

GLOW Workforce Development Board (WDB) Policy

Under the Workforce Innovation and Opportunity Act (WIOA)

Name of Policy: GLOW Basic Skills Deficiency (BSD) Policy

Approval Date: ~~1/21~~; ~~3/19/24~~, ~~3/17/26~~

Effective Date: ~~1/21/26~~; ~~3/19/24~~ ~~3/18/26~~

References: WIOA Final Rule, § 681.290

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

Policy:

Youth: The WIOA Final Rule states that youth are BSD if they “(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.” 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 BSD based upon the WIOA Final Rule and acceptable assessments listed in this policy.

Classroom Training for WIOA Adult/DW/TAA Customers: The youth BSD WIOA Final rule also applies to A/DW programs. You don't need to use 8th grade level standardized testing and should consider using the NYSDOL assessment - <https://dol.ny.gov/basic-skills-assessment>

Acceptable Assessments:

WIOA requires that a valid, reliable assessment must be used to determine BSD 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:

- For youth, A/DW eligibility, consider the <https://dol.ny.gov/basic-skills-assessment> Wide Range Achievement Test (WRAT)
- Armed Services Vocational Aptitude Battery (ASVAB)
- A recent school report card or Individualized Educational Plan (IEP) showing the youth is performing below the 8th 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
- National Work Readiness Credential (NWRC) Reading and Math Skills Assessment
- Other valid, reliable assessments, upon approval of the GLOW WDB Executive Director
- New York State Department of Labor (NYSDOL) Skills Assessment Form
- Test of Adult Basic Education (TABE) - TABE is expensive, time consuming and staff intensive. This should be used as a last resort option for MSG documentation.

Note: LWDBs may use previous basic skills assessment results if the assessments were conducted within six (6) months of the WIOA program enrollment date.

Documentation:

WIOA career counselors and WIOA youth service providers will follow NYSDOL guidance regarding source documents required to support eligibility components. Case notes is allowable DEV for BSD. So as long as a comment states that the person is BSD based on [assessment used], DEV requirements are met. HOWEVER...if Youth staff are hoping to show an MSG based on educational functioning level (EFL), case notes aren't acceptable and a copy of pre- and post-tests (or other allowable DEV) must be retained. Documentation of BSD (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 Operating System (OSOS) in compliance with NYSDOL guidelines. Both an OSOS comment and service must be entered for assessment administration and results.