



OVERVIEW

Local workforce development services include determining if a participant is deficient in basic skills and then providing service options to address any identified deficiencies so the participant may engage in training and / or secure work in their desired industry sector and position.

How basic skill levels are determined is driven by the program the participant is enrolling into. This policy outlines the requirements for both the Youth program and the programs serving Adults.

REFERENCES

WIOA Section (3)(5)

WIOA Regulation Section 680.600 and 681.290

TEGL 19-16 and TEGL 21-16

YOUTH PROGRAM

Youth seeking services will be assessed to determine their basic skill level at the point of eligibility determination and enrollment. Basic Skills Deficient is defined as:

1. Have English reading, writing, or computing skills at or below the 8th grade level on a generally accepted and approved standardized test.

AND/OR

2. Unable to compute or solve problems, or read, write or speak English at a level necessary to function on the job, in the individual's family, or in society. This may be determined by staff during the enrollment process while working with the youth when at least one of the following elements are observed (and therefore assessed):
 - Information (in writing or through discussion with the participant) that an educational institution the participant engages or engaged with determined them to have a GPA at D or below within the previous six months.
 - Qualifies for Special Education services or has an Individual Education Program (IEP) plan.
 - Is enrolled in a Title II Adult Education and Family Literacy Act program, this also includes enrollment in English as a Second Language (ESL) class. Determined to be

Limited English Skills proficient through staff-engagement and observation (deficient functioning in completing forms, assisting in the development of a service strategy, or behaviors in group discussion settings).

- A formal assessment such as the CASAS or TABE.

ADULT PROGRAMS

Adults seeking services will be assessed to determine their basic skill level at the point of program eligibility determination and enrollment. Participants who are determined to be Basic Skills Deficient will receive WIOA priority of service considerations. Basic Skills Deficient is defined as:

Unable to compute or solve problems, or read, write or speak English at a level necessary to function on the job, in the individual's family, or in society. This may be determined by staff during the enrollment process while working with the applicant when at least one of the following elements are observed (and therefore assessed):

- **Adult Education:** Is enrolled in a Title II Adult Education and Family Literacy Act program, this also includes enrollment in English as a Second Language (ESL) class.
- **Limited English Skills:** Determined to be limited English skills proficient through staff-engagement and observation.
- **Staff Observation:** Staff make observations of deficient functioning in completing forms, assisting in the development of a service strategy, or behaviors in group discussion settings.
- **GPA:** Information (in writing or through discussion with the applicant) that an educational institution the applicant engages or engaged with determined them to have a GPA at D or below within the previous six months.
- **Special Education:** Qualifies for Special Education services or has an Individual Education Program (IEP) plan.
- **A formal assessment:**
 - NCRC less than 3
 - [Rogue Workforce Partnership Basic Skills Screening Tool \(adopted from the Clackamas Workforce Board with permission\)](#)
 - CASAS
 - Quick Screen Reading Assessment
- **Co-Enrolled with other Partner:** For purposes of participant co-enrollment across local workforce areas in Oregon, WorkSource Rogue Valley will accept a basic skills deficient assessment/determination by any other Oregon local workforce area contractor.

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PROCEDURES

Follow the appropriate program regional program standards for documenting and reporting a Basic Skills Deficient characteristic for a participant.

Approved by: Mue
RWP Executive Director

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