	West Central Region Local Policy	
	Subject: Basic Skills Deficiency	Release Date: 5/26/2021
	Reference: OWD Issuance 14-2016	Revision: 3

DWD Issuance 14-2016 states that Local Workforce Development Boards (WDB) are required to develop a policy for determining basic skills deficiency as defined in WIOA Section 3(5). WIOA mandates that each Local Workforce Development Board use assessment tools that are valid, and appropriate for the needs of their target populations, to evaluate the basic skills of applicants and participants.

WIOA Section 3(5) defines a participant who is “basic skills deficient:”

(5) BASIC SKILLS DEFICIENT – The term “basic skills deficient” means, with respect to an individual –


(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

(B) who is a youth or adult, that the individual is 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.

Basic skills assessment for Youth will be completed at eligibility; Adults who are English language learners may also complete a basic skills assessment. Workforce system staff will make the most of partnerships with local organizations including but not limited to WIOA Title II Adult Education and Literacy and WIOA Title IV Vocational Rehabilitation. Previous assessment scores may be used if the assessment was conducted within the past six (6) months.

The Workforce Development Board of Western Missouri, Inc. will determine basic skills level by utilizing the following methods:

- In-School Youth basic skills will be assessed by utilizing records from the educational institution in which the youth attends. This information will be coordinated by using the “Authorization for Release of Confidential School Records” form (see Attachment 1);
- Out-of-School Youth and Adults with or without a High School diploma or equivalent may be assessed using the TABE test with our WIOA Title II Adult Education and Literacy partners (AEL).
- Out-of-School Youth with or without a high school diploma or equivalent and Adults with a High School diploma or equivalent can be assessed using the *Work Keys Assessment* (NCRC). Scores at or below a Bronze Level indicate individual is basic skills deficient.
- Adults with limited English proficiency may be assessed by our WIOA Title II Adult Education and Literacy partners.

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An exception to the above is if an Adult participant reports:

- They possess an Associates Degree or higher.
- Documentation of entrance exams required by a post-secondary education provider, with scores showing that participant does not require remedial courses.

Workforce Development Board of Western Missouri, Inc. will provide reasonable accommodations, if needed, for the assessment of individuals with disabilities.



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Attachment 1

WEST CENTRAL YOUTH@WORK
AUTHORIZATION FOR RELEASE OF CONFIDENTIAL SCHOOL RECORDS

In order to assist in determining eligibility to receive services through the Workforce Innovation and Opportunity Act, information must be obtained from the local school district. Information obtained will be kept confidential and will be used solely for the purpose of identifying youth for participation. I hereby give permission for the school district to release the information requested below for the purpose of providing training and employment services.

STUDENT'S NAME: _____

TELEPHONE # _____

STUDENT SIGNATURE (IF OVER 18): _____
DATE: _____

PARENT/GUARDIAN (IF APPLICABLE): _____ DATE: _____

Is the student ATTENDING Graduate (Date of graduation: _____)
 DROPPED OUT (if so, last date attended: _____)

Is the student eligible or received free/reduced lunch program (High School)? Yes No

Is the student's math, reading or language skills below the 8th grade level? Yes No

Subject: _____ Test Name: _____ Test Date: _____ Test Score: _____

Subject: _____ Test Name: _____ Test Date: _____ Test Score: _____

Subject: _____ Test Name: _____ Test Date: _____ Test Score: _____

The student is/has been enrolled in a special education program and has an IEP on file? Yes No

Please describe the disability/justification used for the development of the student's IEP:

Additional information that may benefit in his/her eligibility determination:

I ensure, by the signature below, that the documentation supporting this information is on file and will be provided if requested.

Certified School Personnel _____ Title _____ Date _____

Workforce Development Board of Western Missouri, Inc. is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers TTY/TDD equipment via the Missouri Relay Services at 711.

WDB 6/15/2020