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| WS 22-01 |
| Released: February 17, 2022 |
| Effective: Immediately |
| Financial Aid |
| Expires: Continuing |

To: All Contractors

From: Mike Temple
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Subject: Determining High Poverty Areas

Purpose

To provide guidance on determining customers who live in high poverty areas.

Background

We exist to keep our region the best place to do business, work, and live.

Workforce Solutions offers financial aid to help individuals get the skills and credentials they need to get a job, keep a job or get a better job, to ensure the employers and job seekers in our region remain competitive.

Workforce Solutions uses multiple eligibility criteria to determine if a youth meets the low-income criteria to provide financial aid for customers. Through Workforce Innovation and Opportunity Act (WIOA) funding, youth customers who reside in a high poverty area meet the economic eligibility and are considered low-income.

Action

1. All managers, supervisors, and staff should be aware of the [High Poverty Census Tracts Desk Aid](#) and use it to determine if a youth customer resides in a high poverty area.
2. Staff must document in TWIST Counselor Notes if a customer resides in a high poverty area and update the TWIST Characteristics tab appropriately.
3. Staff should determine if a customer resides in a high-poverty area to meet the low-income eligibility criteria before determining low-income based on income calculations.

Questions

Staff should first ask questions of their managers or supervisors. Direct questions for Board staff through the [Submit a Question](#) link.