

**INFORMATION BULLETIN**

**TO:** All Workforce Innovation and Opportunity Act (WIOA) Title I Funded Adult, and Youth Career Service Providers (CSP)

**DATE:** May 12, 2023

**SUBJ:** **How to Determine High Poverty Areas for Workforce Innovation and Opportunity Act (WIOA) Program Eligibility**

**PURPOSE OF BULLETIN:**

The purpose of this bulletin is to provide information regarding use of United States Census Bureau's website to determine High Poverty Areas as they apply to eligibility for WIOA Title I programs.

**BACKGROUND:**

Within WIOA Title I programs, there are multiple pathways for an individual to be determined eligible to receive services. In at least two of the WIOA Title I fund streams, low-income status is one criterion that can help an applicant gain access to federally funded career and training services.

Low-income status can be determined using a few different criteria:

- Qualifying as a low-wage earner, based on family size
- Being a recipient of certain cash public assistance benefits
- Attesting to an unhouseed or homeless status
- Residing within a High Poverty Area

High Poverty Areas are defined as areas where the poverty rate equals or exceeds 25% as reflected in the Poverty Data Tools on the U.S. Census website (which is explained below).

Using U.S. Census Bureau data to determine low-income status offers applicants and service providers one additional avenue to determining low-income status for WIOA applicants.

The instructions presented through this Information Bulletin have been adapted from instructions offered through Workforce GPS, an online technical assistance website created to help build the capacity of America's public workforce systems, sponsored by the Employment and Training Administration (ETA) of the U.S. Department of Labor (DOL).

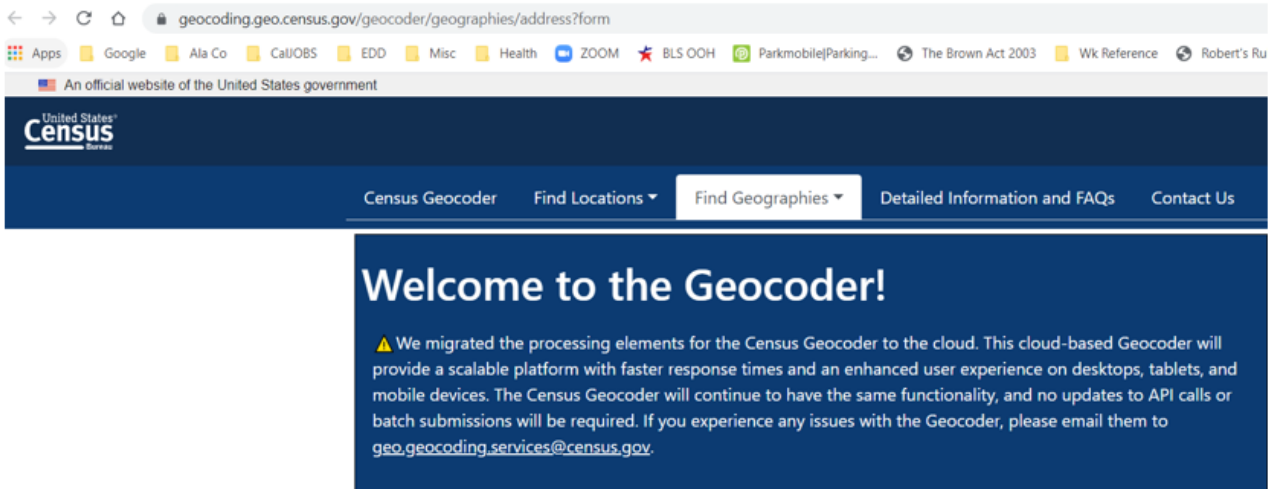
Instructions for researching these High Poverty Areas and determining low-income status are included within this bulletin.

## IDENTIFYING HIGH POVERTY AREAS:

Follow the instructions as outlined below to determine whether WIOA applicants reside within High Poverty Areas:

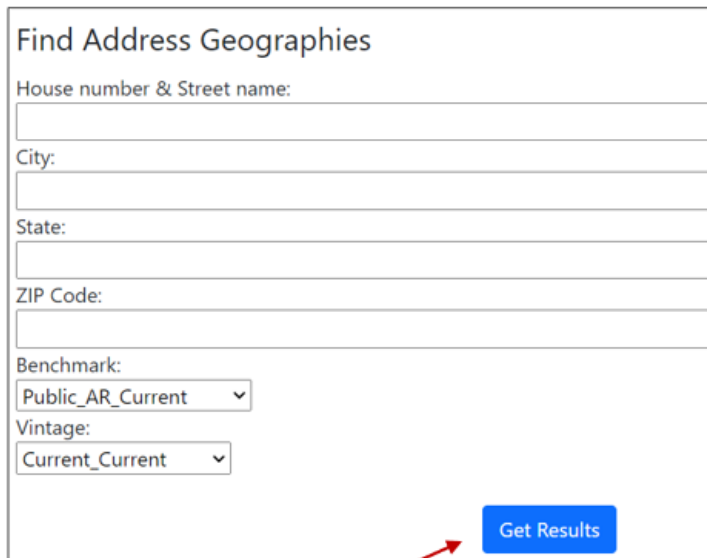
### Step 1:

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



The screenshot shows a web browser window with the URL [geocoding.geo.census.gov/geocoder/geographies/address?form](https://geocoding.geo.census.gov/geocoder/geographies/address?form). The browser's address bar and tabs are visible. The page header includes the United States Census Bureau logo and navigation links: "Census Geocoder", "Find Locations", "Find Geographies" (which is selected), "Detailed Information and FAQs", and "Contact Us". A large blue banner contains the text "Welcome to the Geocoder!" followed by a yellow warning triangle icon and a paragraph: "We migrated the processing elements for the Census Geocoder to the cloud. This cloud-based Geocoder will provide a scalable platform with faster response times and an enhanced user experience on desktops, tablets, and mobile devices. The Census Geocoder will continue to have the same functionality, and no updates to API calls or batch submissions will be required. If you experience any issues with the Geocoder, please email them to [geo.geocoding.services@census.gov](mailto:geo.geocoding.services@census.gov)."

B. Enter the applicant's street address:



The screenshot shows the "Find Address Geographies" form. It includes the following fields and controls:

- House number & Street name:
- City:
- State:
- ZIP Code:
- Benchmark:
- Vintage:
- Get Results button

A red arrow points from the text "C. Click 'Get Results'" to the "Get Results" button.

C. Click "Get Results"

**D. Scroll down to “Census Tracts:”**

**Census Tracts:**  
**STATE CODE:** 06  
**CENTLON:** -122.2490093  
**GEOID:** 06001423700  
**CENTLAT:** +37.8618284  
**COUNTY CODE:** 001  
**TRACT CODE:** 423700  
**AREAWATER:** 0  
**AREALAND:** 728688  
**NAME:** Census Tract 4237

**E. Listed as the “Name”, the Census Tract Name will be the number (i.e., 4237)**

**Step 2:**

**A. <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/>**

The screenshot shows the 'Narrative Profiles' page for the year 2020. The page title is 'Narrative Profiles' and it includes a sub-header '2016 - 2020 ACS 5-Year Narrative Profile'. A note states: 'Note: Users should exercise caution when comparing 2016-2020 ACS 5-year estimates to other ACS estimates. For more information, please visit the 2020 ACS Comparison Guidance page.' Under the heading 'Select a Geography Type', there are several radio button options: Nation, State, County, County Subdivision, Place, Census Tract (which is selected), ZIP Code Tabulation Area, Metropolitan/Micropolitan Statistical Area, and American Indian Area/Alaska Native Area/Hawaiian Home Land. Below the radio buttons is a dropdown menu with the text 'Select a state to begin.' and a downward arrow. A red arrow points from the 'Census Tract' radio button to the dropdown menu.

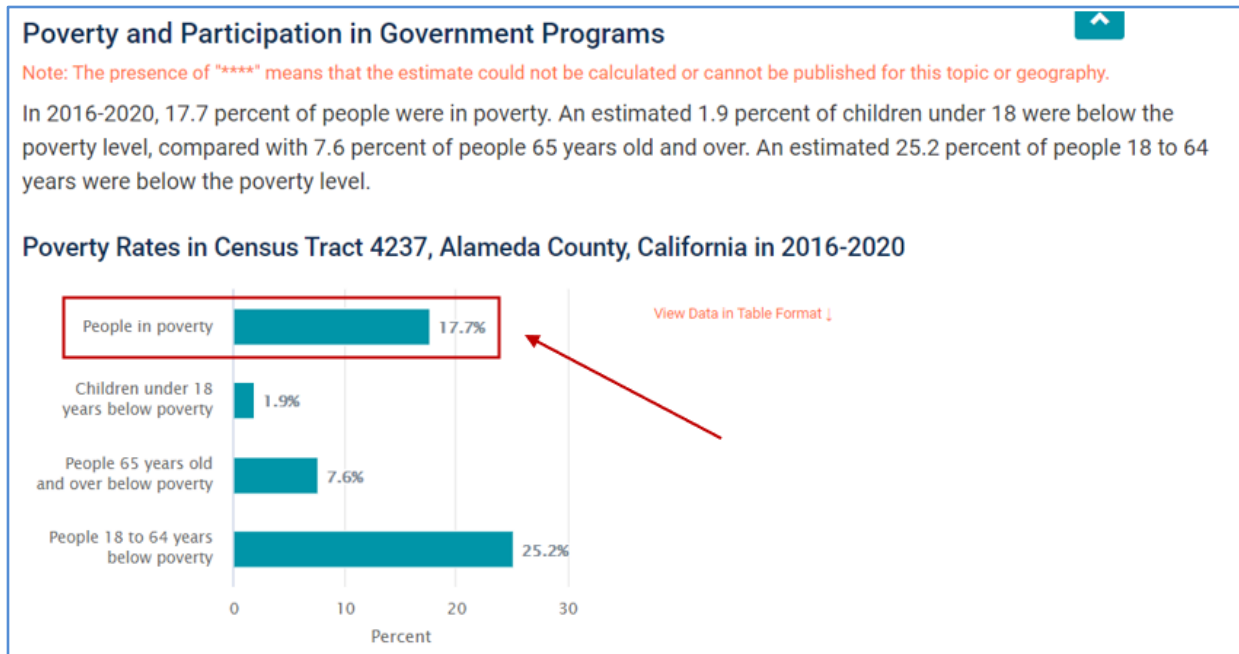
**B. Select “Census Tract” and Select your state from the drop-down menu.**

**C. After you select your state, you will be provided a drop-down to select the county, and then the Census Tract Number.**

D. After you have selected your options, click

GET NARRATIVE PROFILE

E. After the data loads, scroll down to “Poverty and Participation in Government Programs”.



F. Use the “People in Poverty” percentage rate to determine whether this is a High Poverty Area. Any “People in Poverty” percentage equal to or great than 25% is considered High Poverty. Anything below 25% is not considered to be a High Poverty Area.

Technical assistance may be requested from the Workforce Services Support Team (WSST) or the Workforce Technician assigned to work with your programs.

The following links may be used to perform the functions as outlined in the steps above:

Step 1: <https://geocoding.geo.census.gov/geocoder/geographies/address?form>

Step 2: <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/>

*Any discrepancies arising between this Information Bulletin and federal or state notifications (due to future revisions) will default to the current minimum federal and state information and guidance available. This bulletin represents the most current information available at the time it was published. As policies or regulations are updated, the most current versions of bulletins will appear on our website at [www.acwdb.org](http://www.acwdb.org).*

**For information and inquiries please contact:**

Michele G. Garcia  
Workforce Board Systems Administrator  
24100 Amador Street, 6th Floor  
Hayward, CA 94544-1203  
(510) 259-3802  
[mggarcia@acgov.org](mailto:mggarcia@acgov.org)