

<b>WORKFORCE INVESTMENT BOARD OF TULARE COUNTY</b>  <b>WORKFORCE INNOVATION AND OPPORTUNITY ACT TITLE 1</b>	<b>DATE:</b> <b>February 14, 2023</b>
	<b>SUBJECT:</b> <b>Determination of Contiguous Census Tracts for WIOA Title I Youth High-Poverty Eligibility</b>

**WIB POLICY MEMORANDUM**

**TUL PM 23-01**

**TO:** WIB Youth Subrecipients  
WIB Staff

**SUBJECT:** Determination of Contiguous Census Tracts for WIOA Title I Youth High-Poverty Eligibility

**EXECUTIVE SUMMARY:**

This policy memo provides guidance and processes for determining an individual’s low-income eligibility for the WIOA Title I Youth Program using a set of pre-determined contiguous census tracts.

This policy memo contains no state-imposed requirements.

Effective immediately, all subrecipients must follow the steps outlined in this policy memo when determining Youth low-income eligibility based on high poverty.

**DURATION:**

This policy memo is in effect until January 31, 2028 or within forty-five days following the release of the 2026 American Community Survey (ACS) 5-year data.

The WIB will determine a set of contiguous census tracts for Tulare County with a poverty rate of at least 25 percent every five years, as set every five years using the ACS 5-year data and review the data annually.

**REFERENCES:**

- Workforce Innovation & Opportunity Act (WIOA) (Public Law 113-128) [Section 129\(a\)\(2\)](#)
- Title 20 Code of Federal Regulations (CFR) Section [681.200](#), Youth Activities under Title I of the Workforce Innovation and Opportunity Act
- Title 20 CFR [681.250](#), Youth Activities under Title I of WIOA
- Title 20 CFR [681.260](#), Youth Activities under Title I of WIOA
- U.S. Department of Labor Employment and Training Administration Guidance Letter, [TEGL 21-16](#), Third WIOA Title I Youth Formula Program Guidance
- U.S. Census Bureau. (2021). Poverty Status in the Past 12 Months (S1701), 2021: ACS 5-Year Estimates Subject Tables, Retrieved from [Census Bureau-Advance Search](#)

- Workforce Service Directive, [WSD 17-07](#), WIOA Youth Program Requirements
- WIB Directive, [TUL 20-03](#), WIOA Youth Program Requirements
- WIB Directive, [TUL 14-06](#), WIA Title I-B Eligibility TAG

## **BACKGROUND:**

WIOA Title I Youth Program Section 129(a)(2), Special Rule, includes a provision that allows in-school (ISY) and out-of-school youth (OSY) living in high-poverty areas to meet the low-income eligibility criterion automatically. Title 20 in the Code of Federal Regulations (CFR) 681.260 defines a high-poverty area as a census tract, a set of contiguous census tracts, an American Indian Reservation, or other tribal land as defined by the US Secretary of Labor in guidance, or a county that has a poverty rate of at least 25 percent, as set every five years using American Community Survey (ACS) five-year data.

## **POLICY AND PROCEDURES:**

Historically, the poverty rate in Tulare County was above 25 percent (high-poverty) until December 10, 2020, when the 2019 ACS 5-year Census data was released. Therefore, any Youth eligibility based on living in a high-poverty area before the release of the 2019 ACS 5-year Census data would have automatically met the low-income eligibility criterion.

The poverty rate fell below 25 percent with the release of the 2019 ACS 5-year Census data, released on December 10, 2020. As of that date, Youth applicants in Tulare County were no longer automatically qualify as low-income based on living in a high-poverty area unless their census tract had a poverty rate at or above 25 percent.

### Contiguous Census Tracts Determination

Following the release of the 2021 ACS 5-year Census data on December 8, 2022, the WIB has determined a set of contiguous census tracts in Tulare County totaling a poverty rate of 25 percent or above.

The set of contiguous census tracts determined by the WIB is a result of guidance provided by the U.S. Department of Labor's Employment and Training Administration, TEGL 21-16, and its corresponding attachments. Tulare County has 103 census tracts with a population of 464,801 and a poverty level of 19.76 percent. The contiguous tract data set, located in Attachment B, Table 1, has been identified to include 72 census tracts with an overall poverty level of 25.0 percent and a population of 310,750 throughout Tulare County. The 30 census tracts not included in the contiguous tract data set have a poverty rate of 8.78 percent and a population of 150,971 within Tulare County can be found in Attachment B, Table 2.

There is one stand-alone census tract number (20.08) not connected to the set of contiguous census tracts in Attachment B, Table 1. The census tract is above the 25 percent (high-poverty) threshold, automatically qualifying as low-income based on living in high poverty tract number, therefore included in this report. This census tract was not used to calculate the poverty rate of the WIB determined set of contiguous census tracts.

The poverty rate for the set of contiguous census tracts was calculated by adding the total population of each selected census tract for whom poverty status is determined, divided by the total population below the poverty level.

Tulare County		Total Population	Population Below Poverty Level	Total Percent of the Poverty Level
Total Number of Census Tracts	103	464,801	91,866	19.8%
Census Tracts in Contiguous Data	72	310,780	77,786	25.0%
Stand Alone Census Tract	1	3,050	823	27.0%
Census Tracts Excluded	30	150,971	13,257	8.8%

Census tracts listed in Attachment B, Table 1 have been determined by the WIB to be high-poverty areas based on contiguous census data. The contiguous census tracts found in Table 1 are to be used for an eligibility determination to verify if a youth is automatically considered to be a low-income individual living in a high-poverty area. If an individual is verified as automatically high poverty, the verification of tract number based on home address must be documented with a case note in the participant’s CalJOBS file.

Census tracts found in Attachment B, Table 2 are not within the contiguous census tracts identified by the WIB. Therefore these census tracts are not considered to be within a high-poverty area and other methods of eligibility to determine low-income should be conducted for individuals living in one of the census tracts in Table 2.

Instructions on how to find a census tract number based on an individual’s address can be found in Attachment A.

**ACTION:**

Please bring this policy memo to the attention of all WIB Subrecipients and WIB Staff.

**INQUIRIES:**

Please direct inquiries regarding this policy memo to the WIB at (559) 713-5200.

Adam Peck  
 Executive Director  
 AP:DM:AR:lc

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**Attachments:**

- Attachment A- How to Determine a Census Tract Number
- Attachment B- Contiguous and Non-Contiguous Census Tract Tables

## How to Determine a Census Tract Number

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

On July 30, 2021, the US Department of Labor's Employment and Training Administration issued Training and Employment Guidance Letter (TEGL) No. 21-16, Change 1, titled: *Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance*. As of November 30, 2021, directions for using American Community Survey data to determine high-poverty areas are as follows: (WIB address has been used as an example for steps 1-4)

1. Obtain individual's street address, and click on:

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

The following screen will appear.

Census Geocoder Find Locations Find Geographies Detailed Information and FAQs Contact Us

Find Address Geographies

House number & Street name:

City:

State:

ZIP Code:

Benchmark:  
Public\_AR\_Current

Vintage:  
Current\_Current

Get Results

2. Fill out the required information pertaining to the participant's address and select get results. For the following sections, do not change the setting in: Benchmark and Vintage.

Census Geocoder Find Locations Find Geographies Detailed Information and FAQs Contact Us

Find Address Geographies

House number & Street name:  
309 W Main

City:  
visalia

State:  
ca

ZIP Code:  
93291

Benchmark:  
Public\_AR\_Current

Vintage:  
Current\_Current

Get Results

3. The result will list the geographic coordinates and then state, county, and other geographic identifiers.
  - Scroll down to **Census Tract**. At the end of the information for census tracts there will be listed **Name**. This will give you the Census Tract number of the street address that was inputted above. The name of the Census Tract is its **number**.

**Census Tracts:** ←  
STATE CODE: 06  
CENTLON: -119.2999850  
GEOID: 06107001200  
CENTLAT: +36.3302301  
COUNTY CODE: 107  
TRACT CODE: 001200  
AREAWATER: 0  
AREALAND: 1654396  
**NAME:** Census Tract 12 ←

4. Use the census tract number retrieved in step 3 and verify that the tract number is located in Attachment B, Table 1. If the tract number is found listed in Table 1, the individual's address has been determined by the WIB to be a part of the approved contiguous tract and is therefore found as a high-poverty tract. No further steps are required. Subrecipients will enter a case note in the participant's file and include the census tract number, and the individual's tract number

If this tract number is **not** found in Attachment B, Table 1 but is listed in Attachment B, **Table 2** refer to step 5.

5. If steps 1-5 are completed and the Census tract number indicates a poverty rate below 25 percent, **low-income must be determined by other methods of eligibility as determined under WIOA regulations.**

Table 1. Contiguous Census Tracts: Eligible as High-Poverty*			
Census Tract Number	Percent Below Poverty Level	Census Tract Number	Percent Below Poverty Level
1.02	17.1%	23.04	17.1%
2.02	46.3%	25	15.5%
2.03	26.2%	26.01	23.7%
2.04	26.9%	26.02	29.8%
3.02	34.8%	27.01	23.7%
3.03	15.3%	27.02	20.5%
3.04	43.2%	28	45.3%
4.01	21.9%	29.01	25.6%
4.02	26.6%	30.01	22.5%
5.01	46.5%	30.02	20.2%
5.02	29.1%	31	12.5%
6	20.7%	32.01	25.5%
7.01	43.8%	32.02	32.6%
7.02	28.0%	33.01	18.8%
8.01	13.2%	33.02	19.8%
8.02	13.4%	34.01	24.5%
9.01	20.5%	34.02	23.8%
9.02	29.8%	35.04	18.8%
10.09	17.1%	36.01	16.8%
10.1	22.5%	36.02	20.2%
11.01	49.0%	37	22.0%
11.02	43.4%	38.01	28.3%
12	32.9%	38.02	34.8%
13.05	22.3%	39.02	26.9%
13.06	18.9%	39.03	24.6%
14	16.3%	39.04	42.2%
15.01	16.4%	40	62.7%
15.02	25.1%	41.02	21.6%
16.01	27.1%	41.03	23.9%
16.02	27.2%	41.04	18.4%
17.01	19.9%	42	23.8%
17.06	27.4%	43.01	41.7%
20.08*	27.0%	43.02	27.0%
20.11	21.2%	44.01	12.6%
22.02	36.2%	44.02	22.9%
22.03	15.2%	45	30.5%
22.04	19.6%		

\*A detailed map of the WIB determined eligible contiguous census tracts can be found on the [Census Website](#). Areas found in green are a part of the WIB determined contiguous census tracts for Tulare County.

•This tract number is a stand-alone census tract not connected to the set of contiguous census tracts. The census tract is above the 25 percent high-poverty threshold, automatically qualifying as low-incomebased on living in high poverty tract.

**Table 2. Non-Contiguous Tract Numbers: Not Eligible as High-Poverty**

<b>Census Tract Number</b>	<b>Percent Below Poverty Level</b>
1.01	3.5%
10.05	8.3%
10.06	4.5%
10.07	0.0%
10.08	0.4%
10.11	0.5%
10.12	9.6%
13.03	16.1%
13.04	0.3%
17.03	7.7%
17.05	3.7%
18	13.5%
19.01	7.9%
19.02	12.8%
20.02	13.8%
20.03	10.5%
20.04	15.7%
20.06	6.0%
20.09	8.6%
20.10	9.0%
21	14.1%
23.02	15.3%
23.03	9.9%
24.01	6.7%
24.02	11.7%
24.03	6.9%
29.03	5.7%
31	12.5%
35.01	12.9%
35.03	13.4%