

**Regional Program Standards**

**Focus:**  WorkSource Centers  Youth Program Services  
 Other: Economic Opportunity Program

**Topic: Basic Skills Deficient**

Date: July 1, 2021

New  Revised

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## Overview

Local workforce development services include determining if a participant is deficient in basic skills and then providing service options to address any identified deficiencies so the participant may engage in training and / or secure work in their desired industry sector and position.

How basic skill levels are determined is driven by the program the participant is enrolling into. This policy outlines the requirements for both the Youth program and the programs serving Adults.

## Youth Program

Youth seeking services through the Next Generation Youth WorkSource (NextGen) program will be assessed to determine their basic skill level at the point of eligibility determination and enrollment. Basic Skills Deficient is defined as:

1. Have English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted and approved standardized test.

Or

2. 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. This may be determined by staff during the enrollment process while working with the youth when at least one of the following elements are observed (and therefore assessed):
  - Information (in writing or through discussion with the participant) that an educational institution the participant engages or engaged with determined them to have a GPA at D or below within the previous six months.
  - Qualifies for Special Education services or has an Individual Education Program (IEP) plan.
  - Is enrolled in a Title II Adult Education and Family Literacy Act program, this also includes enrollment in English as a Second Language (ESL) class.
  - Determined to be Limited English Skills proficient through staff-engagement and observation.
  - Staff make observations of deficient functioning in completing forms, assisting in the development of a service strategy, or behaviors in group discussion settings.

## Adult Programs

Adults seeking services through a WorkSource Center or one of the Economic Opportunity Programs will be assessed to determine their basic skill level at the point of program eligibility determination and enrollment. Participants who are determined to be Basic Skills Deficient will receive WIOA priority of service considerations. Basic Skills Deficient is defined as:

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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. This may be determined by staff during the enrollment process while working with the applicant when at least one of the following elements are observed (and therefore assessed):

- Is enrolled in a Title II Adult Education and Family Literacy Act program, this also includes enrollment in English as a Second Language (ESL) class.
- Determined to be Limited English Skills proficient through staff-engagement and observation.
- Staff make observations of deficient functioning in completing forms, assisting in the development of a service strategy, or behaviors in group discussion settings.
- Information (in writing or through discussion with the participant) that an educational institution the participant engages or engaged with determined them to have a GPA at D or below within the previous six months.
- Qualifies for Special Education services or has an Individual Education Program (IEP) plan.

For purposes of participant co-enrollment across local workforce areas in Oregon, WorkSource Portland Metro will accept a basic skills deficient assessment/determination by any other Oregon local workforce area contractor.

## Procedures

Follow the appropriate program regional program standards for documenting and reporting a Basic Skills Deficient characteristic for a participant.

## References

WIOA Section (3)(5)  
WIOA Regulation Section 680.600 and 681.290  
TEGL 19-16 and TEGL 21-16