

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

Form #5

Do Not Mark In This Box

FILED

2016 APR -4 A 10: 24

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Bureau of senior Services TITLE NUMBER: 76

CITE AUTHORITY: WV Code 16-P-1

RULE TYPE: PROCEDURAL \_\_\_\_\_ INTERPRETIVE Interpretive

EXEMPT LEGISLATIVE RULE \_\_\_\_\_

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW  
\_\_\_\_\_

AMENDMENT TO AN EXISTING RULE: YES X NO \_\_\_\_\_


IF YES, SERIES NUMBER OF RULE BEING AMENDED: 3

TITLE OF RULE BEING AMENDED: West Virginia State Plan for Aging - Title V  
\_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_  
\_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS May 4 2016



Authorized Signature



Earl Ray Tomblin  
Governor

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Robert E. Roswall  
Commissioner

**MEMORANDUM**

**DATE:** April 1, 2016

**TO:** Judy Cooper, Manager  
WV Secretary of State's Office

**FROM:** Robert Roswall  
Commissioner

A handwritten signature in black ink, appearing to read "R. Roswall", written over the printed name of the Commissioner.

**RE:** Comments/Comment Period for the West Virginia State Plan for Aging – Title V

There were no comments during the Comment Period for the West Virginia State Plan for Aging – Title V between March 1, 2016 and March 31, 2016.

Thank you.

**TITLE 76  
INTERPRETIVE RULE  
WEST VIRGINIA BUREAU OF SENIOR SERVICES**

**SERIES 3  
WEST VIRGINIA STATE PLAN FOR AGING PROGRAMS**

**FILED**  
2016 APR -4 A 10:26  
OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**§76-3-1. General.**

1.1. Scope. -- The State Plan for Aging Programs includes all assurances and plans to be conducted by the Bureau of Senior Services under the provisions of the Older Americans Act of 1965, as amended. The Bureau of Senior Services is primarily responsible for the coordination of all the major responsibilities of developing and administering a comprehensive and coordinated system of services and activities for providing a positive impact on the lives of elderly people within the service area.

1.2. Authority. -- W. Va. Code §16-5P-1 et. seq.

1.3. Filing Date. -- <sup>April 4</sup> ~~March 1~~, 2016.

1.4. Effective Date. -- May <sup>4</sup>, 2016.

**§76-3-2. Incorporation By Reference.**

The West Virginia State Plan for Aging Programs is hereby incorporated by reference as an interpretive rule. This document is available from the Secretary of State's Office or the West Virginia Bureau of Senior Services.

**WEST VIRGINIA BUREAU OF SENIOR SERVICES**



**Ensuring Well & Vital Seniors**

**OLDER AMERICANS ACT**

**WEST VIRGINIA STATE PLAN FOR THE  
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

**PROGRAM YEARS JULY 1, 2016 – JUNE 30, 2019**

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# **WEST VIRGINIA SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

## **STATE PLAN FOR PROGRAM YEARS JULY 1, 2016 THROUGH JUNE 30, 2019**

### **SECTION 1. Overview of Senior Community Services Employment Program and Purpose of the State Plan**

On Tuesday, July 22, 2014, President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) (P.L. 113-128) into law, formally overhauling and reauthorizing the expired Workforce Investment Act (WIA) of 1998. President Obama signed the WIOA following swift passage and overwhelming bipartisan support for the bill in both the U.S. House of Representatives and the Senate.

The U.S. Department of Labor (USDOL), state workforce agencies, local workforce areas, and other stakeholders continue to implement the changes under WIOA, which became effective July 1, 2015.

The SCSEP also known as Title V, is authorized under the Older Americans Act (OAA) as amended in 2006, and administered by the USDOL, Employment and Training Administration (DOLETA). The DOLETA distributes SCSEP funds to fifteen (15) National SCSEP Grantees and fifty-six (56) State and Territorial Grantees. The National Grantees operate across multiple state jurisdictions and receive 78% of SCSEP funds. State and territorial SCSEP Grantees receive the remaining 22% of SCSEP funds.

SCSEP is the only grant program designed specifically to serve low-income older workers, age fifty-five (55) and older, by providing job training through community-based organizations and government agencies. The goals of the program are to provide community service and to promote self-sufficiency by placing individuals in unsubsidized employment.

Program-eligible older workers must be residents of West Virginia, fifty-five (55) years of age and older, unemployed, and have a total family income that does not exceed 125% of the federal poverty guidelines, currently \$14,850 for an individual. Service priority is given to individuals meeting one or more of the following criteria:

- Disabled
- Limited English Proficiency
- Low Literacy Skills
- Reside in a Rural Area
- Veterans or Veterans' Spouses
- Low Employment Prospects
- Failed to Find Employment After Using WIOA Services
- Homeless or at Risk of Homelessness
- Minority Individuals
- Poverty Level or Below

Eligible individuals receive part-time, subsidized job training through community service assignments (CSA) at non-profit organizations or governmental entities.

The West Virginia Bureau of Senior Services (Bureau) administers the State SCSEP Grantee program, contracting with Preston County Senior Citizens, Inc. to provide SCSEP services to eleven (11) Counties. In addition, two (2) National Grantees provide SCSEP services in West Virginia: Experience Works and the National Council on Aging.

The OAA and federal regulations require the governor of each state to develop a strategic four-year State Plan in collaboration with the national SCSEP grantees, the aging network, and workforce entities operating within their state. Because the Bureau is West Virginia's designated State Unit on Aging (SUA), Governor Earl Ray Tomblin, delegated authority to Mr. Robert E. Roswall, Commissioner, to submit the State Plan on his behalf to the DOLETA.

The SCSEP State Plan must outline a four-year strategy for the statewide provision of community service employment and other authorized activities for eligible individuals under the SCSEP. The four-year strategy must specifically address the following:

(a) The State's long-term strategy for achieving an equitable distribution of SCSEP positions within the State that:

(1) Moves positions from over-served to underserved locations within the State;

(2) Equitably serves rural and urban areas; and

(3) Serves individuals afforded priority for service;

(b) The State's long-term strategy for avoiding disruptions to the program when new Census or other reliable data become available, or when there is over-enrollment for any other reason;

(c) The State's long-term strategy for serving minority older individuals under SCSEP;

(d) Long-term projections for job growth in industries and occupations in the State that may provide employment opportunities for older workers, and how those relate to the types of unsubsidized jobs for which SCSEP participants will be trained, and the types of skill training to be provided;

(e) The State's long-term strategy for engaging employers to develop and promote opportunities for the placement of SCSEP participants in unsubsidized employment;

(f) The State's strategy for continuous improvement in the level of performance for entry into unsubsidized employment, and to achieve, at a minimum, the levels specified in §513(a)(2)(E)(ii) of the OAA;

(g) Planned actions to coordinate activities of SCSEP grantees with the activities being carried out in the State under Title I of the WIOA, including plans for using the WIOA One-Stop delivery system and its partners to serve individuals aged fifty-five (55) and older;

(h) Planned actions to coordinate activities of SCSEP grantees with the activities being carried out in the State under other titles of the OAA;

(i) Planned actions to coordinate the SCSEP with other public and private entities and programs that provide services to older Americans, such as community and faith-based organizations, transportation programs, and programs for those with special needs or disabilities;

(j) Planned actions to coordinate the SCSEP with other labor market and job training initiatives; and

(k) The State's long-term strategy to improve SCSEP services, including planned long term changes to the design of the program within the State, and planned changes in the use of SCSEP grantees and program operators to better achieve the goals of the program; this may include recommendations to the USDOL, as appropriate.

This system is intended to be customer-focused and to help individuals access the tools they need to manage their careers. The system is also intended to help companies find the skilled workers they need to manage, compete, and succeed in business.

The Bureau's OAA State Plan on Aging (October 1, 2012 to September 30 2014), was granted an extension through September 30, 2016. It addresses senior employment in Objective 1.8, which states "Strengthen the ability of older West Virginians in their efforts to continue learning, improve their economic circumstances and support community service organizations by providing seniors with the necessary tools to seek and obtain gainful employment in later life, increasing those employed through Older Americans Act funding (Title V)." This will be accomplished through the following:

- Continue developing strong relationships with key players in the workforce investment arena to enhance employment opportunities through the one-stop job assistance offices that traditionally target younger age groups;
- Continue to advocate on behalf of seniors seeking employment through public education and marketing strategies on the benefits of employing older West Virginians;
- Work with the national contractors employed by the USDOL;
- Provide technical assistance, support and guidance to the local sub-recipients in order to assure achievement of mandated performance goals;
- Serve as the liaison between workforce investment offices and local, state and national organizations that provide support and assistance to older people seeking to rejoin the workforce; and
- Continue to take an active role on the WV Workforce Investment Council and the Workforce WV Interagency Collaborative Team (ICT).

## **SECTION 2. Involvement of Organizations and Individuals**

The Bureau collaborates and partners with countless agencies, both public and private, in preparing the State Plan. State Plan development is a constant work in progress through a senior and employment and training statewide network. Preparation began after submitting the State Plan Modification in November 2014. As a result of these associations, we have worked together to improve the lives of seniors in our State.

The statewide SCSEP network includes partners from the Workforce Development Board consisting of thirty-nine (39) members who make general recommendations regarding workforce investment in the state to the Governor and Legislature; State Agencies represented on the ICT provide employment and training activities or supportive services; Work Force West Virginia; Four (4) Area Agencies on Aging (AAA); Two (2) National SCSEP Grantees; State Rehabilitation Council; County Aging Providers; and Charleston Job Corps Center consisting of representatives from businesses, civic organizations, educational institutions, elected officials, law enforcement agencies, religious organizations, labor, minority and women's associations, other services providers, Center staff and student representatives. Discussions regarding employment and training are held during monthly and quarterly meetings.

The Grantee actively seeks continued job training opportunities leading to employment available in the local job market. A Memorandum of Understanding with State Level Partners provides employment and training activities with organizations and individuals, through the seven (7) Regional Workforce Development Areas (WDAs). The designated West Virginia State Agencies are Workforce West Virginia; the Council for Community and Technical College Education; the Department of Education; the Department of Education and the Arts; the Department of Health and Human Resources; the Department of Military Affairs and Public Safety; and the West Virginia Development Office.

Each agency seeks input through a diverse array of mechanisms, including: surveys, monthly meetings, citizen input, complaint resolution from congressional/state officials, creation of advisory councils, public forums, training programs, and intra-agency workgroups to name a few of the most frequently utilized.

The Bureau and Sub-grantee work in partnership with WorkForce West Virginia, and their State and Regional Workforce offices, to make an individual's training experience worthwhile. Under the auspices of the Department of Commerce, the Bureau of Employment administers West Virginia's Workforce Innovation and Opportunity Act (WIOA) through seven (7) Regional Workforce Development Areas (WDAs) that provide a link between the state and local level. Within the seven (7) Regional WDAs, nineteen (19) comprehensive one-stop centers operate along with eighteen (18) satellites and twenty-three (23) affiliates. In administering the WV WIOA, the centers are operated locally, providing job seekers a one-stop location for employment-related services. Through a partnership with Workforce West Virginia, the Sub-grantee, Preston County Senior Citizens, Inc. is a satellite One Stop Center and offers job seekers access to two computers. A copy of their participation can be viewed in Appendix B.

### SECTION 3. Solicitation and Collection of Public Comments

In an effort to generate ideas for developing the SCSEP State Plan, attendance at monthly, quarterly and periodic meetings with the following stakeholders were beneficial:

November 20, 2014	Monthly ICT Meeting to discuss Workforce Innovation & Opportunity Act	Statewide Agencies
December 18, 2014	Monthly ICT Meeting	Statewide Agencies
January 22, 2015	Monthly ICT Meeting	Statewide Agencies
January 23, 2015	Quarterly Meeting of Job Corps Community Relations Council	State, Community, Business and Educational Representatives
February 12, 2015	Meeting with Sub-Grantee and Staff	Executive Director and SCSEP Coordinator
February 25, 2015	Meeting with Sub-Grantee and Staff	Executive Director and SCSEP Coordinator(s)
February 26, 2015	Monthly ICT Meeting	Statewide Agencies
March 26, 2015	Monthly ICT Meeting	Statewide Agencies
April 15, 2015	Quarterly Workforce Investment Council	State, Community, Business and Educational Representatives
May 28, 2015	Monthly ICT Meeting	Statewide Agencies
June 25, 2015	Monthly ICT Meeting	Statewide Agencies
July 15, 2015	Quarterly Workforce Development Board Meeting	State, Community, Business and Educational Representatives
July 17, 2015	Joint Meeting of Job Corps Community Relations Council and Center Industry Council	State, Community, Business, and Educational Representatives
July 23, 2015	Monthly ICT Meeting	Statewide Agencies
July 27, 2015	Meeting with Sub-Grantee and Staff	Executive Director and SCSEP Coordinator(s)
August 27, 2015	Monthly ICT Meeting	Statewide Agencies
September 9, 2015	Job Corps CRC Executive Board Meeting	State, Community, Business, and Educational Representatives
September 15 – 16, 2015	Annual State Data Center Meeting with US Census Bureau	Statewide Data Affiliates
September 24, 2015	Monthly ICT Meeting	Statewide Agencies
October 20, 2015	State Rehabilitation Council	State, Community, and Business Representatives
October 22, 2015	Monthly ICT Meeting	Statewide Agencies
October 28, 2015	Meeting with Sub-Grantee and	Gary McClanahan, SCSEP

	Staff	Coordinator
October 30, 2015	Quarterly Workforce Development Board Meeting	State, Community, Business, and Educational Representatives
December 2 – 3, 2015	State Rehabilitation Council	State, Community, and Business Representatives
December 17, 2015	Monthly ICT Meeting	Statewide Agencies

The Bureau solicited comments on the State Plan from the general public, during a 30-day comment period from March 1, 2016 – March 31, 2016 through the West Virginia Secretary of State’s website. It was also sent to the fifty-five (55) County Aging Programs, which includes the Sub-grantee; the Workforce ICT; the four (4) AAA; and the two (2) National Sponsors (Experience Works and the National Council on Aging), operating within the state.

Copies of the draft state plan were sent electronically to each of the AAA, the seven (7) Local Workforce Development Boards (LWDBs), all County Aging Programs, and key leadership within state government who are involved in workforce initiatives (Appendix C). The Bureau also posted the plan on their website and face book for review and comment.

**SECTION 4. Basic Distribution of SCSEP Positions Within the State**

**a. Location of Positions**

According to the Demographic and Housing Estimates, 2010 - 2014 American Community Survey (ACS) 5-Year Data Estimates, there are 582,322 individuals age fifty-five (55) and older in West Virginia. Statewide, 96,283 people meet the eligibility requirements for enrollment in the SCSEP. In the eleven (11) counties covered by the Bureau, there are 25,591 eligible individuals age fifty-five (55) and older who meet the eligibility criteria. From this total, the State has 491 authorized SCSEP positions, with the Bureau sponsoring 100 positions. The remaining 391 positions have been awarded to Experience Works with 114 and the National Council on Aging (NCOA) with 277. See 1<sup>st</sup> Quarter Report from SCSEPED.org (Attachment D).

There were no discussions held with the national sponsors regarding equitable distribution within the State. The USDOL determined the equitable distribution based upon the large reduction in funding from Program Year 2010 and, the new census information impacted the distribution of authorized positions within each state. Due to the increase in the State Minimum Wage to \$8.75 per hour, the Bureau’s 100 authorized positions were modified to eighty-three (83) positions.

The Bureau moves positions as the slot allocation changes in accordance with equitable distribution. If an area is over-served, it is brought into equitable distribution with attrition. Therefore, no enrollee currently in the program is terminated, but once the enrollee is placed, the position is not filled in that area. When requested by the National Grantees, we recommend where those positions should be moved.

## **b. Rural and Urban Populations**

The U. S. Census Bureau updated the Rural-Urban Commuting Area (RUCA) codes in May 2013 (Appendix E). The State has 1,039 community zip codes with 818 being designated as rural. This figure equals 78.7% of the total, thus designating most of the State rural. In those instances where the RUCA did not contain a zip code, the State utilized Bureau of Census population figures to determine rural and urban status. With the bulk of the State being classified as rural, targeting this population is an ongoing program responsibility. In fact, twenty-eight counties or 51% are classified as being entirely rural with only eight counties or 15% designated entirely urban. The West Virginia 2012 State Health Profile provides a detailed discussion of commonly used definitions of rural and includes maps showing rural and urban comparisons. It can be found at: <http://www.dhhr.wv.gov/publichealthquality/statepublichealthassessment>.

### **Ratio of eligible individuals in each service area to the total eligible population in the State:**

Data from the U.S. Census Bureau 2010-2014, ACS 5-Year Estimates, indicates there are 96,283 total West Virginians age fifty-five (55) and older living in poverty. The Bureau's SCSEP has 100 authorized positions to accommodate 25,891 eligible individuals in eleven counties. Based on these figures, the West Virginia SCSEP has one slot for every 259 potentially eligible individuals.

### **Relative distribution of eligible individuals who reside in rural and urban areas:**

Data from the "SPARQ Final Quarterly Progress Report covering July 1, 2014 – June 30, 2015, "Specific Population Groups", shows the percentage of participants served in rural areas as 21% for the Bureau, 42% for NCOA and 72% for Experience Works. Experience Works was awarded slots primarily in rural areas and therefore has the highest percentage of service to rural areas.

Due to the high prevalence of West Virginians living in rural areas, access to transportation services is limited. This is verified by the West Virginia Department of Transportation Website ([www.transportation.wv.gov](http://www.transportation.wv.gov)) regarding statewide Metropolitan Planning Organizations (MPO), where transportation is primarily focused in urban areas. Most MPOs are part of a city, county or area regional planning council.

### **The West Virginia MPOs are:**

Brooke-Hancock-Jefferson (BHJ) Metropolitan Planning Commission ([www.bhjmpc.org/](http://www.bhjmpc.org/))

Serving Steubenville, Ohio/Weirton, WV (Brooke and Hancock Counties, WV; Jefferson County, Ohio)

Bel-O-Mar Regional Council ([www.belomar.org/](http://www.belomar.org/))

Serving Wheeling, Ohio and Marshall Counties, WV; and Belmont County, Ohio

KYOVA Interstate Planning Commission ([www.kyovaipc.org/](http://www.kyovaipc.org/))

Serving Huntington, WV; Ironton, Ohio (Cabell and Wayne Counties, WV; Lawrence County, Ohio)

Regional Intergovernmental Council ([www.wvregion3.org/](http://www.wvregion3.org/))  
Serving Charleston Metropolitan Area (Kanawha and Putnam Counties)

Wood-Washington-Wirt (W-W-W) Interstate Planning Commission ([www.movrc.org/](http://www.movrc.org/))  
Serving Parkersburg, WV, Marietta and Belpre, Ohio (Wood County, WV and Washington County, Ohio)

Morgantown/Monongalia County Transportation Planning Organization ([www.plantgether.org/](http://www.plantgether.org/))  
Serving the greater Morgantown area and Monongalia County

Hagerstown / Eastern Panhandle Metropolitan Planning Organization ([www.hepmo.net/](http://www.hepmo.net/))  
Serving the three-county region of Berkeley and Jefferson Counties in West Virginia and Washington County, Maryland

Fayette / Raleigh Metropolitan Planning Organization ([www.frmppo.org/](http://www.frmppo.org/))  
Serving the two-county region of Fayette and Raleigh Counties in West Virginia

According to the overall 25,891 eligible participants in the eleven (11) counties assigned to the Bureau, only 15,898 have access to transportation in urban areas. While each of the county aging programs offers transportation to older West Virginians, it is limited primarily to Non-Medical Emergency Transportation (NEMT). The Bureau is continuing to work with these programs to assure SCSEP enrollees have access to transportation.

### **c. Specific Population Groups**

The change in reporting census data has changed from 2000 to 2010 due to the elimination of the long form connected to the decennial census. Previously, the Bureau was able to report on minorities, veterans and disabled individuals living at 125% of the poverty rate. Unfortunately, the only information captured by the 2010 U.S. Census data is for the number of persons living at 125% of the poverty level by age (Appendix F).

According to the West Virginia Development Office, the ACS has been operating for approximately two (2) years and may provide more specific data in the future. Disability data was collected in 2013, but it will be several years before the data will be distributed. The minority population may be seen in Appendix F1. According to the ACS Five Year Estimate for the period covering 2006 – 2010, there are approximately 170,894 veterans in the State of West Virginia as seen in Appendix F2. In estimating the fifty-five and over (55+) population with a plus or minus of 2,252 veterans, the numbers would range from 117,543 – 120,682.

It is impossible to determine eligible individuals with limited English proficiency using the 2010 U.S. Census since the primary focus of the census was on obtaining data on sex, age, and population. As a result, the 2006 – 2010 ACS Five Year Estimates are the primary source of information. A review of Appendix F3 indicates the closest determination of limited English proficiency would be individuals sixty-five (65) years and over. While the data does not address

eligibility, it is estimated there are 515 of the 291,162 older adults who either speak English “not well” or “not at all.”

As the SUA, the Bureau defined “Greatest Economic Need” and “Greatest Social Need” in their Client Tracking Dictionary dated October 2011 as the following:

**Greatest Social Need (GSN)** - Those elderly individuals having non-economic factors that include physical and mental disabilities, language barriers, and cultural or social isolation including that caused by racial or ethnic status, which restrict ability to perform normal daily tasks or threaten capacity to live independently. An individual would be classified as GSN if he/she is a resident of a long-term care facility, has a disability not fully corrected, or needs assistance to leave the home, **OR** an individual would be classified as GSN if any two of the following factors apply: client is a member of a racial or ethnic minority group, is over 75 years of age, lacks a telephone, has a language/literacy barrier, lives alone, or lacks means of transportation.

**Greatest Economic Need (GEN)** - The criteria are based on figures defined by the U.S. Department of Health and Human Services as income level at or below the poverty line. A means test is not to be used to determine greatest economic need. Refer to the current year poverty guidelines (issued every January).

In terms of targeting the priority population subgroups, both the Bureau and the Sub-grantee have years of experience and practice targeting the most in-need populations. Since the inception of the OAA, both the Bureau and the fifty-five (55) County Aging Programs have been required to target specific populations by demographic imperatives based on their representation within a given geographical area. Although data and research documents are limited for the fifty-five and older population, the Bureau has maintained the number and percentages of people who are at least sixty years of age and older who are:

- Female/Male
- Frail
- Have a disability
- Have limited English proficiency or low literacy skills
- Reside in a rural area
- Veterans
- High nutrition risk
- Represent a minority population
- Are low income
- Are single or married
- Have transportation
- Live alone

**Service to “Priority of Service” Populations  
SPARQ Final Quarterly Progress Report  
July 1, 2014 – June 30, 2015**

<b>Priority of Service Characteristics</b>	<b>WV Bureau (State Grantee)</b>	<b>National Council on Aging (NCoA)</b>	<b>Experience Works (EW)</b>
<b>Disabled</b>	25%	18%	21%
<b>Limited English Proficiency or</b>	0%	0%	0%
<b>Low Literacy Skills</b>	25%	6%	10%
<b>Reside in Rural Area</b>	21%	42%	72%
<b>Veterans or Veterans’ Spouses</b>	24%	13%	17%
<b>Low Employment Prospects</b>	100%	94%	93%
<b>Failed to Find Employment after using Workforce Investment Act Services</b>	0%	90%	10%
<b>Homeless or at Risk of Homelessness</b>	5%	30%	47%
<b>Minority Individuals</b>	28%	9%	31%
<b>Poverty Level or Below</b>	92%	88%	82%

The Bureau continues to seek minority representation in all of its available programs. The four Area Agencies on Aging, as well as the fifty-five County Aging Directors are encouraged to extend outreach efforts to the minority communities. While the statewide minority population represents approximately 3.2% of the total statewide population, minority representation in SCSEP exceeds the State’s population.

Utilizing cooperative arrangements with the local One-Stop Centers and the Workforce Investment Areas, the Sub-grantee maintains county and local data in regard to seniors' ability to find employment with the One-Stop Centers or the conditions that determine employment prospects.

Equally important to the priority targeting of SCSEP participants is the relationship between the Title V Sub-grantee and its board of directors. The board is required to be composed of representatives of its counties and areas. As such, this relationship with its board allows the Sub-grantee the ability to access diverse groups that can increase enrollment. Specific examples of the board of directors' representatives include key leaders from the business community, religious groups, civic organizations, educational programs, social service agencies and older people themselves. Due to the wide variety of programs and activities that are conducted by other units of the Sub-grantee, the SCSEP directors have an intrinsic resource that can serve as both a program marketer and educator.

Locally, the Sub-grantee works closely with a variety of programs and groups to educate and encourage recruitment. In addition to position openings being listed at the one-stop centers, the Sub-grantee:

- a) Communicates with current and past host agencies for potential referrals;
- b) Provides literature and talks at local church and civic groups;
- c) Works closely with the county health and human resource centers;
- d) Participates in senior educational seminars;
- e) Works with local and regional veteran organizations and groups;
- f) Utilizes local media outlets for advertising;
- g) Places literature and posters at locations frequently accessed by older people such as medical facilities, grocers, governmental offices, and recreational facilities; and
- h) Actively participates in various chambers of commerce and other civic groups.

The Bureau requires the Sub-grantee to be responsible for the direct recruitment and selection of the SCSEP participants. In regard to recruitment, the role of the Bureau is three-fold:

- a) Provide technical assistance and support information that will enable the Sub-grantee to better target priority participants;
- b) Serve as a mediator/facilitator to enhance the working relationship between the Sub-grantee and the Workforce Investment Areas, their specific One-Stop Centers, and human/social service organizations that maintain both a local and statewide presence; and
- c) Enhance monitoring and management oversight for the purpose of either exceeding or minimally achieving the goals outlined by the OAA and the USDOL's Education and Training Administration.

## **SECTION 5. Supporting Employment Opportunities for Participants**

The State unemployment rate for 2014 recorded an average unemployment rate of 5.0%. Counties with unemployment rates below 5.0 include Doddridge (4.9), Pendleton (4.7), Jefferson (4.5), and Monongalia (4.4). Several counties reported extremely high unemployment rates. Counties with rates above 10% were: Wetzel (10.3), Logan (10.3), Clay (10.6), Mingo (11.8), and McDowell (12.9).

Attempting to improve West Virginia's economy and labor force market, the statewide partnership for the Workforce Development Initiative has divided the state into seven distinct regions, referred to as Workforce Development Areas (WDA). The Bureau of Senior Services Senior Community Services Program operates in eleven of the fifty-five counties that are located in five of the seven regions. This represents an eligible population of 25,891, or 27% of the 96,283 statewide eligible participants. As SCSEP participants are required to register with the local workforce office, they have access to employment opportunities in West Virginia's expanding job market.

West Virginia's Sub-grantee has found that even though the backgrounds of SCSEP participants are diverse, marketable skills may be absent, especially technology skills. Many SCSEP participants face significant barriers to employment. These include outdated or non-existent work histories such that individuals are unable to obtain employment; limited education; low reading levels; lack of basic computer literacy; and general lack of communication skills including customer service skills. Frequently participants have multiple needs ranging from housing and transportation to other health needs that must be addressed prior to or while enrolled in the program. Health problems prevent some individuals from engaging in occupations for which they were trained earlier in life. Many are interested in part-time employment to supplement social security income.

Within each of these regions the top five types of business fields are related to coal mining, lumber, natural gas production, chemicals and petroleum development. The remaining major industries are agriculture in nature with a primary focus on livestock, poultry, produce, and dairy farming. Excluding support work, all of these industries primarily target a long term employed workforce capable of maintaining high levels of physical activity with extensive hours of employment. While the agricultural industries may appeal to a select few of potential SCSEP trainees, WDA projections through the year 2022 demonstrate many other lines of work that do not require multiple degrees or excessive hours of employment.

The annual Economic Review for West Virginia is prepared by the Research, Information and Analysis Division of WorkForce West Virginia. The 2014 edition delivers a detailed appraisal of the economies of the state and its seven workforce development areas. The following information is derived from multiple surveys covering various aspects of the economy, and can be utilized by those responsible for public policy, economic development, education, job training and career counseling. Data in the Economic Review are revised frequently, and are accessible on the Division's web site: [www.workforcewv.org/lmi](http://www.workforcewv.org/lmi).

The following lists of occupations are considered to be in high demand and would provide employment opportunities for older workers with short to moderate term on the job training. There are significant amounts of annual openings and growth are expected. Police Officers were excluded from the following lists due to age restrictions.

**Demand Occupations 2012-2022  
Workforce Development Area 1**

<b>TITLE</b>	<b>JOB TRAINING/HIGH SCHOOL OR EQUIVALENT</b>
Social and Human Service Assistants	Short-term on-the-job training/HS
Psychiatric Aides	Short-term on-the-job training/HS
Security Guards	Short-term on-the-job training/HS
Tree Trimmers and Pruners	Short-term on-the-job training/HS
Billing and Posting Clerks	Short-term on-the-job training/HS
Customer Service Representatives	Short-term on-the-job training/HS
Receptionists and Information Clerks	Short-term on-the-job training/HS
Secretaries and Administrative Assistants, Except Legal Secretaries	Short-term on-the-job training/HS
Office Clerks, General	Short-term on-the-job training/HS
Sewing Machine Setters, Operators, and Tenders	Short-term on-the-job training/HS

**Demand Occupations 2012-2022  
Workforce Development Area 2**

<b>TITLE</b>	<b>TRAINING/EDUCATION REQUIRED</b>
Substance Abuse and Behavioral Disorder Counselors	Moderate-term on-the-job training/HS
Social and Human Service Assistants	Short-term on-the-job training/HS
Pharmacy Technicians	Moderate-term on-the-job training/HS
Psychiatric Aides	Short-term on-the-job training/HS

Medical Assistants	Moderate-term on-the-job training/HS
Correctional Officers and Jailers	Moderate-term on-the-job training/HS
Security Guards	Short-term on-the-job training/HS
First Line Supervisors of Food Preparation and Workers	Not Applicable/HS
First Line Supervisors of Housekeeping and Janitorial Workers	Not Applicable/HS
Maintenance and Repair Workers, General	Moderate-term on-the-job training

**Demand Occupations 2012-2022  
Workforce Development Area 3**

<b>TITLE</b>	<b>TRAINING/EDUCATION LEVEL</b>
Pharmacy Technicians	Moderate-term on-the-job training/HS
Medical Assistants	Moderate-term on-the-job training/HS
Correctional Officers and Jailers	Moderate-term on-the-job training/HS
Security Guards	Short-term on-the-job training/HS
First Line Supervisors of Food Preparation and Workers	Not Applicable/HS
Insurance Sales Agents	Moderate-term on-the-job training/HS
First Line Supervisors of Office and Administrative Support	Not Applicable/HS
Bill and Account Supervisors	Moderate-term on-the-job training/HS
Billing and Posting Clerks	Short-term on-the-job training/HS
Bookkeeping, Accounting and Auditing Clerks	Moderate-term on-the-job training/HS

**Demand Occupations 2012-2022  
Workforce Development Area 4**

<b>TITLE</b>	<b>TRAINING/EDUCATION LEVEL</b>
Social and Human Service Assistants	Short-term on-the-job training/HS
Pharmacy Technicians	Moderate-term on-the-job training/HS
Opticians, Dispensing	Long-term on-the-job training/HS
Medical Assistants	Moderate-term on-the-job training/HS
Correctional Officers and Jailers	Moderate-term on-the-job training/HS
Security Guards	Short-term on-the-job training/HS
First Line Supervisors of Food Preparation and Workers	Not Applicable/HS
First Line Supervisors of Office and Administrative Support	Not Applicable/HS
Billing and Posting Clerks	Short-term on-the-job training/HS
Bookkeeping, Accounting and Auditing Clerks	Moderate-term on-the-job training/HS

**Demand Occupations 2012-2022  
Workforce Development Area 5**

<b>TITLE</b>	<b>TRAINING/EDUCATION LEVEL</b>
Substance Abuse and Behavioral Disorder Counselors	Moderate-term on-the-job training/HS
Pharmacy Technicians	Moderate-term on-the-job training/HS
Physical Therapist Aides	Moderate-term on-the-job training/HS
Medical Assistants	Moderate-term on-the-job training/HS
Correctional Officers and Jailers	Moderate-term on-the-job training/HS
Security Guards	Short-term on-the-job training/HS

First Line Supervisors of Food Preparation and Workers	Not Applicable/HS
Gaming Dealers	Moderate-term on-the-job training/HS
First Line Supervisors of Office and Administrative Support	Not Applicable/HS
Billing and Posting Clerks	Short-term on-the-job training/HS

**Demand Occupations 2012-2022  
Workforce Development Area 6**

<b>TITLE</b>	<b>TRAINING/EDUCATION LEVEL</b>
Surveying and Mapping Technicians	Moderate-term on-the-job training/HS
Social and Human Service Assistants	Short-term on-the-job training/HS
Coaches and Scouts	Long-term on-the-job training/HS
Pharmacy Technicians	Moderate-term on-the-job training/HS
Opticians, Dispensing	Long-term on-the-job training/HS
Psychiatric Aides	Short-term on-the-job training/HS
Physical Therapist Aides	Moderate-term on-the-job training/HS
Medical Assistants	Moderate-term on-the-job training/HS
Correctional Officers and Jailers	Moderate-term on-the-job training/HS
Security Guards	Short-term on-the-job training/HS
First Line Supervisors of Food Preparation and Workers	Not Applicable/HS
First Line Supervisors of Housekeeping and Janitorial Workers	Not Applicable/HS
First Line Supervisors of Office and Administrative Support	Not Applicable/HS

**Demand Occupations 2012-2022  
Workforce Development Area 7**

<b>TITLE</b>	<b>TRAINING/EDUCATION LEVEL</b>
Coaches and Scouts	Long-term on-the-job training/HS
Pharmacy Technicians	Moderate-term on-the-job training/HS
Medical Assistants	Moderate-term on-the-job training/HS
Correctional Officers and Jailers	Moderate-term on-the-job training/HS
Security Guards	Short-term on-the-job training/HS
First Line Supervisors of Food Preparation and Workers	Not Applicable/HS
Billing and Posting Clerks	Short-term on-the-job training/HS
Bookkeeping, Accounting and Auditing Clerks	Moderate-term on-the-job training/HS
Court, Municipal, and License Clerks	Moderate-term on-the-job training/HS
Customer Service Representatives	Short-term on-the-job training/HS

**The Honorable Governor Earl Ray Tomblin**

The Honorable Earl Ray Tomblin, Governor of the State of West Virginia made it his mission to “strengthen and grow West Virginia’s workforce to meet the long-term needs of business and industry operating here.” In a column dated December 29, 2015, ‘Governor Tomblin Looks Back on 2015’ He addressed ‘**TRAINING A SKILLED WORKFORCE FOR JOBS OF TODAY AND TOMORROW.**’

Governor Tomblin stated,

“For years, the West Virginia Workforce Planning Council has operated behind the scenes, but we have a great story to tell and it’s time we start telling it,” Gov. Tomblin said. “The Workforce Summit highlighted the significant progress we’ve made with folks from across the state to expand workforce training and education programs, giving West Virginians the best opportunities to develop the skills they need to achieve success in high-demand fields. These efforts are guaranteed to help us develop the workforce that companies operating here need.”

Since becoming Governor in 2010, workforce development has been one of Governor Tomblin’s top priorities. In conjunction with the West Virginia Workforce Planning Council, Governor

Tomblin hosted the state's first Workforce Summit, a comprehensive review of the state's workforce development efforts for education, business and industry leaders across the state.

In October, Gov. Tomblin also announced an additional \$7.6 million in federal funding from the USDOL to help coal miners affected by layoffs and mine closures take advantage of job training and career services for new careers, if that's a choice they wish to make. This grant funding provides tuition assistance – up to \$5,000 – for classroom and online skills training, supports 25 on-the-job training positions and provides meal, travel and child care allowances for both miners and their families.

### **The Sub-grantee**

To ensure CSAs are providing the skills that meet the needs of the enrollee and employer, the Sub-grantee targets host agencies that have a diverse array of positions. Once the Individual Employee Plan (IEP) has been completed, the Sub-grantee is able to target a host agency that matches the needs of both the host agency and future employer while providing the enrollee with training that will allow the enrollee to pursue a job he or she enjoys.

In order to provide the necessary training to older workers in meeting the demands of the workforce, the Sub-grantee, with assistance of the Bureau, determines the methods and resources to be used for training. Training will also be arranged for enrollees that help them increase their level of expertise, with particular emphasis on computer skills, reading skills and math skills. Additionally, the Sub-grantee will work with their Workforce Investment Area staff to target SCSEP enrollees for those long range growth positions.

### **SECTION 6. Description of Locations Where SCSEP Projects are Most Needed**

The latest West Virginia Data – County Emphasis from the West Virginia Department of Commerce, was released on December 22, 2015. It states West Virginia's not seasonally adjusted unemployment rate remained at 5.6% in November 2015. Unemployment rates climbed in thirty (30) counties, declined in sixteen (16) counties, and were unchanged in nine (9) counties.

Counties experiencing poverty rates above 10% were: McDowell 10.3%; Logan 10.8%, Calhoun 11.3%; and Mingo 12.0%.

### **SECTION 7. Increasing Participant Placement in Unsubsidized Employment and Employer Outreach**

Community service assignments are based on two major components: the participant's assessment and the identification of learning opportunities within community service host agencies. This responsibility lies primarily with the Bureau's Sub-grantee who conducts both the assessment and the IEP. Ongoing steps taken to move program participants into unsubsidized placement initially target the host agency to hire the enrollee as one of its regular staff. At the

same time, the Sub-grantee looks at the private sector to make certain that opportunities for the enrollee will not be limited to one agency. The partnership with Workforce West Virginia allows a greater pool of resources in meeting this goal. It is our expectation to meet these goals by continuing with the following efforts:

- a) Increasing monitoring to ensure goals are being obtained;
- b) Developing an improved process targeting host agencies that are willing to employ enrollees as regular staff;
- c) Maintaining the requirements contained within the Sub-grantee's notification of grant award for increased accountability;
- d) Increasing awareness to the private sector who may ultimately become a major employer of previous SCSEP enrollees; and
- e) Continuing to strengthen relations between the one-stop centers and the Sub-grantee.

Since the Bureau only has one Sub-grantee, we have increased program monitoring to minimize any non-compliance issues. We also encourage the Sub-grantee to take advantage of training opportunities with the one stop centers.

#### **SECTION 8. Community Service Needs**

The Bureau relies exclusively on the Sub-grantee to determine community service needs. Between the Sub-grantee's advisory council, its board of directors, involvement from the WDBs, and the role of the Area Agency on Aging in assisting in determining regional needs, the Sub-grantee is uniquely positioned to target the most in need. With local workforce areas targeting their funding on demand occupations, the Bureau's Sub-grantee also takes into account those demand occupations that will interest SCSEP participants and still meet a local need. As an integral part of the county's social service network, the Sub-grantee works with many of the other non-profit organizations on a regular basis.

The Sub-grantee utilizes the WV Department of Health and Human Resources 186 page "Children and Families Resource Guide," to assist participants with needed services and referrals. A log of those referrals is maintained in the participants file folder. The subject areas are:

Information and Referral Sources; Advocacy; Children's Health; Disability; Disease and Illness; Domestic Violence; Educational; Employment; Family Planning; Financial; Food/Nutritional; Health; Health Care and Insurance; Housing; Legal; Mental Health; Military and Veteran's; Seniors; Substance Abuse; Supports; Transportation; Utility Assistance; and Women's Health. The most common and universal community service needs of participants are housing assistance, transportation assistance, food, utility support, and temporary financial assistance. Other concerns of our participant population are health concerns, financial difficulties, loneliness, lack of jobs, fear of identity theft, and caring for family members including children and grandchildren.

Community service needs and organizations to meet those needs vary throughout the state. Participants are connected to community resources that will address barriers and basic unmet needs, as listed in the "Children and Families Resource Guide." Participants are referred to groups that meet community service needs such as AAA, food banks, Salvation Army, Red Cross, United Way, Legal Aid Society, Senior Centers, food stamp offices, free clinics, adult education and literacy programs, community colleges, one-stop partners, and community action agencies. The sub-grantee is very resourceful in linking SCSEP participants to those organizations to meet the specific needs of each participant.

While the Sub-grantee continually seeks new host agencies, it has maintained a long and extended relationship with many of its host agencies. As the lead agencies charged with providing OAA services along with many other senior care programs, the Sub-grantee attempts to match the enrollees to those agencies uniquely skilled in working with older people. By targeting aging providers, the Sub-grantee has access to a wide variety of jobs, encompassing such fields as clerical/office, transportation, healthcare, food preparation, custodial, instructors, manufacturing, and the oil and gas industry. The Sub-grantee also targets agencies in which it already maintains some form of partnership.

Utilizing the "Melissa DATA" system that tracks nonprofit organizations on a county by county basis, the Sub-grantee is able to verify the accuracy of the county's unmet need by determining growth and decline of non-profit organizations. In order of priority, the Sub-grantee targets county aging programs, county/municipal government offices, youth service organizations, shelters, libraries and other entities that maintain enough staff to potentially offer a position.

Recruitment of host agencies is an ongoing daily function. The Sub-grantee relies on television and newspaper marketing as its primary approach to reach both potential enrollees and host agencies. The Sub-grantee also provides information to each of the non-profit organizations that are contained within either the Melissa DATA system or the Secretary of State's office, which maintains the registration of all social service agencies that rely on contributions or public funding.

## **SECTION 9. Coordination with Other Programs, Initiatives and Entities**

The Bureau is a member of the ICT, which is comprised of leadership representing workforce target groups. One of the primary goals of this group is to enhance communications, resource sharing and program standardization.

Additionally, the Bureau sits on the WV Workforce Development Board, which is comprised of key players within the workforce arena including legislators, members of the Governor's Cabinet, labor leaders and corporate representatives. The main purpose of this group is to approach the system-based issues that require changes in law or formal regulations pertaining to workforce initiatives.

At the sub sponsor level, the relationship between both the Local Workforce Development Boards (LWDBs) and the one-stop centers varies across the State. While most maintain a

positive and cooperative relationship, the limited funding at the one-stop centers encourages some local leaders to see older people as a secondary audience. Even with limited success in some parts of the State, the current Sub-grantee makes certain that both applicants and enrollees actively participate in the opportunities offered by their one-stop centers.

The Bureau will encourage and improve coordination in areas that consider "older people" as a secondary audience through the following planned actions:

**Planned actions to coordinate activities of SCSEP grantees with WIA Title I programs, including plans for using the one-stop delivery system and its partners to serve individuals 55 and older:**

- The Bureau will continue active participation on Workforce Development Boards (WDBs) and other local networking groups in an effort to educate WIA partners on the needs of seniors and the SCSEP population.
- As a mandatory one-stop partner, WIOA requires SCSEP grantees to enter into a memorandum of understanding (MOU) with LWDBs describing how services will be provided. The Bureau will continue these efforts.
- SCSEP participants will continue to be referred to local one-stop career centers throughout their respective service areas. We will continue to educate participants regarding the availability of comprehensive workforce development-related activities provided by one-stop centers, including updating interviewing skills, resume preparation, and job placement services, and strongly encourage participants to avail themselves of these services.
- When possible, the SCSEP Project Director will represent the Title V Program on each of the LWDBs. The cooperation of the grantee on local boards will improve coordination between workforce agencies.

**Planned actions to coordinate activities of SCSEP grantees with activities being carried out in the state under other titles of the OAA:**

Since the Bureau also administers other titles of the OAA through contractual agreements with its statewide network of AAAs, it is in a position to coordinate the activities of the OAA with SCSEP. The Bureau will continue these coordination efforts and will ensure that West Virginia's SCSEP national grantees are aware of AAA activities and initiatives through e-mail notifications.

The Bureau will continue to reach out to AAAs to offer them the opportunity to become host agencies for SCSEP participants. In addition, referrals will be made to nutrition programs, transportation services, health and wellness programs, caregiver support programs and services, and other programs offered through other titles of the OAA. SCSEP participants and other older

workers will be directed to one of the local information and referral hotlines, when these workers are seeking services or information.

The grantee will become more involved with AAAs in their respective areas by sharing local job market information, making cross-referrals, taking advantage of speaking opportunities, increasing contact with case managers, exchanging support services information, and increasing information sharing that is mutually beneficial.

**Planned actions to coordinate SCSEP with other private and public entities and programs that provide services to older Americans, such as community and faith-based organizations, transportation programs, and programs for those with special needs or disabilities**

The Bureau will coordinate with career centers, vocational rehabilitation services organizations, and other members of the local disability community regarding activities, resources, and services for seniors with disabilities.

Participation in meetings, as appropriate, with senior service providers, both public and private, will develop partnerships and collaboration in an effort to more effectively and efficiently serve our participants through coordinated service delivery.

Coordination with local service providers and community stakeholders will be necessary to assess needs and develop solutions for local transportation services.

We will network with area faith-based organizations to conduct outreach to SCSEP-eligible individuals.

If assistance is needed for training and employment services with the deaf and hard of hearing, interpreters and other communication access services will be scheduled.

Other partnerships include organizations providing assistance with subsidized housing, healthcare and medical services, legal aid, food, personal and financial counseling, interviewing, and clothing.

**Planned actions to coordinate with other labor market and job training initiatives:**

The Bureau will increase advocacy roles with partner programs on behalf of the SCSEP population and seek opportunities to jointly serve SCSEP participants.

The grantee will seek job training opportunities leading to jobs available in the local labor market and offered by community colleges, technology centers, non-profit organizations, adult education programs, and other training institutions.

**Actions to ensure that SCSEP is an active partner in the one-stop delivery system and steps the state will take to encourage and improve coordination with the one-stop delivery system**

The Bureau will seek opportunities to have one-stop centers serve as host agencies, participate in local planning activities with all mandated partners, develop effective MOUs, and exchange information that is beneficial to all.

The Bureau will encourage one-stop career centers to include all SCSEP grantees operating in the local area in regular partner meetings to improve coordination with the one-stop delivery system.

SCSEP participant openings will be listed with one-stop career centers. Co-enrollment in WIOA activities will be encouraged to participants seeking full-time employment.

Guidance will be requested from one-stop career centers on relevant skills required by local employers.

Where applicable, the Bureau will attend LWDA Board meetings regularly in the service area.

The Bureau uses local labor market information and staff information to identify occupations and industries with most promise for older job seekers, employers that are hiring or will soon be hiring, and employers moving to the local area, and finally;

The Bureau will refer participants who are ineligible for SCSEP to the closest career center for job search assistance.

Each county across the State has at least one career and technical school that also provides adult educational programs. The Sub-grantee relies heavily on the adult education centers as its primary source to access needed services that will enhance the employability of older people.

The Bureau and its Sub-grantee have found that one of the most effective mechanisms to ensure employment placement compatibility with the regional economy is to effectively communicate and work in partnership with Workforce Investment Area staff. This approach allows the Sub-grantee to utilize the skills and knowledge base of the workforce community without having to duplicate work already accomplished by another entity.

Part of the WV Workforce State Plan and the ICT is committed to the vision of:

- Assisting individuals in obtaining employment that leads to self-sufficiency;
- Providing employers with access to qualified and appropriately skilled employees;
- Maintaining effective programs and services that are delivered through a seamless and integrated delivery system;
- Maintaining a system that continually improves; and
- Developing (through collaboration with partners) a process to eliminate duplication of services.

As a mandated partner with WorkForce West Virginia, the Bureau works toward improving all workforce investment initiatives adopted by the State. This strong relationship also provides access to other key players involved in improving the employability of West Virginians. In an effort to reduce duplication of resources, the Bureau is able to access other workforce groups such as the WV Department of Health and Human Resources, the WV Vocational Rehabilitation Center, the State's Community and Technical Colleges, the U.S. Department of Housing and Urban Development, and the Adult Basic Education System through participation in the WV ICT. At the local level, the Sub-grantee maintains a similar relationship with the local One-Stop Center and the Adult Basic Education Center. The Sub-grantee and the state agencies operate through a completed MOU.

As the designated State Unit on Aging, the Bureau is intricately involved with all agencies that provide services to older West Virginians. Collectively, the listing of providers noted in Section 2 coordinates services to over 50,000 seniors from across the State. For the OAA program the Bureau maintains contracts with each of the fifty-five (55) County Aging Programs, three (3) specific Nutrition Providers, four (4) AAA and two (2) Legal Service Providers. In regard to the Bureau's home care programs, forty-six (46) provide direct service (in addition to the county aging programs) and twenty-three (23) organizations provide comprehensive case management. Other statewide programs targeted to West Virginia's senior population are provided by the county aging programs as one-stop centers for senior citizens.

The Bureau does not maintain any leveraged resources for the Title V program. The Sub-grantee utilizes various services and training programs offered through the one-stop centers but does not track the financial costs in an effort to reduce the accounting burden from the Workforce Investment Areas. A similar approach is maintained in regard to obtaining donated goods, such as work shoes, eyeglasses and dental work that assist enrollees in obtaining work. Most businesses that provide such support do not want the added burden of tracking their donations.

#### **SECTION 10. Avoidance of Disruption in Service**

According to the 2010 – 2014 ACS Five Year Estimates, approximately 30%, or 562,229, of West Virginian's total population (1,853,881) are age fifty-five and older (55+). Traditionally, the older Appalachian population does not migrate unless health conditions require relocation to family members.

Population projections indicate at least seventy West Virginians will reach age sixty (60) each day. Additionally, the current population maintains the highest median age in the country, with the in-migration and out-migration expected to remain minimal.

Both of these factors translate to a workforce with the same profile, which leaves businesses to speculate where they will find highly trained employees. Vocational schools and community and technical colleges are working to address the training needs of high school graduates. In order for the labor market to meet the high demand for proficient, well-trained workers, the current workforce must continually be re-trained with new skills.

While the Bureau administers all OAA funds across West Virginia and distributes those funds based upon a funding formula, it recognizes the need to shift financing and enrollee positions slowly. This will prevent an undue burden on program administrators or the targeted population. The Bureau will reinforce relationships with the national sponsors by advising them of Senior Center contacts and services in their sponsorship counties.

Equitable distribution considerations will be factored into all decisions regarding over-enrollment. They will be made only after consultation with the two national sponsors that share the Title V program with the Bureau. In addition to monitoring program enrollments, the Bureau of Senior Services will continue to adhere to all USDOL advisories and notifications.

**SECTION 11. Improvement of SCSEP Services**

The following West Virginia Equitable Distribution Report was requested and submitted to the USDOL in October 2014:

*The Equitable Distribution (ED) State Report form 8705A shows the number of authorized positions by county as determined by the Census data and the number of enrollments by county as determined by the data in SPARQ. The state report should include all grantees that operate in a particular state. The tables in SCSEPED provide various calculations of the variance between the authorized position and the number of current enrollments by county. Please use the table from SCSEPED.org to fill out the values below and use those calculations to answer the two questions about the variance: What is its significance; and what, if any, actions the grantees will take to come into better compliance with the equitable distribution requirements. Submit the completed report to your FPO with a copy to grants.SCSEPdocs@dol.gov.*

**State:**

**I. Summary of Variance**

	Number of Counties	Percent of All Counties	Average Percentage of Variance
Under-service	31	56.4%	43.8%
Over-service	19	34.5%	82.1%
Combined Total Under- and Over-service	50	90.9%	55.8%

**II. Discussion: reasons for and significance of the variance**

**The West Virginia Bureau of Senior Services:**

The Bureau is under-enrolled in Boone, Harrison, Putnam, Raleigh, Taylor and Doddridge counties. These counties are located in rural areas for the most part, where businesses are sparse.

Clay is the only county that has met its obligation. The Bureau is under-enrolled in Harrison County due to a lack of applicants. Flyers have been posted at the library, which is a host agency, and left information about the program at all of our sites. Active host agencies in that area are also screening applicants for positions at their facilities. Potential applicants have also been screened out, though few and far between, because they are over income, do not want to lose their unemployment benefits or are already employed and looking for supplemental income.

Under-enrollment in Boone, Putnam and Raleigh counties can be attributed to a lack of applicants who meet the income guidelines. Travel is also an issue when dealing with these areas, as it can be cost-prohibitive to travel large distances from home to reach their host agency.

Coordinators have been working closely with the Family Resource Network (FRN) in Doddridge County. Although there is interest from host agencies, it is a general consensus that the area lacks eligible applicants. Flyers have been posted in the library, senior center, community center and FRN. There is an employer by the name of Miracle Meadows that recently closed near the area, as a result, the Bureau has seen an increase in applicants, however, most are ineligible at this time due to income.

#### **Experience Works:**

Under served counties – Employment and Training Coordinator Amanda Williams-Jha reports that her biggest obstacle in McDowell County (underserved by 6) seems to be getting people to follow through with enrollment. She has had interest there but getting people to actually submit their income information or other documentation has been difficult. Others are over income or don't want to work and aren't interested when they find out the details of the program (it may be too few hours or minimum wage that has been the deterrent). Mercer County (underserved by 6) has proved to be an easier county to recruit and enroll but has more turn over so it remains a challenge to keep enrollment numbers up since ED is 24. In Monroe County, staff sees little interest there and those who do call are generally over income.

Over served counties -- Variance in Kanawha and Pocahontas Counties is due to demand and the number of qualified participants coming forth (4 participants over served each). Nicholas County also had increased demand from participants and host agencies (over served by 2).

#### **The National Council on Aging (NCOA):**

Attached is the NCOA report for counties with a +/- 10 variance. States such as Pennsylvania and California also use the +/-10 variance and the Bureau felt it was appropriate to use it in this case as well.

Cabell - Placing participants into jobs did not occur as quickly as anticipated while enrollments were continuing, resulting in higher enrollment. Projected date of compliance is June 30, 2015.

Ohio - Placing participants into jobs did not occur as quickly as anticipated while enrollments were continuing, resulting in higher enrollment. Projected date of compliance is June 30, 2015.

Pendleton - Placing participants into jobs did not occur as quickly as anticipated while enrollments were continuing, resulting in higher enrollment. Projected date of compliance is June 30, 2015.

Wayne - Placing participants into jobs did not occur as quickly as anticipated while enrollments were continuing, resulting in higher enrollment. Projected date of compliance is June 30, 2015.

### **III. Plan to improve statewide ED during program year**

#### **The West Virginia Bureau of Senior Services:**

The coordinators are meeting regularly with local FRN's to introduce/re-introduce Title V to the community by educating potential applicants and host agencies. Agency information is also routinely being placed in libraries, senior centers and community gathering places focusing on seniors.

#### **Experience Works:**

Expand and strengthen EW's relationships with Workforce by attending WIB and committee meetings and posting job orders in underserved counties. Increase involvement during community activities such as booths at county fairs or local events that offer new opportunities to recruit participants through word of mouth.

Attend interagency group meetings, council on aging, or other local resources that offer an exchange of information, spread the word about our services, learn more about referral services we can offer our participants, and to recruit new host agencies training sites. That may include the following:

- Local VFW, American Legion or similar veterans groups
- Ministerial associations and churches
- Housing Authorities
- Refugee organizations
- Community Action
- Literacy and Adult Education
- SCSEP participants
- Host Agencies
- Libraries
- News media (human interest stories, PSAs, free and/or classified ads)
- Health Departments
- Social Service Agencies such as Food Stamp offices
- Public Bulletin Boards

Attend civic club meetings such as Kiwanis, Rotary, or other organizations to make presentation to increase recruitment of participants, employment opportunities, and champions of services to older workers.

Attend chambers of commerce or economic development meetings and functions to increase employment opportunities and awareness of senior issues.

Stay in touch with local elected officials and the movers and shakers to make them aware of SCSEP services.

**The National Council on Aging:**

Training on increasing job placements will be provided to staff. The focus will be on placing those already enrolled rather than adding new enrollments.

**SECTION 12. Administrative**

The Bureau is a Cabinet-Level Agency. The Commissioner of the Bureau reports directly to the Governor of the State of West Virginia. Designated as the SUA, the Bureau manages all OAA funds in addition to a variety of State funded programs such as: Medicaid – The Operating Agency for Title XIX Aged and Disabled Waiver and Personal Care Program, Medicare – State Health Assistance Program (SHIP), federal grant programs, and private foundation funding. During the 2014 fiscal year, the Bureau was charged with managing and directing \$76.9 million in state funds and \$14.5 million in federal funding.

General oversight of the SCSEP is provided by the Deputy Commissioner of the Bureau. The current State Title V Manager employed by the Bureau has over thirty years of public and community experience, and assumed authority of SCSEP in July 2010. The SCSEP Manager reports directly to the Deputy Commissioner and is assigned responsibility for guiding, monitoring, and evaluating all employment programs relating to older West Virginians.

The SCSEP Manager is a graduate of West Virginia Institute of Technology and West Virginia University's Eberly College of Arts and Sciences. He earned a Bachelor of Science in Industrial Relations and Labor Studies with Minors in Economics and Political Science, and a Master of Legal Studies Degree, serving as the key contact on employment issues.

The Manager's responsibilities are:

- a) Manage the SCSEP grant;
- b) Direct technical assistance;
- c) Issue guidelines;

- d) Communicate changes shared by the USDOLs Employment & Training Administration;
- e) Represent older people on other state employment committees and councils;
- f) Work with the sub-recipients to update policy, orientation, and related operational manuals;
- g) Monitor state legislative issues that deal with employment; and
- h) Monitor and provide compliance oversight to the sub-recipients to assure maximum utilization of available funding.

The Deputy Commissioner is a graduate of the University of Maryland, College Park and the Simmons School of Management, earning a B.A. in Communications and a specialty MBA in the Program for Developing Managers Intensive. The Deputy Commissioner's role is to provide oversight and review of the program in the following manner:

- a) Review the State Plan and yearly Grants for clarity and consistence in objectives and goals;
- b) Provide comment for strengthening criteria to achieve desired outcomes;
- c) Assist in the development of the State Plan; and
- d) Assist Agency and Sub-grantees with any collateral material necessary in support of the plan.

The Bureau's Accountant assumes responsibility for financial management of the program.

The Accountant is responsible for:

- a) Providing fiscal monitoring of the sub-recipients programs;
- b) Assisting in the development of the state plan and financial draw-downs;
- c) Preparing the notification of grant awards;
- d) Compiling quarterly financial status reports;
- e) Performing grant close out procedures; and
- f) Assisting the director of financial operations in required audits.

The Bureau's Accountant was employed within the past year, and is responsible for Title V fiscal operations. A small portion of support staff time provides assistance in maintaining

programmatic records, assisting in the development and updates of various manuals and reports, and helping to support marketing and publication relation endeavors.

<b>PERSONNEL</b>	<b>% OF TIME</b>	<b>MONTHLY WAGE</b>
<b>Program Manager</b>	<b>83.33%</b>	<b>\$ 4,110.00</b>
<b>Deputy Commissioner</b>	<b>4.00%</b>	<b>\$ 6,833.00</b>
<b>Accountant III</b>	<b>8.00%</b>	<b>\$ 3,755.00</b>
<b>Secretary</b>	<b>4.00%</b>	<b>\$ 2,978.00</b>

**Section 13. Policies:**

**Recruitment:** Billboards were recently introduced to expand the awareness of SCSEP. In the past, television commercials were used to target particular counties. Running advertisements on billboards captures a larger share of the population, who have priority of service. Advertisements have also been placed in senior service newsletters.

**Income Eligibility:** The Sub-grantee uses the income definitions and income inclusions and exclusions for determining and documenting SCSEP eligibility as described in Training and Employment Guidance Letter (TEGL) 12-06. Income is computed using either the 6 month annualized method or the annual method, whichever benefits the participant.

Participants are recertified at least once within a 12-month period. The Sub-grantee begins collecting documentation in January of each year. If a participant is determined ineligible, they are immediately referred to a Workforce One Stop. All eligibility records are maintained by the Sub-grantee at their main office in locked cabinets.

**Orientation:**

**Participant**

The Sub-grantee provides orientation to its participants including information on: grantee goals and objectives, community service employment assignments, training opportunities, available supportive services, the availability of a free physical examination, participant rights and responsibilities.

Each participant is provided a handbook detailing all program rules and regulations at the time of their eligibility determination. The orientation includes the requirement to notify the program when the participant accepts unsubsidized employment, and emphasizes that SCSEP is a temporary job training program and is not a part-time job.

**Host Agency**

The Sub-grantee provides orientation for its host agencies including information on: Sub-grantee, policies and procedures, SCSEP goals and objectives, role of supervisors, evaluation of

participant progress, provision of safe working environment, annual monitoring and safety assessment, documentation requirements, termination policies and grievance procedures.

Host agency reviews on program requirements and expectations are conducted at least annually. To ensure that the Host Agency is in compliance with Maintenance of Effort (MOE) requirements, the Sub-grantee requires a signed Agreement stating:

- It does not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals not participating in the program;
- It does not result in the displacement of currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits);
- It does not impair existing contracts or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed; and
- It does not assign or continue to assign any eligible individual to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

### **Durational Limits:**

#### **Bureau SCSEP Durational Limit Policy Implementation Process for Individuals**

##### **Purpose**

To ensure exit transition activities for the final months should an enrollee's participation end due to the 48-month durational limit. Enrollees are informed of the 48-month durational limitation of SCSEP enrollment upon orientation. In addition, enrollees are informed both verbally and in writing at least annually prior to their individual 48-month durational limit date. Emphasis is placed enrollees leaving the program to due to unsubsidized employment as the primary goal.

##### **Objectives**

Six months prior to the durational limit the enrollee's employability strengths and weaknesses will be reassessed. Data will be compiled through a review of previous monitoring, host agency supervisor evaluations and enrollee self-assessment. Host Agencies will be assessed for their intention and ability to hire the enrollee prior to their exit date.

An IEP specifically addressing transitional activities will be developed with the enrollee. The IEP will contain at a minimum an escalated job readiness and job search component; an assessment and review of community-based resources to supplement basic needs; referral as appropriate to other employment programs and volunteer activities; and development of their monthly budget without SCSEP income.

All enrollees are provided with 30-days written notice of their final work day, the purpose of the termination, a letter of reference, a reminder to contact program staff should they gain unsubsidized employment, and a detail of resources specific to their area.

The Division of Adult Services' Older Worker Unit approved the revised Individual Durational Limit policy as part of the PY 2011 Grant:

*The West Virginia Bureau of Senior Services will implement a new statutory individual participant durational limit of 48 months without the possibility of extensions. This means that no participants will be offered an extension beyond the 48-month time limit for participation in SCSEP. This new policy will take effect on or after November 1, 2011.*

#### **Assessments:**

Enrollees are interviewed according to the Employability Assessment tool. Their skills, work history, talents, job aptitudes, readiness, training needs, supportive services, occupational preferences, and potential for transition to unsubsidized employment are determined. The assessment information is used to determine the most appropriate CSA for participants. Participants are assessed at least 2 times per 12 month period.

#### **Individual Employment Plan:**

The IEP is completed within a day of the participant's assessment. It establishes an initial goal of unsubsidized employment for all participants. The Community Service Assignment (CSA) is related to the participant's goals listed in the IEP. When necessary, the Sub-grantee will use the IEP as the basis for determining when, if appropriate, to rotate participants within a CSA or to other CSAs, to acquire the skills necessary to obtain unsubsidized employment. The IEP is updated as frequently as the assessment.

#### **Community Service Assignments:**

The Sub-grantee selects host agencies that are designated 501(c) (3) organizations or public agencies through the West Virginia University Listserv, word of mouth, and advertising. The participant's initial assignment is based on the assessment done at the time of enrollment. Standard procedures are in place for assuring adequate supervision of participants at the host agencies.

Participants and host agencies are monitored every quarter, to ensure procedures are in place to provide safe and healthy working conditions. A safety evaluation of the host agency work area is conducted annually, and is documented with a checklist. All participants at host agencies are provided training assignment descriptions.

### **Training:**

The SCSEP Coordinator works with the host agency supervisor to develop the training assignment description (similar to a job description) for each position. Participants will spend twenty hours a week involved in real-life training activities. These hours include training time at the assigned site, and, possibly, other needed learning activities such as computer classes, quarterly meetings, employer based training, resume writing and understanding how one-stop employment centers function. The training assignment description, like the IEP, may only be updated with the support of the SCSEP coordinator, participant, and host agency supervisor. Participants are also co-enrolled in WIOA services to provide a greater range of employment opportunities.

### **Supportive Services:**

SCSEP participants receive supportive services that have included, but not limited to: physical support such as eyeglasses and shoes; Educational support for special training, and referrals to the WV Department of Health and Human Resources. The Grantee also established criteria to determine when participants will get supportive services, including after obtaining unsubsidized employment. A follow up is done for 16 months after the participant accepts unsubsidized employment.

### **Termination:**

#### **Participant Involuntary Termination Policy**

There are six (6) reasons a participant may be involuntarily terminated from the SCSEP. The reasons are listed below along with an explanation. This Termination Policy will be followed fairly and equitably when involuntarily terminating participants. Participants will not be terminated based on age; there is no upper age limit for participation in the SCSEP. Except as noted below in the case of serious violations, participants will receive progressive discipline and an opportunity for corrective action before a formal termination notice is issued. In all cases, participants will receive a 30 day termination letter notifying them of the date of exit, the reason for the termination, and the right to appeal under the Bureau's grievance procedure. A copy of the grievance procedure will be attached to the termination letter. Participants will receive both a copy and a verbal explanation of the Involuntary Termination Policy during orientation. This policy is based on the OAA Amendments of 2006 and the SCSEP Final Rule, effective on October 1, 2010.

#### **Types of Involuntary Terminations**

A participant can be involuntarily terminated from the SCSEP for six (6) reasons. The reasons are:

- 1) Knowingly providing false information in the eligibility process;
- 2) Being incorrectly determined eligible at enrollment or the annual recertification;

- 3) Being determined no longer eligible at recertification;
- 4) Reaching the maximum forty-eight (48) months enrollment limit;
- 5) Becoming employed during enrollment; or
- 6) For cause, including refusing to accept a reasonable number of job offers or referrals to unsubsidized employment based on the IEP (with no extenuating circumstances hindering the participant from moving to unsubsidized employment).

***Termination Due to Knowingly Providing False Information in the Eligibility Process***

A participant may be terminated for fraudulent actions, such as intentionally providing inaccurate information to qualify for the SCSEP. If this occurs, the participant will be placed on Leave without Pay immediately, and a thirty (30) day notification of termination will be sent to the participant.

***Termination Due to Being Incorrectly Determined Eligible***

A participant will be terminated if found ineligible for participation in the SCSEP either after enrollment or after the annual recertification through no fault of the participant. A participant may be enrolled or deemed eligible for continued enrollment based on an error in determining program eligibility, e.g. income may be recorded or calculated inaccurately. When this occurs, the participant will be notified regarding the error and immediately sent a thirty (30) day notification of termination letter. The participant will be able to continue participating in the program until the date of exit as noted in the letter.

***Termination Due to No Longer Being Eligible***

Annually, or more frequently if there is a substantial change in circumstances, each participant is recertified to determine if he or she continues to be eligible for participation. During the recertification, a participant may be determined no longer eligible due to a change in eligibility criteria such as income, family of one due to a change in disability status, employment status, and number of household members. The participant will be notified and immediately sent a thirty (30) day notification of termination letter. The participant will be able to continue participating in the program until the date of exit as noted in the letter.

***Termination Due to Forty-Eight (48) Month Participation Limitation***

A participant will be terminated when he or she meets the forty-eight (48) month maximum participation date. The participant will be sent a 30 day notification of termination letter thirty (30) days before the forty-eight (48) month maximum participation date. The participant will be able to continue participating in the program until the date of exit as noted in the letter.

***Termination Due to Becoming Employed During Enrollment***

To qualify for enrollment in the SCSEP, a participant has to be unemployed; all participants are informed that they may not be employed while participating in the program and that they must notify the program representative immediately upon becoming employed. A participant who is discovered to be employed while enrolled without having notified the program of the employment will be terminated from the program. If this occurs, the participant will be placed on

Leave without Pay immediately, and a thirty (30) day notification of termination will be sent to the participant.

### ***Termination for Cause***

There are several reasons to terminate a participant "for-cause." When warranted, a participant may be terminated for certain behaviors and/or conduct. The following are specific reasons; however, other similar reasons that demonstrate willful misconduct or an intentional disregard of program rules may cause involuntary termination:

IEP related reasons: Refusing to accept a reasonable number of job offers or referrals to unsubsidized employment or for not complying with the IEP. A participant may be subject to disciplinary action up to and including termination when he or she refuses a total of three job offers and/or referrals to job openings and/or to follow through with objectives to achieve goals that are based on the IEP. If the participant fails, without good cause, to cooperate fully with Bureau sub-contractor staff to accomplish the goals of his or her service strategy, an IEP-related termination "for-cause" may be in order. Examples of lack of cooperation with Bureau sub-contractor staff to accomplish IEP service strategies may include but are not limited to the following when provided for in the participant's IEP:

- Refusing to search for a job
- Sabotaging a job interview, for example, a participant tells the interviewer that he or she is not interested in the job or tells the interviewer that he or she is not qualified.
- Refusing or not participating fully in training opportunities
- Refusing to transfer to a new community service training assignment
- Refusing to register at the WorkForce West Virginia One-Stop/Job Service
- Refusing to take advantage of WIA opportunities
- Refusing to accept or lack of follow-through in obtaining supportive services that will enhance the participant's ability to participate in a CSA consistent with the IEP
- Refusing to cooperate with other IEP-related referrals
- Refusal to cooperate with the assessment or IEP process, e.g., refusing to participate in completing the assessment and training development plan

### **Non-IEP related reasons:**

- Refusal to cooperate in recertifying eligibility, for example, refusing to provide required documentation to determine continued eligibility or refusing to attend or be available for the recertification appointment.
- Failure or refusal to perform assigned duties, e.g., refusing without good cause to do assignments that are part of the training description and required to increase skills and knowledge.
- Falsification of official records, such as timesheets, for example, intentionally signing the signature of the host agency supervisor on a timesheet or other official document, or including hours on a time sheet that are not accurate.

- Intentional disclosure of confidential or private information obtained from the host agency, grantee, or local project, for example, informing others of information that is supposed to be kept private or confidential.
- Frequent tardiness or unauthorized absences, including reporting to the assignment late or not reporting to the assignment and not informing the supervisor. Generally, three instances of absence without good cause or without proper notice may warrant termination.
- Insubordination, defined as intentionally refusing to carry out the direction or instructions of a host agency supervisor or Bureau sub-contractor staff member, provided there were no extenuating circumstances and the directions or instructions were reasonable.
- Workplace harassment or discrimination on the basis of sex, race, color, religion, national origin, age, marital status, or disability.
- Obscene, abusive, harassing, or threatening language or behavior.
- Physical violence or intentional destruction of property, for example, being violent and threatening to or carrying out threats that physically harm individuals or property.
- Theft, meaning illegal taking or withholding the property of another without permission
- Causing an imminent threat to health or safety of self or others.
- Non-compliance with drug and alcohol free policy, which prohibits participants from consuming, selling, purchasing, manufacturing, distributing, possessing or using any illegal or non-prescribed drug or from being under the influence of alcohol and or drugs while performing their host agency assignment or while carrying out objectives required by the IEP. Legally prescribed medications are excluded if they do not affect the participant's ability to perform his or her duties or protect the safety of the participant or others.
- Exceeding approved Leave without Pay by failing to return from an approved break by the required date without due notice or good cause.

### **Participant Corrective Action and Warning**

A participant will be given an opportunity to correct his or her behavior or conduct, or his or her failure to comply with the IEP requirements, except in cases involving serious harm or imminent threat to health, safety, property, etc. At any point, if a participant makes positive efforts or the participant's lack of action is justified, corrective action will be discontinued. The following steps for corrective action will be taken:

#### **Step 1: First Formal Warning**

If a participant displays behavior or conduct outlined in the reasons for "for-cause" terminations or refuses to comply with the IEP requirements, the participant will be given a verbal warning and counseled to correct his or her actions. Absent extenuating circumstances, the participant will be informed in writing by the Project Director of the requirement to correct his or her behavior or conduct.

#### **Step 2: Second Formal Warning**

When a participant for a second time displays behaviors or conduct outlined in the reasons for “for-cause” terminations or refuses to comply with the IEP requirements, the participant will be verbally warned and counseled to correct his or her actions. Absent extenuating circumstances, the Project Director will send the participant a written warning that he or she has thirty (30) days from the date of the letter to correct his or her behavior or conduct. In the case of an IEP violation, the participant may be directed to complete specific IEP-related tasks. The written warning will include a statement that failure to make improvement or complete the IEP-related tasks will result in termination.

### Step 3: Notice of Termination

When a participant does not make improvement in his or her actions or for a third time displays behavior or conduct outlined in the reasons for “for-cause” terminations, the Project Director will send the participant a letter notifying the participant that he or she will be exited thirty (30) days from the date of the letter.

For example, Mrs. Short’s training goal is to become computer literate in preparation for a clerical position. The Coordinator/Job Developer identified a CSA at the library but the participant refused it because she wouldn’t have her own cubicle (she would be in an open area) so she turned down that opportunity. Next, the Coordinator/Job Developer identified a training site in a school, but the participant turned down that opportunity. Finally, the Coordinator/Job Developer tried the local museum, and the participant refused the training assignment at the museum, too. The Coordinator/Job Developer spoke with the participant, and she had no legitimate reason for refusing the training offered at various assignments. After the first refusal, the Coordinator/Job Developer asked the Project Director to send the participant the first written warning letter. The Project Director sent her the second warning letter stating that she risked being terminated if she continued to fail to follow her IEP or to take corrective action. When Ms. Short turned down a third assignment and there was no extenuating circumstance, the Project Director sent a 30-day notification of termination letter.

### **For-Cause Terminations that Require Immediate Removal from Host Agency and Leave without Pay Pending Termination**

When a participant’s violation of Bureau policy is of a serious nature, immediate action to remove the participant from the host agency may be required. In this case, the participant will be placed on leave without pay and a written thirty (30) day notice of termination sent. Examples of circumstances warranting immediate removal from the host agency and leave without pay include, but are not limited to:

- Gross misconduct such as violating the Bureau’s Drug and Alcohol Policy or intentionally endangering the lives of themselves or others.
- Violence, including but not limited to physical or extreme verbal violence at the training site.

## **Participant Voluntary Termination**

Should you make a decision to leave the SCSEP prior to finding unsubsidized employment, you are expected to give a two week notice to both your host agency supervisor and the SCSEP coordinator. Leaving the program without advance notice could prevent you from utilizing the SCSEP in the future should you still have allowable time in the program.

If the reason you are thinking about leaving the program is due to problems at your work-training site, report them immediately to your SCSEP coordinator. She or he will investigate the problem and work at rectifying the situation or transfer you to another host agency until a more compatible arrangement can be made. As a last resort, your SCSEP may put you on "Administrative Leave" while a suitable worksite is found that matches your training needs. Should your SCSEP coordinator have to place you on administrative leave you will not receive pay during this period. In most cases, your SCSEP sponsor will temporarily assign you to work directly in their office until your SCSEP coordinator can find another appropriate host agency.

The host agency supervisor has the right to prohibit you from returning to their agency without any advance notice. In cases of this nature, the SCSEP coordinator will investigate the situation, request a written statement from the supervisor that describes what transpired and determine if the situation can be resolved. Unless circumstances warrant the SCSEP coordinator exiting you from the SCSEP, she/he will work to find you another host agency assignment.

In those instances where you have found unsubsidized employment and plan on leaving the SCSEP, you still need to give your SCSEP coordinator notice as soon as possible. You will also be required to provide similar information to your host agency supervisor should they not be the agency that hired you.

Documentation and continuing follow-up of how your job is progressing is an important component of the SCSEP. Your willingness to provide the SCSEP coordinator with your wage and work history will help determine their effectiveness in managing the program.

### **Complaints and Grievances:**

#### **SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM GRIEVANCE PROCEDURES**

The steps that are required for an enrollee to follow when making a complaint are:

- 1 Discuss the matter with the program coordinator as an informal method to resolve the matter.

- 2 Should an enrollee not be satisfied with the results from the informal meeting with the program coordinator, the enrollee may initiate the grievance procedure by filing a formal written complaint with the Executive Director of the sub-recipient organization (Level 1 with supporting documentation). Complaints shall be filed within five days of the date the aggrieved party became aware of or should have become aware of the causes of such grievances. The Executive Director will document receipt of complaint and issue a written decision within two weeks. *Complaints alleging discrimination in violation of civil rights laws (i.e., discrimination on the basis of race, color, national origin, age, disability, creed, sex or political affiliation) must be filed with Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Avenue, N.W., Washington, DC 20210.*
- 3 Should the enrollee not be satisfied with the results of the Executive Director's ruling, the enrollee may request a hearing with the sub-recipients' Board of Directors' Grievance Committee Chairperson (Level 2 with supporting documentation). The request shall be made in writing within five business days of notice of the Executive Director's ruling. The Board of Directors' Grievance Committee Chairperson will document receipt of complaint and issue a written decision within 10 working days.
- 4 Should the Board of Directors not adequately address the enrollee's complaint, the enrollee may request a hearing with the Bureau Commissioner (Level 3 with supporting documentation).

An enrollee wishing to request a hearing with the Commissioner of the Bureau must submit a written request for a hearing within ten working days after receipt of theof the ruling. Within the next ten working days, the Bureau will contact all parties of the appeal in order to establish a time and place for the hearing and provide written notice to all parties. The Commissioner may choose to hold the hearing in person, at the sub-recipient's office, offices of the Bureau or by conference call.

The Bureau will select a qualified, trained hearing board composed of a representative of the Bureau's Council on Aging, the Commissioner or Deputy Commissioner, and one staff person. The hearing committee shall conduct a full and fair hearing permitting both parties to present their case by oral and/or documentary evidence, to submit rebuttal evidence, and to conduct such examination and cross examination as may be required for a full and true disclosure of all facts bearing on the issues. The Commissioner will then provide a written ruling within fifteen working days of the hearing.

The Commissioner's decision is final, but if the complainant believes that the Bureau did not follow its grievance procedures or that violations of Federal regulations exist which are not resolved within sixty (60) days under the grantee's procedures, complainant may file the Chief, Division of Adult Services, Employment and Training Administration, U.S Department of Labor, 200 Constitution Avenue, N.W., Washington, DC 20210.

#### **SECTION 14. SCSEP ASSURANCES**

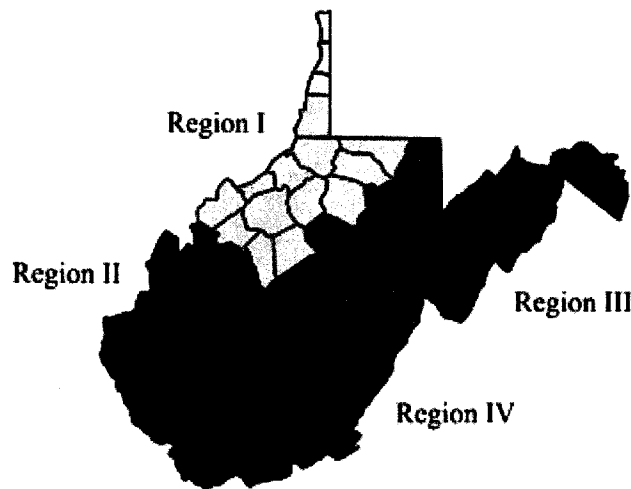
The West Virginia State Plan is submitted as a Stand Alone Plan, and actively seeks advice and recommendations from our Partners representing:

- Representatives of the State and area agencies on aging;
- State and local boards under WIOA;
- Public and private nonprofit agencies and organizations providing employment services, including each grantee operating a SCSEP project within the State, except as provided under section 506(a)(3) of OAA and 20 CFR 641.320(b);
- Social service organizations providing services to older individuals;
- Grantees under Title III of OAA;
- Affected Communities;
- Unemployed older individuals;
- Community-based organizations serving older individuals;
- Business organizations; and
- Labor organizations.

## **APPENDICES**

### *West Virginia Area Agencies on Aging*

West Virginia's four Area Agencies on Aging (AAAs) are part of a nationwide network of organizations created by the Older Americans Act for the purpose of developing a comprehensive and coordinated plan that assures seniors have access to needed services and programs. The AAAs contract with county aging providers (senior centers) for the provision of meals, transportation, and other services. They also monitor the providers for programmatic and fiscal compliance.



**Region I Northwestern AAA- Lynn Williams Dipasquale, Executive Director**

Counties Served: Brooke, Calhoun, Doddridge, Gilmer, Hancock, Harrison, Marion, Marshall, Monongalia, Ohio, Pleasants, Ritchie, Tyler, Wetzell, Wirt, Wood

**Region II Metro AAA – Brenda Landers, Executive Director**

Counties Served: Boone, Cabell, Jackson, Kanawha, Lincoln, Logan, Mason, Mingo, Putnam, Roane, Wayne

**Region III Upper Potomac AAA – Scott Gossard, Executive Director**

Counties Served: Barbour, Berkeley, Grant, Hampshire, Hardy, Jefferson, Lewis, Mineral, Morgan, Pendleton, Preston, Randolph, Taylor, Tucker, Upshur

**Region IV Appalachian AAA – Ramona McNeely-Stanley, Executive Director**

Counties Served: Braxton, Clay, Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, Wyoming



**Appendix C**

## **Letters of Support**

# ***Senior Monongalians, Inc.***

**P. O. Box 653**

**Morgantown, WV 26507-0653**

**(304) 296-9812**

**March 7, 2016**

**Robert E. Roswall, Commissioner  
WV Bureau of Senior Services  
1900 Kanawha Boulevard East  
Charleston, WV 25305-0160**

**Dear Commissioner:**

**It is my pleasure to write a letter in support of the Senior Community Service Employment Program. Senior Monongalians has been a host agency for this program for many years.**

**The program has been beneficial to senior participants, our agency and the community. Many of the workers have learned new skills that have helped them find other jobs after their time in the program had ended. In addition, the workers bring experience with them that has been valuable to our agency.**

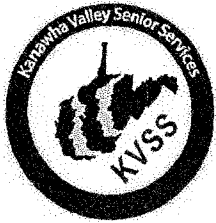
**I fully support this important program for seniors and our agency will continue to participate by employing these individuals. We are very grateful to have this program available to us.**

**Sincerely,**



**Calleen Liddle  
Executive Director**

**Comments and  
Letters of Support**



Kanawha Valley Senior Services, Inc.  
2428 Kanawha Boulevard, East  
Charleston, WV 25311  
(304)348-0707 \* Fax (304) 348-6432

Paulette Justice  
Executive Director

March 7, 2016

Commissioner Robert E. Roswall  
West Virginia Bureau of Senior Services, Inc.  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0160

I am writing in support of the WV State Plan for the Senior Community Service Employment Program. We have actively sought Title V trainees for many years and have overall been very pleased with the people who have been assigned to Kanawha Valley Senior Services, Inc.

We currently have trainees and are also pleased with the support given to us from Preston County Senior Citizens, Inc., Kingwood, WV.

KVSS supports the continuation of this great program and look forward to staying involved in years to come.

Sincerely,

A handwritten signature in cursive script that reads 'Paulette Justice'.

Paulette Justice  
Executive Director  
Kanawha Valley Senior Services, Inc.

**Comments and  
Letters of Support**



**STATE OF WEST VIRGINIA  
BUREAU OF SENIOR SERVICES**

1900 Kanawha Boulevard East  
Charleston, West Virginia 25305-0160  
Telephone (304) 558-3317  
FAX (304) 558-5609  
[www.wvseniorservices.gov](http://www.wvseniorservices.gov)

Earl Ray Tomblin  
Governor

Robert E. Roswall  
Commissioner

March 10, 2016

Robert Roswall  
Commissioner  
West Virginia Bureau of Senior Services  
1900 Kanawha Blvd. East  
Charleston, WV 25305

Dear Commissioner Roswall:

I am very happy to write this letter to demonstrate our strong support for the Senior Community Service Employment Program (SCSEP). The West Virginia State Health Insurance Assistance Program is a new host agency and is grateful for the assistance the older workers provide for our program. The SCSEP workers handle the intake for people calling the statewide toll free line about assistance with their Medicare. Since the SHIP program is totally federally funded these workers provide a valuable service to the SHIP program that is affordable. I believe the kinds of training we can provide our SCSEP workers will be beneficial to them when seeking permanent employment opportunities.

One of the benefits of hiring older workers is their dependability each day to provide this valuable service. Please feel free to contact me if you have any questions about our program's support or involvement.

Sincerely,

A handwritten signature in black ink that reads "Marcia Meeks".

Marcia Meeks  
Director, SHIP Program

**Comments and  
Letters of Support**

"Ensuring Well and Vital Seniors"

**KEN BALLARD, FAMILY COURT JUDGE**  
**ELEVENTH FAMILY COURT CIRCUIT - SECOND DIVISION**

**KEN BALLARD**  
Family Court Judge  
**ADRIANAN LOONEY**  
Case Coordinator  
**REBEKAH NIDA**  
Secretary - Clerk



**Kanawha County**  
111 Court Street, 1<sup>st</sup> Floor  
Charleston, WV 25301  
Telephone: (304) 558-0497  
Fax: (304) 558-4237

March 9, 2016

Robert E. Roswall, Commissioner  
WV Bureau of Senior Services  
1900 Kanawha Boulevard East  
Charleston, WV 25305-0160

**RE: Senior Community Service Employment Program**

Dear Mr. Roswall:

I am writing to you to express my full support of the Senior Community Service Employment Program. As an active host for this program many years, I can personally attest to the benefits of this program not only for our offices but also for the program participants. This program has assisted the Kanawha County Family Court for many years by assisting our offices to function more efficiently as well as freeing up our civilian bailiffs to provide security rather than receptionist duties.

Should you have any questions or wish to discuss my support of the above services, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Ballard".

Ken Ballard  
Chief Family Court Judge

**Comments and  
Letters of Support**



**BOONE COUNTY  
COMMUNITY ORGANIZATION, INC.**

PO Box 27  
25305-0027

March 10, 2016

RECEIVED  
MAR 15 2016  
Bureau of Senior Services

Mr. Robert E. Roswall  
Commissioner  
WV Bureau of Senior Services  
1900 Kanawha Boulevard East  
Charleston, WV 25305-0160

Dear Mr. Roswall,

I am contacting you today in support of the Senior Community Service Employment Program. BCCO has been a Host Agency for many years with great success.

Participants have been trained in many positions within the Nutrition Program for the Elderly. Several are still with our agency and many have moved on.

BCCO hopes to remain a Host Agency with the Bureau of Senior Service.

If you need further assistance please feel free to call.

Sincerely,

Judy Easter, Executive Director

**Comments and  
Letters of Support**



RECEIVED  
MAY 16 2016  
BUREAU OF SENIOR SERVICES

March 8, 2016

Mr. Robert E. Roswall  
State of West Virginia  
Bureau of Senior Services  
1900 Kanawha Boulevard East  
Charleston, WV 25305-0160

Dear Mr. Roswall:

The mission of West Virginia Health Right is to provide quality medical, dental, pharmaceutical and health education services to the uninsured, underinsured, and medically underserved low-income adults. I understand that you are in the process of developing the West Virginia State Plan for the Senior Community Service Employment Program.

With no reservations, I am pleased to support and continue to participate in this valuable program so that we may continue to provide training opportunities for program participants.

Should you need any assistance, please do not hesitate to call.

Sincerely,



Angie Settle  
CEO & Executive Director  
WV Health Right  
(304) 414-5931  
[asettle@wvhealthright.org](mailto:asettle@wvhealthright.org)

Comments and  
Letters of Support

1520 Washington Street, East • Charleston, WV 25311

Phone: 304.414.5930 Fax: 304.343.7009



# Hansford Senior Center

500 Washington Street  
Saint Albans WV 25177

304-722-4621  
kbarnett@hansfordcenter.org

March 10, 2016

WV Bureau of Senior Services  
Commissioner Robert Roswall  
1900 Kanawha Boulevard East  
Charleston, WV 25305-0160

Dear Commissioner:

Good morning Commissioner. I just wanted to take a moment to thank you for the opportunity to participate in the Community Service Employment Program. As you know, budget constraints often limit our staffing options. Without the Community Service Employment Program, we would not have a custodian and our limited staff would be tasked with even more responsibilities. We support this program and thank you for the opportunity to participate.

Sincerely,

A handwritten signature in cursive script that reads "Kathy R. Barnett".

Kathy R. Barnett  
Director, Hansford Senior Cen

Comments and  
Letters of Support

eliminating racism  
empowering women  
**ywca**  
leaders for change

2016 Partners

BB&T West Virginia Foundation

BrickStreet Insurance

Appalachian Power

Columbia Pipeline Group

Huntington National Bank

1426 Kanawha Blvd. East  
Charleston, WV 25301

Phone: 304.340.3594  
Fax: 304.340.3614

**ywca** sojourner's shelter program

administrative: 304.340.3553

shelter: 304.340.3562

**ywca** resolve family abuse program

administrative: 304.340.3554

crisis: 304.340.3549 or 800.681.8663

**ywca** mel wolf child development center

304.340.3560

**ywca** shanklin center

304.415.2682

**ywca** alicia mccormick homes

304.415.2682

**ywca** empowerment homes for women

304.415.2682

**ywca** hps/nautilus

304.340.3550

**ywca** past & present gently used clothing

304.340.3646

**ywca** 2nd seating gently used furniture

304.344.1348



March 14, 2016

Mr. Robert E. Roswall, Commissioner  
State of West Virginia, Bureau of Senior Services  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0160

Dear Commissioner Roswall:

The YWCA - Charleston is deeply indebted to the Bureau of Senior Services for the wonderful and truly needed assistance that the YWCA has received over the years from the Senior Community Service Employment Program.

The YWCA has been able to provide many training opportunities over the years to low income Senior Citizens in our community. We have trained seniors to expand their cooking skills in order that they learn how to effectively and efficiently cook large volumes of food. We then have been able to hire some of these seniors as YWCA cooks where they trained, at either our 75 bed Sojourners Shelter for Homeless Women and Families, or at our YWCA Mel Wolf Child Development Center (a child development center where 100 primarily low income children are enrolled). Others were able to move forward and obtain work cooking in restaurants. We have also trained many seniors to work in retail operations. We trained these seniors at our 2 YWCA retail stores, Past & Present- gently used clothing store, (which provides operational support to our Alicia McCormick Homes for Battered a & Homeless Women and Children), and 2<sup>nd</sup> Seating- gently used furniture store (which provides operating revenue for our Shanklin Center for Senior Enrichment-housing for victims of elder abuse). In fact, 66% of our current YWCA employees at Past & Present and 50% of our YWCA employees who are cooks at our Mel Wolf Center originally came to train from the Senior Community Service Employment Program!

We are truly grateful for this mutually beneficial program, and are hopeful that it will continue for many, many years to come! This is a wonderful service for both non-profit organizations, and senior citizens in need of training and employment.

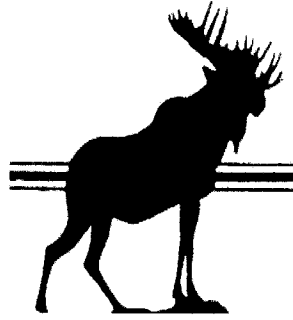
Sincerely,

Debby Weinstein, Executive Director  
YWCA Charleston, WV

Comments and  
Letters of Support

ywcacharleston.org • /ywcacharleston • /ywcacharleston

RECEIVED  
MAY 27 2016  
Bureau of Senior Services



**NITRO LODGE No. 565**  
101 FIRST AVENUE  
NITRO, WEST VIRGINIA 25143

## **LOYAL ORDER OF MOOSE**

*Administrator*  
**JOHN SLATER**

PHONE 304-755-9645 • FAX 304-755-4012

E-MAIL: [LODGE565@MOOSEUNITS.ORG](mailto:LODGE565@MOOSEUNITS.ORG)

*March 16, 2016*

*Dear Mr. Roswall,*

*We, at the Nitro Moose would like to extend our thanks and support to the Bureau of Senior Services for the Senior Community Service Employment Program.*

*Our senior workers exhibit an air of confidence being back in the work force. We are excited to host the program participants here at our lodge. They are a vital part of our community and it is wonderful for them to have this opportunity to learn new skills.*

*We look forward to continuing to participate in this program through the years.*

*Sincerely,*

  
*John Slater*

*Administrator*

*Nitro Moose Lodge*

**Comments and  
Letters of Support**

# Preston County Senior Citizens Inc.

March 2, 2016

Robert Roswall  
Commissioner  
West Virginia Bureau of Senior Services  
1900 Kanawha Boulevard, East  
Charleston, WV 25305

Dear Commissioner Roswall:

Preston County Senior Citizens, Inc. is pleased to present this letter of support for the Senior Community Service Employment Program. Our agency has served as a Host Agency for several years.

The opportunities afforded low-income, unemployed mature adults through this program are important to the participants' self-esteem, financial security, and transition to unsubsidized employment. We have been pleased to provide training opportunities and in many cases, employment for the enrollees placed with us. In addition, Preston County Senior Citizens, Inc. has benefitted by the additional workers who expand our service to the community.

The collaboration between the Senior Community Service Employment Program and our business has removed critical employment barriers in the transition to work and job retention. We value and promote older workers as experienced, qualified, responsible, and talented employees.

Thank you.

Sincerely,



Janie Lou White, MSG  
Executive Director

**Comments and  
Letters of Support**

# Preston County Senior Citizens Inc.

March 15, 2016

Robert E. Roswall  
Commissioner  
WV Bureau of Senior Services  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0160

Dear Mr. Roswall:

Preston County Senior Citizens, Inc. is pleased to acknowledge our support for the Senior Community Service Employment Program. We have served as a Host Agency through an Agreement with Preston County Senior Citizens, Inc for many years.

This program has demonstrated to be an important benefit for unemployed, low-income older adults. We have been pleased to provide training opportunities and in many cases, employment for the enrollees placed with us. In addition, Preston County Senior Citizens has benefited by the additional workers who expand our service to the community.

The collaboration between the Senior Community Service Employment Program and our business has removed critical employment barriers in the transition to work and job retention. We value and promote older workers as experienced, qualified, responsible, and talented employees.

Thank you.

Sincerely,



Linda Elliott  
Activities Coordinator

**Comments and  
Letters of Support**



## EAST END FAMILY RESOURCE CENTER

502 Ruffner Ave. Charleston, WV 25311  
304.344.1656      www.EEFRC.org      Fax: 304.720.0201



March 11, 2016

Commissioner Robert Roswall  
State of West Virginia  
Bureau of Senior Services

Commissioner Roswall,

The East End Family Resource Center is a non-profit organization offering community-based support services to families and individuals both within the East End community, and beyond into Kanawha County at large. Our primary services include a Senior Program which provides weekly lunches as well as fellowship and instructional opportunities, a Child Nutrition Program which provides over 1000 meals per month, a growing After School Program, as well as our Parents as Teachers Program, serving women and families whose children range from pregnancy through five years of age.

We are pleased to be a part of the Senior Community Services Employment Program. Currently we have four program participants working and training at our Center, assisting us in providing services to our seniors as well as our after school students. Their work covers a variety of duties, especially those requiring interaction with our various program participants, as well as tasks which vary from clerical and custodial to gardening and supervision of other volunteers. Just as you do, we find this to be a valuable and successful program.

Sincerely,

*Terri A. Berkley*

Terri A. Berkley  
Executive Director  
East End Family Resource Center

**Comments and  
Letters of Support**



# Covenant House

Helping people in need since 1981

# 35 YEARS

of Fearless Advocacy

600 Shrewsbury Street • Charleston, WV 25301  
304.344.8053 • [wvcovenanthouse.org](http://wvcovenanthouse.org)

## BOARD OF DIRECTORS

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Beth Lazear

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Stacy Reynolds

Judy Snyder

Kate Tabor

Michael Vincent

Lora Wilkerson

**March 18, 2016**

Robert E. Roswall, Commissioner  
Bureau of Senior Services  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0160

Re: Support for West Virginia Senior Services

Dear Commissioner Roswall:

This letter is to extend the support of Covenant House, Inc. toward the work of the West Virginia Bureau of Senior Services to continue operations on behalf of the Senior Community Service Employment Program. Our agency has experienced huge benefits from the training support we offer here. We have been greatly impressed with the quality of work we have received from those who have been an important part of our organization since 2009.

Covenant House is a non-profit organization serving the homeless and underserved population in Charleston, West Virginia. We face many challenges to carry out our mission with respect to financial burdens and increase demand for our assistance. The program participants receive training in the operation of our Drop-in Center, and serve in reception of those who come to us for housing and basic household needs. The Senior Community Employment Program has allowed us to maintain a fully functioning center serving between 150 and 200 persons daily.

Sincerely,

David Bennett  
Assistant Director  
Covenant House, Inc.

## Comments and Letters of Support



*Commission on Aging  
Raleigh County*

1614 South Kanawha Street  
Beckley, WV 25801-6239

Telephone (304) 255-1397 • FAX (304) 252-9360  
[rccoa@raleighseniors.org](mailto:rccoa@raleighseniors.org)

March 18, 2016

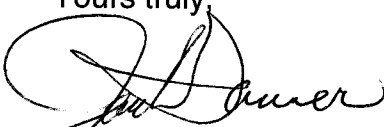
Mr. Robert E. Roswall  
Commissioner  
Bureau of Senior Services  
1900 Kanawha Blvd., East  
Charleston, WV 25305-0160

Dear Commissioner Roswall:

The Raleigh County Commission on Aging utilizes the Senior Community Service Employment Program to assist with our Nutrition Program at one of our out-lying nutrition sites. This individual ensures that policy is followed in serving meals and in seeing those meals are distributed to the seniors in that facility. Without this individual, we would not be able to provide this valuable service.

The Raleigh County Commission on Aging highly supports this program and would like to see this type of program continues for the seniors we serve in West Virginia.

Yours truly,



Jack L. Tanner  
Executive Director

**Comments and  
Letters of Support**

# Preston County Senior Citizens Inc.

March 11, 2016

Robert E. Roswall  
Commissioner  
WV Bureau of Senior Services  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0160

Dear Mr. Roswall:

Preston County Senior Citizens, Inc. is pleased to acknowledge our support for the Senior Community Service Employment Program. We have served as a Host Agency through an Agreement with Preston County Senior Citizens, Inc for many years.

This program has demonstrated to be an important benefit for unemployed, low-income older adults. We have been pleased to provide training opportunities and in many cases, employment for the enrollees placed with us. In addition, Preston County Senior Citizens has benefited by the additional workers who expand our service to the community.

The collaboration between the Senior Community Service Employment Program and our business has removed critical employment barriers in the transition to work and job retention. We value and promote older workers as experienced, qualified, responsible, and talented employees.

Thank you.

Sincerely,



Richard Dumire  
Transportation Supervisor

**Comments and  
Letters of Support**



**WEST VIRGINIA DEPARTMENT OF EDUCATION AND THE ARTS  
DIVISION OF REHABILITATION SERVICES**

Teays Valley Branch Office • 115 Liberty Square • Hurricane, WV 25526  
Telephone: 304-760-7082 • Fax: 304-759-0267  
Web page: [www.wvdrs.org](http://www.wvdrs.org)

Donna Ashworth, Acting Director

March 21, 2016

Robert E. Roswall  
Commissioner  
State of West Virginia  
Bureau of Senior Services  
1900 Kanawha Boulevard East  
Charleston, West Virginia 25306-0160

Dear Commissioner:

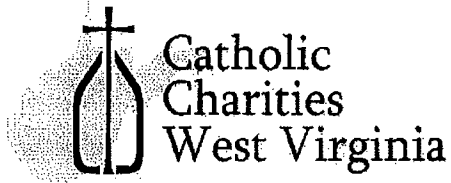
I am writing a letter of support for the West Virginia State Plan for the Senior Community Service Employment Program. We have utilized this program to assist WVDRS for receptionist duties for the Teays Valley DRS office.

We have been fortunate to have the program provide assistance to us with valuable team players while they are looking for full time work position.

Sincerely,

Barbara Schauland, MS  
Branch Office Supervisor District 1  
Teays Valley and Point Pleasant offices

Comments and  
Letters of Support



Administration

March 24, 2016

Robert E. Roswall, Commissioner  
State of West Virginia Bureau of Senior Services  
1900 Kanawha Boulevard East  
Charleston, WV 25305

Dear Mr. Roswall:

Catholic Charities West Virginia enthusiastically supports the work of The West Virginia Bureau of Senior Services in regards to its senior employment and training program. Many of our offices utilize senior workers from this program to boost organizational and service capacity. The participants in these training programs have a wealth of experience; enabling our staff to reflect on our organization's mission from a different point-of-view.

Additionally, we are honored to serve the seniors of West Virginia by providing on-the-job training opportunities to those seeking to enhance their work readiness skills. Catholic Charities West Virginia looks forward to our continued involvement with the West Virginia Bureau of Senior Services' senior employment program.

Sincerely,

Mark Sliter, MSW, LGSW  
Executive Director  
Catholic Charities West Virginia

**Comments and  
Letters of Support**

**Public Comments**

None Received



**STATE OF WEST VIRGINIA  
BUREAU OF SENIOR SERVICES**

1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0160  
Telephone (304) 558-3317  
FAX (304) 558-5609  
[www.wvseniorservices.gov](http://www.wvseniorservices.gov)

Earl Ray Tomblin  
Governor

Robert E. Roswall  
Commissioner

For Immediate Release

Contact: Ray B. Woods Jr., MLS  
(304) 558-3317  
[Ray.B.WoodsJr@wv.gov](mailto:Ray.B.WoodsJr@wv.gov)

March 2, 2016

**Public Comment Period for the Draft State Plan for the Title V Senior Community Service  
Employment Program**

*March 1- March 31, 2016*

CHARLESTON, W.Va.—The West Virginia Bureau of Senior Services is pleased to announce publication of the “Draft” State Plan for the Title V Senior Community Service Employment Program. As part of the Older Americans Act, this program assists West Virginians, age 55 (fifty-five) and older, living at or below 125% poverty level, in receiving on the job training for potential employment. The State Plan provides a long range plan on how West Virginia will operate the program from July 1, 2016 through June 30, 2020.

Comments and suggestions are strongly encouraged and may be submitted to the Bureau at 1900 Kanawha Boulevard East, Charleston WV 25305. The plan may be accessed or viewed on the Bureau’s web site under the heading Documents at [www.wvseniorservices.gov](http://www.wvseniorservices.gov) or on our Facebook page.

For more information please contact Ray B. Woods Jr., MLS at 304-558-3317 or [Ray.B.WoodsJr@wv.gov](mailto:Ray.B.WoodsJr@wv.gov).

**“Ensuring Well and Vital Seniors”**

## Woods Jr, Ray B

---

**From:** Woods Jr, Ray B  
**Sent:** Thursday, March 03, 2016 1:02 PM  
**To:** Adams, Sharon L; Ashworth, Donna L; Debi Conrad; Decker, Stephanie A; Fry, Russell L; Goodwin, Kay H; Hamilton, Monica A; Huffman, Brenda L; Peter Minter (Pete.C.Minter@hud.gov); Rider, Clarence J; 'tucker@wvcts.org'; Woda, Shelly J; 'ahenson@r1workforcewv.org'; Barbara DeMary (bdemary@region6wv.org); 'joyce.okes@movrc.org'; Jake Hunt (chunt@wvregion2.org); 'npwibinc@gmail.com'; 'SK Miller'; 'tjvanmeter@wvregion7wib.org'; Comer, Valerie; Adkins, Scott A; Angie Kerns; Bowman, Rachel E; Brogan, Regina; 'cshank@k12.wv.us'; Craig-Hinchman, Martha; Drumheller, Janet L; Fry, Angela M; George, Claudia D; 'gparsons@k12.wv.us'; Hensley, Mandie J; 'jgreen@k12.wv.us'; 'julian@wvctcs.org'; Ketchum, Chadwick W; 'lbmiller@k12.wv.us'; Lyons, Mike C; Persons, Maureen M; 'seacrist@wvctcs.org'  
**Cc:** Proctor, Jacqueline A  
**Subject:** Comment Period  
**Attachments:** Bureau of Senior Services PR 3-3-16.pdf

Dear ICT Members,

Good afternoon. Please see the attached press release regarding Public Comment Period for the Draft State Plan for the Title V Senior Community Service Employment Program. Additional information and a link to the document can be found on the Bureau's website, just below the Welcome. The document can also be accessed through the Document Center, Plans and Reports.

*Ray B. Woods, Jr., MLS  
Program Manager*

WV Bureau of Senior Services  
1900 Kanawha Blvd, East  
Chareleston, WV 25305  
304-558-3317  
304-545-6089 mobile  
[www.wvseniorservices.gov](http://www.wvseniorservices.gov)

**Join us on Facebook!**  
**Follow us on Twitter!**



## Woods Jr, Ray B

---

**From:** Webb, Tammy E  
**Sent:** Thursday, March 03, 2016 10:50 AM  
**To:** Allen Cook (Upshur); Amy Haught (Tyler); Amy Wellman (Jefferson); Angela Nowak (Nicholas); Beth Fitzgerald (Harrison) ; Bill Carpenter (Lincoln); Brenda Wilmoth (Barbour); Bruce Power (Monroe); Calleen Liddle (Monongalia); Carolyn Wells (Pendleton); Charles Holley (Cabell); Cindy Summers (Ritchie); Darlene Evans (Grant); David Hoyt (Pleasants Nutrition); Debbie Harvey (Marion); Debby Sherman (Hardy); Dinah Mills (Lewis); Eddie Edmonds (Berkeley); Frank Mayle (Taylor); Gerry Dunbar (Jackson); Jack Tanner (Raleigh); Janet Zamiela (Fayette); Janie Lou White (Preston); Jenni Sutherland (Putnam); Jennifer Gibson (Wyoming); Jessica Rupert (Pleasants); Joel Tuttle (Morgan); John Simmons (Pocahontas); John Wyman (Greenbrier); Joshua Gump (Roane); Joyce Howard (Marshall); Judy Easter (Boone); Julie Haverty (Roane); Julie Linger (Hampshire); Kelley McClain (Wood); Laura Beckelhimer (Brooke); Laura Ward (Randolph); Lin Goins (Summers); Linda Blamer (Wayne); Lisa Sanderson (McDowell); Lori Rice (Ohio); Lorraine Roberts (Wirt); Mark Knabenshue (Hancock); Mary Ash (Wetzel); Mary Chapman (Braxton); Mike Will (Monroe); Oretta Hubbard (Mercer); Pamela Taylor (Clay); Paula Calvert (Ohio); Paulette Justice (Kanawha); Phillip Cooper (Webster); Phyllis Helmick (Hardy); Phyllis Johnson (Boone); Reggie Jones (Logan); Renae Riffle (Mason); Rick Poling (Calhoun); Roxanne Tuesing (Tucker); Sallie Mathess (Gilmer); Samantha Cowan (Calhoun) ; Sandy Graham (Mercer IIIB); Scott Mallery (Mineral); Smokey Travis (Doddridge); Stephanie Mounts (Logan); Tim Salmons (Mingo); Wanda Carrico (Bi-County); Brenda Landers (landerbr@wvstateu.edu); Lynn DiPasquale (lwilliams@belomar.org); Ramona Stanley (stanleyramona@citlink.net); Scott Gossard (upaaa@regioneight.org)  
**Cc:** DL - Bureau of Senior Services  
**Subject:** Public Comment Period for the Draft State Plan for Title V SCSEP  
**Attachments:** Bureau of Senior Services PR 3-3-16.pdf

Please see the attached press release regarding Public Comment Period for the Draft State Plan for the Title V Senior Community Service Employment Program. Additional information and a link to the document can be found on the [Bureau's website](#), just below the Welcome. The document can also be accessed through the [Document Center, Plans and Reports](#).

Tammy Webb  
Administrative Secretary  
WV Bureau of Senior Services  
1900 Kanawha Blvd, East  
Charleston, WV 25305  
Phone: 304-558-2241, ext. 135

Appendix E

West Virginia SCSEP Equitable Distribution Plan  
 Enrollee Positions by Sponsor and County  
 Program Year 2015  
 1<sup>st</sup> Quarter

County	WV AP	WV E	WV V	EW AP	EW E	EW V	NCOA AP	NCOA E	NCOA V
Barbour							6	8	2
Berkeley							13	6	-7
Boone	9	3	-6				0	2	2
Braxton							6	8	2
Brooke							5	1	-4
Cabell							21	34	13
Calhoun							3	6	3
Clay	4	3	-1						
Doddridge	4	0	-4						
Fayette				15	15	0	0	1	1
Gilmer							3	8	5
Grant							4	12	8
Greenbrier				11	9	-2			
Hampshire							10	12	2
Hancock							6	14	8
Hardy							5	17	12
Harrison	18	7	-11						
Jackson							7	6	-1
Jefferson							7	1	-6
Kanawha	33	43	10	7	16	9			
Lewis							6	4	-2
Lincoln							7	3	-4
Logan							9	7	-2
McDowell				13	11	-2			
Marion							11	3	-8
Marshall							10	5	-5
Mason							9	5	-4
Mercer				24	23	-1			

Mineral							8	3	-5
Mingo							8	0	-8
Monongalia	3	2	-1				9	3	-6
Monroe				4	2	-2			
Morgan							5	0	5
Nicholas				9	9	0			
Ohio							11	31	20
Pendleton							5	19	14
Pleasants							2	0	-2
Pocahontas				2	6	4			
Preston	8	18	10						
Putnam	8	1	-7						
Raleigh	6	1	-5	18	15	-3			
Randolph							8	4	-4
Ritchie							4	1	-3
Roane							6	2	-4
Summers				7	7	0			
Taylor	5	2	-3						
Tucker							3	5	2
Tyler							4	1	-3
Upshur							10	5	-5
Wayne							15	10	-5
Webster							4	9	5
Wetzel							6	4	-2
Wirt							3	0	-3
Wood							18	36	18
Wyoming	2	2	0	4	5	1			
<b>TOTAL</b>	<b>100</b>	<b>82</b>	<b>-8</b>	<b>114</b>	<b>119</b>	<b>5</b>	<b>277</b>	<b>297</b>	<b>20</b>

## WV Counties & Communities by Rural/Urban Designation

County	Community	Zip Code	RUCA
Barbour	Century	26201	Rural
Barbour	Volga	26238	Rural
Barbour	Belington	26250	Rural
Barbour	Junior	26275	Rural
Barbour	Brownnton	26334	Rural
Barbour	Galloway	26349	Rural
Barbour	Kasson	26405	Rural
Barbour	Moatsville	26405	Rural
Barbour	Philippi	26416	Rural
Berkeley	Martinsburg	25401	Urban
Berkeley	Bunker Hill	25413	Rural
Berkeley	Falling Waters	25419	Urban
Berkeley	Gerrardstown	25420	Urban
Berkeley	Glengary	25421	Urban
Berkeley	Jones Springs	25427	Urban
Berkeley	Cherry Run	25427	Urban
Berkeley	Hedgesville	25427	Urban
Berkeley	Inwood	25428	Urban
Berkeley	Ridgeway	25440	Urban
Boone	Ashford	25009	Rural
Boone	Bald Knob	25010	Rural
Boone	Bim	25021	Rural
Boone	Bloomingrose	25024	Urban
Boone	Bob White	25028	Rural
Boone	Comfort	25049	Urban
Boone	Costa	25051	Rural
Boone	Danville	25053	Rural
Boone	Gordon	25093	Rural
Boone	Hewett	25108	Rural
Boone	Ramage	25114	Rural
Boone	Jeffrey	25114	Rural
Boone	Madison	25130	Rural
Boone	Nellis	25142	Rural
Boone	Orgas	25148	Urban

Boone	Ottawa	25149	Rural
Boone	Peytona	25154	Rural
Boone	Racine	25165	Rural
Boone	Ridgeview	25169	Rural
Boone	Prenter	25181	Rural
Boone	Seth	25181	Rural
Boone	Sylvester	25193	Urban
Boone	Turtle Creek	25203	Rural
Boone	Twilight	25204	Rural
Boone	Bandytown	25204	Rural
Boone	Uneeda	25205	Rural
Boone	Van	25206	Rural
Boone	Wharton	25208	Rural
Boone	Barrett	25208	Rural
Boone	Garrison	25209	Urban
Boone	Whitesville	25209	Urban
Boone	Julian	25529	Urban
Boone	Morrisvale	25565	Urban
Boone	Foster	25801	Rural
Braxton	Burnsville	26335	Rural
Braxton	Gem	26335	Rural
Braxton	Sutton	26601	Rural
Braxton	Herold	26601	Rural
Braxton	Newville	26601	Rural
Braxton	Centralia	26612	Rural
Braxton	Copen	26615	Rural
Braxton	Elmira	26618	Rural
Braxton	Riffle	26619	Rural
Braxton	Exchange	26619	Rural
Braxton	Corley	26621	Rural
Braxton	Flatwoods	26621	Rural
Braxton	Clem	26623	Rural
Braxton	Frametown	26623	Rural
Braxton	Glendon	26623	Rural
Braxton	Gassaway	26624	Rural
Braxton	Heaters	26627	Rural
Braxton	Little Birch	26629	Rural
Braxton	Tesla	26629	Rural
Braxton	Napier	26631	Rural
Braxton	Falls Mill	26631	Rural
Braxton	Strange Creek	26639	Rural
Braxton	Wilsie	26641	Rural
Brooke	Beech Bottom	26030	Urban

Brooke	Bethany	26032	Urban
Brooke	Colliers	26035	Urban
Brooke	Follansbee	26037	Urban
Brooke	Short Creek	26058	Urban
Brooke	Wellsburg	26070	Urban
Brooke	Windsor Heights	26075	Urban
Cabell	Barboursville	25504	Urban
Cabell	Culloden	25510	Urban
Cabell	Lesage	25537	Urban
Cabell	Milton	25541	Urban
Cabell	Ona	25545	Urban
Cabell	Salt Rock	25559	Urban
Cabell	Huntington	25704	Urban
Calhoun	Arnoldsburg	25234	Rural
Calhoun	Chloe	25235	Rural
Calhoun	Millstone	25261	Rural
Calhoun	Orma	25268	Rural
Calhoun	Minnora	25268	Rural
Calhoun	Five Forks	26136	Rural
Calhoun	Big Bend	26136	Rural
Calhoun	Nobe	26137	Rural
Calhoun	Big Springs	26137	Rural
Calhoun	Grantsville	26147	Rural
Calhoun	Mount Zion	26151	Rural
Clay	Bentree	25018	Rural
Clay	Fola	25019	Rural
Clay	Bickmore	25019	Rural
Clay	Bomont	25030	Rural
Clay	Clay	25043	Rural
Clay	Duck	25063	Rural
Clay	Glen	25088	Rural
Clay	Indore	25111	Rural
Clay	Ivydale	25113	Rural
Clay	Big Otter	25113	Rural
Clay	Lizemore	25125	Rural
Clay	Maysel	25133	Rural
Clay	Nebo	25141	Rural
Clay	Ovapa	25150	Rural
Clay	Prociuous	25164	Rural
Clay	Pigeon	25164	Rural
Clay	Widen	25211	Rural

Clay	Floe	25235	Rural
Clay	Valley Fork	25283	Rural
Clay	Wallback	25285	Rural
Clay	Dille	26617	Rural
Doddridge	Blandville	26328	Rural
Doddridge	Center Point	26339	Rural
Doddridge	New Milton	26411	Rural
Doddridge	Greenwood	26415	Rural
Doddridge	Smithburg	26436	Rural
Doddridge	West Union	26456	Rural
Fayette	Alloy	25002	Rural
Fayette	Boomer	25031	Urban
Fayette	Cannelton	25036	Urban
Fayette	Charlton Heights	25040	Rural
Fayette	Deep Water	25057	Rural
Fayette	Mahan	25083	Urban
Fayette	Gauley Bridge	25085	Urban
Fayette	Glen Ferris	25090	Urban
Fayette	Kanawha Falls	25115	Rural
Fayette	Kimberly	25118	Rural
Fayette	Kincaid	25119	Rural
Fayette	Montgomery	25136	Urban
Fayette	Mount Carbon	25139	Rural
Fayette	Page	25152	Rural
Fayette	Powellton	25161	Rural
Fayette	Robson	25173	Rural
Fayette	Beards Fork	25173	Rural
Fayette	Longacre	25186	Rural
Fayette	Smithers	25186	Rural
Fayette	Ansted	25812	Rural
Fayette	Danese	25831	Rural
Fayette	Maplewood	25831	Rural
Fayette	Clifftop	25831	Rural
Fayette	Dothan	25833	Rural
Fayette	Edmond	25837	Rural
Fayette	Fayetteville	25840	Rural
Fayette	Cunard	25840	Rural
Fayette	Glen Jean	25846	Rural
Fayette	Hico	25854	Rural
Fayette	Hilltop	25855	Rural
Fayette	Kilsyth	25859	Rural
Fayette	Lansing	25862	Rural

Fayette	Lawton	25864	Rural
Fayette	Layland	25864	Rural
Fayette	Lochgelly	25866	Rural
Fayette	Lookout	25868	Rural
Fayette	Minden	25879	Rural
Fayette	Mount Hope	25880	Rural
Fayette	Oak Hill	25901	Rural
Fayette	Harvey	25901	Rural
Fayette	Pax	25904	Rural
Fayette	Prince	25907	Rural
Fayette	Ramsey	25912	Rural
Fayette	Redstar	25914	Rural
Fayette	Scarbro	25917	Rural
Fayette	Summerlee	25931	Rural
Fayette	Thurmond	25936	Rural
Fayette	Victor	25938	Rural
Fayette	Winona	25942	Rural
Fayette	Meadow Bridge	25976	Rural
Fayette	Spring Dale	25986	Rural
Fayette	Jodie	26674	Rural
Fayette	Nallen	26680	Rural
Gilmer	Lockney	25258	Rural
Gilmer	Normantown	25267	Rural
Gilmer	Letter Gap	25267	Rural
Gilmer	Stumptown	25267	Rural
Gilmer	Tanner	26137	Rural
Gilmer	Coxs Mills	26342	Rural
Gilmer	Gilmer	26350	Rural
Gilmer	Baldwin	26351	Rural
Gilmer	Glenville	26351	Rural
Gilmer	Newberne	26362	Rural
Gilmer	Linn	26384	Rural
Gilmer	Sand Fork	26430	Rural
Gilmer	Stouts Mills	26430	Rural
Gilmer	Troy	26443	Rural
Gilmer	Flower	26611	Rural
Gilmer	Cedarville	26611	Rural
Gilmer	Perkins	26634	Rural
Gilmer	Rosedale	26636	Rural
Gilmer	Shock	26638	Rural
Grant	Bayard	26707	Rural
Grant	Wilson	26707	Rural

Grant	Gormanania	26720	Rural
Grant	Scherr	26726	Rural
Grant	Lahmansville	26731	Rural
Grant	Medley	26734	Rural
Grant	Mount Storm	26739	Rural
Grant	Maysville	26833	Rural
Grant	Arthur	26847	Rural
Grant	Dorcas	26847	Rural
Grant	Landes Station	26847	Rural
Grant	Petersburg	26847	Rural
Grant	Cabins	26855	Rural
Greenbrier	Lewisburg	24901	Rural
Greenbrier	Fairlea	24902	Rural
Greenbrier, Monroe	Alderson	24910	Rural
Greenbrier	Dawson	24910	Rural
Greenbrier	Asbury	24916	Rural
Greenbrier	Auto	24917	Rural
Greenbrier	Caldwell	24925	Rural
Greenbrier	Clintonville	24931	Rural
Greenbrier	Crawley	24931	Rural
Greenbrier	Fort Spring	24936	Rural
Greenbrier	Anthony	24938	Rural
Greenbrier	Frankford	24938	Rural
Greenbrier	Friars Hill	24938	Rural
Greenbrier	Grassy Meadows	24943	Rural
Greenbrier	Kieffer	24950	Rural
Greenbrier	Maxwelton	24957	Rural
Greenbrier	Meadow Bluff	24958	Rural
Greenbrier	Neola	24961	Rural
Greenbrier	Renick	24966	Rural
Greenbrier	Ronceverte	24970	Rural
Greenbrier	Smoot	24977	Rural
Greenbrier	White Sulphur Springs	24986	Rural
Greenbrier	Williamsburg	24991	Rural
Greenbrier	Trout	24991	Rural
Greenbrier	Charmco	25958	Rural
Greenbrier	Crichton	25961	Rural
Greenbrier	Rainelle	25962	Rural
Greenbrier	Hines	25967	Rural
Greenbrier	Leslie	25972	Rural
Greenbrier	Marfrance	25981	Rural
Greenbrier	Quinwood	25981	Rural
Greenbrier	Kessler	25984	Rural

Greenbrier	Rupert	25984	Rural
Greenbrier	Russellville	26680	Rural
Hampshire	Levels	25431	Rural
Hampshire	Points	25437	Rural
Hampshire	Slanesville	25444	Urban
Hampshire	Augusta	26704	Urban
Hampshire	Capon Bridge	26711	Urban
Hampshire	Delray	26714	Urban
Hampshire	Green Spring	26722	Rural
Hampshire	Rio	26755	Rural
Hampshire	Three Churches	26757	Rural
Hampshire	Romney	26757	Rural
Hampshire	Shanks	26761	Rural
Hampshire	Springfield	26763	Rural
Hampshire	High View	26808	Urban
Hampshire	Bloomery	26817	Urban
Hampshire	Capon Springs	26823	Urban
Hampshire	Junction	26824	Rural
Hampshire	Yellow Spring	26865	Urban
Hampshire	Lehew	26865	Urban
Hampshire	Purgitsville	26852	Rural
Hancock	Chester	26034	Rural
Hancock	New Cumberland	26047	Urban
Hancock	Newell	26050	Rural
Hancock	New Manchester	26056	Rural
Hancock	Weirton	26062	Urban
Hardy	Baker	26801	Rural
Hardy	Lost River	26810	Rural
Hardy	Lost City	26810	Rural
Hardy	Mathias	26812	Rural
Hardy	Fisher	26818	Rural
Hardy	Rig	26836	Rural
Hardy	Moorefield	26836	Rural
Hardy	Milam	26838	Rural
Hardy	Old Fields	26845	Rural
Hardy	Wardensville	26851	Rural

Harrison	Clarksburg	26301	Rural
Harrison	Dawmont	26301	Rural
Harrison	Anmoore	26323	Rural
Harrison	Bridgeport	26330	Rural
Harrison	Bristol	26332	Rural
Harrison	Gypsy	26361	Rural
Harrison	Haywood	26366	Rural
Harrison	Hepzibah	26369	Rural
Harrison	Industrial	26375	Rural
Harrison	Lost Creek	26385	Rural
Harrison	McWhorter	26385	Rural
Harrison	Lumberport	26386	Rural
Harrison	Meadowbrook	26404	Rural
Harrison	Mount Clare	26408	Rural
Harrison	Reynoldsville	26422	Rural
Harrison	Salem	26426	Rural
Harrison	Shinnston	26431	Rural
Harrison	Spelter	26438	Rural
Harrison	Wallace	26448	Rural
Harrison	West Milford	26451	Rural
Harrison	Wyatt	26463	Rural
Harrison	Enterprise	26568	Rural
Jackson	Advent	25231	Urban
Jackson	Cottageville	25239	Rural
Jackson	Evans	25241	Rural
Jackson	Gay	25244	Urban
Jackson	Rock Castle	25245	Urban
Jackson	Given	25245	Urban
Jackson	Kenna	25248	Urban
Jackson	Romance	25248	Urban
Jackson	Kentuck	25248	Urban
Jackson	Duncan	25252	Rural
Jackson	Leroy	25252	Rural
Jackson	Liverpool	25252	Rural
Jackson	Millwood	25262	Rural
Jackson	Mount Alto	25264	Rural
Jackson	Ripley	25271	Rural
Jackson	Sandyville	25275	Rural
Jackson	Statts Mills	25279	Urban
Jackson	Murraysville	26164	Rural
Jackson	Ravenswood	26164	Rural
Jackson	Sherman	26173	Rural

Jefferson	Bakerton	25410	Rural
Jefferson	Charles Town	25414	Urban
Jefferson	Halltown	25423	Rural
Jefferson	Harpers Ferry	25425	Urban
Jefferson	Middleway	25430	Rural
Jefferson	Kearneysville	25430	Rural
Jefferson	Millville	25432	Urban
Jefferson	Ranson	25438	Rural
Jefferson	Rippon	25441	Rural
Jefferson	Shenandoah Junction	25442	Rural
Jefferson	Shepherdstown	25443	Rural
Jefferson	Summit Point	25446	Urban

Kanawha	Alum Creek	25003	Urban
Kanawha	Diamond	25015	Urban
Kanawha	Belle	25015	Urban
Kanawha	Shrewsbury	25015	Urban
Kanawha	Blount	25025	Urban
Kanawha	Blue Creek	25026	Urban
Kanawha	Cabin Creek	25035	Urban
Kanawha	Burnwell	25038	Rural
Kanawha	Cedar Grove	25039	Urban
Kanawha	Clendenin	25045	Urban
Kanawha	Quick	25045	Urban
Kanawha	Corton	25045	Urban
Kanawha	Dawes	25054	Urban
Kanawha	Drybranch	25061	Urban
Kanawha	Dunbar	25064	Urban
Kanawha	Crown Hill	25067	Urban
Kanawha	East Bank	25067	Urban
Kanawha	Elkview	25071	Urban
Kanawha	Eskdale	25075	Urban
Kanawha	Kayford	25075	Urban
Kanawha	Decota	25075	Urban
Kanawha	Carbon	25075	Urban
Kanawha	Falling Rock	25079	Urban
Kanawha	Gallagher	25083	Urban
Kanawha	Whittaker	25083	Urban
Kanawha	Glasgow	25086	Urban
Kanawha	Handley	25102	Urban
Kanawha	Hansford	25103	Urban
Kanawha	Hernshaw	25107	Urban
Kanawha	Hugheston	25110	Urban
Kanawha	Institute	25112	Urban

Kanawha	Leewood	25122	Urban
Kanawha	London	25126	Urban
Kanawha	Mammoth	25132	Urban
Kanawha	Miami	25134	Urban
Kanawha, Putnam	Nitro	25143	Urban
Kanawha	Ohley	25147	Urban
Kanawha	Pinch	25156	Urban
Kanawha	Pond Gap	25160	Urban
Kanawha	Pratt	25162	Urban
Kanawha	Saint Albans	25177	Urban
Kanawha	Jefferson	25177	Urban
Kanawha	Sharon	25182	Urban
Kanawha	Tad	25201	Urban
Kanawha	Tornado	25202	Urban
Kanawha	Winifrede	25214	Urban
Kanawha	Charleston	25301	Urban
Kanawha	Big Chimney	25302	Urban
Kanawha	South Charleston	25303	Urban
Kanawha	Malden	25306	Urban
Kanawha	Spring Hill	25309	Urban
Kanawha	Cross Lanes	25356	Urban
Kanawha	Sissonville	25360	Urban
Kanawha	Marmet	25365	Urban
Kanawha	Frame	25701	Urban
Lewis	Vadis	26321	Rural
Lewis	Alum Bridge	26321	Rural
Lewis	Camden	26338	Rural
Lewis	Crawford	26343	Rural
Lewis	Horner	26372	Rural
Lewis	Wildcat	26376	Rural
Lewis	Ireland	26376	Rural
Lewis	Jane Lew	26378	Rural
Lewis	Orlando	26412	Rural
Lewis	Roanoke	26447	Rural
Lewis	Walkersville	26447	Rural
Lewis	Valley Chapel	26452	Rural
Lewis	Weston	26452	Rural
Lincoln	Alkol	25501	Urban
Lincoln	Palermo	25506	Urban
Lincoln	Branchland	25506	Urban
Lincoln	Sias	25506	Urban
Lincoln	Griffithsville	25521	Urban

Lincoln	Sweetland	25523	Rural
Lincoln	Hamlin	25523	Rural
Lincoln	Harts	25524	Rural
Lincoln	Leet	25524	Rural
Lincoln	Ferrellsburg	25524	Rural
Lincoln	Midkiff	25540	Urban
Lincoln	Myra	25544	Rural
Lincoln	Ranger	25557	Urban
Lincoln	Sod	25564	Urban
Lincoln	Spurlockville	25565	Urban
Lincoln	Sumerco	25567	Urban
Lincoln	West Hamlin	25571	Urban
Lincoln	Woodville	25572	Urban
Lincoln	Yawkey	25573	Urban
Logan	Blair	25022	Rural
Logan	Clothier	25047	Rural
Logan	Ethel	25076	Rural
Logan	Lake	25121	Rural
Logan	Sharples	25183	Rural
Logan	Big Creek	25505	Rural
Logan	Chapmanville	25508	Rural
Logan	Shively	25508	Rural
Logan	Pecks Mill	25547	Rural
Logan	West Logan	25601	Rural
Logan	Logan	25601	Rural
Logan	Accorville	25606	Rural
Logan	Robinette	25607	Rural
Logan	Amherstdale	25607	Rural
Logan	Baisden	25608	Rural
Logan	Bruno	25611	Rural
Logan	Chauncey	25612	Rural
Logan	Cora	25614	Rural
Logan	Davin	25617	Rural
Logan	Henlawson	25624	Rural
Logan	Holden	25625	Rural
Logan	Kistler	25628	Rural
Logan	Lorado	25630	Rural
Logan	Earling	25632	Rural
Logan	Lyburn	25632	Rural
Logan	Mallory	25634	Rural
Logan	Landville	25635	Rural
Logan	Hunt	25635	Rural
Logan	Man	25635	Rural

Logan	Monaville	25636	Rural
Logan	Mount Gay	25637	Rural
Logan	Barnabus	25638	Rural
Logan	Omar	25638	Rural
Logan	Peach Creek	25639	Rural
Logan	Sarah Ann	25644	Rural
Logan	Stirrat	25645	Rural
Logan	McConnell	25646	Rural
Logan	Stollings	25646	Rural
Logan	Switzer	25647	Rural
Logan	Verdunville	25649	Rural
Logan	Emmett	25650	Rural
Logan	Whitman	25652	Rural
Logan	Wilkinson	25653	Rural
Logan	Dehue	25654	Rural
Logan	Yolyn	25654	Rural
Marion	Jordan	26554	Rural
Marion	Fairmont	26554	Rural
Marion	Monongah	26554	Rural
Marion	Pleasant Valley	26554	Rural
Marion	Barrackville	26559	Rural
Marion	Baxter	26560	Rural
Marion	Carolina	26563	Rural
Marion	Colfax	26566	Rural
Marion	Fairview	26570	Rural
Marion	Farmington	26571	Rural
Marion	Four States	26572	Rural
Marion	Grant Town	26574	Rural
Marion	Idamay	26576	Rural
Marion	Kingmount	26578	Rural
Marion	Mannington	26582	Rural
Marion	Metz	26585	Rural
Marion	Montana Mines	26586	Rural
Marion	Rachel	26587	Rural
Marion	Rivesville	26588	Rural
Marion	Worthington	26591	Rural
Marshall	Benwood	26031	Urban
Marshall	Cameron	26033	Urban
Marshall	Dallas	26036	Urban
Marshall	Glen Dale	26038	Urban
Marshall	Glen Easton	26039	Urban

Marshall	McMechen	26040	Urban
Marshall	Moundsville	26041	Urban
Mason	Grimms Landing	25095	Rural
Mason	Henderson	25106	Rural
Mason	Arbuckle	25123	Rural
Mason	Leon	25123	Rural
Mason	Southside	25187	Rural
Mason	Hartford	25247	Rural
Mason	Lakin	25250	Rural
Mason	Letart	25253	Rural
Mason	Mason	25260	Rural
Mason	Clifton	25260	Rural
Mason	New Haven	25265	Rural
Mason	West Columbia	25287	Rural
Mason	Apple Grove	25502	Rural
Mason	Ashton	25503	Rural
Mason	Gallipolis Ferry	25515	Rural
Mason	Glenwood	25520	Rural
Mason	Point Pleasant	25550	Rural
McDowell	Welch	24801	Rural
McDowell	Superior	24801	Rural
McDowell	Anawalt	24808	Rural
McDowell	Avondale	24811	Rural
McDowell	Bartley	24813	Rural
McDowell	Valls creek	24815	Rural
McDowell	Berwind	24815	Rural
McDowell	Big Sandy	24816	Rural
McDowell	Bradshaw	24817	Rural
McDowell	Canebrake	24819	Rural
McDowell	Capels	24820	Rural
McDowell	Caretta	24821	Rural
McDowell	Coalwood	24824	Rural
McDowell	Crumpler	24825	Rural
McDowell	Cucumber	24826	Rural
McDowell	Asco	24828	Rural
McDowell	Davy	24828	Rural
McDowell	Eckman	24829	Rural
McDowell	Filbert	24830	Rural
McDowell	Elbert	24830	Rural
McDowell	Elkorn	24831	Rural
McDowell	English	24832	Rural
McDowell	Gary	24836	Rural

McDowell	Havaco	24841	Rural
McDowell	Hemphill	24842	Rural
McDowell	Hensley	24843	Rural
McDowell	Jaeger	24844	Rural
McDowell	Isaban	24846	Rural
McDowell	Jenkinjones	24848	Rural
McDowell	Jolo	24850	Rural
McDowell	Keystone	24852	Rural
McDowell	Vivian	24853	Rural
McDowell	Kimball	24853	Rural
McDowell	Kyle	24855	Rural
McDowell	Leckie	24856	Rural
McDowell	Maybeury	24861	Rural
McDowell	Mohawk	24862	Rural
McDowell	Newhall	24866	Rural
McDowell	McDowell	24868	Rural
McDowell	Northfork	24868	Rural
McDowell	Algoma	24868	Rural
McDowell	Pageton	24871	Rural
McDowell	Panther	24872	Rural
McDowell	Paynesville	24873	Rural
McDowell	Powhatan	24877	Rural
McDowell	Premier	24878	Rural
McDowell	Raysal	24879	Rural
McDowell	Roderfield	24881	Rural
McDowell	Skygusty	24883	Rural
McDowell	Squire	24884	Rural
McDowell	Switchback	24887	Rural
McDowell	Thorpe	24888	Rural
McDowell	Twin Branch	24889	Rural
McDowell	War	24892	Rural
McDowell	Warriormine	24894	Rural
McDowell	Wilcoe	24895	Rural
McDowell	Gilliam	24897	Rural
McDowell	Worth	24897	Rural
McDowell	Yukon	24899	Rural
Mercer	Green Valley	24701	Rural
Mercer	Bluefield	24701	Urban
Mercer	Bluwell	24701	Rural
Mercer	Athens	24712	Rural
Mercer	Beeson	24714	Rural
Mercer	Bramwell	24715	Rural
Mercer	Coaldale	24724	Rural

Mercer	Freeman	24724	Rural
Mercer	Hiawatha	24729	Rural
Mercer	Kegley	24731	Rural
Mercer	Kellysville	24732	Rural
Mercer	Lashmeet	24733	Rural
Mercer	Dott	24736	Rural
Mercer	Matoaka	24736	Rural
Mercer	Montcalm	24737	Rural
Mercer	Nemours	24738	Rural
Mercer	Oakvale	24739	Rural
Mercer	Princeton	24740	Urban
Mercer	Elgood	24740	Rural
Mercer	Duhrig	24747	Rural
Mercer	Rock	24747	Rural
Mercer	McComas	24747	Rural
Mercer	Wolfe	24751	Rural
Mercer	Camp Creek	25820	Rural
Mercer	Flat Top	25841	Rural
Mercer	Spanishburg	25922	Rural
Mercer	Lerona	25971	Rural
Mineral	Burlington	26710	Rural
Mineral	Elk Garden	26717	Rural
Mineral	Fort Ashby	26719	Rural
Mineral	Short Gap	26726	Rural
Mineral	Keyser	26727	Urban
Mineral	New Creek	26743	Rural
Mineral	Piedmont	26750	Rural
Mineral	Ridgeley	26753	Rural
Mineral	Patterson Creek	26753	Rural
Mineral	Wiley Ford	26767	Rural
Mingo	Justice	24851	Rural
Mingo	Gilbert	25261	Rural
Mingo	Hampden	25623	Rural
Mingo	Verner	25650	Rural
Mingo	Wharncliffe	25651	Rural
Mingo	Williamson	25661	Rural
Mingo	Sprigg	25661	Rural
Mingo	Borderland	25665	Rural
Mingo	Breeden	25666	Rural
Mingo	Chattaroy	25667	Rural
Mingo	Delbarton	25670	Rural
Mingo	Myrtle	25670	Rural

Mingo	Dingess	25671	Rural
Mingo	Edgerton	25672	Rural
Mingo	Kermit	25674	Rural
Mingo	Lenore	25676	Rural
Mingo	Blackberry City	25678	Rural
Mingo	Lobata	25678	Rural
Mingo	Matewan	25678	Rural
Mingo	Meador	25682	Rural
Mingo	Naugatuck	25685	Rural
Mingo	Newtown	25686	Rural
Mingo	Nolan	25687	Rural
Mingo	North Matewan	25688	Rural
Mingo	Ragland	25690	Rural
Mingo	Rawl	25691	Rural
Mingo	Red Jacket	25692	Rural
Mingo	Thacker	25694	Rural
Mingo	Varney	25696	Rural
Mingo	Vulcan	25697	Rural
Monongalia	Westover	26502	Urban
Monongalia	Star City	26504	Urban
Monongalia	Morgantown	26505	Urban
Monongalia	Little Falls	26508	Urban
Monongalia	Blacksville	26521	Urban
Monongalia	Booth	26522	Rural
Monongalia	Cassville	26527	Urban
Monongalia	Core	26529	Urban
Monongalia	Dellslow	26531	Urban
Monongalia	Everettville	26533	Rural
Monongalia	Granville	26534	Urban
Monongalia	Maidsville	26541	Urban
Monongalia	Osage	26543	Urban
Monongalia	Pentress	26544	Urban
Monongalia	Pursglove	26546	Urban
Monongalia	Wadestown	26589	Rural
Monongalia	Wana	26590	Urban
Monroe, Greenbrier	Alderson	24910	Rural
Monroe	Ballard	24918	Rural
Monroe	Gap Mills	24941	Rural
Monroe	Sweet Springs	24941	Rural
Monroe	Glace	24942	Rural
Monroe	Greenville	24945	Rural
Monroe	Lindsay	24951	Rural

Monroe	Peterstown	24963	Rural
Monroe	Bozoo	24963	Rural
Monroe	Secondcreek	24974	Rural
Monroe	Sinks Grove	24976	Rural
Monroe	Pickaway	24976	Rural
Monroe	Sarton	24983	Rural
Monroe	Willow Bend	24983	Rural
Monroe	Union	24983	Rural
Monroe	Waiteville	24984	Rural
Monroe	Wayside	24985	Rural
Monroe	Wolfcreek	24993	Rural
Morgan	Berkley Springs	25411	Urban
Morgan	Unger	25411	Urban
Morgan	Hancock	25411	Urban
Morgan	Great Cacapon	25422	Rural
Morgan	Paw Paw	25434	Rural
Nicholas	Dixie	25059	Rural
Nicholas	Fenwick	26202	Rural
Nicholas	Craigsville	26205	Rural
Nicholas	Cottle	26205	Rural
Nicholas	Richwood	26261	Rural
Nicholas	Birch River	26610	Rural
Nicholas	Summersville	26651	Urban
Nicholas	Belva	26656	Rural
Nicholas	Calvin	26660	Rural
Nicholas	Canvas	26662	Rural
Nicholas	Drennen	26667	Rural
Nicholas	Gilboa	26671	Rural
Nicholas	Keslers Cross Lanes	26675	Rural
Nicholas	Leivasy	26676	Rural
Nicholas	Mount Lookout	26678	Rural
Nicholas	Mount Nebo	26679	Rural
Nicholas	Runa	26679	Rural
Nicholas	Richwood	26261	Rural
Nicholas	Birch River	26610	Rural
Nicholas	Summersville	26651	Urban
Nicholas	Belva	26656	Rural
Nicholas	Calvin	26660	Rural
Nicholas	Canvas	26662	Rural
Nicholas	Drennen	26667	Rural
Nicholas	Gilboa	26671	Rural
Nicholas	Keslers Cross Lanes	26675	Rural

Nicholas	Leivasy	26676	Rural
Nicholas	Mount Lookout	26678	Rural
Nicholas	Mount Nebo	26679	Rural
Nicholas	Nettie	26681	Rural
Nicholas	Pool	26684	Rural
Nicholas	Swiss	26690	Rural
Nicholas	Tioga	26691	Rural
Nicholas	Swiss	26690	Rural
Nicholas	Tioga	26691	Rural
Ohio	Warwood	26003	Urban
Ohio	Wheeling	26003	Urban
Ohio	Elm Grove	26003	Urban
Ohio	Triadephia	26059	Urban
Ohio	Valley Grove	26060	Urban
Ohio	West Liberty	26074	Urban
Pendleton	Bradywine	26802	Rural
Pendleton	Circleville	26804	Rural
Pendleton	Fort Seybert	26806	Rural
Pendleton	Franklin	26807	Rural
Pendleton	Riverton	26814	Rural
Pendleton	Moyers	26815	Rural
Pendleton	Sugar Grove	26815	Rural
Pendleton	Upper Tract	26866	Rural
Pendleton	Seneca Rocks	26884	Rural
Pendleton	Onego	26886	Rural
Pleasants	Belmont	26134	Urban
Pleasants	Eureka	26134	Urban
Pleasants	Willow Island	26134	Urban
Pleasants	Saint Marys	26170	Urban
Pocahontas	Arbovale	24915	Rural
Pocahontas	Barlow	24920	Rural
Pocahontas	Buckeye	24924	Rural
Pocahontas	Stony Bottom	24927	Rural
Pocahontas	Cass	24927	Rural
Pocahontas	Dunmore	24934	Rural
Pocahontas	Green Bank	24944	Rural
Pocahontas	Mill Point	24946	Rural
Pocahontas	Hillsboro	24946	Rural
Pocahontas	Droop	24946	Rural
Pocahontas	Seebert	24946	Rural

Pocahontas	Marlinton	24954	Rural
Pocahontas	Minnehaha Springs	24954	Rural
Pocahontas	Snowshoe	26209	Rural
Pocahontas	Durbin	26264	Rural
Pocahontas	Slatyfork	26291	Rural
Preston	Independence	26374	Urban
Preston	Newburg	26410	Rural
Preston	Manheim	26425	Rural
Preston	Rowlesburg	26425	Rural
Preston	Tunnelton	26444	Rural
Preston	Albright	26519	Urban
Preston	Arthurdale	26520	Urban
Preston	Bretz	26524	Urban
Preston	Brandonville	26525	Urban
Preston	Bruceton Mills	26525	Urban
Preston	Cuzzart	26525	Urban
Preston	Hazelton	26535	Rural
Preston	Kingwood	26537	Urban
Preston	Cascade	26542	Urban
Preston	Masontown	26542	Urban
Preston	Reedsville	26547	Urban
Preston	Amboy	26705	Rural
Preston	Aurora	26705	Rural
Preston	Eglon	26716	Rural
Preston	Horse Shoe Run	26719	Rural
Preston	Terra Alta	26764	Rural
Preston	Corinth	26764	Rural
Preston	Hopemont	26764	Rural
Putnam	Bancroft	25011	Urban
Putnam	Buffalo	25033	Urban
Putnam	Eleanor	25070	Urban
Putnam	Hometown	25109	Urban
Putnam	Robertsburg	25123	Rural
Putnam	Liberty	25124	Urban
Putnam, Kanawha	Nitro	25143	Urban
Putnam	Lanham	25159	Urban
Putnam	Poca	25159	Urban
Putnam	Red House	25168	Urban
Putnam	Winfield	25213	Urban
Putnam	Hurricane	25526	Urban
Putnam	Scott Depot	25560	Urban
Putnam	Teays	25569	Urban

Putnam	Frazier Bottom	25802	Rural
Raleigh	Ameagle	25004	Rural
Raleigh	Arnett	25007	Rural
Raleigh	Artie	25008	Rural
Raleigh	Clear Creek	25044	Rural
Raleigh	Colcord	25048	Rural
Raleigh	Dorothy	25060	Rural
Raleigh	Dry Creek	25062	Rural
Raleigh	Stickney	25140	Rural
Raleigh	Sundial	25140	Rural
Raleigh	Naoma	25140	Rural
Raleigh	Montcoal	25140	Rural
Raleigh	Rock Creek	25174	Rural
Raleigh	Saxon	25180	Rural
Raleigh	Packsville	25209	Urban
Raleigh	Cranberry	25801	Rural
Raleigh	Beckley	25801	Rural
Raleigh	Beaver	25813	Rural
Raleigh	Blue Jay	25816	Rural
Raleigh	Bolt	25817	Rural
Raleigh	Bradley	25818	Rural
Raleigh	Coal City	25823	Rural
Raleigh	Whitby	25823	Rural
Raleigh	Cool Ridge	25825	Rural
Raleigh	Crab Orchard	25827	Rural
Raleigh	Daniels	25832	Rural
Raleigh	Eccles	25836	Rural
Raleigh	Fairdale	25839	Rural
Raleigh	Ghent	25843	Rural
Raleigh	Glen Daniel	25844	Rural
Raleigh	Sullivan	25847	Rural
Raleigh	Glen Morgan	25847	Rural
Raleigh	Glen White	25849	Rural
Raleigh	Harper	25851	Rural
Raleigh	Helen	25853	Rural
Raleigh	Jonben	25856	Rural
Raleigh	Josephine	25857	Rural
Raleigh	Lanark	25860	Rural
Raleigh	Lester	25865	Rural
Raleigh	Mabscott	25871	Rural
Raleigh	MacArthur	25873	Rural
Raleigh	Midway	25878	Rural
Raleigh	Pemberton	25878	Rural

Raleigh	Odd	25902	Rural
Raleigh	Piney View	25906	Rural
Raleigh	Winding Gulf	25908	Rural
Raleigh	Princewick	25908	Rural
Raleigh	Prosperity	25909	Rural
Raleigh	Raleigh	25911	Rural
Raleigh	Mead	25915	Rural
Raleigh	Rhodell	25915	Rural
Raleigh	East Gulf	25915	Rural
Raleigh	Shady Spring	25918	Rural
Raleigh	Abraham	25918	Rural
Raleigh	Skelton	25919	Rural
Raleigh	Slab Fork	25920	Rural
Raleigh	Sophia	25921	Rural
Raleigh	Mcalpin	25921	Rural
Raleigh	Tams	25921	Rural
Raleigh	Sprague	25926	Rural
Raleigh	Stanaford	25927	Rural
Raleigh	Surveyor	25932	Rural
Raleigh	Terry	25934	Rural
Raleigh	White Oak	25989	Rural

Randolph	Helvetia	26224	Rural
Randolph	Pickens	26230	Rural
Randolph	Elkins	26241	Rural
Randolph	Beverly	26253	Rural
Randolph	Bowden	26254	Rural
Randolph	Wymer	26254	Rural
Randolph	Coalton	26257	Rural
Randolph	Dailey	26259	Rural
Randolph	Dryfork	26263	Rural
Randolph	Ellamore	26267	Rural
Randolph	Glady	26268	Rural
Randolph	Harman	26270	Rural
Randolph	Huttonsville	26273	Rural
Randolph	Kerens	26276	Rural
Randolph	Mabie	26278	Rural
Randolph	Mill Creek	26280	Rural
Randolph	Monterville	26282	Rural
Randolph	Montrose	26283	Rural
Randolph	Norton	26285	Rural
Randolph	Valley Bend	26293	Rural
Randolph	Mingo	26294	Rural
Randolph	Valley Head	26294	Rural

Randolph	Job	26296	Rural
Randolph	Whitmer	26296	Rural
Ritchie	MacFarlan	26148	Urban
Ritchie	Petroleum	26161	Urban
Ritchie	Smithville	26178	Urban
Ritchie	Auburn	26325	Rural
Ritchie	Berea	26327	Rural
Ritchie	Cairo	26337	Urban
Ritchie	Highland	26346	Rural
Ritchie	Ellenboro	26346	Rural
Ritchie	Hazelgreen	26362	Rural
Ritchie	Harrisville	26362	Rural
Ritchie	Mahone	26362	Rural
Ritchie	Mountain	26407	Rural
Ritchie	Pennsboro	26415	Rural
Ritchie	Toll Gate	26415	Rural
Ritchie	Pullman	26421	Rural
Roane	Amma	25005	Rural
Roane	Clio	25046	Rural
Roane	Gandeeville	25243	Rural
Roane	Harmony	25243	Rural
Roane	Left Hand	25251	Rural
Roane	Linden	25256	Rural
Roane	Looneyville	25259	Rural
Roane	Newton	25266	Rural
Roane	Uler	25266	Rural
Roane	Reedy	25270	Rural
Roane	Spencer	25276	Rural
Roane	Tariff	25281	Rural
Roane	Walton	25286	Rural
Summers	Ballangee	24919	Rural
Summers	Forest Hill	24935	Rural
Summers	Indian Mills	24935	Rural
Summers	Pence Springs	24962	Rural
Summers	Talcott	24981	Rural
Summers	Brooks	25951	Rural
Summers	Hinton	25951	Rural
Summers	Elton	25965	Rural
Summers	Green Sulphur Springs	25966	Rural
Summers	Jumping Branch	25969	Rural
Summers	Streeter	25969	Rural

Summers	Lockbridge	25973	Rural
Summers	Meadow Creek	25977	Rural
Summers	Nimitz	25978	Rural
Summers	Pipstem	25979	Rural
Summers	Sandstone	25985	Rural
Summers	True	25988	Rural
Taylor	Wendel	26347	Rural
Taylor	Flemington	26347	Rural
Taylor	Grafton	26354	Rural
Taylor	Rosemont	26424	Rural
Taylor	Simpson	26435	Rural
Taylor	Thornton	26440	Rural
Tucker	Davis	26260	Rural
Tucker	Hambleton	26269	Rural
Tucker	Hendricks	26271	Rural
Tucker	Parsons	26287	Rural
Tucker	Saint George	26287	Rural
Tucker	Red Creek	26289	Rural
Tucker	Thomas	26292	Rural
Tyler	Bens Run	26135	Rural
Tyler	Friendly	26146	Rural
Tyler	Wick	26149	Rural
Tyler	Middlebourne	26149	Rural
Tyler	Sistersville	26175	Rural
Tyler	Alma	26320	Rural
Tyler	Wilbur	26320	Rural
Tyler	Alvy	26377	Rural
Tyler	Lima	26377	Rural
Tyler	Shirley	26434	Rural
Upshur	Tennerton	26201	Rural
Upshur	Buckhannon	26201	Rural
Upshur	Adrian	26210	Rural
Upshur	Cleveland	26215	Rural
Upshur	French Creek	26218	Rural
Upshur	Alexander	26218	Rural
Upshur	Frenchtown	26219	Rural
Upshur	Kanawha Head	26228	Rural
Upshur	Lorentz	26229	Rural
Upshur	Rock Cave	26234	Rural
Upshur	Selbyville	26236	Rural

Upshur	Tallmansville	26237	Rural
Wayne	Ceredo	25507	Urban
Wayne	Dunlow	25511	Urban
Wayne	East Lynn	25512	Urban
Wayne	Fort Gay	25514	Urban
Wayne	Genoa	25517	Rural
Wayne	Radnor	25517	Rural
Wayne	Glenhayes	25519	Rural
Wayne	Kenova	25530	Urban
Wayne	Cove Gap	25534	Rural
Wayne	Kiahsville	25534	Rural
Wayne	Lavalette	25535	Urban
Wayne	Prichard	25555	Urban
Wayne	Shoals	25562	Urban
Wayne	Wayne	25570	Urban
Wayne	Crum	25669	Rural
Wayne	Wilsondale	25699	Rural
Webster	Erbacon	26203	Rural
Webster	Boggs	26206	Rural
Webster	Gauley Mills	26208	Rural
Webster	Camden On Gauley	26208	Rural
Webster	Diana	26217	Rural
Webster	Replete	26222	Rural
Webster	Hacker Valley	26222	Rural
Webster	Upperglade	26266	Rural
Webster	Curtin	26288	Rural
Webster	Webster Springs	26288	Rural
Webster	Parcoal	26288	Rural
Webster	Bergoo	26298	Rural
Webster	Cowen	26206	Rural
Wetzel	Proctor	26055	Urban
Wetzel	New Martinsville	26155	Rural
Wetzel	Paden City	26159	Rural
Wetzel	Porters Falls	26162	Rural
Wetzel	Reader	26167	Rural
Wetzel	Burnt House	26178	Urban
Wetzel	Wileyville	26186	Rural
Wetzel	Folsom	26348	Rural
Wetzel	Jacksonburg	26377	Rural
Wetzel	Hastings	26419	Rural
Wetzel	Pine Grove	26419	Rural

Wetzel	Smithfield	26437	Rural
Wetzel	Big Run	26561	Rural
Wetzel	Coburn	26562	Rural
Wetzel	Burton	26562	Rural
Wetzel	Hundred	26575	Rural
Wetzel	Knob Fork	26581	Rural
Wetzel	Littleton	26581	Rural
Wirt	Brohard	26138	Urban
Wirt	Creston	26141	Rural
Wirt	Elizabeth	26143	Urban
Wirt	Munday	26152	Urban
Wirt	Palestine	26160	Urban
Wood	Fort Neal	26101	Urban
Wood	Parkersburg	26101	Urban
Wood	North Parkersburg	26104	Urban
Wood	Vienna	26105	Urban
Wood	Belleville	26133	Urban
Wood	Davisville	26142	Urban
Wood	Mineralwells	26150	Urban
Wood	Rockport	26169	Urban
Wood	Walker	26180	Urban
Wood	Washington	26181	Urban
Wood	New England	26181	Urban
Wood	Waverly	26184	Urban
Wood	Williamstown	26187	Urban
Wyoming	Bud	24716	Rural
Wyoming	Covel	24719	Rural
Wyoming	Herndon	24726	Rural
Wyoming	Ikes Fork	24745	Rural
Wyoming	Brenton	24818	Rural
Wyoming	Clear Fork	24822	Rural
Wyoming	Coal Mountain	24823	Rural
Wyoming	Cyclone	24827	Rural
Wyoming	Fanrock	24834	Rural
Wyoming	Hanover	24839	Rural
Wyoming	Itmann	24847	Rural
Wyoming	Jesse	24849	Rural
Wyoming	Kopperston	24854	Rural
Wyoming	Lynco	24857	Rural
Wyoming	Marianna	24859	Rural
Wyoming	Matheny	24860	Rural

Wyoming	New Richmond	24867	Rural
Wyoming	North Spring	24869	Rural
Wyoming	Oceana	24870	Rural
Wyoming	Pineville	24874	Rural
Wyoming	Rock View	24880	Rural
Wyoming	Simon	24882	Rural
Wyoming	Wolf Pen	24896	Rural
Wyoming	Wyoming	24898	Rural
Wyoming	Allen Junction	25810	Rural
Wyoming	Amigo	25811	Rural
Wyoming	Corinne	25826	Rural
Wyoming	Glen Fork	25845	Rural
Wyoming	Glen Rogers	25848	Rural
Wyoming	Maben	25870	Rural
Wyoming	McGraws	25875	Rural
Wyoming	Saulsville	25876	Rural
Wyoming	Mullens	25882	Rural
Wyoming	Ravencliff	25913	Rural
Wyoming	Sabine	25916	Rural
Wyoming	Stephenson	25928	Rural
Wyoming	Wyco	25943	Rural

**SOURCE:** The Rural-Urban Commuting Area Codes have been updated using data from the 2000 Census. RUCA codes are based on the same theoretical concepts used by the Office of Management & Budget to define county level metropolitan and micropolitan areas. The codes utilized to determine rurality are based on the commuting area to an urban area or cluster.

<b>Targeted Population Need Profile for West Virginia</b>									
<b>At Or Below 125% of the US Poverty Level (ACS, 2010-2014)</b>									
<b>Geography</b>	<b>AGE 55+</b>	<b>Total</b>	<b>% of 55+</b>	<b>AGE 65+</b>	<b>Total</b>	<b>% of 65+</b>	<b>AGE 75+</b>	<b>Total</b>	<b>% of 75+</b>
<b>West Virginia</b>	47,228	268,775	17.6%	25,206	174,345	14.5%	23,849	128,491	18.6%
<b>Barbour</b>	594	2,311	25.7%	257	1,710	15.0%	239	1,183	20.2%
<b>Berkeley</b>	1,659	13,583	12.2%	754	8,102	9.3%	692	4,921	14.1%
<b>Boone</b>	811	3,824	21.2%	429	2,154	19.9%	401	1,466	27.4%
<b>Braxton</b>	445	2,261	19.7%	271	1,591	17.0%	298	1,072	27.8%
<b>Brooke</b>	489	3,848	12.7%	221	2,440	9.1%	467	2,215	21.1%
<b>Cabell</b>	2,571	12,570	20.5%	1,123	8,319	13.5%	1,234	7,062	17.5%
<b>Calhoun</b>	263	1,252	21.0%	190	823	23.1%	142	623	22.8%
<b>Clay</b>	385	1,362	28.3%	256	918	27.9%	142	621	22.9%
<b>Doddridge</b>	281	1,273	22.1%	118	853	13.8%	109	516	21.1%
<b>Fayette</b>	1,459	6,997	20.9%	686	4,366	15.7%	828	3,445	24.0%
<b>Gilmer</b>	181	921	19.7%	137	673	20.4%	139	513	27.1%
<b>Grant</b>	285	1,757	16.2%	235	1,404	16.7%	205	861	23.8%
<b>Greenbrier</b>	1,002	5,527	18.1%	782	4,031	19.4%	665	2,894	23.0%
<b>Hampshire</b>	1,086	3,671	29.6%	876	2,582	33.9%	525	1,542	34.0%
<b>Hancock</b>	598	4,818	12.4%	229	2,977	7.7%	341	2,697	12.6%
<b>Hardy</b>	435	2,021	21.5%	262	1,537	17.0%	280	955	29.3%
<b>Harrison</b>	1,491	10,004	14.9%	819	6,412	12.8%	923	4,986	18.5%
<b>Jackson</b>	624	4,006	15.6%	346	2,831	12.2%	418	2,365	17.7%
<b>Jefferson</b>	963	7,174	13.4%	443	4,452	10.0%	250	2,472	10.1%
<b>Kanawha</b>	4,601	29,235	15.7%	2,047	17,782	11.5%	1,918	14,574	13.2%
<b>Lewis</b>	271	2,392	11.3%	329	1,728	19.0%	269	1,224	22.0%
<b>Lincoln</b>	870	3,204	27.2%	396	2,056	19.3%	317	1,333	23.8%
<b>Logan</b>	1,307	5,946	22.0%	435	3,354	13.0%	319	2,270	14.1%
<b>McDowell</b>	1,177	3,497	33.7%	593	2,062	28.8%	463	1,486	31.2%
<b>Marion</b>	1,258	7,985	15.8%	752	5,342	14.1%	672	4,217	15.9%
<b>Marshall</b>	704	5,272	13.4%	334	3,285	10.2%	354	2,563	13.8%
<b>Mason</b>	665	4,009	16.6%	331	2,761	12.0%	458	2,000	22.9%
<b>Mercer</b>	2,334	9,440	24.7%	996	6,281	15.9%	829	4,901	16.9%
<b>Mineral</b>	1,010	4,040	25.0%	662	2,990	22.1%	539	1,978	27.2%
<b>Mingo</b>	827	4,076	20.3%	498	2,299	21.7%	238	1,468	16.2%
<b>Monongalia</b>	1,453	10,440	13.9%	633	5,665	11.2%	520	4,396	11.8%

<b>Monroe</b>	309	2,069	14.9%	264	1,754	15.1%	132	1,075	12.3%
<b>Morgan</b>	521	2,825	18.4%	318	1,983	16.0%	301	1,300	23.2%
<b>Nicholas</b>	764	4,061	18.8%	408	2,782	14.7%	474	1,785	26.6%
<b>Ohio</b>	1,113	6,801	16.4%	591	4,016	14.7%	703	3,808	18.5%
<b>Pendleton</b>	227	1,229	18.5%	244	911	26.8%	207	755	27.4%
<b>Pleasants</b>	186	1,056	17.6%	85	712	11.9%	82	505	16.2%
<b>Pocahontas</b>	300	1,443	20.8%	117	1,059	11.0%	95	691	13.7%
<b>Preston</b>	647	4,883	13.3%	344	3,197	10.8%	365	2,111	17.3%
<b>Putnam</b>	749	8,025	9.3%	404	5,208	7.8%	492	3,362	14.6%
<b>Raleigh</b>	1,815	11,873	15.3%	830	7,200	11.5%	936	5,738	16.3%
<b>Randolph</b>	850	4,134	20.6%	365	3,128	11.7%	451	2,063	21.9%
<b>Ritchie</b>	274	1,598	17.1%	188	1,133	16.6%	226	758	29.8%
<b>Roane</b>	545	2,296	23.7%	298	1,564	19.1%	330	1,083	30.5%
<b>Summers</b>	414	2,174	19.0%	338	1,500	22.5%	281	1,223	23.0%
<b>Taylor</b>	525	2,468	21.3%	243	1,596	15.2%	242	1,201	20.1%
<b>Tucker</b>	177	1,103	16.0%	146	861	17.0%	203	589	34.5%
<b>Tyler</b>	207	1,482	14.0%	137	971	14.1%	129	715	18.0%
<b>Upshur</b>	734	3,434	21.4%	499	2,443	20.4%	355	1,696	20.9%
<b>Wayne</b>	1,255	6,075	20.7%	829	4,138	20.0%	781	3,028	25.8%
<b>Webster</b>	365	1,472	24.8%	110	1,042	10.6%	206	672	30.7%
<b>Wetzel</b>	397	2,429	16.3%	359	1,876	19.1%	256	1,383	18.5%
<b>Wirt</b>	226	921	24.5%	73	622	11.7%	44	357	12.3%
<b>Wood</b>	1,747	12,289	14.2%	1,223	8,657	14.1%	1,037	6,285	16.5%
<b>Wyoming</b>	782	3,919	20.0%	353	2,212	16.0%	327	1,489	22.0%

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

**WV SENIOR POPULATION GROUPS  
BY AGE, MINORITY REPRESENTATION & PERCENT**

**2010 ACS 5yr estimates**

		<b>55+</b>	<b>%</b>	<b>65+</b>	<b>%</b>	<b>75+</b>	<b>%</b>	<b>85+</b>	<b>%</b>
<b>WV</b>		537558		289598		133479		34986	
	White	522108	97.1	282165	97.4	129673	97.1	33822	96.7
	Minority	15450	2.9	7433	2.6	3806	2.9	1164	3.3
<b>Barbour</b>		4818		2604		1170		251	
	White	4771	99.0	2593	99.6	1159	99.1	240	95.6
	Minority	47	1.0	11	0.4	11	0.9	11	4.6
<b>Berkeley</b>		22861		10970		4523		976	
	White	21518	94.1	10568	96.3	4313	95.4	904	92.6
	Minority	1343	5.9	402	3.7	210	4.9	72	8.0
<b>Boone</b>		7028		3508		1513		293	
	White	6951	98.9	3500	99.8	1505	99.5	293	100.0
	Minority	77	1.1	8	0.2	8	0.5	0	0.0
<b>Braxton</b>		4626		2482		1098		265	
	White	4605	99.5	2474	99.7	1090	99.3	265	100.0
	Minority	21	0.5	8	0.3	8	0.7	0	0.0
<b>Brooke</b>		8180		4613		2310		702	
	White	8015	98.0	4548	98.6	2310	100.0	702	100.0
	Minority	165	2.0	65	1.4	0	0.0	0	0.0
<b>Cabell</b>		26985		15194		7427		1752	
	White	25898	96.0	14644	96.4	7096	95.5	1671	95.4
	Minority	1087	4.0	550	3.6	331	4.7	81	4.8
<b>Calhoun</b>		2518		1347		617		93	
	White	2492	99.0	1335	99.1	605	98.1	81	87.1
	Minority	26	1.0	12	0.9	12	2.0	12	14.8
<b>Clay</b>		2746		1429		642		174	
	White	2719	99.0	1429	100.0	642	100.0	174	100.0
	Minority	27	1.0	0	0.0	0	0.0	0	0.0
<b>Doddridge</b>		2392		1265		508		156	
	White	2392	100.0	1265	100.0	508	100.0	156	100.0
	Minority	0	0.0	0	0.0	0	0.0	0	0.0
<b>Fayette</b>		14297		7673		3715		1084	
	White	13526	94.6	7284	94.9	3510	94.5	1016	93.7
	Minority	771	5.4	389	5.1	205	5.8	68	6.7

Gilmer		2073		1161		521		181	
	White	1949	94.0	1147	98.8	521	100.0	181	100.0
	Minority	124	6.0	14	1.2	0	0.0	0	0.0
Grant		3825		2060		858		228	
	White	3801	99.4	2051	99.6	857	99.9	228	100.0
	Minority	24	0.6	9	0.4	1	0.1	0	0.0
Greenbrier		11907		6683		3103		817	
	White	11535	96.9	6455	96.6	2986	96.2	772	94.5
	Minority	372	3.1	228	3.4	117	3.9	45	5.8
Hampshire		7005		3639		1473		342	
	White	6950	99.2	3639	100.0	1473	100.0	342	100.0
	Minority	55	0.8	0	0.0	0	0.0	0	0.0
Hancock		10151		5735		2860		722	
	White	9893	97.5	5597	97.6	2851	99.7	722	100.0
	Minority	258	2.5	138	2.4	9	0.3	0	0.0
Hardy		4106		2202		900		139	
	White	4036	98.3	2180	99.0	891	99.0	130	93.5
	Minority	70	1.7	22	1.0	9	1.0	9	6.9
Harrison		20229		11147		5478		1414	
	White	19889	98.3	11005	98.7	5409	98.7	1386	98.0
	Minority	340	1.7	142	1.3	69	1.3	28	2.0
Jackson		8646		5026		2191		526	
	White	8635	99.9	5026	100.0	2191	100.0	526	100.0
	Minority	11	0.1	0	0.0	0	0.0	0	0.0
Jefferson		12274		5872		2409		587	
	White	11446	93.3	5495	93.6	2228	92.5	530	90.3
	Minority	828	6.7	377	6.4	181	8.1	57	10.8
Kanawha		57814		31811		15518		4334	
	White	55063	95.2	30463	95.8	14912	96.1	4109	94.8
	Minority	2751	4.8	1348	4.2	606	4.1	225	5.5
Lewis		5244		2898		1304		371	
	White	5174	98.7	2854	98.5	1289	98.8	371	100.0
	Minority	70	1.3	44	1.5	15	1.2	0	0.0
Lincoln		6178		3233		1292		347	
	White	6173	99.9	3228	99.8	1287	99.6	347	100.0
	Minority	5	0.1	5	0.2	5	0.4	0	0.0

Logan		10779		5434		2443		539	
	White	10511	97.5	5216	96.0	2334	95.5	518	96.1
	Minority	268	2.5	218	4.0	109	4.7	21	4.1
McDowell		7025		3675		1703		346	
	White	6193	88.2	3183	86.6	1385	81.3	277	80.1
	Minority	832	11.8	492	13.4	318	23.0	69	24.9
Marion		16851		9417		4673		1416	
	White	16367	97.1	9184	97.5	4536	97.1	1397	98.7
	Minority	484	2.9	233	2.5	137	3.0	19	1.4
Marshall		10773		5804		2774		780	
	White	10661	99.0	5719	98.5	2755	99.3	761	97.6
	Minority	112	1.0	85	1.5	19	0.7	19	2.5
Mason		8065		4470		1910		367	
	White	8058	99.9	4470	100.0	1910	100.0	367	100.0
	Minority	7	0.1	0	0.0	0	0.0	0	0.0
Mercer		19828		10947		5228		1488	
	White	18829	95.0	10466	95.6	4993	95.5	1411	94.8
	Minority	999	5.0	481	4.4	235	4.7	77	5.5
Mineral		8467		4606		1992		581	
	White	8320	98.3	4516	98.0	1927	96.7	581	100.0
	Minority	147	1.7	90	2.0	65	3.4	0	0.0
Mingo		7430		3564		1500		408	
	White	7194	96.8	3475	97.5	1460	97.3	408	100.0
	Minority	236	3.2	89	2.5	40	2.7	0	0.0
Monongalia		18470		9479		4597		1194	
	White	17895	96.9	9165	96.7	4437	96.5	1169	97.9
	Minority	575	3.1	314	3.3	160	3.6	25	2.1
Monroe		4526		2480		1110		306	
	White	4491	99.2	2475	99.8	1105	99.5	306	100.0
	Minority	35	0.8	5	0.2	5	0.5	0	0.0
Morgan		5642		3054		1314		299	
	White	5518	97.8	2996	98.1	1265	96.3	299	100.0
	Minority	124	2.2	58	1.9	49	3.9	0	0.0
Nicholas		8287		4401		1860		469	
	White	8280	99.9	4394	99.8	1853	99.6	462	98.5
	Minority	7	0.1	7	0.2	7	0.4	7	1.5

Ohio		14252		8168		4377		1150	
	White	13830	97.0	8019	98.2	4334	99.0	1150	100.0
	Minority	422	3.0	149	1.8	43	1.0	0	0.0
Pendleton		2756		1620		786		214	
	White	2694	97.8	1582	97.7	777	98.9	207	96.7
	Minority	62	2.2	38	2.3	9	1.2	7	3.4
Pleasants		2208		1192		543		163	
	White	2208	100.0	1192	100.0	543	100.0	163	100.0
	Minority	0	0.0	0	0.0	0	0.0	0	0.0
Pocahontas		3050		1639		712		258	
	White	3038	99.6	1627	99.3	700	98.3	246	95.3
	Minority	12	0.4	12	0.7	12	1.7	12	4.9
Preston		9586		5039		2185		544	
	White	9497	99.1	5021	99.6	2177	99.6	544	100.0
	Minority	89	0.9	18	0.4	8	0.4	0	0.0
Putnam		14878		7666		3158		903	
	White	14831	99.7	7664	100.0	3156	99.9	903	100.0
	Minority	47	0.3	2	0.0	2	0.1	0	0.0
Raleigh		23659		12546		6136		1652	
	White	21829	92.3	11550	92.1	5527	90.1	1391	84.2
	Minority	1830	7.7	996	7.9	609	11.0	261	18.8
Randolph		9026		4974		2208		760	
	White	8947	99.1	4914	98.8	2187	99.0	739	97.2
	Minority	79	0.9	60	1.2	21	1.0	21	2.8
Ritchie		3294		1786		753		150	
	White	3294	100.0	1786	100.0	753	100.0	150	100.0
	Minority	0	0.0	0	0.0	0	0.0	0	0.0
Roane		4588		2433		1040		254	
	White	4586	100.0	2433	100.0	1040	100.0	254	100.0
	Minority	2	0.0	0	0.0	0	0.0	0	0.0
Summers		4692		2632		1229		312	
	White	4629	98.7	2617	99.4	1229	100.0	312	100.0
	Minority	63	1.3	15	0.6	0	0.0	0	0.0
Taylor		4968		2717		1291		360	
	White	4869	98.0	2625	96.6	1241	96.1	360	100.0
	Minority	99	2.0	92	3.4	50	4.0	0	0.0

Tucker		2534		1428		607		132	
	White	2531	99.9	1425	99.8	607	100.0	132	100.0
	Minority	3	0.1	3	0.2	0	0.0	0	0.0
Tyler		3033		1670		747		286	
	White	3006	99.1	1653	99.0	730	97.7	286	100.0
	Minority	27	0.9	17	1.0	17	2.3	0	0.0
Upshur		7099		3898		1691		420	
	White	7021	98.9	3849	98.7	1642	97.1	412	98.1
	Minority	78	1.1	49	1.3	49	3.0	8	1.9
Wayne		12616		6869		3021		636	
	White	12616	100.0	6869	100.0	3021	100.0	636	100.0
	Minority	0	0.0	0	0.0	0	0.0	0	0.0
Webster		3022		1596		704		178	
	White	3017	99.8	1596	100.0	704	100.0	178	100.0
	Minority	5	0.2	0	0.0	0	0.0	0	0.0
Wetzel		5537		3133		1378		299	
	White	5517	99.6	3133	100.0	1378	100.0	299	100.0
	Minority	20	0.4	0	0.0	0	0.0	0	0.0
Wirt		1667		860		323		43	
	White	1667	100.0	860	100.0	323	100.0	43	100.0
	Minority	0	0.0	0	0.0	0	0.0	0	0.0
Wood		25810		14310		6546		2072	
	White	25549	99.0	14172	99.0	6501	99.3	2062	99.5
	Minority	261	1.0	138	1.0	45	0.7	10	0.5
Wyoming		7237		3539		1510		253	
	White	7184	99.3	3539	100.0	1510	100.0	253	100.0
	Minority	53	0.7	0	0.0	0	0.0	0	0.0

S2101: VETERAN STATUS  
2010-2014 American Community  
Survey 5-Year Estimates

Subject	West Virginia					
	Total		Veterans		Nonveterans	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Civilian population 18 years and over	1,469,027	+/-512	155,150	+/-2,119	1,313,877	+/-2,255
<b>PERIOD OF SERVICE</b>						
Gulf War (9/2001 or later) veterans	(X)	(X)	10.10%	+/-0.5	(X)	(X)
Gulf War (8/1990 to 8/2001) veterans	(X)	(X)	15.40%	+/-0.6	(X)	(X)
Vietnam era veterans	(X)	(X)	38.00%	+/-0.8	(X)	(X)
Korean War veterans	(X)	(X)	11.20%	+/-0.5	(X)	(X)
World War II veterans	(X)	(X)	6.60%	+/-0.3	(X)	(X)
<b>SEX</b>						
Male	48.80%	+/-0.1	94.60%	+/-0.3	43.40%	+/-0.1
Female	51.20%	+/-0.1	5.40%	+/-0.3	56.60%	+/-0.1
<b>AGE</b>						
18 to 34 years	26.60%	+/-0.1	6.60%	+/-0.4	28.90%	+/-0.1
35 to 54 years	33.80%	+/-0.1	23.20%	+/-0.6	35.00%	+/-0.1
55 to 64 years	18.40%	+/-0.1	24.30%	+/-0.6	17.70%	+/-0.1
65 to 74 years	12.00%	+/-0.1	23.70%	+/-0.5	10.60%	+/-0.1
75 years and over	9.30%	+/-0.1	22.10%	+/-0.5	7.70%	+/-0.1

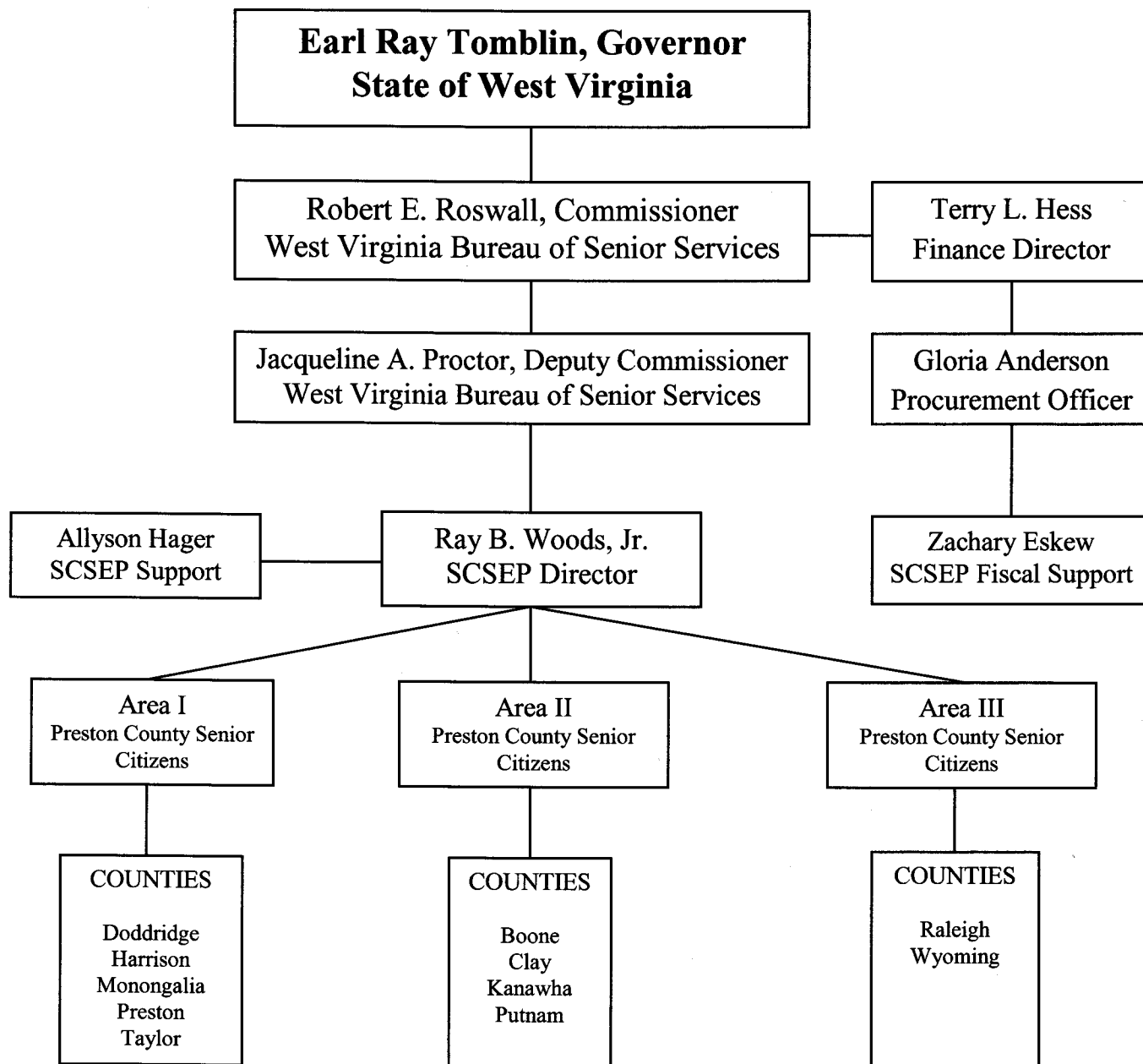
S2101: VETERAN STATUS  
2010-2014 American Community Survey 5-Year Estimates

Subject	Subject	Subject	Civilian population 18 years and over	AGE		
				55 to 64 years	65 to 74 years	75 years and over
West Virginia	Total	Estimate	1,469,027	18.40%	12.00%	9.30%
West Virginia	Total	Margin of Error	+/-512	+/-0.1	+/-0.1	+/-0.1
West Virginia	Veterans	Estimate	155,150	24.30%	23.70%	22.10%
West Virginia	Veterans	Margin of Error	+/-2,119	+/-0.6	+/-0.5	+/-0.5
West Virginia	Nonveterans	Estimate	1,313,877	17.70%	10.60%	7.70%
West Virginia	Nonveterans	Margin of Error	+/-2,255	+/-0.1	+/-0.1	+/-0.1

<b>B16004: AGE BY LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over</b>		
	West Virginia	
	Estimate	Margin of Error
Total:	1,750,837	+/-467
5 to 17 years:	280,683	+/-584
Speak only English	274,027	+/-821
Speak Spanish:	4,041	+/-420
Speak English "very well"	2,777	+/-310
Speak English "well"	745	+/-193
Speak English "not well"	476	+/-134
Speak English "not at all"	43	+/-54
Speak other Indo-European languages:	1,476	+/-302
Speak English "very well"	1,249	+/-287
Speak English "well"	123	+/-68
Speak English "not well"	104	+/-60
Speak English "not at all"	0	+/-27
Speak Asian and Pacific Island languages:	871	+/-249
Speak English "very well"	630	+/-200
Speak English "well"	146	+/-85
Speak English "not well"	91	+/-79
Speak English "not at all"	4	+/-8
Speak other languages:	268	+/-157
Speak English "very well"	166	+/-139
Speak English "well"	59	+/-59
Speak English "not well"	43	+/-51
Speak English "not at all"	0	+/-27
18 to 64 years:	1,158,529	+/-639
Speak only English	1,128,349	+/-1,407
Speak Spanish:	12,784	+/-754
Speak English "very well"	7,728	+/-657
Speak English "well"	2,252	+/-353
Speak English "not well"	2,302	+/-388
Speak English "not at all"	502	+/-194
Speak other Indo-European languages:	8,474	+/-789

Speak English "very well"	6,605	+/-653
Speak English "well"	1,402	+/-279
Speak English "not well"	461	+/-143
Speak English "not at all"	6	+/-10
Speak Asian and Pacific Island languages:	6,355	+/-528
Speak English "very well"	3,260	+/-383
Speak English "well"	1,913	+/-323
Speak English "not well"	1,030	+/-264
Speak English "not at all"	152	+/-105
Speak other languages:	2,567	+/-450
Speak English "very well"	1,736	+/-336
Speak English "well"	573	+/-215
Speak English "not well"	238	+/-145
Speak English "not at all"	20	+/-23
65 years and over:	311,625	+/-525
Speak only English	306,924	+/-566
Speak Spanish:	1,106	+/-178
Speak English "very well"	749	+/-148
Speak English "well"	258	+/-76
Speak English "not well"	88	+/-61
Speak English "not at all"	11	+/-19
Speak other Indo-European languages:	2,483	+/-321
Speak English "very well"	1,844	+/-259
Speak English "well"	387	+/-114
Speak English "not well"	216	+/-132
Speak English "not at all"	36	+/-44
Speak Asian and Pacific Island languages:	758	+/-173
Speak English "very well"	495	+/-127
Speak English "well"	131	+/-70
Speak English "not well"	109	+/-82
Speak English "not at all"	23	+/-29
Speak other languages:	354	+/-105
Speak English "very well"	246	+/-82
Speak English "well"	61	+/-43
Speak English "not well"	0	+/-27
Speak English "not at all"	47	+/-63

## WV SCSEP Organizational Chart





**STATE OF WEST VIRGINIA  
BUREAU OF SENIOR SERVICES**

1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0160  
Telephone (304) 558-3317  
FAX (304) 558-5609  
[www.wvseniorservices.gov](http://www.wvseniorservices.gov)

Earl Ray Tomblin  
Governor

Robert E. Roswall  
Commissioner

April 1, 2016

Ms. Judy Cooper, Manager  
Administrative Law Services  
WV Secretary of State  
Capitol Complex, Building 1, Room 157-K  
1900 Kanawha Blvd., East  
Charleston, WV 25305

Dear Ms. Cooper:

The West Virginia Bureau of Senior Services is hereby filing Notice of Agency Adoption of an Interpretive Rule for the West Virginia State Plan for Aging – Title V. Enclosed are the Notice of AGENCY Adoption (Form 5), a clean copy of the Interpretive Rule, a memo pertaining to no comments received during the comment period and a clean copy of the rule on CD.

Thank you.

Sincerely,

Robert E. Roswall  
Commissioner

FILED  
2016 APR - 4 A 10: 24  
OFFICE WEST VIRGINIA  
SECRETARY OF STATE