

Region III Workforce Investment Board
WIOA Adult and Dislocated Worker Program

Policy 08-16

SUBJECT: Basic Skills Deficiency

DATE ISSUED: September 6, 2016

EFFECTIVE DATE: July 1, 2016

REFERENCE(S): WIOA Section 3; WorkForce WV WIOA Policy 2-16.

ACTION: Region III WIB will utilize a standardized assessment tool (TABE, WorkKeys, etc.) to determine the skill levels of each individual in need of training and/or career services under WIOA. Any individual who is determined Basic Skills Deficient, as defined below, will be referred to remedial training to increase skill levels.

Definitions:

Basic Skills Deficient: An individual unable to compute or solve problems, read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society.

For WIOA purposes, the State further defines Basic Skills Deficient as an individual who:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- Reading and/or Math assessment at an 8.9 or below grade level. (Regions using WorkKeys assessment will be WorkKeys level at or below 4).
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the local area and documented in its required policy.