract numbers legible. To pan around the map, simply use the up and down and left and right directional keys on your keyboard.
15. Next, click on the first icon on the right, which looks like an arrow pointing to a circle, called <Select Geographies>. Click on the down arrow under “Select” to open the pull-down menu, then select the 6th option, <Census Tracts>.



16. Next, select the dot point which is the first of the four shape boxes under the pull-down menu, labeled **<select using a pointer>**. Your cursor now becomes a pointer.
17. Move your cursor over the map and single click on each desired Census Tract to be included in the set of contiguous Census Tracts. It is better to single click because if you double click you will also increase the zoom level of the map. Again, the Census Tracts that you select must be contiguous. At times you may need to zoom in further to see street boundaries. You need to keep the Select Geographies dialogue box open while you are using the cursor to add Census tracts.
18. The selected Census Tracts will appear a darker shade on the map and be listed within the **<Select Geographies>** Dialogue Box, under the four shape boxes. If the shading isn't dark enough for you to distinguish which Census Tracts you are selecting then zoom in a little further which will increase the contrast of the shading. To remove a Census Tract from the list, click on the blue **<X>** next to the Census Tract in the list.
19. When you are satisfied with your selections, click on **<Add to Your Selections>** underneath the Census Tract listings in the **<Select Geographies>** Dialogue Box. Your city will now appear a light shade of yellow on the map and the Census Tracts you selected will appear a darker shade of yellow on the map.



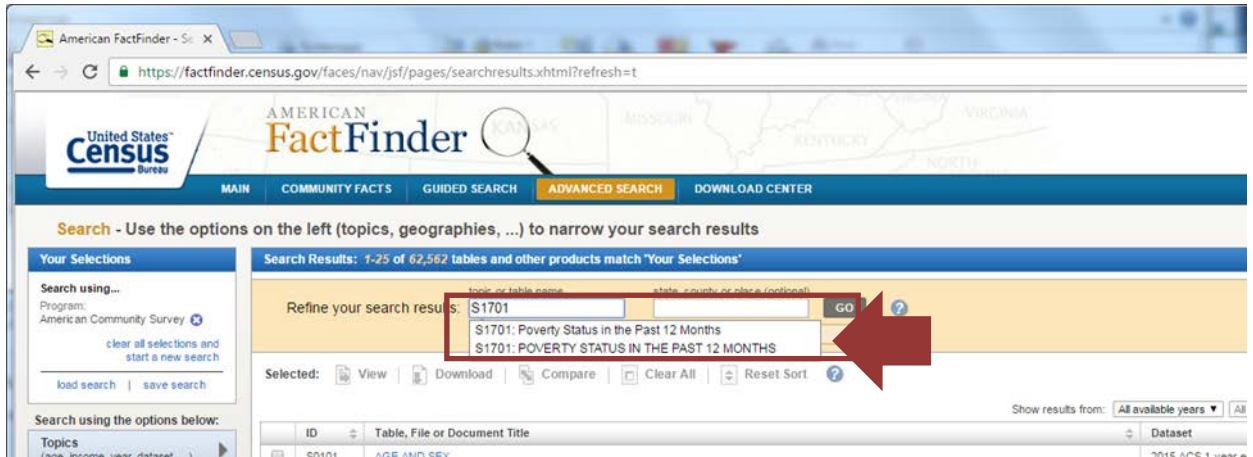
20. Next, click on **< Topics >** located to the left of the map. There will be a Dialogue Box pop up. Just click on the **<X>** to close the Dialogue Box. You may need to scroll up to close the Dialogue Box.
21. Then click on the title of the data file that you previously selected **S1701 Poverty Status in the Last 12 Months ACS 5-Year Estimates** for the latest year available. Again, be sure to use 5-Year data.
22. A table will display the poverty data for the Census Tracts that you selected. Use only the first row of data showing overall poverty numbers and poverty rate for each Census Tract. Use the directional arrows on the table to move from Census Tract to Census Tract.
23. If some Census tracts within the contiguous set of Census tracts that you identified have poverty rates of less than over 25 percent you can determine the poverty rate of the contiguous set by creating your own table with a column showing the total population of each census tract and a column showing the number in poverty in each Census tract. Add up each column and divide the total number in poverty in the contiguous Census Tracts by the total population of the contiguous Census Tracts to compute the poverty rate of the contiguous Census tracts. Note that you can have as many sets of contiguous Census tracts as there are that meet the 25 percent poverty threshold set in the WIOA regulations.
24. To save your work thus far, there is a line of Action options right above the Census table showing the poverty rates of the Census tracts you have identified. Click on **Bookmark/Save >** at the top of table. You will be given two choices—to either Create Bookmark or to Save Query. You can do either or both. Select **Save Query**. A prompt will appear asking whether you want to Open or Save the document. Don't click on the Save button, but rather the arrow next to the Save button, which will give you the option of either Save or Save As. Click on **Save As** and you will be given the chance to browse your computer's files to get to the file where you want to save your work just as you would if you were saving any other document. Then hit Save. You will be able to retrieve this query for later use. If this option is not available to you, you may bookmark the page using your browser by clicking on the star to the right of the URL address or

through saving it to your Favorites by clicking on the star in the upper right corner of your computer screen. Note that maps and some tables may not be bookmarkable because the table or map is too complex to fit into a URL.

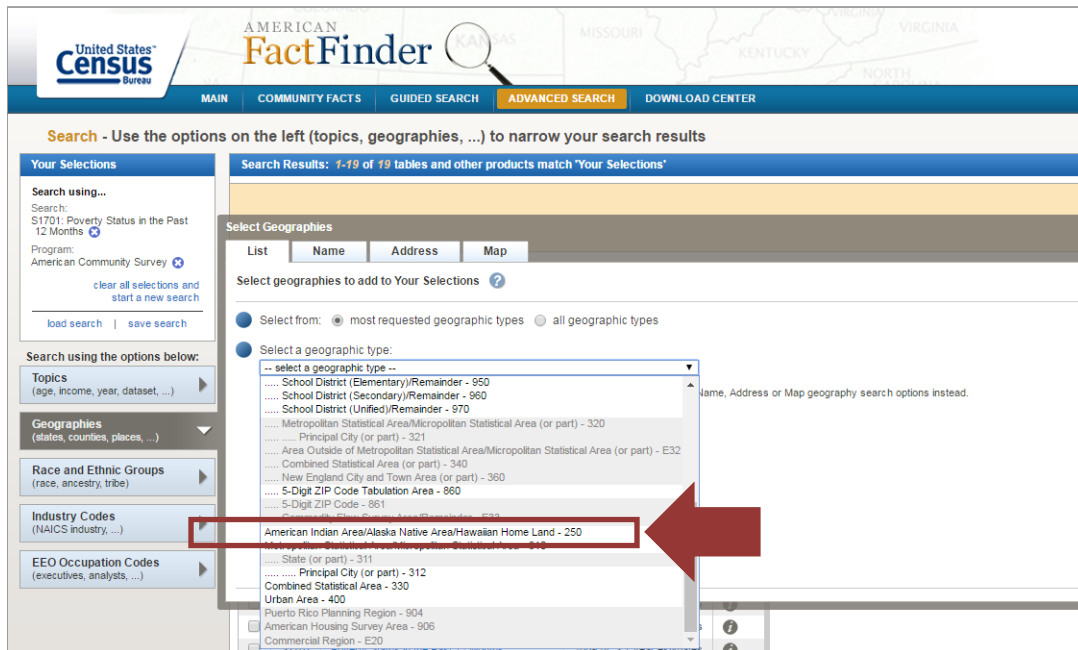
25. You can also print the table as a PDF document. This will allow you to use the zoom feature of the map to identify the streets that serve as the boundaries of the target area. In almost all cases streets forming the boundaries of census tracts will be shown if you zoom in close enough. In a few cases the map will not show the name of a particular street and you will have to use a street map or actually drive through the target area to identify the boundary street.
26. If you need to go back and add or delete Census Tracts, at the top of the page with your table, click on **Back to Advanced Search**. This will take you back to the page with the **Your Selections** box. Below the Your Selections box, click on **<Geographies>**. Then, at the top of the Geographies page, click on **<Maps>**. This will take you back to the map that you have been working on.
27. When you are back to the map that you have been working on, before you can add Census tracts you will need to (1) re-select Census Tracts under the third icon **<Boundaries>** to the left of the map and hit Update; (2) re-select Census Tract under the first icon **<Select Geographies>**, and (3) re-select the dot point. Then you can proceed to add Census Tracts by clicking on additional points on the map and clicking on **<Add to Your Selections>** underneath the Census Tract listings in the **<Select Geographies>** Dialogue Box. To delete a Census Tract simply click on the blue X next to the Census Tract in the **Your Selections** box.
28. To retrieve a Query after you have saved it go to American Fact Finder homepage at www.FactFinder.Census.Gov. Then in the bottom right hand corner of the American FactFinder home page, click on **<Load Query>**, and then click on the **Browse** prompt to find the work that you saved on your computer. Look for the file as you would look for any other document that you have saved. Click on the file when you find it and then click on OK when given the prompt.

Section 4: To determine the Poverty Rate of an Indian Reservation, Tribal Area, Native Alaskan Village, or Hawaiian Home Land.

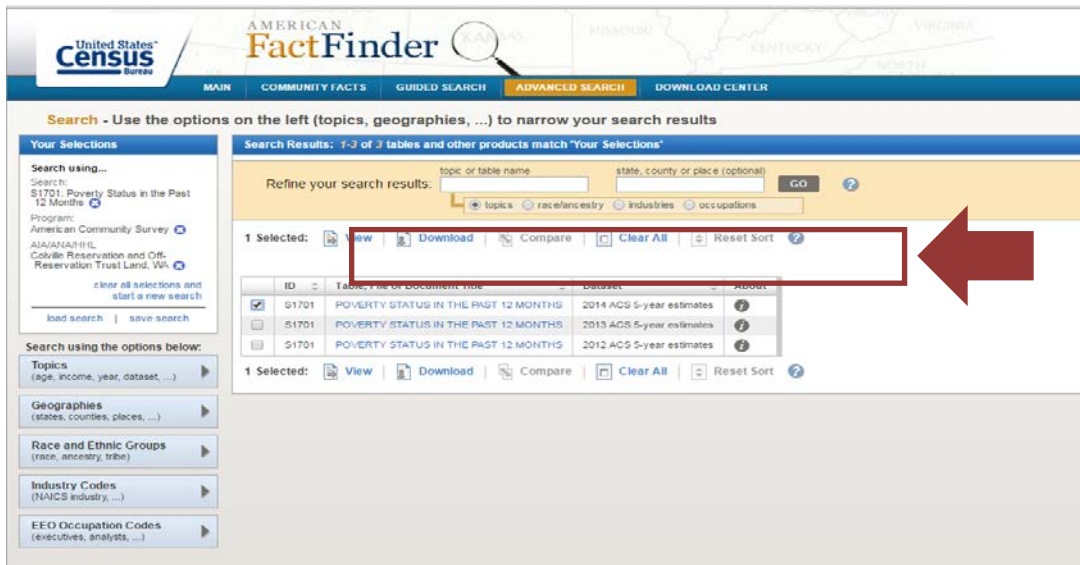
1. Go to the American Fact Finder homepage at www.FactFinder.Census.Gov
2. Near the bottom of the left column of American Fact Finder homepage find the section titled **"What We Provide"** and click on the first bullet American Community Survey **Get Data**.
3. On the American Community Survey page, under "Refine Your Search Results" type in **S1701**. Then click on "Go".



4. A list of S1701 files will come up for different years. Check the box for **S1701 Poverty Status the Last 12 Months ACS 5-Year Data** for the latest year available. Be sure to use the 5-Year data rather than the 1-Year or 3-Year data. It currently is 2015 5-Year Data.
5. On the left side of page click on **<Geographies>**. The "Select Geographies" box will come up with four tabs: List, Name, Address and Map. It should automatically open to the List tab, but if not click on <List>.
6. Select "Most recent Geographic Types", and in the dropdown menu scroll down and select **American Indian Area/Alaska Native Area/Hawaiian Home Land—250**.



7. The American Indian Area/Alaska Native Area/Hawaiian Home Land list first lists federally-recognized Indian reservations, trust lands, and Rancherias alphabetically; then lists joint use areas, then Hawaiian Home Lands; then Oklahoma Tribal Statistical Areas, then Native Alaskan areas; then state-designated reservations and tribal areas and Tribal-designated areas. Click on your reservation or native area and then click on **Add to Your Selections**.
8. Next, click on **< Topics >** located to the left of the map. There will be a Dialogue Box pop up. Just click on the **<X>** to close the Dialogue Box. You may need to scroll up to close the Dialogue Box.
9. Then click on the title of the data file that you previously selected **S1701 Poverty Status in the Last 12 Months ACS 5-Year Estimates** for the latest year available. Again, be sure to use 5-Year data.



10. A table will display the poverty data for the reservation or tribal area that you selected. The WIOA Regulations provide Indian and Native American grantees the option of using either the overall poverty rate of the area to be served or the poverty rate of Native Americans in the area to be served. The first row of data in the table shows the overall poverty rate for the reservation or tribal area. Scroll Down under Race and Ethnicity in the table to see the poverty rate of Native Americans or of Native Hawaiians in the area. For example, the Colville Reservation and Off-Reservation Trust Lands has an overall poverty rate of 32 percent and a poverty rate of Native Americans of 36.5 percent.

Table View

Actions: [Modify Table](#) | [Add/Remove Geographies](#) | [Bookmark/Save](#) | [Print](#) | [Download](#) | [Create a Map](#)

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates.

Versions of this table are available for the following years:
 2014 ▾
 2013
 2012

Subject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	7,620	+/-448	2,443	+/-291	32.1%	+/-4.1
Under 18 years	1,991	+/-245	799	+/-160	40.1%	+/-4.4
Related children under 18 years	1,973	+/-242	781	+/-158	39.6%	+/-4.5
18 to 64 years	4,446	+/-276	1,515	+/-181	34.1%	+/-3.8
65 years and over	1,183	+/-166	129	+/-52	10.9%	+/-4.4
SEX						
Male	3,859	+/-271	1,227	+/-171	31.8%	+/-4.1
Female	3,761	+/-263	1,216	+/-195	32.3%	+/-4.6
RACE AND HISPANIC OR LATINO ORIGIN						
One race	7,114	+/-448	2,261	+/-272	31.8%	+/-4.7
White	2,889	+/-360	732	+/-210	25.3%	+/-4.3
American Indian and Alaska Native	3,893	+/-321	1,421	+/-210	36.5%	+/-4.3
Asian	80	+/-67	0	+/-17	0.0%	+/-4.4
Native Hawaiian and Other Pacific Islander	78	+/-29	11	+/-13	14.1%	+/-4.4

11. If your Reservation is not listed in the American Community Survey dropdown list then use the instructions above for determining the poverty rate of a county or street address to see if the county or Census tract in which you are located has a poverty rate for Native Americans of over 25 percent.
12. Similarly, if your Oklahoma Tribal Statistical Area or Reservation does not meet the 25 percent poverty threshold then use the instructions above for determining the poverty rate of a county or street address to see if the county or Census tract in which you are located or if some counties or Census tracts that make up your tribal area have a poverty rate for Native Americans of over 25 percent. For example, the overall Choctaw Tribal Statistical Area does not meet the 25 percent poverty threshold, but Latimer, La Flore, McCurtain, Pittsburg, and Pushmatah Counties and Census tracts 7956, 7962, 7964, and 7965 within Bryan County do meet the 25 percent poverty threshold.
13. Indian and Native American grantees serving multiple Native Alaskan Villages, Hawaiian Villages, Reservations, or Rancherias will need to look at the poverty rate of each individual site. If the Village, Reservation, or Rancheria's poverty rate does not meet the 25 percent threshold or if data is not available in the American Community Survey for the area, grantees can also use the directions above to check whether the county or the Census tract in which the area is located meets the poverty threshold. Half of the counties in California have a poverty rate of Native Americans of over 25 percent, as do the counties of Bethel, Denali, Nome, Northwest Arctic, Valdez-Cordova, Wade Hampton, Wrangell, and Yukon-Koyukuk in Alaska; the counties of Clark, Douglass, Esmeralda, Eureka, Humboldt, Lincoln, Mineral, Pershing, and White Pine in Nevada; and the counties of Duchesne, Iron, Salt Lake, San Juan, San Pete, Sevier, Uintah, and Washington in Utah. Similarly, Hawaii County in Hawaii has a poverty rate for Native Hawaiians of over 25 percent.