



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 to their current status. At 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.

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 prior to the counties three year anniversary date. Completed applications include...

1. **Extension Request:** Use attached letter to formally request an extension.
2. **Update Form:** This should be the first document of the application. Staff will verify that all the data included on the sheet is correct.
3. **Committee Roster:** Please include an updated roster of Work Ready committee members and their contact information.

Extension Process:

Requests will be forwarded to members of the Kentucky Work Ready Community Review panel. Any questions from the review panel will be submitted to the applicant for written responses. 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.

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.

Extensions are valid for three years from the date it is approved by the board.



Date

Dear Work Ready Communities Review Committee,

_____ Name _____ County is requesting an extension for our Work Ready Communities status. We were initially approved _____ Date _____. Currently, we have evaluated where we are as related to the new criteria. Please see attached.

We understand that we will have up to three years from the certification date to achieve the new criteria. We would like to request / do not need assistance at this time from the Work Ready Communities team.

Our Work Ready Communities Lead person has not changed / has also changed and is noted (as applicable).

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

Sincerely,

Work Ready Communities Lead

_____ County



Extension Request UPDATE

Name of County Date:

County Contact Name

Email Address/ Phone #

Criteria	At time of original application.	Most Recent Data
High School Graduation Rate	<input type="text"/> %	<input type="text"/> %
Percent of working age adults without a High School Diploma or Equivalent (HSE)	<input type="text"/> %	<input type="text"/> %
Percent of working age adults with an Associated Degree or Higher	<input type="text"/> %	<input type="text"/> %
Percent of working age adults with some college or higher degree	<input type="text"/> NA	<input type="text"/> %
Percentage of Households with Broadband access of 25Mbps or higher	<input type="text"/> NA	<input type="text"/> %
Percent of population with career readiness credentials (NCRC, KY Essential Skills, other)	<input type="text"/> %	<input type="text"/> %
Number of Apprenticeships in County	<input type="text"/> NA	
Engagement of Disabled, Veteran, Ex-Offender and Medicaid Populations	<input type="text"/> Yes	<input type="text"/> No Circle One
Work Ethic Seal	<input type="text"/> Yes	<input type="text"/> No Circle One

Criteria Narratives

No narratives are required for extension requests

Contact Information

For more information or clarification, please contact:

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Kentucky Cabinet for Economic Development
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Kristina.Slattery@ky.gov

Phone Number: (502) 564-7140

Website: <http://workready.ky.gov>

Submittal Format

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

Mailing Address:
300 Building, 4th Floor
300 Sower Blvd
Frankfort, KY 40601

Email:
workready@ky.gov