

WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE 1
WIOA – 1
ELIGIBILITY AND VERIFICATION FOR INDIVIDUAL CAREER SERVICES AND TRAINING SERVICES
(See Reference Guide)

IDENTIFYING INFORMATION – Customer must be registered in Focus/EKOS

Name: _____ EKOS KY ID #: _____

Address: _____

GENERAL ELIGIBILITY ITEMS

ACCEPTABLE VERIFICATION SOURCES

1	<p>Social Security Number</p> <p>_____</p> <p><input type="checkbox"/> NA</p>	<p>Document MUST show Social Security Number</p> <p><input type="checkbox"/> Social Security card/benefits letter (except stamped "not valid for employment")</p> <p><input type="checkbox"/> Public Assistance/Social Services records</p> <p><input type="checkbox"/> Employer Records</p> <p><input type="checkbox"/> Current Federal/State/Local government ID card</p> <p><input type="checkbox"/> DD-214</p> <p><input type="checkbox"/> Pay Stub</p> <p><input type="checkbox"/> W-2</p> <p><input type="checkbox"/> WIOA-2 – Part B</p>														
2	<p>Birthdate:</p> <p>___/___/____</p> <p align="center">MM DD YYYY</p> <p>Age: _____</p>	<p>Document MUST show date of birth</p> <p><input type="checkbox"/> U.S. Birth Certificate</p> <p><input type="checkbox"/> Valid driver's license/permit/state ID card</p> <p><input type="checkbox"/> Federal/State/Local Gov't ID card</p> <p><input type="checkbox"/> Passport/Passport Card</p> <p><input type="checkbox"/> Public Assistance/Social Services records</p> <p><input type="checkbox"/> DD-214</p> <p><input type="checkbox"/> Hospital record of birth</p> <p><input type="checkbox"/> School records/ID</p> <p><input type="checkbox"/> EKOS (verified)</p>														
3	<p>U.S. Citizen/National/ lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States</p> <p><input type="checkbox"/> Citizen/National</p> <p><input type="checkbox"/> Other – lawfully admitted; authorized to work</p>	<p><input type="checkbox"/> U.S. Passport or U.S. Passport Card</p> <p><input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p> <p><input type="checkbox"/> Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa</p> <p><input type="checkbox"/> Employment Authorization Document that contains a photograph (Form I-766)</p> <p><input type="checkbox"/> For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <p style="margin-left: 20px;">a. Foreign passport; and</p> <p style="margin-left: 20px;">b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p> <p><input type="checkbox"/> Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI</p> <p align="center">OR</p> <p align="center">An item from Column A and from Column B must be used in this section</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Column A</th> <th style="width: 50%;">Column B</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td> <td rowspan="10" style="text-align: center; vertical-align: middle;">AND</td> </tr> <tr> <td><input type="checkbox"/> ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td> </tr> <tr> <td><input type="checkbox"/> School ID card with a photograph</td> </tr> <tr> <td><input type="checkbox"/> Voter's registration card</td> </tr> <tr> <td><input type="checkbox"/> U.S. Military card or draft record</td> </tr> <tr> <td><input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card</td> </tr> <tr> <td><input type="checkbox"/> Native American tribal document</td> </tr> <tr> <td><input type="checkbox"/> Driver's license issued by a Canadian government authority</td> </tr> <tr> <td align="center" colspan="2">If under the age of 18,</td> </tr> <tr> <td><input type="checkbox"/> School Record/Report Card <input type="checkbox"/> Clinic/Doctor/Hospital Record <input type="checkbox"/> Day Care/Nursery School Record</td> </tr> </tbody> </table> <p><input type="checkbox"/> A Social Security Account Number card, unless the card includes one of the following restrictions: 1. NOT VALID FOR EMPLOYMENT 2. VALID FOR WORK ONLY WITH INS AUTHORIZATION 3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <p><input type="checkbox"/> Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</p> <p><input type="checkbox"/> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p> <p><input type="checkbox"/> Native American tribal document</p> <p><input type="checkbox"/> U.S. Citizen ID Card (Form I-197)</p> <p><input type="checkbox"/> Identification Card for Use of Resident Citizen in the United States (Form I-179)</p> <p><input type="checkbox"/> Employment authorization document issued by the Department of Homeland Security</p>	Column A	Column B	<input type="checkbox"/> Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	AND	<input type="checkbox"/> ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	<input type="checkbox"/> School ID card with a photograph	<input type="checkbox"/> Voter's registration card	<input type="checkbox"/> U.S. Military card or draft record	<input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card	<input type="checkbox"/> Native American tribal document	<input type="checkbox"/> Driver's license issued by a Canadian government authority	If under the age of 18,		<input type="checkbox"/> School Record/Report Card <input type="checkbox"/> Clinic/Doctor/Hospital Record <input type="checkbox"/> Day Care/Nursery School Record
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<input type="checkbox"/> School Record/Report Card <input type="checkbox"/> Clinic/Doctor/Hospital Record <input type="checkbox"/> Day Care/Nursery School Record																
4	<p>Selective Service Status</p> <p>This section is not a requirement for males born on or before 12/31/59 or for females</p> <p>Record Selective Service Reg. # _____</p>	<p><input type="checkbox"/> Selective Service Acknowledgement letter</p> <p><input type="checkbox"/> Screen printout of the Selective Service Verification site: www.sss.gov/ReqVer/wfVerification.aspx</p> <p><input type="checkbox"/> Selective Service Verification Form (Form 3A); and/or Stamped Post Office Receipt of Registration;</p> <p><input type="checkbox"/> Determination related to failure to register-see Selective Service Instructions-must be thoroughly recorded on WIOA-2, Part B and include documentation: copy of Status Information Letter or local policy on determining knowing and willful failure to register, with support for determination</p> <p><input type="checkbox"/> Not required to register</p> <p>If "Not required to register" is marked, state reason (age/female)</p> <p><input type="checkbox"/> Form DD-214 "Report of Separation";</p> <p><input type="checkbox"/> Selective Service Registration card;</p>														

PART A

Office of Employment and Training 10/2009/1/11
DISLOCATED WORKER -- CATEGORIES OF ELIGIBILITY

PART B

1 **Category 1 - Has been terminated, laid off or has received a notice of termination or layoff from employment;**
 UI Agency verification (See definitions for claimant status) WIOA-2, Part B Written notice of termination
 Verbal employer verification identifying affected worker (using WIOA 2- Part B) Certificate of expected separation
 DD-214, DD-215- *Military service members; non-retirees*; (See Serving Military Service Members and Spouses-Instructions) UI Agency verification

AND **Is eligible for or has exhausted entitlement to unemployment compensation** UI Agency verification

OR **Has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121 (e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law;**
Check block to show verification of **attachment to workforce**: Employer statement Pay stub
Check block to verify **NOT eligible** for unemployment compensation: UI Agency verification Employer statement
Comments: _____

AND **is unlikely to return to a previous industry or occupation per**
 Current OET-LMI published outlook/information for this individual's industry/occupation Separating military
 Other - Explain: _____

2 **Category 2 - Has been terminated or laid off or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise.**
(check one): Permanent Closure Substantial Layoff
(check one): WARN with list of names Certificate of expected separation U.I. Agency verification TAA/TRA-855A
 Written employer statement identifying affected worker
 AS A LAST RESORT, verbal employer statement using WIOA-2, Part B

OR **Is employed at a facility where the employer has made a general announcement that such facility will close within 180 days;**

OR **For purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close:**
Date: ____/____/____ Employer attachment: Employment record UI Agency record Pay stub
Type of announcement (check one): Newspaper Television Radio
Number of days before closure: 180 days or less More than 180 days
Comments: _____

3 **Category 3 - Was self-employed (includes farmers, ranchers, or fishermen), but is now unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.**
 Business license/permit IRS documentation WIOA-2, Part B (Verification from official source)
 Foreclosure or bankruptcy or business asset liquidation documentation

Explain how individual's unemployment relates to the economic conditions or natural disaster: (E.g. - newspaper designating FEMA counties, etc.):

4 **Category 4 - Displaced Homemaker is an individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income:**
 Court records or divorce papers Spouse's layoff notice/disability check/death notice Bank records
 IRS records WIOA-2, Part A (self-attestation)

OR **Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member**

AND **Is unemployed or underemployed and experiencing difficulty obtaining or upgrading employment:**
 Underemployed, current /ONET code _____ and explain why they are experiencing difficulty upgrading employment.
 Unemployed, explain why they are experiencing difficulty obtaining employment.
Comments/explanation: _____

6 **Category 6 - Armed Forces Military Spouse - Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member;**

OR **Is the spouse of a member of the Armed Forces on active duty**

AND **Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.**
 DD-214 DD215 Veteran letter WIOA-2, Part A or B - (details) Spouse card (current) Military orders
 Underemployed, current /ONET code _____ and explain why they are experiencing difficulty upgrading employment.
 Unemployed, explain why they are experiencing difficulty obtaining employment.
Comments/explanation: _____

Name: _____

Office of Employment and Training
YOUTH and/or ADULT ELIGIBILITY AND ECONOMIC ELIGIBILITY

rev.08/01/17

YOUTH
 ADULT

PART C

1a Receives or is eligible to receive free or reduced price lunch (in-school youth only): Verification from school N/A-OSY

Youth lives in a high poverty area: WIOA 2, Part B (See Attachment A and record data from Census Tract or County information from American Community Survey)

Public Assistance (cash) income support-payments-based on income (e.g. -TANF/KTAP; SSI;
NOTE: Listed documents acceptable for any individual who is a family member):

- Public Assistance check/document/records/direct deposit /benefit letter/bank statement
- Copy of an individual's SSI check/document/record/benefit letter/direct deposit/bank statement
- Written statement or telephone verification from Social Services agency
- WIOA-2, Part B

Food Stamps (SNAP): Public Assistance check/document/records/direct deposit /benefit letter/bank statement

- Copy of an individual's SSI check/document/record/benefit letter/direct deposit/bank statement
- Written statement or telephone verification from Social Services agency
- WIOA-2, Part B

Homeless/Runaway: Written statement from individual providing temporary residence

- Written statement verification from shelter
- WIOA-2, Part A or B

Foster Child: Written statement from Social Services agency

- Confirmation or phone verification recorded on WIOA-2, Part B
- AS A LAST RESORT**, applicant statement using WIOA-2, Part A

OR

1b **Family Size** # in Family _____ N/A-OSY

- Decree of court Public Housing Authority, if a resident or on a waiting list
- Birth Certificate (proves relationship) Written statement from a publicly supported 24-hour care facility/institution (e.g., mental health, prison)
- Marriage certificate **AS A LAST RESORT**, applicant statement using WIOA-2, Part A
- Public Assistance/Social Service agency record

AND

Individual/Family Income Total \$ _____ (compare 12 months of income to Low-Income Criteria Chart (LICC))

- Award letter form VA Pay stubs Alimony/child support documentation
- Compensation Award letter Farm/business financial records Court Documentation
- UI documents and/or printout Housing Authority verification Pension statement
- Quarterly Estimated Tax Employer statement/contact Bank statement for direct deposit
- AS A LAST RESORT**, applicant statement using WIOA-2, Part A Social Security Benefits

1c **Individual with a disability** N/A-OSY

Disability verified by:

- Medical facility Psychiatrist's diagnosis Drug or Alcohol Rehabilitation Agency
- Medical card documentation Physician's statement Psychologist's diagnosis Veterans Administration letter/records
- Rehabilitation Evaluation School records Workers Compensation Record Social Services records/referrals
- Social Security Administration Disability records Vocational Rehabilitation Letter
- Observable condition (applicant statement needed) **AS A LAST RESORT**, applicant statement using WIOA-2, Part A

AND

Family size is ONE for comparing to LICC if family income exceeds criteria: Individual's income is \$ _____

Income verified by:

- Pension statement Employer statement/contact Refugee Assistance records
- Alimony Compensation Award letter Farm/business financial records UI documents and/or printout
- Pay stubs Quarterly Estimated Tax Copy of an individual's SSDI (Supplemental Security Disability Income) check
- WIOA-2, Part B (as allowed by page 1 of instructions) **AS A LAST RESORT**, applicant statement using WIOA-2, Part A

1d **LOW-INCOME/ECONOMIC ELIGIBILITY CRITERIA MET?** YES NO N/A-OSY

1e **OUT-OF-SCHOOL YOUTH - Age 16-24, Not attending school (See WIOA-1 Instructions, Part C)**

- WIOA-2, Part A or B School Records

IN-SCHOOL YOUTH - Age 14-21 and attending school (Must be low-income)

- WIOA-2, Part A or B School Records

2 **YOUTH BARRIER (Barriers listed in Instructions)**

Specify barrier and attach documentation: _____

3 **YOUTH 5% SPECIAL RULE** (If "no" is marked in Item 1d, and the LWDB is allowing the use of the 5% window, enter the appropriate 5% barrier as a "covered individual" (Defined as an in-school youth or an out of school youth who is either: a) a recipient of a secondary school diploma or its recognized equivalent who is i) basic skills deficient or ii) an English language learner or b) An individual who requires additional assistance to enter or complete an education program or to secure or hold employment.)

Specify In-School or Out-of-School, state barrier and attach documentation: _____

PART D

I attest that the information provided is true to the best of my knowledge. I am aware that I am subject to immediate termination if I am found to be ineligible after enrollment, and that I will be held financially liable for any WIOA Title I funds expended on my due to false or misleading information which I provided. "It shall be unlawful for any Federal, state or local government agency to deny to any individual any right, benefit, or privilege by law because of such individual's refusal to disclose his social security number."(Section 7 of the Privacy Act (5 U.S.C. Section 552a Note (Disclosure of Social Security Number)). Staff shall ensure that social security numbers are maintained in a secure and confidential manner. For purposes of compliance with ETA training programs, staff may use social security numbers only for the calculation of program performance measure outcomes.

Applicant Signature

Date

Parent/Guardian Signature

Date

AGENCY STAFF USE ONLY

WIOA Title I Program(s) Eligible For:

- Dislocated Worker** **Adult** **Out-Of-School Youth** **In-School Youth** **NDWG**
- (Age 18 and older) (Age 16-24) (Age 14-21)

I attest that the verification process has been completed in accordance with WIOA Title I and the individual is eligible.

- Need for WIOA services has been verified and documented in EKOS and/or participant case file.

Authorized Staff Signature

Date Eligibility Determined

UPDATE OF WIOA Title I Program(s) Eligible For:

- Dislocated Worker** **Adult** **Out-Of-School Youth** **In-School Youth** **NDWG**
- (Age 18 and older) (Age 16-24) (Age 14-21)

I attest that the update process has been completed in accordance with WIOA Title I and that the individual is eligible for the category specified in this section.

Items updated: _____

Authorized Staff Signature

Date of Update

Name _____

PART E

PART F

WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE 1 (WIOA)

WIOA-1 & WIOA-2

REFERENCE GUIDE

Section 1: WIOA-1 General Instructions

Purpose of Form

The WIOA-1 is used to record specific verification items documenting **eligibility for individualized career services and training services** for dislocated workers, adults and youth. References are from the Act, 20 CFR, and Federal and/or State guidelines.

Career Services:

- Career services, as identified in sec. 134 (c) 2) of WIOA and § 678.430, consist of three types: (a) Basic career services, (b) **Individualized career services** and (c) Follow-up services.
- An individual must be 18 years of age or older to receive career services in the adult program.
- Dislocated workers must meet the definition of "dislocated worker" at WIOA sec 3 (15) to be eligible to receive career services as a dislocated worker in the adult and dislocated worker programs.

Individualized career services described in WIOA sec 134(c)(2)(A)(xii) and § 678.430(b) must be made available, if determined appropriate in **order for an individual to obtain or retain employment**. These services include the following, as consistent with program requirements and Federal cost principles:

- (1) Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
- (2) Development of an individual employment plan;
- (3) Group counseling;
- (4) Individual counseling;
- (5) Career planning;
- (6) Short-term pre-vocational services;
- (7) Internships and work experiences that are linked to careers (as described in §680.180;
- (8) Workforce preparation activities;
- (9) Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and §681.500;
- (10) Out-of-area job search assistance and relocation assistance; and
- (11) English language acquisition and integrated education and training programs.

Training Services

Training services (under WIOA sec. 134(c)(3)(A) and §680.210), may be made available to employed and unemployed adults and dislocated workers who:

- 1) A one-stop center or one-stop partner determines, **after an interview, evaluation, or assessment, and career planning, are:**
 - a) Unlikely to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services;
 - b) In need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment; and
 - c) Have the skills and qualifications to participate successfully in training services.
- 2) Select a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate;
- 3) Are unable to obtain grant assistance from other sources to pay the costs of such training, including such as sources State-funded training funds, Trade Adjustment Assistance (TAA), and Federal Pell Grants established under title IV of the Higher Education Act of 1965, or require WIOA assistance in addition to other sources of grant assistance, including Federal Pell Grants (provisions relating to fund coordination are found at 680.230 and WIOA sec. 134(c)(3)(B)); and,
- 4) If training services are provided through the adult funding stream, are determined eligible in accordance with the State and local priority system, if any, in effect for adults under WIOA sec. 134(c)(3)(E).

Training Services are listed in WIOA sec. 134(c)(3)(D). This list is not all-inclusive and additional training services may be provided (§ 680.200). The list includes:

- (i) Occupational skills training, including training for nontraditional employment;
- (ii) On-the-job training (OJT) (see §§ 680.700, 680.710, 680.720, and 680.730);
- (iii) Incumbent worker training in accordance with; WIOA sec. 134(d)(4) and §§ 680.780, 680.790, 680.800, 680.810, and 680.820;
- (iv) Programs that combine workplace training with related instruction, which may include cooperative education programs;
- (v) Training programs operated by the private sector;
- (vi) Skill upgrading and retraining;
- (vii) Entrepreneurial training;
- (viii) Transitional jobs in accordance with WIOA sec 134(d)(5) and §§ 680.190 and 680.195;
- (ix) Job readiness training provided in combination with services described in any of clauses (i) through (viii);
- (x) Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in any of clauses (i) through (vii); and
- (xi) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (see §§ 680.760 and 680.770).

GENERAL DIRECTIONS

- Participants must be registered in Focus and/or EKOS
- The WIOA-1 should never be completed by the applicant or backdated
- Complete the form in ink with corrections crossed out and initialed, and dated or complete electronically if/as available
- All information must be legible
- The WIOA-1 is complete when signed by the authorized staff and the applicant, which should be signed at the same time, representing the start of individualized career service and/or training services. Note to Career Planner: Complete WIOA-2 on behalf of applicant if applicant and/or parent are unable to provide a signature (unable to write cursive or other limiting factors) with a full explanation. Career planner must also complete Part C.
- Initial customer enrollment information must be entered into EKOS no later than ten (10) business days following the signatory date.
- The four (4) pages that comprise the WIOA-1 should be retained as one document, even if one of the pages is not used for the individual. The individual's name should be recorded at the bottom on pages 2-4.

IDENTIFYING INFORMATION

Enter individual's full name, address and KY number. Review and confirm with participant that the information in Focus/EKOS is correct (home address, phone numbers, email address etc.), and update as needed.

ACCEPTABLE VERIFICATION OR DOCUMENTATION SOURCES

At the time of eligibility determination, 100 percent up-front verification is required. All documents must be unexpired. This policy requires that all backup documentation (photocopy acceptable) for the social security number, birthdate, citizenship/alien status, selective service status, and eligibility category provided by the individual be verified by one of the following methods and in the following order of priority:

- Clear copy of source document (includes computer data screen) and placed in the CRU unless document cannot legally be copied or copy machine is not available.
- Source document or computer data screen viewed with pertinent information recorded on the WIOA-2, Part B, Title I Eligibility Documentation, (such as document used, date viewed, statements of fact, etc.) used to lend credibility to the verification process.
- Telephone verification from governmental and employer source with name of individual contacted, his/her telephone number and position as well as statements of fact relating to data verified to lend credibility to the verification process, recorded on the WIOA-2, Part B.

- **AS A LAST RESORT**, for adults and youth, form WIOA-2, Part A or B may be used if so indicated in the documentation sources section of the WIOA-1 form.

Note: In cases where the provided form space is limited (E.g.: "Explain", "Comments") and additional details need to be provided, please include in case notes. (Responses provided on the form should be succinct and overarching.)

PART A

GENERAL ELIGIBILITY ITEMS AND ACCEPTABLE VERIFICATION SOURCES

COMPLETE GENERAL ELIGIBILITY INFORMATION (Items 1, 2, 3, and 4) for all individuals regardless of eligibility group (Dislocated Worker, Youth 14-24, and Adult).

Item 1 SOCIAL SECURITY NUMBER

Consistent with TEGL 5-08 (November 13, 2008) a participant is not required to provide a social security number to access Workforce Investment Act (WIA) services, or other workforce program services, with the exception of a participant filing a claim for unemployment insurance. (If and until further notice, this guidance will apply to WIOA as well.)

However, the Social Security Number is an important data element because it is needed to determine employment related outcomes using administrative wage record data. Therefore, staff must seek to obtain an individual's Social Security Number, and in doing so should communicate the following to the customer:

- You are not required to provide us with your Social Security Number.
- Your receipt of services will not be affected by disclosure or non-disclosure of your Social Security Number or any other information that is voluntarily requested.
- Social Security Numbers are used to facilitate efficient record keeping and integrated service delivery and for performance measurement, research, planning and program evaluation.
- Your Social Security Number will be kept confidential and is intended for use only by the program administrator and the USDOL/ETA for federal reporting and evaluation.

If the individual still declines to provide the Social Security Number, staff should proceed with the registration, check the NA box, leave the spaces for Social Security number blank, and serve these customers; complete EKOS entry as instructed.

Item 2 AGE/BIRTH DATE

Enter individual's birth date and age. Mark documentation used for verification.

To be eligible to receive career services as an adult in the adult and dislocated worker programs, an individual must be 18 years of age or older. To be eligible to receive career services as a dislocated worker in the adult and dislocated worker programs, an individual must meet the definition of "dislocated worker" at WIOA sec. 3(15). Training services may be made available to employed and unemployed adults and dislocated workers who meet the criteria described in the Purpose of Form in these instructions, per WIOA sec. 134(c)(3)(A) and § 680.210.

Out-Of-School Youth must be age 16-24 to be eligible for WIOA services as defined in WIOA, Section 129 (a)(B); In-School-Youth must be age 14-21 to be eligible for WIOA services as defined in WIOA, Section 129(a) (C).

Individuals age 18-24 may receive services as a youth and adult concurrently.

Item 3 CITIZENSHIP/ALIEN STATUS

Check whether the individual is a citizen or legal alien. Mark documentation used for verification. Per WIOA, Section 188(a)(5), funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, parolees, and other immigrants authorized by the Attorney General to work in the United States.

Item 4 **SELECTIVE SERVICE STATUS**

Determine whether the individual has complied with the Selective Service requirements for eligibility for WIOA benefits. In order to participate in a program established by or receiving assistance under Title I of WIOA, all males born on or after January 1, 1960 must present documentation showing compliance with the Selective Service registration requirement. TEGL 11-11, Change 2, issued May 16, 2012 clarifies the implementation of the Selective Service registration requirements of the Workforce Investment Act (WIA) of 1998 §189(h), codified at 20 CFR 667.250, and the Military Selective Service Act (50 U.S.C. App.453), codified at 32 CFR Part 1605 (This TEGL guidance will remain in effect for WIOA, if an until notified otherwise.)

For males who have already registered, the website www.sss.gov/RegVer/wfVerification.aspx can be used to confirm their Selective Service number as well as the date of registration, by entering a last name, social security number, and date of birth. (Note: This website is often non-responsive. Please retry or revisit for information.)

WHO MUST REGISTER

Men born on or after January 1, 1960 are required to register with Selective Service within 30 days of their 18th birthday (i.e. 30 days before or 30 days after their birthday.) This includes males who are:

- Citizens of the U.S;
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; and/or
- Dual nationals of the U.S. and another country regardless of whether they live in the U.S.

For U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Men who are serving in the military or full-time active duty;
- Men attending the service academies;
- Disabled men who are continually confined to a residence, hospital or institution; and/or
- Men who are hospitalized, institutionalized or incarcerated are not required to register during their confinement; however, they must register within 30 days after being released if they have not yet reached their 26th birthday.

For non-U.S. citizens, Selective Service registration is not required if the man falls within one of the following categories:

- Non-U.S. male who came into this country for the first time after his 26th birthday. Acceptable forms of supporting documentation include:
 1. Date of entry stamp in his passport;
 2. I-94 with date of entry stamp on it; or
 3. Letter from the U.S. Citizenship and Immigration Services (USCIS) indicating the date the man entered the United States presented in conjunction with documentation establishing the individual's age.
- Non-U.S. male who entered the U.S. illegally after his 26th birthday. He must provide proof that he was not living in the U.S. from age 18 through 25.
- Non-U.S. male on a valid non-immigrant visa.

This list is not intended to be exhaustive. Please visit the Selective Service website for more information about the registration requirement at www.sss.gov. The Selective Service System also provides a quick reference chart showing who must register located at <http://www.sss.gov/PDFs/WhoMustRegisterChart.pdf>.

Registration Requirements for Males Under 26

Before being enrolled in WIOA Title I-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at www.sss.gov. If a male turns 18 while participating in any applicable services, registration with Selective Service must be completed no later than 30 days after he becomes 18 in order to continue to receive WIOA Title I-funded services. If a man under the age of 26 refuses to register with the Selective Service, WIOA Title I-funded services must be suspended until he registers.

Registration Requirements for Males 26 Years and Over

Before enrolling in WIOA Title I-funded services, all males, 26 years of age or older, must provide (1) documentation of compliance with the Selective Service registration requirement; (2) documentation showing they were not required to register; or (3) if they were required to but did not register, documentation establishing that their failure to register was not knowing and willful.

The grantee, sub grantee, or contractor that enrolls individuals in WIOA Title I-funded activities may require that males 26 years and over, who failed to comply with the Selective Service registration requirement, request a Status Information Letter before making a determination that the failure to register was knowing and willful. **Alternatively**, an entity may initiate its process to determine if the failure to register was knowing and willful without first having the potential program participant request the Status Information Letter. The second option may be preferable for entities that have time limits for enrolling participants (e.g. individuals recently released from incarceration). This information and guidance requiring LWDA's to develop policy per directions in TEGL 11-11, Change 2, was provided to LWDA's via OET Memorandum #12-0065, July 30, 2012.

Requesting a Status Information Letter. An individual may obtain a *Status Information Letter* from Selective Service if he (1) believes he was not required to register; or (2) did register but cannot provide any of the documentation requested in item 4, page 1. The *Request for Status Information Letter* form can be accessed at <http://www.sss.gov/PDFs/infoform.pdf> and the instructions can be accessed at <http://www.sss.gov/PDFs/instructions.pdf>. The individual will need to describe, in detail, the circumstances that prevented him from registering (e.g., hospitalization, institutionalization, incarceration, and/or military service from age 18 through 25.) and provide documentation of those circumstances. The documentation should be specific as to the dates of the circumstances.

If the *Status Information Letter* indicates that an individual was not required to register for the Selective Service, then he is eligible to enroll in services authorized or funded by Title I of WIOA. **If the Status Information Letter indicates that the individual was required to and did not register, he is presumed to be disqualified from participation in WIOA Title I-funded activities and services until it can be determined that his failure to register was not knowing and willful.** All costs associated with grant-funded services provided to non-eligible individuals may be disallowed.

Determining Knowing and Willful Failure to Register. If the individual was required but failed to register with the Selective Service as determined by the *Status Information Letter* or by his own acknowledgment, the individual may only receive services if he can establish by a preponderance of the evidence that the failure to register was not knowing and willful. The grantee, sub-grantee, or contractor that enrolls individuals in WIOA Title I-funded activities is responsible for evaluating the evidence presented by the individual and determining whether the failure to register was a knowing and willful failure.

Evidence presented may include the individual's written explanation and supporting documentation of his circumstances at the time of the required registration and the reasons for failure to register. The individual should be encouraged to offer as much evidence and in as much detail as possible to support his case. The following are examples of documentation that may be of assistance in making a determination in these cases:

1. Service in Armed Forces. Evidence that a man has served honorably in the U.S. Armed Forces such as DD Form 214 or his Honorable Discharge Certificate. Such documents may be considered sufficient evidence that his failure to register was not willful or knowing.
2. Third Party Affidavits. Affidavits from parents, teachers, employers, doctors, etc. concerning reasons for not registering, may also be helpful to grantees in making determinations in cases regarding willful and knowing failure to register.

In order to establish consistency regarding the implementation of the requirement, grantees should consider the following questions when determining whether a failure to register is knowing and willful.

In determining whether the failure was "knowing," the authorized organization should consider:

- Was the individual aware of the requirement to register?
- If the individual knew about the requirement to register, was he misinformed about the applicability of the requirement to him (e.g., veterans who were discharged before their 26th birthday were occasionally told that they did not need to register)?
- On which date did the individual first learn that he was required to register?

- Where did the individual live when he was between the ages of 18 and 26?
- Does the status information letter indicate that Selective Service sent letters to the individual at that address and did not receive a response?

In determining whether the failure was "willful," the authorized organization should consider:

- Was the failure to register done deliberately and intentionally?
- Did the individual have the mental capacity to choose whether or not to register and decided not to register?
- What actions, if any, did the individual take when he learned of the requirement to register?

If an authorized organization determines it was not a knowing and willful failure and the individual is otherwise eligible, services may be provided. If the authorized organization determines that evidence shows that the individual's failure to register was knowing and willful, WIOA services must be denied. Individuals denied services must be advised of available WIOA grievance procedures. Authorized organizations must keep documentation related to evidence presented in determinations related to Selective Service.

Determinations related to failure to register must be thoroughly recorded on a WIOA-2 – Section B and documented (e.g. copy of status letter, responses, local policy, etc.).

PART B DISLOCATED WORKER ELIGIBILITY

A dislocated worker is defined in WIOA Definitions Section 3 (15).
Claimant status is determined by UI.

Per TEGL 21-16, an individual who is dislocated from a full time job who has found part-time employment may still be considered a dislocated worker by State and/or local policies.

UI Group "A" classification code claimants are eligible for the Dislocated Worker Program. This group consists of workers who are unemployed and are not subject to definite recall within a period of twelve (12) weeks from the date of filing of the initial or reopened claim. (UI Reference: 787 KAR 1:090, Section 1)

A claimant assigned the status of "B" by UI is considered attached to the labor market and, therefore, **NOT** eligible for the Dislocated Worker Program. (If the claimant can prove his status should not be considered "B" and UI changes his status to "A", he may be considered eligible at that time.) Group B includes any worker who is: 1) Unemployed and has definite return prospects with his last employer within a period of twelve (12) weeks from the date of filing of the initial or reopened claim; 2) Unemployed because of a labor dispute in the establishment where he has been employer; or 3) A member of a union which shall be responsible for securing future employment.

CATEGORY 1

Verify the applicant has been terminated or laid off or has received a notice of termination or layoff from employment (check the verification source used);

AND

Verify the applicant is either:

- 1) Eligible for or has exhausted entitlement to unemployment compensation (check the verification source used);
Note: The verification source must document the termination or layoff status of an individual. Therefore, if UI agency documentation is used as the verification, it must contain or substantiate the termination or laid off status, not simply that the individual is eligible to receive UI benefits.

OR

- 2) Verify the applicant has been employed for a duration sufficient to demonstrate *attachment to the workforce*, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a state unemployment compensation law.
NOTE: Two blocks must be checked. One block to verify *attachment to the workforce* (employer statement or pay stubs) and one block to verify not eligible for unemployment compensation (UI agency verification or employer statement);

AND

Explain why the applicant is *unlikely to return to a previous industry or occupation*.

Serving Military Service Members

Current WIOA law and regulations provide limited guidance on serving the military service members who are non-retirees who are being discharged under honorable conditions; and may meet the WIOA dislocated worker eligibility

An individual must first meet WIOA eligibility criteria to qualify as a dislocated worker. Then, if the individual is either a military service member who is not retiring, but is being honorably discharged due to special circumstances, or a qualifying military spouse (see also category 4 & 5), the individual must be given priority over nonveteran dislocated workers.

Separating military personnel must:

- be discharged under conditions other than dishonorable, whether voluntarily or involuntarily;
- be non-retirees; and
- satisfy other WIOA criteria for dislocated worker eligibility, including the requirement that the individual is unlikely to return to his or her previous industry or occupation.

Category 4 and Category 6 provide information on serving the Armed Forces Military Spouse under WIOA. Generally, the individual will:

- leave a job to follow his or her spouse who is a military service member; or
- be unable to continue employment because of his or her spouse's change of military station, or lose employment as a result of his or her spouse's discharge from the military; and
- satisfy other WIOA criteria for dislocated worker eligibility, including the requirement that the spouse is unlikely to return* to his or her previous industry or occupation.

*Spouses Unlikely to Return to a Previous Industry or Occupation – In the majority of cases, the circumstances in which spouses of active military service members are required to leave a job or occupation because of the military member's transfer do not position the spouse to return immediately to his or her previous occupation or industry—particularly at the same pay level—for the following reasons:

- Spouses are generally not resuming employment with the same employer;
- Even if a spouse resumes employment with the same employer, the employment is in a new location, and occupations will generally not be structurally or organizationally the same as in the prior location;
- When military spouses do obtain jobs in their new locations, as new employees they will often start at lower levels of seniority than that attained in prior locations; and
- There is frequently a gap in employment as spouses make the move and search for new employment, which can lessen their likelihood of returning to the same level of occupation or type of job.

When determining eligibility in these cases, it is recommended that Boards consider a variety of factors, including:

- the spouse's skills, which may be inadequate to meet the needs of the current workforce and economy;
- any decline—in the region of relocation—of the industry in which the spouse has prior work experience; and
- an excess of workers with similar experience and skill sets seeking limited employment opportunities within the region.

Boards must be aware that separating military personnel and military spouses who do not meet dislocated worker eligibility requirements may instead be eligible for WIOA adult services.

CATEGORY 2

Verify the applicant has been terminated or laid off or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any *substantial layoff* at a plant, facility, or enterprise. (Check whether it is a permanent closure or a substantial layoff and check the verification source used).

OR (when affected workers do not receive individual notices of closure)

Verify the applicant is employed at a facility where the employer has made a *general announcement* that such facility will close. (Provide the month, day, and year the announcement indicated the facility would close. Verify the affected worker's attachment to the employer. Indicate the media used for the *general announcement*. Check whether the closure will be within 180 days or less or more than 180 days).

Note: If the closure of the facility is within 180 days or less, all allowable dislocated worker services (career, training and

supportive) may be provided if it is determined such services are needed.

If the closure of the facility is going to occur in 181 days or more, career, training and supportive services may **not** be provided.

CATEGORY 3

Verify the applicant was *self-employed* (includes farmers, ranchers, or fishermen) but is now *unemployed* (check the verification source used).

AND

Explain how the reason for unemployment is a result of general **economic conditions** in the community in which the individual resides or because of **natural disasters**.

Economic conditions that result in the dislocation of a self-employed individual may include but are not limited to:

- failure of one or more businesses for which the self-employed individual supplied a substantial portion of products or services;
- failure of one or more businesses from which the self-employed individual obtained a substantial portion of products or services;
- substantial layoffs from, or permanent closure of one or more plants or facilities that support a significant portion of the state or workforce area economy;
- depressed prices or markets for the article(s) or service(s) produced or provided by the self-employed individual;
- generally high levels of unemployment in the workforce area; or
- Individuals reside in special designated zones/areas (depressed, high unemployment, etc.)

Natural disasters include, but are not limited to, any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe (E.g. FEMA/NEG or other agency designation.)

Individuals working as independent contractors or consultants, but not technically employees of a firm, are subject to the provisions of Category 3.

Note: If unable to document eligibility for an individual, who was self-employed, consider eligibility determination as an adult.

CATEGORY 4

Verify if the applicant is an individual who has been providing unpaid services to family members in the home; check the verification source used to document the relationship;

AND

Verify the applicant has been dependent on the income of another family member but is no longer supported by that income; check the verification source used;

OR

Verify that the individual is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment, a call to active duty, a permanent change of station, or the service-connected death or disability of the member,

Reference Section 3 16 ((ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member;) (See also information provided in Category 1, "Serving Military Service Members and Spouses")

AND

Verify the applicant is *unemployed* or *underemployed* and experiencing difficulty obtaining or upgrading employment. (If *underemployed*, denote the applicant's current ONET code and explain why they are experiencing difficulty upgrading their employment. If *unemployed*, explain why the applicant is experiencing difficulty obtaining employment.

CATEGORY 5

Category 5 is Trade eligibility is determined by OET and; therefore, denoted in EKOS as Dislocated Worker-Dislocated to Foreign TRADE.

CATEGORY 6

Verify that the individual is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member

OR
Is the spouse of a member of the Armed Forces on active duty and is unemployed or underemployed

AND
is experiencing difficulty in obtaining or upgrading employment.

Reference: Section 3 (E)(i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or (ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

(See also information provided in Category 1, "Serving Military Service Members and Spouses")

PART C **YOUTH and/or ADULT ELIGIBILITY AND ECONOMIC ELIGIBILITY**

Complete item 1a-1d, as applicable for youth and/or adults.

Complete item 1e and Item 2 for all youth (and item 3, if applicable).

A youth eligible to receive WIOA services is defined in WIOA Section 129(a)(1)(A)(B)(C) as:

Out-Of-School Youth - an individual who is not attending any school (as defined under State law) and not younger than age 16 or older than age 24 and has one or more of the listed barriers (low income not required except for certain specified barriers);

School Youth - an individual who is attending school (as defined by State law), not younger than 14 or (unless an individual with a disability who is attending school under State law) older than age 21, is low-income and has one or more of the listed barriers.

Adult Eligibility

WIOA section 3(2) defines an adult as an individual who is age 18 or over. Case notes should document how the need for individualized and or training services were determined.

Youth Program Eligibility

In order to be a participant in the WIOA youth program, all of the following must occur (§ 681.320):

- 1) The collection of information to support an eligibility determination;
- 2) The provision of an objective assessment; and
- 3) Participation in any of the fourteen WIOA youth program elements.

Out-Of-School Youth (WIOA 129 (a)(1)(B) and § 681.210)

The term "out-of-school youth" requires that the individual is—

- (a) Not attending any school (as defined under State law— see Definitions – "Attending School");
- (b) Not younger than age 16 or older than age 24 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
 - (3) A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learner;
 - (4) An offender;

- (5) A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;
- (6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
- (7) An individual who is pregnant or parenting;
- (8) An individual with a disability; or
- (9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (IX) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

In-School Youth (WIOA 129 (a)(1)(C)) and § 681.220

The term "in school youth" means an individual who is—

- (a) Attending school (as defined by State law – see Definitions – "Attending School"), including secondary and postsecondary school;
- (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law older than age 21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program;
- (c) A low-income individual; and (d) One or more of the following:
 - (1) Basic skills deficient;
 - (2) An English language learner;
 - (3) An offender;
 - (4) A homeless individual aged 14 to 21 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 14 to 21 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), or a runaway;
 - (5) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability; or
 - (8) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

If determining economic eligibility, check appropriate block (youth or adult).

Note: NA - OSY boxes for Out-of-School Youth - if applicable

Economic Eligibility

Check NA boxes for OSY- if applicable. Low-income not required **unless** barrier is "requires additional assistance to enter or complete an education program or to secure or hold employment," **OR** is a recipient of a secondary school diploma or its recognized equivalent and is basic skills deficient or an English language learner.

Check 1a or 1b or 1c and 1d to support the low income criteria for the individual.

Item 1a Determine if the individual is eligible using the criteria of *free or reduced price lunch, lives in high poverty area, public assistance-cash income support, SNAP (food stamps), homeless, or foster child*. If the individual fits in one of these categories, mark the appropriate documentation source and the appropriate criteria.

Item 1b **Low Income Criteria**

If the individual is NOT eligible under the criteria in Item 1a, calculate family size and family income to determine if low-income criteria are met.

Family Size

Enter numbers of individuals in the *family* and obtain documentation.

Documentation Examples:

Decree of Court – documents divorce, legal guardian, status, adoption, etc.
Birth Certificate – documents parent of dependent children

Individual/Family Income

Use income of all family members.

Exclusions from Income

Any type of income **not** listed here is counted as income to determine economic eligibility.

- Public Assistance cash income support payments [including KTAP (Kentucky Temporary Assistance Program), SSI (Supplemental Security Income), RCA (Refugee Assistance), and GA (General Assistance)].
- Financial Assistance under Title IV of the Higher Education Act. (i.e. Pell Grants, CAPS, FSEOG and Federal Work Study, etc.) OR other federal programs whose law/regulations state that the income NOT be considered for the purpose of determining eligibility for any Federal or federally assisted program based on need.
- Military income, according to Title 38 of the United States Code, means:
 - (1) any amounts received as pay or allowances by any person while serving on active duty for the period of time during which such person served on such active duty.
 - (2) amounts received by an eligible veteran under the following chapters of Title 38 of the United States Code
 - chapter 11 (compensation for service-connected disability or death)
 - chapter 13 (dependency and indemnity compensation for service-connected deaths),
 - chapter 30 (all-volunteer force educational assistance program),
 - chapter 31 (training and rehabilitation for veterans with service-connected disabilities)
 - chapter 35 (survivor's and dependent's education assistance), and
 - chapter 36 (education benefits).
 - (3) amounts received by an eligible person under chapters 13 and 35 listed above,
 - (4) amounts received by an eligible person under chapter 106 (Educational Assistance for Members of the Selected Reserve), and
 - (5) allowances, earnings, and payments to individuals participating in other WIOA, Title I programs.
- Allowances, earnings, and payments to individuals participating in programs under Title I of WIOA are not considered as income for purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any Federal or Federally assisted program based on need other than as provided under the Social Security Act (42 U.S.C. 30a et seq.).

If the computation shows that total income is within the income limits of the Low-Income Criteria (LIC) chart, mark block in 1b.

If the computation in 1b shows that the income exceeds the LIC for the family AND the applicant is disabled, go to block 1c.

Helpful Hints When Calculating Income:

- Money wages and salaries before any deductions.
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership *after* deductions for business expenses).
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses).

Methods for Calculating Income

When calculating the amount of income in determining eligibility, use one of the following methods:

Please show your work on a separate sheet and state the method used.

Straight-Pay or Salary Method

The minimum number of pay stubs is two (2) stubs, if paid weekly, and one stub if paid bi-weekly, bi-monthly, or monthly. The applicant supplies a sample of pay stubs covering the most recent twelve months of family income. If upon reviewing the pay stubs, the intake worker determines that the wage information on the stubs

is the same, i.e., there is no variation in the wages for any of the pay stubs submitted, calculate the income. Based upon the wages indicated on the appropriate number of pay stubs, multiply the gross income by the number of pay periods in six months. If the pay is weekly, multiply by 26 for a six month gross income and multiply by 2 to obtain an annualized figure.

EXAMPLE:

Five (5) pay stubs are provided indicating gross wages of \$548.00 each. The pay stubs are sporadic and cover a period of three (3) months. The pay frequency is bi-weekly. Staff would multiply the gross wages indicated on the pay stub by the frequency of occurrence.

i.e., $13 \times \$548.00 = \$7,124.00$ (six (6) month gross income x 2 for annual)

Average-Pay Method

A sample of six (6) pay stubs (one for each month worked) are submitted which show variations in the gross earnings. The variations may result from overtime, lost time or work for different employers.

To calculate the six (6) month income, determine the average gross earnings based upon the number of pay stubs provided.

To determine the average gross earnings:

- Total the gross earnings of all the pay stubs provided and
- Divide the result by the number of pay stubs.

The result is the average gross earning per pay period.

After determining average gross earnings:

- Determine the pay frequency and
- Multiply the average gross earnings by the number of pay periods in six (6) months.

EXAMPLE: Participant provides staff with six (6) pay stubs with gross earnings of; \$534.00, \$475.00, \$398.00, \$534.00, \$498.00, and \$534.00. The pay frequency is weekly.

ADD: $\$534.00 + \$475.00 + \$398.00 + \$534.00 + \$498.00 + \$534.00 = \$2973.00$

DIVIDE: $\$2973.00$ divided by 6 = \$495.50 (Average weekly gross earnings)

MULTIPLY: $\$495.50 \times 26 = \$12,883$ (6 month gross income x 2 for annual)

Year-to-Date Method

Under the year-to-date method of calculating the six (6) month gross income, the participant provides recent (within last two (2) months prior to application of the last month worked) pay stubs with cumulative year-to-date gross earnings indicated on the pay stub. The cumulative year-to-date gross earnings indicate the gross earnings up to the date of the pay period ending date on the pay stub. To compute the income, count the number of pays that have occurred since January 1, and divide that number into the gross year-to-date earnings indicated on the pay stub (After this computation, the steps are the same as for the average pay method.) The result of this computation (average gross income period pay period) is then multiplied by the number of pay periods in six (6) months to determine the gross earnings.

EXAMPLE: Participant provides a recent pay stub whose gross year-to-date earnings is \$13,756.00. The pay period ended September 30. The pay frequency is bi-weekly. Upon counting the number of pays that have occurred since January 1, it is determined that the participant has been paid 19 times. Calculation of the gross six (6) month income would be done as follows:

DIVIDE: $\$13,756.00$ divided by 19 bi-weekly pays = \$724.00 per pay

MULTIPLY: $\$724.00 \times 13 = \$9,412$ (6 month gross income x 2 for annual)

OR (if pay is weekly)

DIVIDE: $\$13,756.00$ divided by 38 weekly pays = \$362.00 per week

MULTIPLY: $\$362.00 \times 26 = \$9,412.00$ (6 month gross income x 2 for annual)

Intermittent Work Method

When an applicant has not had steady work with one (1) or more employers, he/she should supply as many pay stubs as possible and complete a WIOA-2 explaining all missing pay stubs and non-work periods during the last six (6) months. In such cases, total all wages for the six-(6) month period and multiply by 2 to obtain an annualized figure.

If the applicant reports little or no countable income, as shown above, he/she should indicate other resources relied upon for living expenses during the last six (6) months on a WIOA-2. Such resources may include such things as unpaid debts, gifts, loans, unemployment compensation, etc.

Item 1c **INDIVIDUAL WITH A DISABILITY/LOW INCOME** - Complete this section for an *individual with a disability*, whose own income meets the income requirement, but is a member of a family whose income may not meet this requirement. Enter the individual's income ONLY and compare to the LIC chart for a family size of one. Mark the appropriate block(s) to identify the documentation used to support the disability **AND** income. Only ISY with a disability must be low income. OSY with a disability are not required to be low-income.

Item 1d **LOW INCOME CRITERIA MET**

If the individual/family is determined to meet low-income criteria, mark "yes".

If the individual/family has too much income to meet low income criteria, mark "no" and if the LWDA has approved the use of the 5% Exception for Youth, proceed to item 3.

Item 1e Check box to indicate Out-Of-School Youth or In-School Youth

Item 2 **YOUTH BARRIER**

Enter barrier (one or more of the following) for the Out-of-school youth or In-school youth. Kentucky has defined the barrier: "An individual who requires additional assistance to complete an educational program, or to secure and hold employment" and lists those at the bottom of this chart. If the youth does NOT have one of these barriers, skip to Part E and complete. Complete details must be provided if WIOA-2 is used as documentation. Case notes and appropriate elements should reflect and address barrier.

Barriers for Out-Of-School Youth (OSY) (Not attending any school, Age 16-24)	
Barrier	Documentation
School dropout	School record/letter documenting dropout; WIOA-2, Part A, Self-attestation; WIOA-2, Part B
A youth who is within the age of compulsory school attendance, but has not attended school for a least the most recent complete school year calendar quarter.	School records/letter; WIOA-2, Self-attestation; WIOA-2, Part B
A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is: basic skills deficient or an English language learner.	Diploma/GED; School records/letter; Low income documentation; Standardized assessment test (dated and scored); Self-attestation
An offender.	Juvenile or adult justice system documentation; Court records; Police records; Letter of parole; Statement from halfway house; Statement from probation officer/newspaper (must include dates and name of publication); Self-attestation (WIOA-2)
A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;	Social services agency providing residence shelter documentation; Self-attestation, (WIOA-2, Part A; WIOA-2, Part B
An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;	Official document issued by a federal, state, local government agency; Self-attestation, WIOA-2, Part A; WIOA-2, Part B

<p>An individual who is pregnant or parenting;</p>	<p>Pregnant: Self-attestation, WIOA-2, Part A; Staff observation recorded on WIOA-2, Part B Parenting: Birth certificate; Baptismal record; Hospital record of birth; Public assistance/social service records; TANF or SNAP verification showing the individual and child;</p>
<p>An individual with a disability</p>	<p>See acceptable documents WIOA-1, Part C-1c</p>
<p>A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.</p> <p>The state has defined "requires additional assistance to complete an educational program, or to secure and hold employment" as:</p> <ul style="list-style-type: none"> • Has been fired from a job within the 12 months prior to application; • no previous work experience/never held a job; • has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks; difficulty with social interaction or behavioral problems; • history of family disruptions, such as divorce, legally separated parents, family violence, alcohol or drug abuse; • one or more parents incarcerated; • a student participating in an alternative program/setting; • has chronic attendance or discipline problems; • functioning at least one or more grade levels below his/her age group in the areas of reading and math (for youth 18-24 if they are functioning at grade 11 or under); • a student who has failed two or more subjects during the prior two years of school attendance; or one or more parent lacks high school diploma/GED. 	<p>School records, assessments, or court records, as applicable; Self-attestation (WIOA-2, Part A), WIOA-2, Part B</p>

Barriers for In-School Youth (ISY)

(Attending school, Age 14-21, low-income)

Basic skills deficient	Assessed by a generally accepted standardized test (TABE, Etc.); results or WIOA-2 (B) for unable to function: WIOA-2 A or B; school records; employer records
An English language learner	School or work records; WIOA-2, A
An offender	Documentation from juvenile or adult justice system; phone verification with court representative; WIOA-2, A
A homeless individual aged 14 to 21 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 14 to 21 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), or a runaway	Social services agency providing residence shelter documentation; Self-attestation, WIOA-2, Part A; WIOA-2, Part B
An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement	Official document issued by a federal, state, local government agency, or court attestation; Self-attestation, WIOA-2, Part A; WIOA-2, Part B
An individual who is pregnant or parenting	Pregnant: Self-attestation, WIOA-2, Part-A; Staff observation recorded on WIOA-2, B; Parenting: Birth certificate; Baptismal record; Hospital record of birth; Public assistance/social service records; TANF or SNAP verification showing the individual and child
An individual with a disability	See acceptable documents WIOA-1, Part C-1c
An individual who requires additional assistance to complete an educational program or to secure or hold employment	School records, assessments, or court records, as applicable; Self-attestation (WIOA-2, Part A), WIOA-2, Part B
<p>The state has defined "requires additional assistance to complete an educational program, or to secure and hold employment" as:</p> <ul style="list-style-type: none"> • Has been fired from a job within the 12 months prior to application; • no previous work experience/never held a job; • has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks; difficulty with social interaction or behavioral problems; • history of family disruptions, such as divorce, legally separated parents, family violence, alcohol or drug abuse; • one or more parents incarcerated; • a student participating in an alternative program/setting; • has chronic attendance or discipline problems; • functioning at least one or more grade levels below his/her age group in the areas of reading and math (for youth 18-24 if they are functioning at grade 11 or under); • a student who has failed two or more subjects during the prior two years of school attendance; or one or more parent lacks high school diploma/GED. 	

Note - Not more than 5% of ISY newly enrolled in a program year may be eligible based on this barrier.

Item 3 YOUTH 5% EXCEPTION

§ 681.250 (c) WIOA allows a low-income exception where five percent of WIOA youth may be participants who ordinarily would be required to be low-income for eligibility purposes and meet all other eligibility criteria for WIOA youth except the low-income criteria. A program must calculate the five percent based on the percent of newly enrolled youth in the local area's WIOA youth program in a given program year who would ordinarily be required to meet the low-income criteria.

**PART D
APPLICANT SECTION**

Applicant must sign and date the form. The signature of a parent or guardian is required for those applicants who are under 18 years of age.

NOTE TO CAREER PLANNER: If the applicant and/or parent/guardian are unable to provide a signature (unable to write cursive or other limiting factors, please provide a WIOA-2 applicant statement, with a full explanation.)

If the LWDA uses a pre-application and the parent or legal guardian signs it, the parental signature need not be completed on the WIOA-1, if all the official information remains the same on the two forms.

If the parent does not sign a pre-application in the presence of staff, then a WIOA-2, Part B must be completed to document the telephone verification of the parent signature.

BE SURE THE APPLICANT READS AND UNDERSTANDS WHAT HE/SHE IS SIGNING. THE APPLICANT IS NOT REQUIRED TO PROVIDE HIS/HER SOCIAL SECURITY NUMBER IN ORDER TO RECEIVE SERVICES (SECTION 7 OF THE PRIVACY ACT (5 U.S.C. SECTION 552A)).

**PART E
WIOA Title I Program(s) Eligible For:**

Check the appropriate programs(s) for which the individual is eligible.

Check box to indicate career planner has documented participant's need for career and/or training services. This determination must be clearly summarized in case notes.

The authorized staff completing the form must provide his/her signature and date at time of form completion.

**PART F
Update of WIOA Title I Program(s) - Eligible For:**

To update the WIOA-1, check update box on page 1. Complete and **HIGHLIGHT** all updated information and attach all appropriate documentation.

The authorized staff completing the update must provide his/her signature and date at time of form completion.

DISTRIBUTION

- Place original WIOA-1 form in individual's CRU file.
- When applicable, attach update form to original WIOA-1 form.
- Enter customer enrollment information into EKOS no later than ten (10) business days following the signatory date.

WIOA-1 & WIOA-2 REFERENCE GUIDE

Section 2: WIOA-2 General Instructions

Complete Identifying Information

Part A

Applicant Statement/Self-Attestation

Note: The applicant statement, when indicated as allowable, may be used as a last resort in cases where the applicant is unable to obtain acceptable verification or obtaining the documentation would cause an undue hardship. Applicant statements may be used only after all practicable attempts to secure documentation have failed.

Use of the Applicant Statement documentation is limited to use as indicated on the WIOA-1.

PROOF OF INCOME EXAMPLE: If an applicant states that he/she cannot provide evidence that "0" income was received during the past six (6) months, and that he/she was unemployed for that period, the blank space following the words "I certify, under penalty of perjury, that I" may be completed, for example, as follows: "have received "0" income during the past six (6) months, have been unemployed during that time, and have been supported by donations/contributions from relatives and friends." The corroborating witness, in this case, should be a person who has provided support.

The applicant must state in their own words the reason they are unable to provide documentation for an eligibility item.

Applicant must sign attesting to the truth and accuracy of their statement. If applicant is under the age of 18, parent or legal guardian must sign also.

Corroborating Witness Signature

A corroborative, reliable witness attesting to the accuracy of the statement must support the applicant statement. The witness must be someone familiar with the situation and must not have a conflict of interest in attesting to the statement. If corroborating witness cannot be obtained, documentation of actions taken must be provided in Applicant Statement Section.

Enter the witness address, phone number, relationship to applicant, and date signed.

Part B

FOR OFFICE USE ONLY

There are times when an individual is unable to provide documents to verify a specific eligibility item. To allow for eligibility determination, this section is provided to verify specific items (e.g. signature of parent or witness, birth date, receipt of food stamps).

When documentation (photocopy acceptable) of WIOA eligibility items is not possible and verification is accomplished via document inspection or telephone, authorized staff are required to complete the WIOA-2 for monitoring and auditing purposes.

Document Inspection

Note: Documentation of eligibility verification through document inspection is appropriate when documents cannot or may not be machine-copied or screen-printed.

Enter the name of the eligibility item being verified.

Enter the name of the document or computer screen/program viewed.

Enter the document number and expiration date (if available) or the screen/program name/#.

Telephone/Email Verification

Note: The information recorded in this section must be sufficient to enable a monitor or auditor to trace back to the cognizant agency or document.

Enter the eligibility item to be verified by telephone/email (e.g. parent signature, family size).

Enter the name of the agency providing the information (e.g. Department for Social Insurance, Housing Authority) and name of the individual (e.g. name of agency worker, parent, witness) providing the verifying information.

Enter the specific details verifying the eligibility item (e.g. parent stated that they signed the form, there are ____ people in the family or the names of the people in the family).

Enter the date and time the information is provided.

Part C

FOR OFFICE USE ONLY

Staff Statement

Indicate, by checking the block(s) that applies to the type of verification entered above.

Sign and date the form.

WIOA-1 & WIOA-2 REFERENCE GUIDE

Section 3: Definitions

Attachment to the Workforce

Attachment to the workforce is defined as employed for a duration of 12 calendar weeks by an employer from whom an individual has received a termination or layoff notice.

Attending School

Attending school – In general, the applicable State law for secondary and post-secondary institutions defines “school.” However, for purposes of WIOA, the Department does not consider providers of adult education under title II of WIOA, YouthBuild programs, the Job Corps program, high school equivalency programs, or dropout re-engagement programs to be schools. Therefore, in all cases except the one provided below, WIOA youth programs may consider a youth to be an OSY for purposes of WIOA youth program eligibility if he or she attend adult education provided under title II of WIOA, YouthBuild, Job Corps, high school equivalency programs, or dropout re-engagement programs regardless of the funding source of those programs. Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are an exception; they are considered ISY.

See Kentucky Revised Statutes (KRS) 159.010. Requires any person between **6 and 18 years** of age to attend public school for the full term.

Full term as defined in KRS 158.070.

See KRS 159.030 - Exemptions from compulsory attendance.

Post-secondary Education - Education received after secondary school (i.e. after high school in the US).

Post-secondary education is usually provided by universities, colleges, academies, seminaries, and institutes of technology. Other college-level institutions provide post-secondary education, including vocational schools, trade schools, and other career colleges that award academic degrees or professional certifications. Common post-secondary degrees include bachelor's, master's, education specialist, Doctor of Philosophy (Ph.D.), and higher professional degrees like dentistry, law, medicine, optometry, pharmacology, and veterinary medicine. The US Department of Education publishes a list of accredited higher education institutions in the US. <https://ope.ed.gov/accreditation>

Basic Skills Deficient

Per WIOA 3(5) – “The term “basic skills deficient” means, with respect to an individual - (A) who is a youth, that the individual, has English, reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.”

The Office of Employment and Training (OET) provides the following additional clarification/guidance for making this determination by defining it as an individual who meets ANY ONE of the following:

- Lacks a high school diploma or equivalency and is not enrolled in secondary education; or
- Scores 8.9 or below on the TABE; or
- Is enrolled in Title II adult education (including enrolled for English as a Second Language (ESL)); or
- Has poor English language skills (and would be appropriate for ESL even if the individual isn’t enrolled at the time of WIOA entry into participation); or
- The case manager makes observations of deficient functioning and records those observations as justification in a case note.

Dependent Child

Per the Final Rules Preamble, in response to Section 681.250 Who does the low-income eligibility requirement apply to? The Department responded “When determining up to what age an OSY could be considered a dependent child of the parent or guardian use the IRS definition of dependent. The Department will provide additional guidance on eligibility.”

The following is a summary of 26 U.S. Code § 152.

The IRS definition of a dependent requires that all five of the following dependency tests be met:

1. **Member of Household or Relationship Test.** At least one of the following must be true:
 1. The dependent lived with the taxpayer for the entire year as a member of the taxpayer's household, except for temporary absences. Temporary absences include attending school, taking vacations, business trips, military service, and hospital stays. (If the person is placed in a nursing home for an indefinite period of time to receive constant medical care, the absence is considered temporary.) The relationship between the taxpayer and the dependent must not violate local laws (e.g., zoning restrictions on the number of unrelated persons living together).
 2. The dependent is related to the taxpayer in one of the following ways: child, parent, brother/sister, stepparent, stepchild, stepbrother/stepmother, half brother/half sister, grandparent, grandchild, son-in-law/daughter-in-law, mother-in-law/father-in-law, brother-in-law/sister-in-law. Also, if related by blood, relatives can include uncle/aunt and niece/nephew. Cousins do NOT meet the relationship test. Relationships established by marriage are not ended by death or divorce. Relatives do not have to be members of the taxpayer's household for the entire year. (There are special rules for children born during the year, adopted children, and foster children.)
2. **Citizen or Resident Test.** The dependent must be, for some part of the year, a US citizen or resident, or a resident of Canada or Mexico. Foreign students who stay with you as part of an international education exchange program generally do not qualify as dependents.
3. **Joint Return Test.** The dependent must be unmarried, married but not filing a joint return, or married filing a joint return only to claim a refund of withheld tax (neither the dependent nor spouse may claim personal exemptions on the joint return).
4. **Gross Income Test.** The gross taxable income of the dependent (all taxable income including money, property and services, unemployment compensation and certain scholarships, but not welfare benefits and not nontaxable Social Security benefits) may not exceed the exemption amount. In 2004 the exemption amount was \$3,100. This test does not apply if the dependent is a child of the taxpayer and either under age 19 at the end of the year, or a full-time student under age 24 at the end of the year.
5. **Support Test.** The taxpayer must have provided more than half of the dependent's total support for the entire year. (Starting in 2005, the 50% support test only applies to qualifying relatives. For qualifying children, it is sufficient that the child not have provided more than half his/her own support.) Support includes food, clothing, shelter, education, medical and dental care, recreation, and transportation; as well as welfare, food stamps, and housing provided by the state. You must compare the dollar value of the support provided by the taxpayer with the total support the dependent received from all sources. (Note: There are special rules for dependents who receive support from multiple sources and for children of divorced or separated parents.) The support test considers all income, not just taxable income.

OR

- The local area may develop their own policy defining dependent child. Should the local area do so, the policy must be submitted to the state for review and approval. Upon approval, monitoring must occur at both the state and local level to ensure that all populations of youth, especially those most economically disadvantaged, are being served.

Family

Two (2) or more persons, related by blood, marriage or decree of court, who are living in a single residence and are included in one (1) or more of the following categories:

1. A married couple and dependent children;
2. A parent or guardian and dependent children;
3. A married couple.

Food Stamps [Supplemental Nutrition Assistance Program (SNAP)]

An individual is a member of a household that receives food stamps (SNAP) or has been determined within the 6-month period prior to application for the program involved to be eligible to receive food stamps (SNAP) is considered to be low income. The individual must be included in the determination of the amount of food stamps received by a group of individuals making up a food stamp household.

Foster Child

Children on behalf of whom state or local government payments are made. See §§ 681.310 and 681.320.

General Announcement

A general announcement is defined as a proclamation made by an employer on television, radio, or in a newspaper of general circulation in the affected area of the facility to be closed and must include the planned date of the closure.

High-Poverty Area (See Section 4)

"High poverty area" is defined as census tracts or counties where 25% or more of the households are at or below the poverty line, as determined by the most recent United States Census Bureau's American Community Survey. Attachment A provides a current list of Kentucky's census tracts and counties meeting this definition. Either census tracts or counties may be used.

The U.S. Census Bureau provides an individual address search tool to find the census tract number that corresponds with an address. This tool is located on the middle right side of the screen at

<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>.

Homeless Individual

The definition of homeless individual has been amended to include the expanded definition of homelessness from the Violence Against Women Act and the McKinney-Vento Homeless Assistance Act. A homeless individual (is defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))).

A homeless individual who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)); Per sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))

(6) the terms "homeless", "homeless individual", and "homeless person"—

(A) mean an individual who lacks a fixed, regular, and adequate nighttime residence; and

(B) includes—

(i) an individual who—

(I) is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;

(II) is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;

(III) is living in an emergency or transitional shelter;

(IV) is abandoned in a hospital; or

(V) is awaiting foster care placement;

(ii) an individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or

(iii) migratory children (as defined in section 6399 of title 20) who qualify as homeless under this section because the children are living in circumstances described in this paragraph;

Individual with a Barrier to Employment

The term "individual with a barrier to employment" means a member of 1 or more of the following populations: (A) Displaced homemakers. (B) Low-income individuals. (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166. (D) Individuals with disabilities, including youth who are individuals with disabilities. (E) Older individuals. (F) Ex-offenders. (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))). (H) Youth who are in or have aged out of the foster care system. (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers. (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i). (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.). (L) Single parents (including single pregnant women). (M) Long-term unemployed individuals. (N) Such other groups as the Governor involved determines to have barriers to employment.

Individual with a Disability

As defined in section 3 of the Americans with Disabilities Act of 1990(42 USC 12102):

(1) DISABILITY: The term "disability" means, with respect to an individual—

- (A)** a physical or mental impairment that substantially limits one or more of major life activities of such individual;
- (B)** a record of such an impairment; or
- (C)** being regarded as having such an impairment (as described in paragraph (3)).

(3) REGARDED AS HAVING SUCH AN IMPAIRMENT For purposes of paragraph (1)(C):

(A) An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.

(B) Paragraph (1)(C) shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

Offender

Any adult or juvenile who:

- is or has been subject to any stage of the criminal justice process, and who may benefit from WIOA services; or
- requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

Pregnant or Parenting Youth

An individual who is pregnant or parenting (includes noncustodial parents). Fathers may only be a parenting youth AFTER the birth of a child.

Public Assistance (Cash Income)

The term "public assistance" means Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

Runaway

A person under 18 years of age who absents himself/herself from the home or place of legal residence without the permission of parents or legal guardian.

School Dropout

The term "school dropout" means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. Dropout status is determined at the time of enrollment for eligibility as an OSY and that once a youth is enrolled as an OSY, that status continues, for purposes of the minimum 75 percent OSY expenditure requirement, for the duration of the youth's enrollment, even if the youth later returns to a school.

Self-employed

Self-employed includes professionals, independent trades people, farmers, ranchers, fishermen, and other business persons who own and operate their own business and have no other full-time employment.

Substantial Layoff (Definition for eligibility purposes) --

Substantial layoff means any reduction-in-force which is not the result of a plant closing and which results in an employment loss at a single site of employment during any thirty (30) day period for:

- a. at least 33 percent of the employees (excluding employees regularly working less than 20 hours per week) and at least 50 employees (excluding employees regularly working less than 20 hours per week); or
- b. at least 500 employees (excluding employees regularly working less than 20 hours per week).

Underemployed

Individuals who are underemployed may include:

- Individuals employed less than full-time who are seeking full-time employment;
- Individuals who are employed in a position that is inadequate with respect to their skills and training;

- Individuals who are employed who meet the definition of a low-income individual in WIOA sec. 3(36); and
- Individuals who are employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment, per State and/or local policy.

Unemployed

The term "unemployed individual" means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics (BLS) of the Department of Labor in defining individuals as unemployed. (WIOA Sec. 3, Definitions (61))
BLS definition:

Persons aged 16 years and older who had no employment during the reference week, were available for work, except for temporary illness, and had made specific efforts to find employment sometime during the 4-week period ending with the reference week. Persons who were waiting to be recalled to a job from which they had been laid off need not have been looking for work to be classified as unemployed.

Unlikely to Return to a Previous Industry/Occupation

Unlikely to return to a previous industry/occupation means that in the worker's local labor market area, the same or similar job available, including a similar job is not in another industry, or the worker does not meet required qualifications for same or similar jobs available without receiving staff-assisted WIOA services. This may be verified by OET recent job openings/outlook information, job advertisements in the local newspaper, or local labor market information.

Youth Needing Additional Assistance

The state has defined "requires additional assistance to complete an educational program, or to secure and hold employment" as follows:

- Has been fired from a job within the 12 months prior to application;
- no previous work experience/never held a job;
- has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks; difficulty with social interaction or behavioral problems;
- history of family disruptions, such as divorce, legally separated parents, family violence, alcohol or drug abuse;
- one or more parents incarcerated;
- a student participating in an alternative program/setting;
- has chronic attendance or discipline problems;
- functioning at least one or more grade levels below his/her age group in the areas of reading and math (for youth 18-24 if they are functioning at grade 11 or under);
- a student who has failed two or more subjects during the prior two years of school attendance; or one or more parent lacks high school diploma/GED.

Note: In each local area, not more than five percent of the ISY newly enrolled in a given program year may be eligible based on the "requires additional assistance to complete an educational program or to secure or hold employment" criterion per § 681.310.

WIOA-1 & WIOA-2 REFERENCE GUIDE

Section 4: Attachments

Kentucky – High Poverty Areas for Low Income Youth Criteria

§ 681.260 – “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, 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.”

Information should be recorded on WIOA-2, Part B.

The following two charts are to be used to determine the 25 percent poverty rate per WIOA Final Rule, § 681.260. The first chart is the county chart that contains the counties that meet the 25 percent poverty rate criteria. The second chart includes the census tracts that meet the 25 percent poverty rate criteria. Either chart may be used to determine “high poverty” criteria.

County ID	State / County Name	% in Poverty	All Ages SAIPE Poverty Universe	All Ages in Poverty Count
~ 21001	Adair County (KY)	26%	17,684	4,644
21013	Bell County (KY)	33%	26,736	8,955
21025	Breathitt County (KY)	33%	13,133	4,340
~ 21045	Casey County (KY)	31%	15,369	4,699
21051	Clay County (KY)	38%	19,007	7,267
~ 21053	Clinton County (KY)	26%	9,999	2,565
~ 21057	Cumberland County (KY)	28%	6,632	1,841
21063	Elliott County (KY)	32%	6,579	2,133
21065	Estill County (KY)	30%	14,260	4,254
21071	Floyd County (KY)	31%	37,649	11,702
21075	Fulton County (KY)	31%	5,801	1,812
21095	Harlan County (KY)	34%	27,625	9,436
21109	Jackson County (KY)	27%	13,113	3,514
21115	Johnson County (KY)	26%	22,691	5,817
21119	Knott County (KY)	34%	15,154	5,113
21121	Knox County (KY)	35%	31,005	10,824
~ 21125	Laurel County (KY)	25%	59,088	14,610
21127	Lawrence County (KY)	26%	15,614	4,041
21129	Lee County (KY)	35%	6,546	2,292
21131	Leslie County (KY)	33%	10,648	3,514
21133	Letcher County (KY)	30%	23,075	6,949
21135	Lewis County (KY)	34%	13,664	4,707
21137	Lincoln County (KY)	28%	24,100	6,650
21153	Magoffin County (KY)	30%	12,737	3,850
21159	Martin County (KY)	41%	10,850	4,401
~ 21147	McCreary County (KY)	47%	16,017	7,525

Rockwell
G. ROSEN

21165	Menifee County (KY)	27%	6,165	1,668
21169	Metcalfe County (KY)	25%	9,839	2,484
21171	Monroe County (KY)	26%	10,505	2,748
21175	Morgan County (KY)	30%	11,459	3,489
21189	Owsley County (KY)	45%	4,398	1,984
21193	Perry County (KY)	27%	26,945	7,401
21195	Pike County (KY)	27%	61,261	16,796
21197	Powell County (KY)	27%	12,143	3,247
21199	Pulaski County (KY)	26%	62,755	16,338
21207	Russell County (KY)	26%	17,513	4,608
21217	Taylor County (KY)	27%	23,745	6,333
21231	Wayne County (KY)	26%	20,058	5,252
21235	Whitley County (KY)	30%	33,831	10,097
21237	Wolfe County (KY)	36%	7,057	2,558

The table below identifies Kentucky Census tracts with poverty rates of at least 25%. It is based on American Community Survey 5-Year data for the period 2010-2014.

ID	Census Tract	County	Population	Below Poverty Level	% in Poverty
21001970600	9706	Adair	1,459	422	29%
21001970300	9703	Adair	3,199	815	25%
21007950200	9502	Ballard	1,569	402	26%
21009950400	9504	Barren	6,027	1,811	30%
21009950200	9502	Barren	3,746	1,043	28%
21009950600	9506	Barren	5,693	1,430	25%
21011970100	9701	Bath	1,967	616	31%
21011970300	9703	Bath	3,711	1,068	29%
21013960600	9606	Bell	4,604	1,993	43%
21013960100	9601	Bell	2,597	958	37%
21013960800	9608	Bell	3,740	1,298	35%
21013960200	9602	Bell	4,468	1,450	32%
21013961100	9611	Bell	2,588	832	32%
21013960700	9607	Bell	2,825	897	32%

21013960500	9605	Bell	2,346	674	29%
21015070301	703.01	Boone	5,038	1,750	35%
21017030100	301	Bourbon	4,018	1,117	28%
21019030800	308	Boyd	3,923	1,719	44%
21019030200	302	Boyd	1,177	512	44%
21019030300	303	Boyd	2,089	659	32%
21019030400	304	Boyd	2,128	578	27%
21025920300	9203	Breathitt	3,202	1,313	41%
21025920600	9206	Breathitt	1,839	664	36%
21025920400	9204	Breathitt	1,461	491	34%
21025920500	9205	Breathitt	1,368	386	28%
21025920100	9201	Breathitt	1,264	343	27%
21029020102	201.02	Bullitt	3,484	869	25%
21031930300	9303	Butler	4,425	1,531	35%
21031930200	9302	Butler	1,763	576	33%
21035010301	103.01	Calloway	435	242	56%
21035010302	103.02	Calloway	6,350	2,567	40%
21035010400	104	Calloway	2,110	629	30%
21035010500	105	Calloway	3,166	806	25%
21037050600	506	Campbell	1,916	973	51%
21037050100	501	Campbell	1,530	633	41%
21037051200	512	Campbell	1,418	520	37%
21037050500	505	Campbell	1,794	614	34%
21037051101	511.01	Campbell	2,477	738	30%

21041950300	9503	Carroll	2,241	833	37%
21041950200	9502	Carroll	5,508	1,950	35%
21043960200	9602	Carter	4,517	1,358	30%
21045950300	9503	Casey	6,379	2,327	36%
21045950100	9501	Casey	1,311	463	35%
21045950500	9505	Casey	2,564	646	25%
21047200300	2003	Christian	3,712	2,139	58%
21047200400	2004	Christian	2,957	1,366	46%
21047200100	2001	Christian	3,513	1,340	38%
21047200200	2002	Christian	3,486	1,114	32%
21047200800	2008	Christian	2,731	711	26%
21049020201	202.01	Clark	3,541	1,290	36%
21049020202	202.02	Clark	3,825	1,073	28%
21051950600	9506	Clay	1,142	539	47%
21051950500	9505	Clay	2,533	1,008	40%
21051950400	9504	Clay	3,107	1,154	37%
21051950200	9502	Clay	6,389	2,307	36%
21051950100	9501	Clay	1,826	608	33%
21051950300	9503	Clay	4,525	1,349	30%
21053970201	9702.01	Clinton	3,557	1,106	31%
21055930400	9304	Crittenden	1,528	388	25%
21057950100	9501	Cumberland	3,690	1,086	29%
21059000300	3	Daviess	1,451	688	47%
21059000200	2	Daviess	3,313	1,239	37%

21059000100	1	Daviess	3,211	1,035	32%
21059000400	4	Daviess	7,413	2,180	29%
21059000500	5	Daviess	1,995	515	26%
21061980100	9801	Edmonson	6	5	83%
21061920300	9203	Edmonson	1,432	412	29%
21063920200	9202	Elliott	2,177	652	30%
21063920100	9201	Elliott	4,533	1,331	29%
21065920300	9203	Estill	5,451	1,631	30%
21065920200	9202	Estill	5,928	1,738	29%
21065920100	9201	Estill	1,491	432	29%
21065920400	9204	Estill	1,541	402	26%
21067000802	8.02	Fayette	2,192	1,660	76%
21067000900	9	Fayette	5,414	3,873	72%
21067001800	18	Fayette	2,784	1,781	64%
21067001900	19	Fayette	4,799	2,904	61%
21067000700	7	Fayette	2,398	1,194	50%
21067000801	8.01	Fayette	404	191	47%
21067000300	3	Fayette	3,297	1,538	47%
21067003804	38.04	Fayette	5,538	2,578	47%
21067001100	11	Fayette	4,491	2,081	46%
21067000400	4	Fayette	1,658	746	45%
21067000101	1.01	Fayette	3,107	1,281	41%
21067001300	13	Fayette	2,165	845	39%
21067003404	34.04	Fayette	4,447	1,723	39%

21067000200	2	Fayette	2,747	1,052	38%
21067001000	10	Fayette	1,509	572	38%
21067000102	1.02	Fayette	1,875	657	35%
21067003402	34.02	Fayette	5,107	1,561	31%
21067002001	20.01	Fayette	4,760	1,436	30%
21067004001	40.01	Fayette	5,932	1,725	29%
21067002500	25	Fayette	3,797	1,050	28%
21067001400	14	Fayette	2,444	657	27%
21067003910	39.1	Fayette	2,117	564	27%
21067003501	35.01	Fayette	4,000	1,045	26%
21067001500	15	Fayette	2,039	501	25%
21069920300	9203	Fleming	2,678	659	25%
21071920500	9205	Floyd	2,763	1,171	42%
21071920700	9207	Floyd	3,274	1,078	33%
21071921000	9210	Floyd	6,902	2,181	32%
21071920400	9204	Floyd	4,546	1,340	29%
21071920100	9201	Floyd	3,223	939	29%
21071920200	9202	Floyd	2,261	652	29%
21071920800	9208	Floyd	5,765	1,528	27%
21071920300	9203	Floyd	4,875	1,281	26%
21071920900	9209	Floyd	1,809	451	25%
21073071200	712	Franklin	2,705	885	33%
21073070600	706	Franklin	3,607	943	26%
21075960200	9602	Fulton	2,548	846	33%

21079970300	9703	Garrard	3,366	1,063	32%
21083020300	203	Graves	5,991	2,105	35%
21083020100	201	Graves	3,703	1,154	31%
21085950600	9506	Grayson	4,187	1,215	29%
21085950300	9503	Grayson	3,433	975	28%
21093000500	5	Hardin	2,211	618	28%
21093000100	1	Hardin	997	278	28%
21093001402	14.02	Hardin	3,691	999	27%
21093001500	15	Hardin	2,166	577	27%
21093000400	4	Hardin	4,872	1,279	26%
21093000700	7	Hardin	4,953	1,228	25%
21095971000	9710	Harlan	4,465	1,913	43%
21095970200	9702	Harlan	3,159	1,247	39%
21095970700	9707	Harlan	3,880	1,450	37%
21095970800	9708	Harlan	1,357	442	33%
21095970900	9709	Harlan	4,523	1,459	32%
21095971300	9713	Harlan	2,814	825	29%
21095970300	9703	Harlan	1,044	287	27%
21095970600	9706	Harlan	2,623	676	26%
21097950300	9503	Harrison	5,130	1,358	26%
21097950400	9504	Harrison	2,818	739	26%
21099970400	9704	Hart	5,082	1,656	33%
21099970200	9702	Hart	2,633	716	27%
21099970300	9703	Hart	4,644	1,172	25%

21101020400	204	Henderson	2,407	922	38%
21101020200	202	Henderson	1,525	520	34%
21101020100	201	Henderson	1,658	548	33%
21101020300	203	Henderson	1,982	580	29%
21101020602	206.02	Henderson	4,591	1,209	26%
21101020500	205	Henderson	2,465	630	26%
21103090200	902	Henry	3,370	884	26%
21107971100	9711	Hopkins	3,144	925	29%
21107970600	9706	Hopkins	3,238	950	29%
21107970400	9704	Hopkins	2,146	589	27%
21109960100	9601	Jackson	5,327	1,954	37%
21109960300	9603	Jackson	5,200	1,644	32%
21111003000	30	Jefferson	3,202	2,776	87%
21111003500	35	Jefferson	3,178	2,231	70%
21111002700	27	Jefferson	2,750	1,520	55%
21111006200	62	Jefferson	1,837	1,006	55%
21111002100	21	Jefferson	2,240	1,204	54%
21111005000	50	Jefferson	1,639	857	52%
21111004301	43.01	Jefferson	4,546	2,282	50%
21111005900	59	Jefferson	3,873	1,847	48%
21111002300	23	Jefferson	2,518	1,196	47%
21111004900	49	Jefferson	2,174	1,026	47%
21111011901	119.01	Jefferson	1,472	692	47%
21111000600	6	Jefferson	1,613	750	46%

21111001800	18	Jefferson	1,540	713	46%
21111003600	36	Jefferson	5,631	2,557	45%
21111005100	51	Jefferson	3,183	1,406	44%
21111002400	24	Jefferson	5,175	2,283	44%
21111009105	91.05	Jefferson	3,366	1,478	44%
21111001000	10	Jefferson	2,596	1,124	43%
21111000200	2	Jefferson	2,561	1,104	43%
21111006500	65	Jefferson	3,083	1,327	43%
21111002800	28	Jefferson	1,697	722	43%
21111001600	16	Jefferson	2,459	1,002	41%
21111004302	43.02	Jefferson	1,562	613	39%
21111003900	39	Jefferson	3,873	1,463	38%
21111011906	119.06	Jefferson	3,153	1,169	37%
21111005600	56	Jefferson	4,510	1,656	37%
21111003700	37	Jefferson	1,618	591	37%
21111000700	7	Jefferson	2,881	1,044	36%
21111001400	14	Jefferson	2,502	902	36%
21111011404	114.04	Jefferson	3,163	1,139	36%
21111005300	53	Jefferson	1,014	349	34%
21111011302	113.02	Jefferson	6,820	2,338	34%
21111007100	71	Jefferson	4,984	1,688	34%
21111000300	3	Jefferson	2,299	765	33%
21111012801	128.01	Jefferson	3,438	1,140	33%
21111004100	41	Jefferson	2,710	897	33%

21111001700	17	Jefferson	2,126	686	32%
21111001200	12	Jefferson	2,888	894	31%
21111001500	15	Jefferson	2,815	871	31%
21111005200	52	Jefferson	3,226	976	30%
21111011002	110.02	Jefferson	4,992	1,488	30%
21111007602	76.02	Jefferson	3,515	1,034	29%
21111006600	66	Jefferson	1,720	498	29%
21111012802	128.02	Jefferson	2,681	761	28%
21111011301	113.01	Jefferson	2,417	673	28%
21111012701	127.01	Jefferson	3,377	935	28%
21111011200	112	Jefferson	5,207	1,392	27%
21111012502	125.02	Jefferson	5,417	1,440	27%
21111000400	4	Jefferson	5,109	1,342	26%
21111011905	119.05	Jefferson	7,777	2,014	26%
21115960400	9604	Johnson	5,856	1,769	30%
21115960100	9601	Johnson	3,134	901	29%
21115960200	9602	Johnson	2,590	715	28%
21117067100	671	Kenton	1,607	949	59%
21117065100	651	Kenton	3,380	1,781	53%
21117060900	609	Kenton	2,311	1,118	48%
21117061600	616	Kenton	1,324	456	34%
21117061000	610	Kenton	1,828	579	32%
21117064400	644	Kenton	4,027	1,110	28%
21117060300	603	Kenton	1,485	396	27%

21117067000	670	Kenton	2,457	650	26%
21117066900	669	Kenton	4,229	1,112	26%
21117065000	650	Kenton	3,885	1,008	26%
21117060700	607	Kenton	1,507	382	25%
21119960100	9601	Knott	2,434	874	36%
21119960300	9603	Knott	4,001	1,180	29%
21119960400	9604	Knott	2,621	764	29%
21121930300	9303	Knox	3,059	1,323	43%
21121930100	9301	Knox	2,098	839	40%
21121930200	9302	Knox	4,087	1,549	38%
21121930700	9307	Knox	1,870	699	37%
21121930601	9306.01	Knox	5,946	2,051	34%
21121930400	9304	Knox	7,013	2,208	31%
21121930500	9305	Knox	4,789	1,318	28%
21125970600	9706	Laurel	2,897	919	32%
21125970200	9702	Laurel	7,160	2,154	30%
21125971002	9710.02	Laurel	5,807	1,734	30%
21125970500	9705	Laurel	4,732	1,333	28%
21125971001	9710.01	Laurel	4,131	1,162	28%
21125970900	9709	Laurel	3,279	816	25%
21127930400	9304	Lawrence	3,040	866	28%
21127930200	9302	Lawrence	1,651	465	28%
21127930300	9303	Lawrence	1,597	401	25%
21129950300	9503	Lee	1,639	636	39%

21129950100	9501	Lee	3,629	1,220	34%
21129950200	9502	Lee	1,535	418	27%
21131920300	9203	Leslie	2,887	792	27%
21131920200	9202	Leslie	2,804	695	25%
21133950402	9504.02	Letcher	4,624	1,649	36%
21133950300	9503	Letcher	1,408	440	31%
21133950100	9501	Letcher	2,894	783	27%
21135930100	9301	Lewis	4,051	1,522	38%
21135930400	9304	Lewis	2,051	726	35%
21135930200	9302	Lewis	3,795	1,278	34%
21135930300	9303	Lewis	3,636	945	26%
21137920103	9201.03	Lincoln	2,176	982	45%
21137920300	9203	Lincoln	5,453	1,803	33%
21137920400	9204	Lincoln	4,325	1,367	32%
21141960500	9605	Logan	4,073	1,284	32%
21151010500	105	Madison	316	135	43%
21151010200	102	Madison	4,027	1,598	40%
21151010400	104	Madison	1,509	564	37%
21151011301	113.01	Madison	2,374	849	36%
21151010300	103	Madison	7,498	2,606	35%
21151010701	107.01	Madison	4,469	1,411	32%
21151010903	109.03	Madison	4,059	1,221	30%
21151011302	113.02	Madison	3,682	1,078	29%
21151011200	112	Madison	5,442	1,490	27%

21153970400	9704	Magoffin	2,245	776	35%
21153970100	9701	Magoffin	1,755	592	34%
21153970300	9703	Magoffin	3,011	898	30%
21159950200	9502	Martin	6,728	2,644	39%
21159950100	9501	Martin	3,345	891	27%
21161960100	9601	Mason	3,256	858	26%
21145030400	304	McCracken	1,793	1,122	63%
21145030100	301	McCracken	1,149	471	41%
21145030200	302	McCracken	1,751	665	38%
21145030600	306	McCracken	3,583	1,240	35%
21145030700	307	McCracken	4,008	1,242	31%
21145030300	303	McCracken	930	262	28%
21147960200	9602	McCreary	1,084	506	47%
21147960100	9601	McCreary	2,388	992	42%
21147960300	9603	McCreary	6,166	2,275	37%
21147960400	9604	McCreary	6,818	2,424	36%
21163970100	9701	Meade	1,173	432	37%
21163980100	9801	Meade	70	21	30%
21165960100	9601	Meniffee	3,601	1,087	30%
21165960200	9602	Meniffee	2,557	688	27%
21167960400	9604	Mercer	4,122	1,063	26%
21171930200	9302	Monroe	2,474	800	32%
21171930400	9304	Monroe	3,907	1,057	27%
21171930300	9303	Monroe	2,603	682	26%

21173920400	9204	Montgomery	4,661	1,560	33%
21173920500	9205	Montgomery	2,949	824	28%
21173920200	9202	Montgomery	7,424	2,028	27%
21175950500	9505	Morgan	2,188	725	33%
21175950400	9504	Morgan	3,695	1,137	31%
21175950200	9502	Morgan	2,011	617	31%
21175950100	9501	Morgan	2,220	634	29%
21177960200	9602	Muhlenberg	6,470	1,979	31%
21177960100	9601	Muhlenberg	1,119	289	26%
21177960700	9607	Muhlenberg	3,529	903	26%
21179930303	9303.03	Nelson	3,722	1,482	40%
21183920400	9204	Ohio	1,631	495	30%
21183920600	9206	Ohio	2,144	526	25%
21185030302	303.02	Oldham	4,863	1,256	26%
21189930200	9302	Owsley	1,868	745	40%
21189930100	9301	Owsley	2,718	1,052	39%
21193970700	9707	Perry	2,033	766	38%
21193970600	9706	Perry	5,056	1,571	31%
21193971000	9710	Perry	3,514	1,038	30%
21193970900	9709	Perry	1,813	488	27%
21193970500	9705	Perry	5,740	1,426	25%
21195930300	9303	Pike	2,812	997	35%
21195931700	9317	Pike	4,298	1,381	32%
21195930800	9308	Pike	3,109	951	31%

21195930100	9301	Pike	3,309	970	29%
21195931600	9316	Pike	1,511	442	29%
21195931800	9318	Pike	3,309	940	28%
21195930400	9304	Pike	3,692	990	27%
21195931300	9313	Pike	3,064	800	26%
21195931500	9315	Pike	3,702	954	26%
21195930900	9309	Pike	1,854	475	26%
21195931900	9319	Pike	3,080	785	25%
21197970200	9702	Powell	6,838	2,302	34%
21199930600	9306	Pulaski	3,787	1,564	41%
21199931102	9311.02	Pulaski	2,788	929	33%
21199930800	9308	Pulaski	6,002	1,990	33%
21199930100	9301	Pulaski	6,143	2,036	33%
21199930900	9309	Pulaski	3,075	978	32%
21199930502	9305.02	Pulaski	6,450	1,833	28%
21199930700	9307	Pulaski	4,575	1,295	28%
21199930200	9302	Pulaski	5,303	1,482	28%
21199931000	9310	Pulaski	1,652	419	25%
21201970100	9701	Robertson	2,189	582	27%
21203950400	9504	Rockcastle	2,464	751	30%
21203950200	9502	Rockcastle	6,963	1,908	27%
21203950300	9503	Rockcastle	4,022	1,030	26%
21205950300	9503	Rowan	5,333	2,063	39%
21205950400	9504	Rowan	3,981	1,118	28%

21207960400	9604	Russell	3,218	1,023	32%
21207960102	9601.02	Russell	4,958	1,539	31%
21207960300	9603	Russell	4,028	1,171	29%
21209040206	402.06	Scott	3,626	1,270	35%
21211040301	403.01	Shelby	5,470	1,602	29%
21217920500	9205	Taylor	6,731	1,954	29%
21217920100	9201	Taylor	2,740	733	27%
21219950300	9503	Todd	2,828	747	26%
21221980100	9801	Trigg	16	16	100%
21225950201	9502.01	Union	5,185	2,205	43%
21227010300	103	Warren	3,952	2,114	53%
21227010100	101	Warren	1,893	991	52%
21227010200	102	Warren	3,628	1,890	52%
21227010400	104	Warren	361	161	45%
21227010500	105	Warren	2,278	792	35%
21227011001	110.01	Warren	3,962	1,372	35%
21227010701	107.01	Warren	5,154	1,571	30%
21227011200	112	Warren	4,466	1,300	29%
21227011002	110.02	Warren	5,664	1,432	25%
21227010803	108.03	Warren	6,148	1,525	25%
21231920200	9202	Wayne	5,177	1,853	36%
21231920400	9204	Wayne	3,536	1,226	35%
21231920300	9203	Wayne	4,235	1,264	30%
21235920800	9208	Whitley	1,955	675	35%

21235920700	9207	Whitley	3,949	1,241	31%
21235920100	9201	Whitley	2,680	711	27%
21235920300	9203	Whitley	6,101	1,603	26%
21237930200	9302	Wolfe	3,479	1,621	47%
21237930100	9301	Wolfe	3,648	1,539	42%

