



Finish Up For Free Tracking Report Instructions and Definitions

Name—Always enter Last Name and First Name in appropriate separate columns. Don't include first and last names in same column.

Last Four SSN Digits—Include only the last four digits of the Social Security Number. This will be used for sorting and error checking only.

Application Date—Insert the date that the Applicant began the application process. This will not be used as a priority criterion, but will assure that the process was initiated before the deadline. Date should be entered in the following format MM/DD. Single digits may be used for numbers less than 10 and the year is not necessary.

Residence County—Spell out the county where the applicant resides. This must be one of the 23 EKCEP service counties and should be supported by application documentation.

Intake County—Spell out the county where the applicant began the application process. This should be the location of the applicant's file unless the contractor has made alternate arrangements with EKCEP.

College—Use the following codes for colleges where the applicant will be attending classes:

Ashland CTC	ACTC	Berea	BEREA
Big Sandy CTC	BSCTC	Eastern Ky Univ.	EKU
Hazard CTC	HCTC	Lincoln Memorial	LMU
Maysville CTC	MCTC	Morehead State	MSU
Somerset CTC	SCTC	Pikeville College	PC
Southeast Ky CTC	SKCTC	Union College	UC
Univ. of Cumberlands	CUMB		

If applicants apply for other colleges, contact Crawford Blakeman at EKCEP for appropriate codes.

Course of Study—Brief name of major field of study, not to exceed the space allocated.

of Hours—Number of semester hours needed for degree completion at the time of application.

File Completed—Applicants should not be put on the Master List at each contractor's county site until files are completed. An **X** should be placed in this box to confirm that this has been verified by contractor staff.

WIA Priority Criteria—An **X** should be placed in each of the following boxes where appropriate. Leave blank if not applicable.

Dislocated Worker

Veteran

Public Assistance (Receiving Public Assistance as indicated on WIA-20)

Applicant Under-employed—Check this box if the applicant is employed but earning less than self-sufficiency. In accordance with EKCEP policy, self-sufficiency is defined by the following table:

Self Sufficiency Standard for Employed Workers	
Individuals who are earning \$13.40 per Hour or less*	
--OR--	
Individuals who are earning more than \$13.40 per Hour but have a family income that does not exceed:	
Family Size	Minimum Income for Self-Sufficiency
1	\$11,577
2	\$18,969
3	\$26,036
4	\$32,143
5	\$37,937
6	\$44,369
For each additional family member, add:	\$6,432 Rev. 7/09
* A recent payroll stub is used to document the hourly rate of pay. Case notes and wage information must document that the individual is earning less than the amount equal to \$13.40 per hour.	

Family Income—Family income as calculated on WIA-20. Whole dollar figures only. Form will insert dollar sign and appropriate commas.

Number in Family—Number of individuals in family indicated on WIA-20.

% of Poverty—The form will automatically calculate the income relative to the poverty rate.