

Extension Request Information and Instructions

Each certified Kentucky Work Ready Community status will last for three years, at which time each county must be recertified. In addition, approved communities can be granted a three-year extension of their current status. By the three-year anniversary of certification or at the end of the extension, the county shall submit a recertification update application. Certified Kentucky Work Ready Communities may continue to use their current certification status in marketing materials and communications until notified by acceptance or denial of recertification by the Kentucky Workforce Innovation Board. Extensions are valid for three years from the date they are approved by the board.

Purpose of the Extension

Your county should submit an extension rather than an application for recertification if either:

- a) You need more time to prepare your application materials.
- b) You are currently certified as Work Ready, but do not presently meet the qualifications for recertification.

Extension Submittal Contents

Requests for extensions 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.

Completed applications must include:

1. **Extension Request Letter:** Use attached letter to request an extension.
2. **Updated Data/Statistics Form:** Staff will verify that all the data included on the sheet is correct.
3. **Narrative Explanation:** Please include a brief description of the circumstances that are requiring you to request this extension.
4. **Committee Roster:** Please include an updated roster of Work Ready committee members and their contact information.

Extension Process:

The Kentucky Work Ready Community Review panel will review each extension requests. All questions from the review panel will be submitted to the applicant to provide additional information. Written responses must be received not less than one week prior to the scheduled meeting of the review panel.

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



Date _____

Dear Work Ready Communities Review Committee,

_____ County is requesting an extension for our **(circle one)** WorkReady / WorkReady In Progress status. We were initially approved on _____. Currently, we have evaluated where we are as related to the new criteria. Please see attached.

We understand that we will have up to one year from the extension date to file for recertification. We **(circle one)** would like to request / do not need assistance at this time from the Work Ready Communities team.

Our Work Ready Communities lead person **(circle one)** has not changed / has also changed and is **(name)** _____ who is with **(organization)** _____.
His / Her contact info is:

- Email: _____
- Phone: _____

Please feel free to contact me for any additional information you need.

Sincerely,



Extension Request Form

Name of County

Date:

County Contact Name

Email Address/ Phone #

Criteria	At time of original Application.	Most Recent Data
High School Graduation Rate	%	%
Percent of working age adults without a High School Diploma or Equivalent (HSE)	%	%
Percent of working age adults with some college or higher degree	%	%
Percent of working age adults with an Associate's degree or higher	%	%
Percentage of Households with Broadband access of 25Mbps or higher	%	%
Number of career readiness credentials Awarded (NCRC, KY Essential Skills, other)		
Number of Work-Based Learning Opportunities in County		
Plan to promote the Engagement of Special Populations	Yes	No In Development
Implementation of the High School Work Ethic Seal	Yes	No In Development
Supply / Demand Evaluation	Yes	No In Development

Brief Explanation

Please include a brief explanation for why you are requesting this extension. What plans do you have in place for meeting the Work Ready criteria and why would this extension be helpful in pursuing those goals? Are there any specific criteria that you are having trouble meeting? What steps might be useful in meeting that criteria?

Submittal Format

All applications for extension must be submitted in PDF format and submitted by email, with receipt verification, or a flash drive via verifiable delivery. It is the responsibility of the applicant to verify delivery/receipt of the application.

Mailing Address:

300 Mero Road - 4th Floor
Frankfort, KY 40601

Email: workready@ky.gov

Contact Information

For more information or clarification, please contact either:

Jacob McAndrews, Work Ready Communities Coordinator

Green River, Kentuckiana Works, Lincoln Trail, South Central, and Western Kentucky

Phone Number: 270-599-3617

Email: Jacob.McAndrews@ky.gov

Sara Jagers, Work Ready Communities Coordinator

Bluegrass, Cumberlands, EKCEP, Northern Kentucky and TENCO

Phone Number: 502-234-8466

Email: sara.jagers@ky.gov