

	<b>West Central Region Local Policy</b>	
	<b>Subject:</b> Eligibility Policy – Individualized Career Services	<b>Release Date:</b> 11/17/21
	<b>Reference:</b> OWD Issuance 09-2019	<b>Revision:</b> 3

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 or TABE test prior to WIOA eligibility.

The comprehensive assessment will include MO Connections Interest Profiler, an aptitude test, and the objective assessment. The objective assessment should include further analysis of the Initial Assessment results.

The West Central Region local policy requires that all participants complete the National Career Readiness Certificate (NCRC) test or TABE test before WIOA eligibility is determined. All participants are required to complete a comprehensive assessment which includes the Objective Assessment 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.