



Extension Information and Instructions

Each certified Kentucky Work Ready Community in Progress has a window of three years to meet the criteria to become a Work Ready Community. A community may apply for Work Ready at any time prior to its third anniversary of certification as a Work Ready Community in Progress.

At the two year anniversary of certification, the county must submit a re-certification update form.

If, within the three year timeframe, the community can provide evidence that its status should be changed as a result of meeting all of the criteria, the applicant should complete and submit the required materials for a Work Ready Community available through the initiative's website.

Counties applying for a change of status to Work Ready must follow the process and submittal requirements found in the Work Ready Community application.

If, after three years of certification as a Work Ready Community in Progress, the county has not met all of the required benchmarks to become a Work Ready Community, the applicant must submit a letter requesting an extension of status and demonstrate progress toward the achievement of the goals based on the data presented in the initial application for Work Ready in Progress status.

Submittal requirements and the process for extension of Work Ready Community in Progress status beyond the three year deadline are described below.

Extension Process

Applications for extension must be submitted in accordance with the application review timeline as posted on the Kentucky Work Ready Communities website to ensure ample time for review prior to the counties three year anniversary date.

Upon receipt of the submittal package, staff will verify the following: High School Graduation Rates, current NCRC holders, Educational Attainment (including new GED requirement data), High Speed Internet Availability.

Any required narratives will be forwarded to members of the Kentucky Work Ready Community Review panel. Questions from the review panel will be submitted to the applicant for written responses not less than two weeks prior to the next scheduled meeting of the panel. Written responses must be received not less than one week prior to the scheduled meeting of the review panel. Unless requested by the panel, a presentation at the panel meeting will not be part of the extension process. Representatives of the county applying for an extension may attend the meeting of the panel but are not required to do so.

The review panel may discuss and vote to recommend extension of status or denial of status to the Kentucky Workforce Innovation Board. The board will receive these recommendations at their next scheduled meeting. Applicants for extension will be notified of the recommendation of the panel as well as the date, time and location of the board meeting where action may be taken by the board.

If an extension is granted, it will be valid for two years. If an extension is denied, the applicant must wait one year from the date of the denial before reapplying for a new status.

Required Submittal Contents

1. A letter from the county's committee or team leader requesting an extension and indicating the date of the original certification.
2. Work Ready Community in Progress Application Form – This form must be completed and shall include the most recently available data at the time the form is submitted.
3. Meeting attendance or sign-in sheets from committee and subcommittee meetings for the period beginning with certification through the submission of this package.
4. Meeting notes or minutes from committee or subcommittee meetings fitting the timeframe criteria above.
5. Evidence of continuous improvement toward the achievement of any criteria for which the county does not meet the established benchmarks of Work Ready status presented in a summary not to exceed 2 pages.
6. Extension period goals – A narrative not to exceed 2 pages describing what the community believes is achievable for any unmet goals within the proposed extension period and a brief outline of the actions to be taken to achieve those goals.
7. An updated roster of committee members and their contact information, including identification of the applicant's key contact.

Submittal Format

All requests for extension must be submitted in PDF format either via email with receipt verification, or on a flash drive via verifiable delivery. It is the responsibility of the applicant to verify delivery/receipt of the request.

Submittal Checklist

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|---------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Cover letter (including requested length of extension) | <input type="checkbox"/> Meeting Notes |
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Improvement Summary |
| <input type="checkbox"/> Meeting Attendance Sheets | <input type="checkbox"/> Extension Period Goals and Actions |
| | <input type="checkbox"/> Committee Roster |

Contact Information

For more information or clarification, please contact:

Kentucky Work Ready Communities
500 Mero Street
Frankfort, KY 40601

502-564-0372

Website: <http://workready.ky.gov>
General Email: workready@ky.gov