



OneWorkSource Center Youth Basic Skills Deficiency Policy

Adopted 1/14/2022

PURPOSE: To establish and provide information to OneWorkSource Center service providers in acknowledging youth and young adult customers classified via WIOA as deficient in Basic Skills. Understanding the procedures of this barrier ensures the youth will continue to succeed in employment and educational goals during their time in the WIOA Youth program.

Policy Statement:

§ 681.290

(a) As used in § 681.210(c)(3), a youth is “basic skills deficient” if he or she:

- (1) Have English reading, writing, or computing skills at or below the 8th 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.

(b) The State or Local WDB must establish its policy on paragraph (a)(2) of this section in its respective State or local plan.

(c) 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.

DEFINITION: Basic Skills Deficient is defined under WIOA 3(5) as an individual who has an English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test, 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, and/or in society. English Language Learners/English as a Second Language are also included in this demographic.

PROCESS: A youth or young adult who showcases an inability to compute or solve problems, read, write, or speak English at the required level may be documented by a TABE test score that is equivalent to an NRS level 4 or below. The TABE test is the most common method in assuring youth and young adults burdened by this barrier have the proper grading, instruction, and overall average to properly assess their skills. English language learners are required to be tested using a NYSED approved assessment.

If a youth/young adult is shown to be basic skills deficient, the WIOA Youth service provider will coordinate with the youth’s relatives (if applicable), community partners (e.g. non-profit agencies) and school district/college/university the youth attends (if applicable) to find the best solution(s) to assist

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the youth in overcoming his/her barrier(s). The staff member will connect the youth with tutoring services and TASC instruction programs (if applicable) to better prepare him/her for the future.

DOCUMENTATION: In addition to the TABE test (or an equivalent source of documentation skill level), the Individual Service Strategy (ISS) will need to be completed and maintained by staff during the period of service. The goals established by the ISS shall be no later than 60 days after enrollment, with flexibility to extend if need be. Goals should be focused on improving literacy and numeracy levels.

