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**Issuance No:** 01-2023  
**Issuance Date:** January 24, 2023  
**Revision Date:** None  
**Subject:** Basic Skills Youth Assessment Policy

1. Purpose: Local Workforce Development Boards (WDB) are required to assess the basic skills of workforce applicants for Youth eligibility and for an objective assessment of academic levels, skill levels, and service needs of each participant, which includes a review of basic skills.

*WIOA Section 3(5) defines a participant who is "basic skills deficient:" means, with respect to an individual- 01*

*(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.*

2. Substance: 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 barrier:** The South Central Workforce Board have approved the below instruments to be valid and reliable to evaluate the basic skills when needed to determine WIOA Youth program eligibility.

- Test of Adult and Basic Education (TABE), ACT, HESI (Health Education Systems, Inc.), Wonderlic, TEAS (Test of Essential Academic Skills), CASAS (Comprehensive Adult Student Assessment System), and the Accuplacer. These assessments may be administered by the region's AEL programs, or the participant's chosen training provider
- WorkKeys National Career Readiness assessment. Youth who have WorkKeys scores below the NCRC Silver category are considered basic skills deficient.
- In-School-Youth, Local WDBs should continue to accept the basic skills assessments provided by the participant's educational institution. If an assessment is unavailable, qualified staff may administer the WorkKeys or TABE to determine BSD.
- Previous basic skills assessments (those listed above) may be used if such previous assessments have been conducted within the past six months.
- Assessment results are utilized to document basic skills deficiencies for an eligibility barrier or to determine the youth's ability to be successful in an academic program. Reasonable accommodation for the testing process will be available, if necessary, for individuals with disabilities. Previous basic skills assessment results may be used if the assessment was conducted within the previous six-month period of the eligibility determination date.

**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 service needs, and developmental needs of the participant. The objective assessment must identify the career pathway for the youth participant and is used to develop a corresponding Individual Service Strategy (ISS).

**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 skill gains indicator.** If using the basic skills deficient component of WIOA Youth eligibility in WIOA (3)(5)(A), programs must use a generally accepted standardized test, identified above, to determine WIOA eligibility based on basic skills deficiency/definition.

The South Central Workforce Board has adopted a screening tool to help identify if an individual is basic skills deficient. The Basic Skills Screening Tool is required for all WIOA youth applicants. The Basic Skills Screening Tool below will help assess the 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 must not be used to determine a youth’s educational needs.

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 the approved assessments identified in the previous section. 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.

3. Please direct comments or questions regarding this policy to Cynthia Asberry, Quality Assurance/EEO Compliance Officer at 417-257-2630 or email [casberry@scwib.org](mailto:casberry@scwib.org).
4. Attachments: Basic Skills Screening Tool
5. References: In addition to this policy, all region staff must follow all the WIOA Youth policies and issuances released by the Office of Workforce Development located on [jobs.mo.gov/owdissuances](http://jobs.mo.gov/owdissuances).

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SCWIB is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

# Basic Skills Screening Tool

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

- 1) Do you have a high school diploma, General Education Development (GED) certificate or High School Equivalency Diploma (HSED)?  Yes  No  Currently in high school (does not include GED or HSED programs)
- 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><b>For the Adult Program Only:</b></p> <p>If any question is answered, "No" or the form could not be completed independently, the individual should receive priority.</p> <p>Does the individual receive priority?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>For the Youth Program Only:</b></p> <p>If any question is answered, "No" or the form could not be completed independently, the individual may have a BSD eligibility barrier.</p> <p>Does the individual have a BSD eligibility barrier?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Name of Career Planner: _____	
Career Planner Signature: _____ Date Signed: _____	