

Technical Assistance Guidance

TAG 51-2021

Issued Date: August 10, 2021

Subject: Guidance on Assessing Basic Skills and English Language Learner for Adults, Dislocated Worker and Youth

Purpose

This TAG provides guidance on assessing basic skills and English language skills for Adults, Dislocated Workers and Youth

References

Public Law P.L. 113-128; Secs. 203, 122, 134, 181, 189, 194, 503; 20 CFR Part 678; 20 CFR Part 680; 20 CFR Part 683; 29 CFR Part 38; 2 CFR Part 200; TEGL 19-16; TEN 28-16; TEN 28-16 Change 1; TEN 28-16 Change 2; State Compliance Policies 1.6, 1.7 and 2.1; WC Policy ADW-030-01; WC Policy YTH-040-01; and WC TAG 40-2020

Background

Services provided to adults, dislocated workers, and youth under WIOA Title I can be a career pathway and build skills towards achieving self-sufficiency. Across all titles, WIOA focuses on serving “individuals with barriers to employment,” and seeks to ensure access to quality services for these populations. WIOA defines Basic Skills Deficient as an individual:

- Who is a youth who has English reading, writing, or math skills at or below an 8th grade level on a generally accepted standardized test; or
- Who is a youth or adult and is 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, either or in society.

The term English Language Learner means an applicant has limited ability in reading, writing, speaking, or comprehending the English language, and either:

- Whose native language is a language other than English, or
- Who lives in a family or community environment where a language other than English is the dominant language.

Guidance

This guidance covers how to use and document Basic Skills and English Language Learner Assessments for Youth eligibility and Adult Priority of Service tool.

Basic Skills

The Basic Skills Screening Tool is **required** for all WIOA applicants, unless they meet one of the exceptions listed below. This tool is required, regardless of the availability of approved basic skills testing tools (e.g., CASAS and TABE) at the time of the WIOA enrollment. If the applicant answers “no” to any one of the questions on the Basic Skills Screening Tool, the applicant must be tested for basic skills using an approved test (e.g., CASAS or TABE).

This tool is **not required** for an applicant that meets one or more of the following exceptions below.

- Has an associate's degree or higher at the time of the WIOA enrollment; or
- Has taken a Post-Secondary Entrance/Placement Exam (e.g., ACCUPLACER) within the last six months at the time of the WIOA enrollment; or
- Is an individual with a disability that prevents them from completing the form.

Applicants that answer “no” to any of the questions on the tool be must be tested for Basic Skills Deficiency for the purposes of Youth eligibility or Adult Priority of Service. Please note that if the individual is determined Basic Skills Deficient at participation, the individual will be included in the Measurable Skills Gain performance indicator. The **screening tool cannot** be used to validate a Measurable Skills Gain.

If the applicant is basic skills deficient, basic skills testing scores must be properly recorded in EmployNV. The Individual Employment Plan (IEP) or Individual Service Strategy (ISS) must address how the service provider will assist the WIOA participant with increasing basic skills and post-testing timeframes.

English Language Learner

If it is determined the applicant is an English Language Learner, this must be properly recorded in EmployNV. The IEP or ISS must clearly address how the service provider will assist the WIOA participant with increasing English language skills.

Technical Assistance

Available upon request.