

	<b>West Central Region Local Policy</b>	
	<b>Subject:</b> Eligibility Policy – Individualized Career Services	<b>Release Date:</b> 9/27/23
	<b>Reference:</b>	<b>Revision:</b> 6

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:

- Basic Skills Assessment Screening Tool
- Identification of strengths
- Identification of workplace skills
- Career Interests
- Work Values
- Identification of work history
- Family situation
- Service Needs

The comprehensive assessment will include MO Connections Interest Profiler and an aptitude test. For youth participants, an objective assessment must also be completed. The objective assessment should include further analysis of the Initial Assessment results.

Youth participants should be screened for Basic Skills Deficiency prior to eligibility using the basic skills assessment screening tool. If the basic skills assessment screening tool indicates that youth could be BSD, further assessment should be done.

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.