Revised Directions for Using American Community Survey Data to Determine High-Poverty Areas

The WIOA youth formula program allows youth living in high-poverty areas to be considered low-income individuals. The Census Bureau has changed its website for accessing American Community Survey data, and so this is to provide revised instructions on how to use Census data to document high-poverty areas.

Out-of-school youth who are high school dropouts are not required to be low-income to be served by the WIOA formula youth program, but youth with a high school diploma or its equivalent who are basic skills deficient, English language learners, or who require additional assistance to complete an educational program or to secure or hold a job are required to be low-income to be served by the program. Documenting that these youth live in a high-poverty area is a non-intrusive way of allowing these youth to meet the low-income criteria. Similarly, in-school youth may meet the low-income criteria by receiving or being eligible to receive a free or reduced price lunch, but in some cases it may be easier to document an in-school youth's low-income status by showing that they live in a high-poverty area. Also, living in a high-poverty area satisfies the low-income eligibility requirement for receiving supplemental youth services in the WIOA Section 166 Native American Program.

The WIOA regulations at 681.260 define high poverty area as a Census tract, a set of contiguous Census tracts, an American Indian Reservation, Oklahoma Tribal Statistical Area (as defined by the U.S. Census Bureau), Alaska Native Village Statistical Area or Alaska Native Regional Corporation Area, Native Hawaiian Homeland Area, or other tribal land as defined by the Secretary in guidance, or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey 5-Year data.

Revised directions for using American Community Survey data to determine high-poverty areas are as follows. Section 1 describes how to determine if an individual youth lives in a high-poverty area based on their street address. Section 2 describes how to identify if an overall county has a poverty rate of 25 percent or above. Section 3 describes how to determine the poverty rate of American Indian Reservations, Oklahoma Tribal Statistical Areas, and Alaska Native Village Statistical Areas. Section 4 describes how to identify high-poverty areas in your city or county for targeting your services on high-poverty neighborhoods.

You can use the Microsoft Edge, Google Chrome, or Microsoft Explorer browsers for the directions in Sections 1 and 2. You will need to use either the Microsoft Edge or Google Chrome browser for Section 3 and on 4.

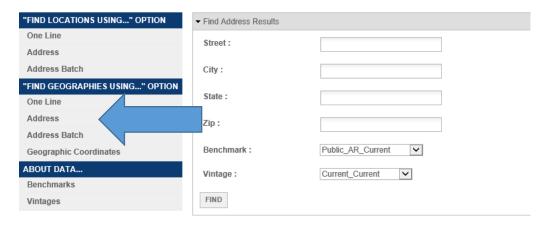
If you run into problems with these directions, send an e-mail to <u>youth.services@dol.gov</u> for technical assistance.

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

There are two steps to this—first determining the Census tract in which the street address is located, and second determining the poverty rate of the Census tract.

1. For the first step of determining the Census tract in which the street address is located, click on https://geocoding.geo.census.gov/geocoder/geographies/address?form. There will be two choices: Find Locations Using... and Find Geographies Using... We want use the second choice Find Geographies

Using, but Find Geographies Using is not clickable. Rather, under Find Geographies Using Click on **Address**.



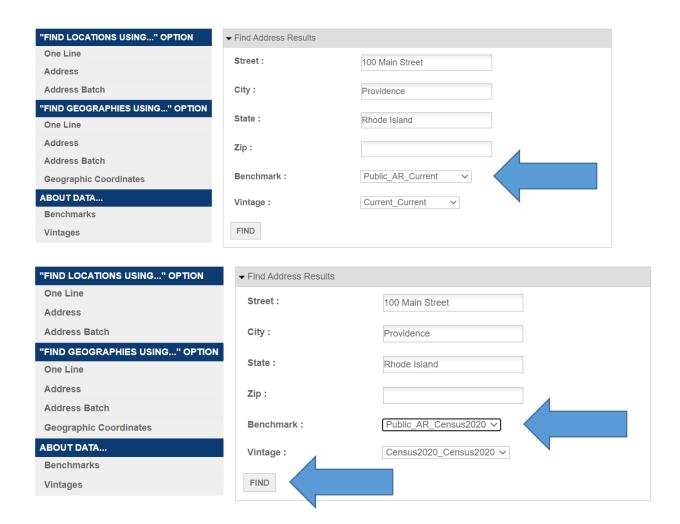
2. Type in the street address, city, and state. You don't need to type in the zip code. Then Click on Find.



3. Once you click on **FIND**, a list of geographic identifiers will appear by state, Census Block, County, and Census Tract. Scroll down to the list of geographic identifiers by **Census Tract**. In the middle of the information for Census Tracts there will be listed **Name**. This will give the Census tract number of the street address. The name of a Census Tract is its number.



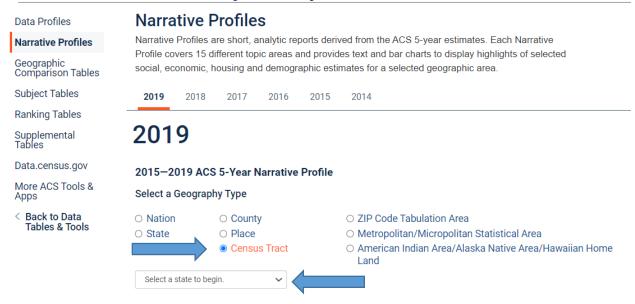
Sometimes it will not scroll down all the way to Census Tracts and you will get an error message that "Layer Query encountered an error, missing required element for GEO Look-up." In which case all that you need to do is go back up to the top and in the dropdown menu for **Benchmark** and try each of the other two Benchmark items. Then click on **Find** and one of the other two Benchmark items should make the Census Tract information available when you scroll down.



Note: At times when you type in the street address your query will come back "No matches found". We have no practical way of determining the Census Tract if the street address is not in the Census data base.

- 4. For the second step of determining the poverty rate of the Census tract, Go to: https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/
- 5. There will options to select from various geographic types. Select Census Tracts and then select your state from the dropdown menu.

American Community Survey



6. After you have selected your state you will then be asked to select your county, and then to select the Census tract within the county.



7. Once you have selected the Census Tract click on **Get Narrative Profile** in the green border. It will take about 10 seconds for the Narrative Profile to load.

2019

2015-2019 ACS 5-Year Narrative Profile

Select a Geography Type O ZIP Code Tabulation Area Nation County State O Place O Metropolitan/Micropolitan Statistical Area American Indian Area/Alaska Native Area/Hawaiian Home Census Tract Land Rhode Island ~ Providence County, Rhode Island Census Tract 36.02, Providence Co Selected Geography: Census Tract 36.02, Providence County, Rhode Island **GET NARRATIVE PROFILE**

8. Once the Narrative Profile loads, scroll down to **Poverty and Participation in Government Programs** to see the Poverty Rate. Use the Poverty Rate shown first, **People in Poverty**.

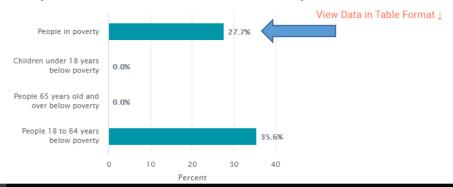
Poverty and Participation in Government Programs



Note: The presence of "*****" means that the estimate could not be calculated or cannot be published for this topic or geography.

In 2015-2019, 27.7 percent of people were in poverty. An estimated 0.0 percent of children under 18 were below the poverty level, compared with 0.0 percent of people 65 years old and over. An estimated 35.6 percent of people 18 to 64 years were below the poverty level.

Poverty Rates in Census Tract 36.02, Providence County, Rhode Island in 2015-2019

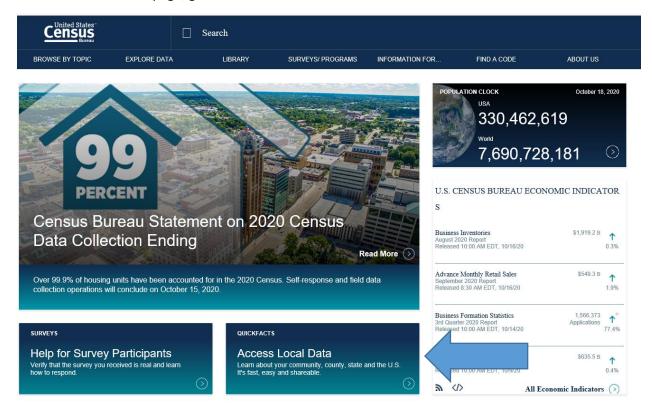


Section 2: Determining if a County has a Poverty Rate of 25 Percent or Above.

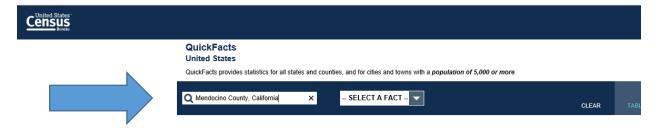
To check if your overall county has a poverty rate of 25 percent or above, there are separate directions for counties with populations of 5,000 and above and for counties with a population of less than 5,000.

For counties with a population of 5,000 and above:

- 1. Click on https://www.census.gov/.
- 2. In the middle of the page, go to Quick Facts: Access Local Data and click on Go to Quick Facts.



3. On the page that comes up, type in the name and state of your county, and then hit return. You don't need to select a fact.



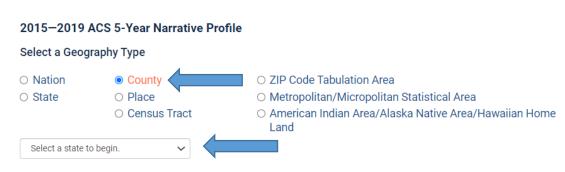
4. A page will come up with various information on your county and the entire United States. Scroll down near the bottom of the table under **Income and Poverty** and it will give you **Persons in Poverty, Percent** for your county and for the United States.



For counties with a population of less than 5,000:

- 1. Go to: https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/.
- 2. A page will open with options to select from various geographic types. Select **County**. Then select your state from the dropdown menu.

2019



3. Once you have selected your state you can select your county from the dropdown menu of counties.

2019

2015-2019 ACS 5-Year Narrative Profile



4. Once you have selected your county click on the **Get Narrative Profile** in green border. It will take about 10 seconds for the Narrative Profile to load.

2019

2015-2019 ACS 5-Year Narrative Profile



5. Once the Narrative Profile loads, scroll down to **Poverty and Participation in Government Programs** to see the Poverty Rate. Use the Poverty Rate shown first, **People in Poverty**.



Poverty and Participation in Government Programs

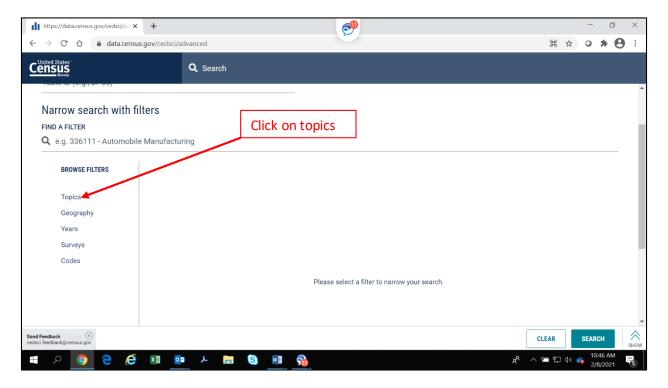
In 2015-2019, 7.2 percent of people were in poverty. An estimated 4.0 percent of children under 18 were below the poverty level, compared with 1.3 percent of people 65 years old and over. An estimated 11.0 percent of people 18 to 64 years were below the poverty level.

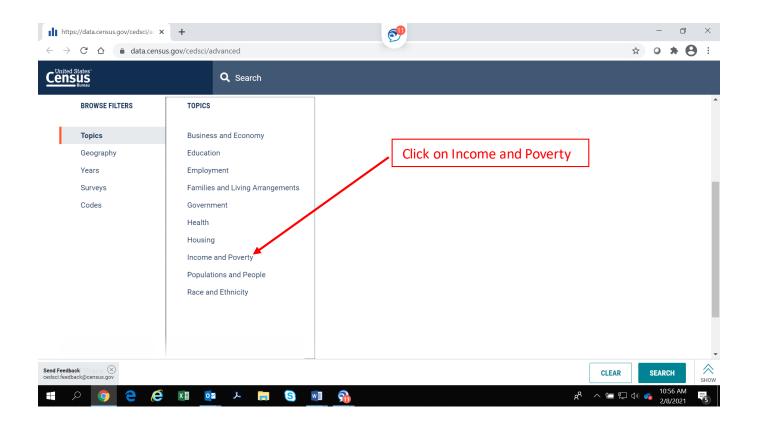
Poverty Rates in Ouray County, Colorado in 2015-2019

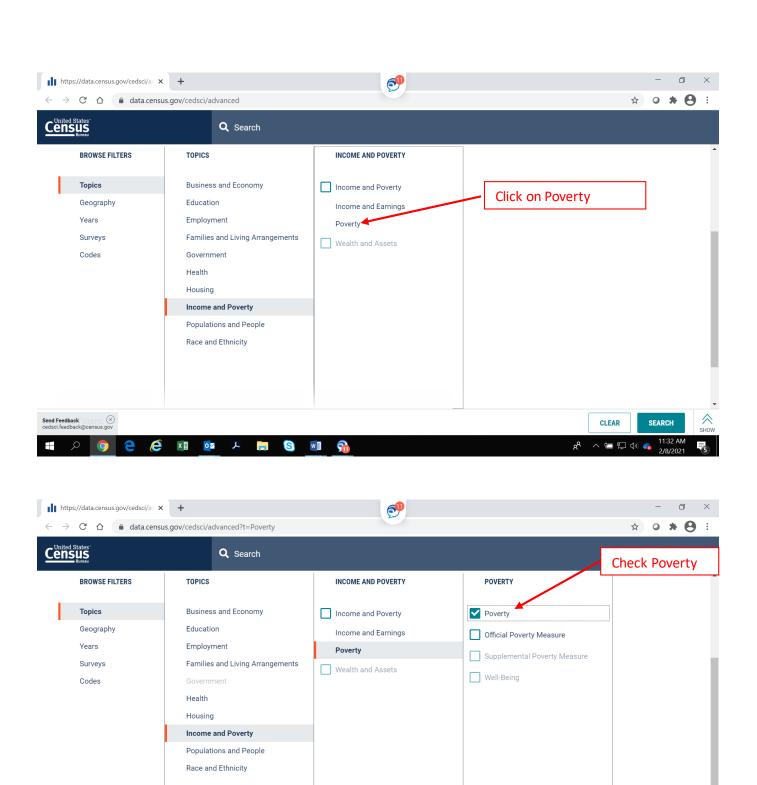


Section 3: Determining the Poverty Rate of Reservations, OSTAs, and ANVSAs.

Go to: https://data.census.gov/cedsci/advanced





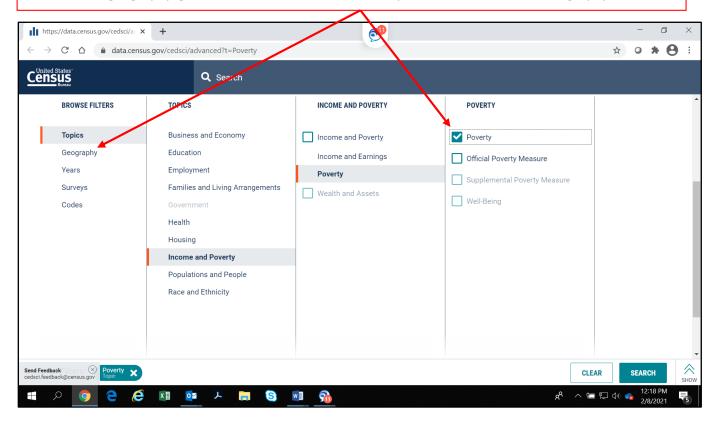


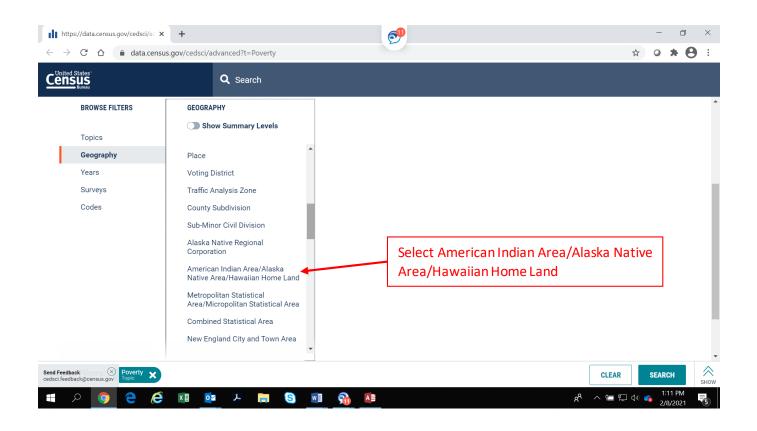
ΧI

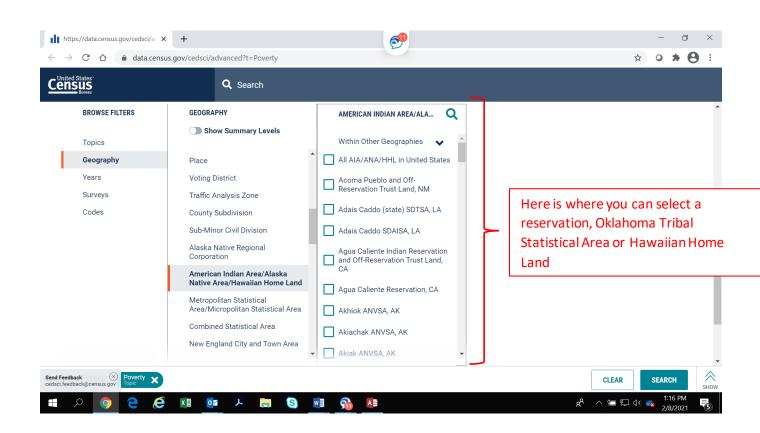
0

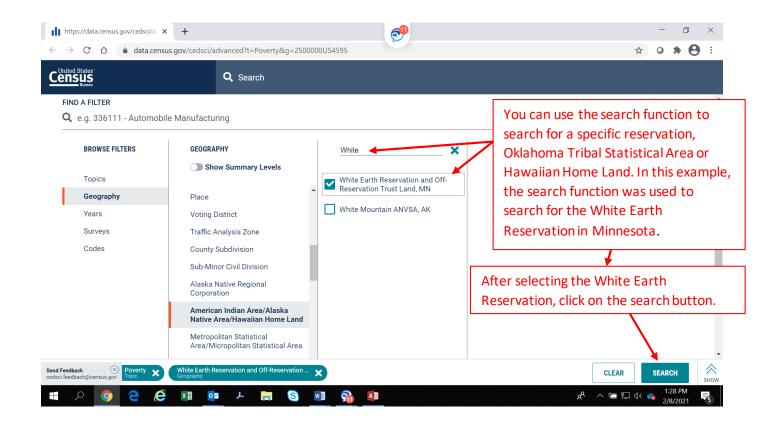
CLEAR SE

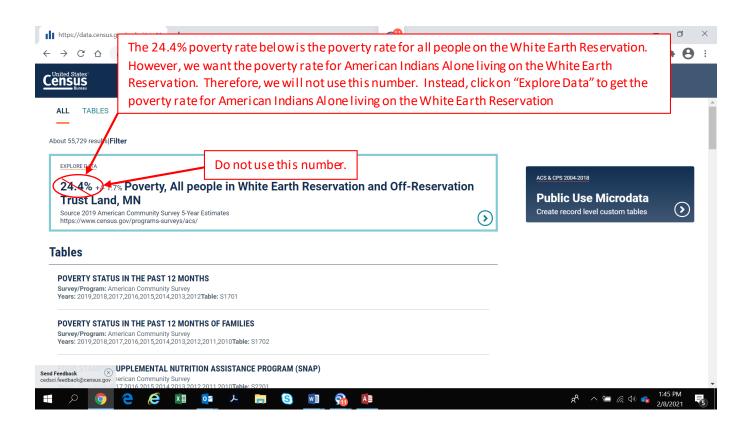
Now that you have selected Poverty as your topic, select the geographic area you want, such as an American Indian Reservation, Oklahoma Tribal Statistical Area (OTSA) or Alaska Native Village Statistical Area (ANVSA). To select the geography, go back over to the left hand side of your screen and click on Geography.

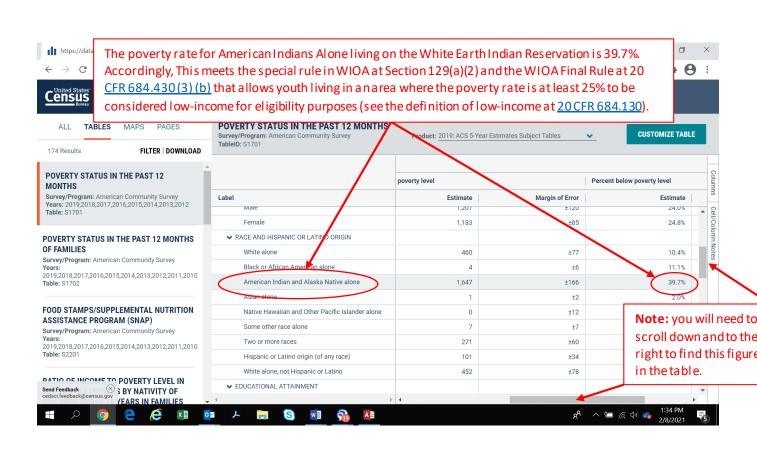










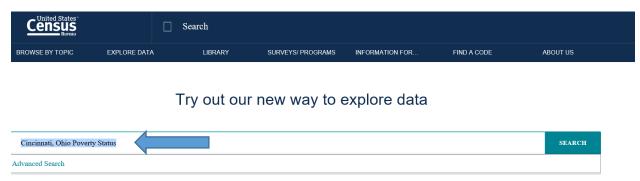


Section 4: Identifying Contiguous High-Poverty Areas in your City or County for Targeting Your Services on high-poverty neighborhoods.

If your county does not have a poverty rate of 25 percent, you can still identify contiguous Census tracts within your county or city with poverty rates of 25 percent or above. This can be useful in a couple of ways. First, you can identify high-poverty contiguous Census tracts in your city or county for the purpose of targeting your services and recruitment efforts in these communities. Second, if you identify a contiguous set of Census tracts to serve as a target area for your services and recruitment all of the individual Census tracts within the target area do not have to have a 25 percent poverty rate as long as the overall set of Census tracts within the target area have an overall poverty rate of 25 percent.

You can identify more than one high-poverty area in your county or city as long as the Census tracts within each high-poverty area are contiguous. For example, you can identify a high poverty area in the West side of town and a high poverty area in the South side of town, as long as the Census tracts within the West side poverty area are contiguous with each other and the Census tracts within the South side poverty area are contiguous with each other. The directions for finding the poverty rates of a contiguous set of Census tracts in your city or county are as follows. You can use the Microsoft Edge or Google Chrome browsers for these directions. Microsoft Explorer will not work for this section.

- 1. Go to: https://www.census.gov/data.html
- 2. Where it says **Search** type in the name of your city or county and state and the words Poverty Status, for example, Cincinnati, Ohio Poverty Status or Hamilton County, Ohio Poverty Status. Don't just click on the name of the city or county when it comes up, you need to type in the name of the city or county plus the words Poverty Status. You need to type in the words Poverty Status in order to get to the data set that you need. Then click on **Search**.



3. On the next page, under Tables click on the first table Poverty Status in the Past 12 Months.

Tables



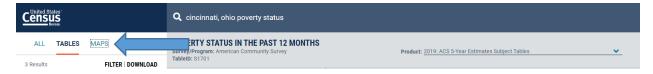
4. A table will appear showing the poverty rate of the overall city or county. Right above the table it will say **Product: 2019: ACS 1-Year Estimate**. You need to use the 5-Year data to get data on Census tracts, so click on **2019: ACS 1-Year Estimates** and a dropdown menu will appear allowing you to select a different data set.



5. Select the second item **2019: ACS 5-Year Estimate Subject Tables**.



6. Next, click on **MAPS** in the top left corner of the page outside the table.



The map should take you directly to your city. If it just takes you to your overall state, start all over again and add City to the name of your city or add County to the name of your county. For example, instead of St. Louis, Missouri Poverty Status, type in St. Louis City, Missouri Poverty Status. Then the map will take you directly to your city. This may happen for example if the name of St. Louis on the map is St. Louis City and the computer only recognizes St. Louis as St. Louis City.

7. Then, you need to change the Geography to Census tracts. Above the map to the left of 2018: ACS 5-Year Estimate Subject Tables it will say **Geographies: Place** if you started with your city or **Geographies: County** if you started with your county. Click on **Place** or **County** and a dropdown menu will appear with different levels of Geography. Scroll down to the 20th item and click on **Census tracts**. Note: It may stop

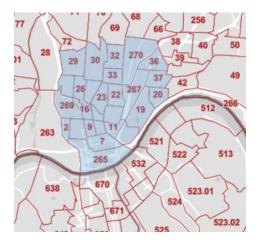
at other Geography levels as you scroll down, so you may have to keep trying a couple of times until you get to Census tracts.



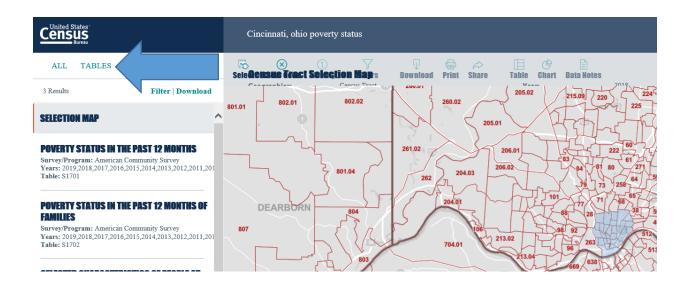
- 8. Once you click on **Census tracts** you will see the Census tracts in your city or county. To see the Census tract numbers you may need to increase the magnitude of the map. You can increase or decrease the magnitude of the map by using the plus and minus toggle switch in the bottom right corner of the map.
- 9. The map does not have directional arrows, so you need to use the directional arrows on your keyboard to move around the map. Please note that each time you want to use your directional arrows you need to click on a Census tract on the map. Otherwise nothing will happen when you to try to use the directional arrows on your keyboard. Once you click on any Census tract on the map your directional arrows will start to work.
- 10. Now you are ready to start selecting Census tracts for your target area. Place your cursor over a Census tract and click on it, and then you will be given the opportunity to Select it. Click on **Select** for that Census tract when given the option. It is not enough to just click on a Census tract, you need to click on Select when given the option. The first time you select a Census tract it will increase the magnitude of the map and you will need to use the toggle switch in the bottom right corner to reduce the magnitude. After that it will be fine. Also, you just need to click once on Select. If you double-click on Select it will select the Census tract and increase the magnitude of the map, so you will need to use the toggle switch in the bottom right corner to reduce the magnitude. When you select a Census tract it will become highlighted.



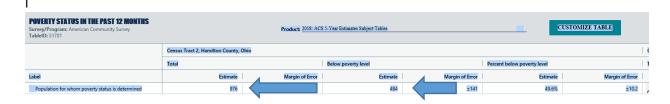
11. Click on the Census tracts that you expect to be in the target area. Make sure that the Census are contiguous as required by the definition of high-poverty area in the regulations. See the instructions in Step 20 below for an easy workaround if you need to deselect a Census tract as currently the Deselect key is not working. When you have selected all of your Census tracts it is probably best at this point to save the map as described below in Step 21.



12. Once you have selected all the Census tracts that you want, on the top left corner of the screen outside the map click on **Tables**.



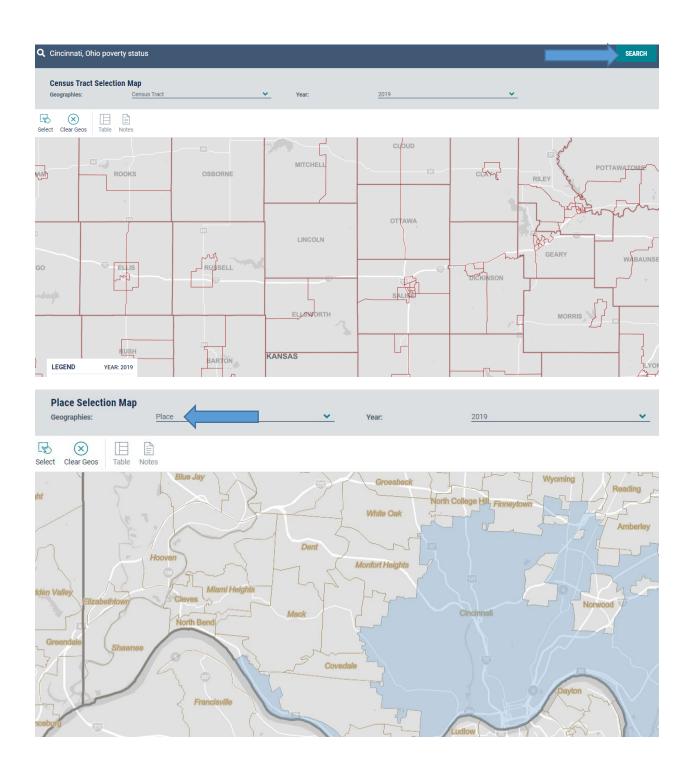
13. A table should show up providing the total population, population in poverty, and poverty rate for each of the Census tracts that you selected. You can use the directional arrow at the bottom of the table or the directional arrows on your keyboard to scroll to the right on the table to see each Census tract. We are only interested in the top row of the table—the total population of the Census tract and the total number in poverty.

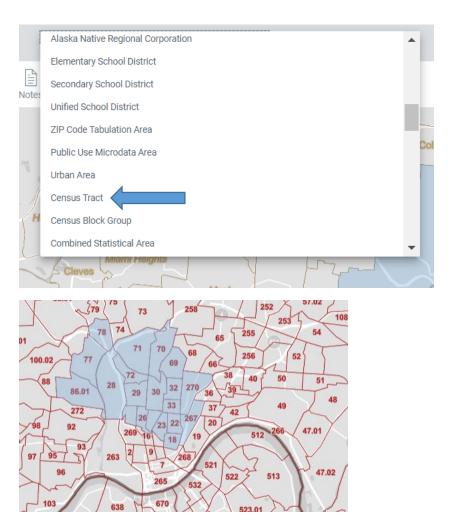


- 14. If you are setting up a high-poverty target area you can now make a handwritten spreadsheet in a notebook which you can later copy into Excel with three columns, the Census tract number, the Total Population in the Census tract, and the Number in Poverty in the Census tract. You do not need to, but you may want to add a fourth column showing the percentage in poverty in the Census tract. Individual Census tracts can have a poverty rate of below 25 percent as long as the overall poverty rate of the target area is 25 percent or above, but it may be useful to you later to know the poverty rate of each tract if you need to go back and remove some Census tracts with low poverty rates to get to a poverty rate for the entire target area of 25 percent or above.
- 15. After you have copied your spreadsheet into Excel, add up the Total Population and the Population in Poverty columns, and divide the Population in Poverty by the Total Population. If the poverty rate of the combined Census tracts is 25 percent or above, you are done. Save your work at this point as described below. Also, you may wish to go back to the top left corner of the page and click on MAPS to take you back to the map of your city to do a Print Screen of the map, which you can use to document the high-poverty area in your files. To see the boundaries of the Census tracts continue to magnify the map until you can see the names of the streets that bound the Census tracts.

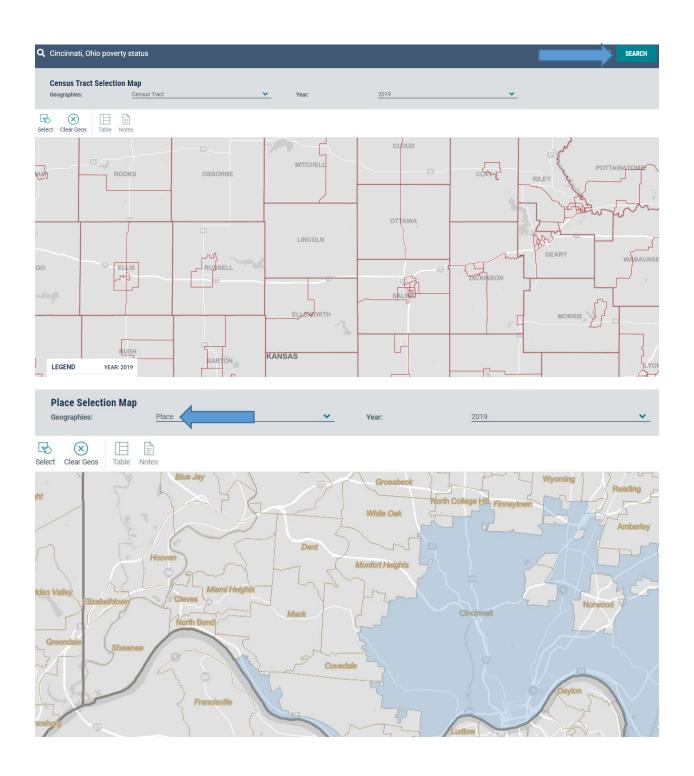


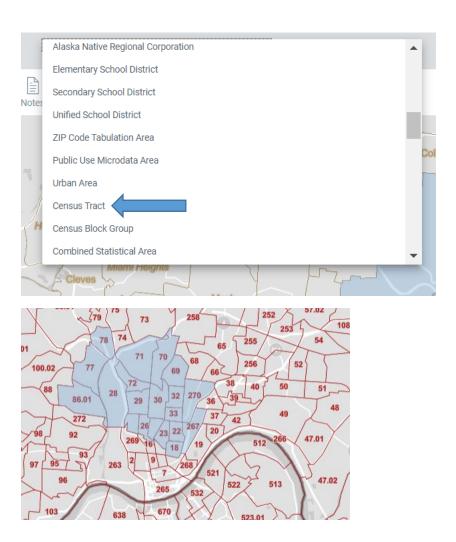
16. If when you click on Maps it doesn't take you back to the map of your city but rather to a map of a different state altogether simply click twice on **Search** above the top right corner of the map. You have to click on **Search** twice and it will take you back to the map of your city. You will then need to click on **Place** or **County** at the top of the map and select **Census tracts** again in the dropdown menu and it will take you back to your map with the Census tracts highlighted that you have selected.



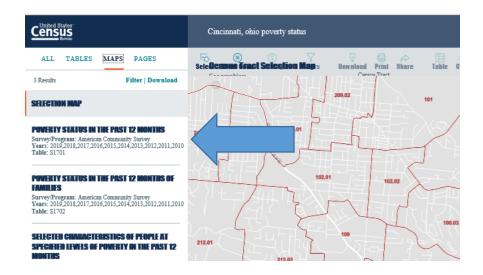


17. If you are trying to set up a target area and the poverty rate of the combined Census tracts is below 25 percent, you can go back to the top left corner of the page and click on MAPS, which will take you back to the map of your city with the selected Census tracts to add or delete Census tracts. As described above in Step 16, if when you click on Maps it doesn't take you back to the map of your city but rather to a map of a different state altogether simply click twice on Search above the top right corner of the map. You have to click on Search twice and it will take you back to the map of your city. You will then need to click on Place or County at the top of the map and select Census tracts again in the dropdown menu and it will take you back to your map with the Census tracts highlighted that you have selected.





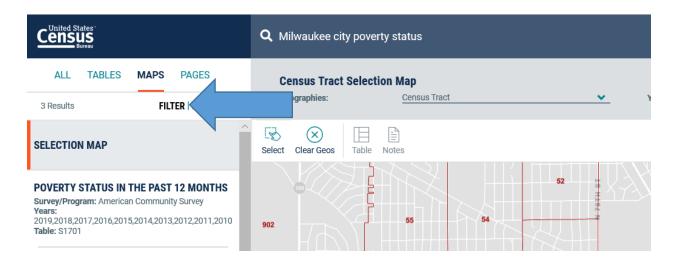
18. Note that any time you switch from the Map to the Table and Back to the Map you need to click on **POVERTY STATUS IN THE PAST 12 MONTHS** on the left of the map to continue selecting Census tracts. You can delete Census tracts with low poverty rates by clicking on the tract and then clicking on **DeSelect**. You can go back and forth from the map to the table until you get a target area with an overall poverty rate of 25 percent or above.



19. If for some reason after switching back and forth from the table to the map the table is showing the poverty status for families instead of the poverty status of the overall population you simply need to click on **Poverty Status in the Past 12 Months** to the left of the table, and the Table will change to give you the poverty status of the overall population.



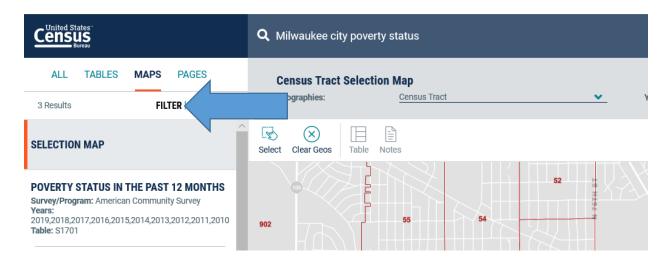
20. The function to deselect Census tracts currently is not working, so to deselect a Census tract click in **Filter** in the top left corner of the screen outside the map.



Once you have clicked on **Filter** a screen will appear showing in green borders the Census tracts that you have selected. To deselect a Census tract click on the X next to the Census tract.



Once you have deselected the Census tracts click on Filter again to get back to your map.



21. You can save your work either by saving the table you were working on or by saving the map, as either one will take you back to the other, or you can save both. It is best to save the map. To save the table or the map, click and save the URL at the very top of the page and then copy it using the Clipboard **Paste** option onto a Word document. The URL will be much too long to past into an e-mail, so that's why you need to paste it into a Word document and then you can save and e-mail the document to

yourself. When you are copying the URL make sure that you are clicking on the URL such that you are copying the entire URL at one time. It won't work if you try to copy the URL by scrolling it word by word. When you are ready to go back to work on the table or map just click on the URL that you have saved.

 ${\tt data.census.gov/cedsci/map?q=Cincinnati,\%20Ohio\%20Poverty\%20Status\&g=1400000US39061003000,39061003200,39061003300,39061003800,3906100.}$



22. If after you have saved your map the URL takes you back to different state altogether, as described above in Step 16 simply click twice on **SEARCH** on the top right corner above the map and it will take you back to your city or county, and then you will also need to click on **Place** or **County** at the top of the map and scroll down and click on Census tracts, and it will take you back to the map with the Census tracts highlighted that you have selected.