

WEST CENTRAL REGION LOCAL POLICY			
Subject	Effective Date	Revision	Policy Section
Eligibility Policy- Individualized Career Services	3/26/2020	2	Programs

Reference: OWD Issuance 09-2019

Local workforce boards are required to identify the assessments to be used to determine eligibility and must ensure eligibility determination policies are consistent with state policies.

The initial assessment should be the first step with working with the participant. The initial assessment is part of the overall intake process and includes informal verbal discussion and should include the following:

- Identification of strengths
- Identification of workplace skills
- Career Interests
- Work Values
- Identification of work history
- Family situation
- Service Needs

The West Central Region will include, as part of the initial assessment for all customers wishing to access individualized or training services, the NCRC prior to WIOA eligibility.

All participants are required to complete a comprehensive assessment which includes the Objective Assessment (which should include further analysis of the Initial Assessment results) in Mo Jobs, Missouri Connections, and an aptitude test.

Youth participants should be screened for Basic Skills Deficiency prior to eligibility. Staff may use evaluations or assessments completed within a previous six month period.

Job Center staff may use interviews, evaluations or assessments by partner agency/programs that have been completed within a previous six month period to determine if individualized career services are appropriate.