

St. Charles Region Local Policy Cover Sheet

Policy Subject: Youth Basic Skills Deficiency

Based on OWD Issuance: WIOA Section 129

Effective Date: Ongoing

Revision Date: June 16, 2022 (added BSD Screening Tool Information)

Expiration Date: Continuous, until further notice

Is this part of the Local Plan? Yes



YOUTH BASIC SKILLS DEFICIENT POLICY

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The Workforce Innovation and Opportunity Act (WIOA) Section 129(a)(1)(B)(III)(aa) states that Local Workforce Development Boards (WDB) are required to assess the basic skills of workforce applicants for Youth Eligibility and that recipients of public assistance, other low-income individuals, and individuals who are **basic skills deficient (BSD)** must receive priority for individualized career services and training services. WIOA Section 3(5) defines an individual who is “basic skills deficient” as:

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

(B) A youth or adult, that 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.

Determining basic skills deficiency during intake assists in qualifying customers for eligibility, allows for quality referrals, and can determine program effectiveness.

Determination of WIOA Youth eligibility based on the BSD barriers: A formalized assessment will be administered to evaluate the youth’s strengths as well as any areas of deficiency in the academic skills of Reading, Math, Language.

A. Acceptable Assessment Tools Used to determine Basic Skills Deficiency

1) St. Charles Region will use “valid and appropriate” tests such as the most current versions of TABE Online . TABE Online is cost effective, and easily administered and interpreted by staff

2) HSE pre-test administered by St. Charles Community College, or other DESE approved institution, if conducted within the past 6 months

3) For In-School Youth (ISY), basic skills assessments provided by the participant’s educational institution can be used.

Reasonable accommodations, if needed, will be provided on a case-by-case basis according to the needs of the participant

Determination of Basic Skills for the Objective Assessment (OA): WIOA requires that every youth completes an Objective Assessment to evaluate the basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive services needs, and developmental needs of the participant.

The requirement to review basic skills as part of the Objective Assessment process is not the same as conducting a basic skills assessment for eligibility determination for the basic skills deficient barrier or as conducting a basic skills assessment for determination of an educational functioning level gain within the Measurable Skills Gains (MSG) indicator. If using the basic skills deficient component of WIOA eligibility in WIOA (3)(5)(A), the St. Charles Region will use the assessments listed under section A. above.

However, the St. Charles Region has adopted the “Basic Skills Screening Tool” to assess youth for the required basic skills section of the OA and help determine if additional testing is needed to determine “basic skills deficient”. The “Basic Skills Screening Tool” will not be used to determine a youth’s educational needs or eligibility for WIOA.

A youth who is unable to complete the screening tool without assistance or answers “No” to one (1) or more questions must automatically be assessed as basic skills deficient using at least one of our Region’s approved assessments identified in Section A.

A youth who can complete the screening tool without assistance and answers “Yes” to all the questions has satisfied the basic skills requirement of the OA. However, for youth entering training services additional assessments may be used to determine the appropriateness of the training program

Basic Skills Screening Tool

Name: _____

Date of Birth: _____

- 1) Do you have a high school diploma, GED or HiSET? Yes No Currently in High School
- 2) Can you follow basic written instructions and diagrams with no help or just a little help? Yes No
- 3) Can you fill out basic medical forms and job applications? Yes No
- 4) Without the aid of a calculator, can you add, subtract, multiply and divide with whole numbers up to 3 digits? Yes No
- 5) Can you do basic tasks on a computer? Yes No
- 6) Do you speak and read English well enough to get and keep a job? Yes No

Signature: _____

Date Signed: _____

For Internal Use Only:

Was the individual able to complete the screening tool without help? Yes No

If any question is answered, "No" or the form could not be completed independently, the individual may have a BSD eligibility barrier.

Does the individual have a BSD eligibility barrier? Yes No

Name of Youth Counselor: _____

Youth Counselor Signature: _____ Date Signed: _____