



## POLICIES AND PROCEDURES

POLICY TYPE:	WIOA Youth Basic Skills Deficient
EFFECTIVE:	April, 2021
REVISED:	July 1, 2024

### REVISIONS FROM PREVIOUS VERSION

- Separates the WIOA Youth and Adult programs into two separate policies.
- Corrects the following Reference Numbers:
  - WIOA Section (3)(5) corrected to Section 3(5)
  - TEGL Number 21-1 corrected to TEGL Number 21-16
- Basic skills deficient definition added.
- Removes the use of the BSD acronym for basic skills deficiency.

### PURPOSE/BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) allows for local workforce boards to establish participant definitions and eligibility documentation requirements when the state board elects not to establish a policy. The State of Oregon has deferred the creation of Basic Skills Deficient eligibility standards for WIOA participants to the local workforce boards. This policy outlines the basic skills deficient requirements for the WIOA Youth program.

### REFERENCES

- WIOA Section 3(5)
- WIOA Regulation Section 680.600 (Adult Priority of Service)
- WIOA Regulation Section 681.290 (Definition of Basic Skills Deficient)
- TEGL 19-16 (Operating Guidance for WIOA Programs)
- TEGL 21-16 (WIOA Title I Youth Formula Program Guidance)

### YOUTH PROGRAM POLICY

Youth seeking services through the WIOA program will be assessed to determine their basic academic skill level at the point of eligibility determination and enrollment. Per WIOA Section 3(5); 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 8<sup>th</sup> 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 Deficiency Assessment - The WIOA youth provider shall use a formalized testing instrument(s) designed to measure basic skills. Per §681.290, "in assessing basic skills, local programs

must use assessment instruments that are valid and appropriate for the target population, and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.” For the purposes of the basic skills assessment portion of the objective assessment, local programs are not required to use assessments approved for use in the Department of Education’s National Reporting System (NRs), nor are they required to determine an individual’s grade level equivalent or educational functioning level (EFL), although use of these tools is permitted. Lane Workforce Partnership does not prescribe the allowable assessment tool, this determination is at the sole discretion of the Youth Service Provider as long as the tool meets the requirements in this section.

## **PROCEDURES**

Follow the appropriate program standards for assessing, documenting, and reporting a Basic Skills Deficient characteristic for a WIOA Youth participant.

## **ISSUED**

**Revision Date: July 1, 2024**

**LWP Director of Workforce Programs**