



**Workforce Development Board  
60 Central Ave., Rm B38  
Cortland, NY 13045  
Contact: Amy Buggs  
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## **Policy – Basic Skills Deficiency**

**References:** WIOA Final Rule, § 681.290

**Background:** WIOA identifies specific eligibility criteria for youth to participate in WIOA programs. The Cayuga Cortland Workforce Development Board (WDB) policy identifies specific criteria for Adult, Dislocated Worker (DW), and Trade Adjustment Act (TAA) participants to qualify for WIOA Individual Training Accounts for classroom training. Individuals who are found to be basic skills deficient will be referred for informal or formal basic skills remediation.

### **Policy:**

Youth: The WIOA Final Rule states that youth are Basic Skills Deficient (BSD) if they “(1) have English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or (2) are 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.” WIOA further states that “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.” WIOA Youth customers are considered to be Basic Skills Deficient based upon the WIOA Final Rule and acceptable assessments listed in this policy.

Classroom Training for WIOA Adult/DW/TAA Customers: WIOA Classroom Training customers are considered to be Basic Skills Deficient if they do not have literacy and numeracy at 8<sup>th</sup> grade level or above. Customers seeking training in Welding or Machinist must score at the 10<sup>th</sup> grade level or above. Please refer to the WDB Individual Training Account (ITA) Policy for more details.

### **Acceptable Assessments:**

WIOA requires that a valid, reliable assessment must be used to determine basic skills deficiency status. The career counselor will select the assessment which is most appropriate for a particular customer, based on the customer’s abilities and career goals. Assessment options may include the following:

- Test of Adult Basic Education (TABE)
- STAR Test (often administered by local school districts)
- Kaufman Test of Educational Achievement (often administered by local school districts)
- Armed Services Vocational Aptitude Battery (ASVAB)
- A recent school report card or Individualized Educational Plan (IEP) showing the youth is performing below the 8<sup>th</sup> grade level or is unable to compute/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
- Other valid, reliable assessments, upon approval of the WDB

**Documentation:**

WIOA career counselors and WIOA youth service providers will follow NYS Department of Labor (NYSDOL) guidance regarding source documents required to support the eligibility components. Documentation of basic skills deficiency (either a copy of assessment scores from test administrator, or copy of the assessment itself) must be placed in the youth's case file. Assessment results must be entered in the One-Stop Operator System (OSOS) in compliance with NYSDOL guidelines. Both an OSOS Comment and Service must be entered for assessment administration and results.

**Effective Date:** This policy became effective on 9/08/2021.

*Approved by the Board: (9/8/2021)*