

WIB of SWMO WIOA Youth Basic Skills Assessment Testing Policy

Youth program staff will utilize WIB approved assessments to clarify participant need, career goals, and skill gaps that can be addressed with program services through the WIOA 14 Required Elements. Approved assessments are in accordance with the current legislative regulations for youth assessment and eligibility.

Youth attending Secondary School may use the school's determination for basic skills. The WIB's subcontractor "Basic Skills Determination" form will be used for documentation.

Out of School youth or post-secondary youth will use either the TABE testing system or WorkKeys assessment used for the National Career Readiness Certificate. Using the TABE testing results, WIB contractors will establish basic skills deficiency prior to program enrollment. Completing assessment to determine eligibility is not considered a service in youth programs, and is an allowable activity prior to program enrollment. TABE test results are valid as proof of eligibility for six months from the test date. TABE tests administered by certified testing sites not related to WIOA can be accepted as documentation, given the test is still valid, was administered appropriately and is on the correct forms. TABE score reports used to determine eligibility or skill attainment must be stored in the participant file (either paper or online).

Customers that have already attained a secondary (High School) diploma or a High School Equivalency diploma may be tested for basic skills deficiency using the WorkKeys assessment used for NCRC testing. Customers attaining a Silver level and above are NOT BASIC SKILLS DEFICIENT. Customers attaining a Bronze level and below are BASIC SKILLS DEFICIENT.

RESTRICTIONS REGARDING WORKKEYS ASSESSMENT

- **WorkKeys may not be used to test for EFL gains for the Measurable Skills Gain performance indicator**
- **WorkKeys is not recommended for assessment of customers with disabilities**