

## **Basic Skill Deficiency Guidance for WIOA Youth Directive #D-3-1.24**

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References: TEN no. 21-07

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### **Purpose**

This directive outlines the appropriate methods for determining Basic Skill Proficiency or Deficiency for WIOA-eligible In-School Youth (ISY) and Out-of-School Youth (OSY). It provides approved documentation options, assessment protocols, and related guidance to ensure compliance and consistency in eligibility determination and performance tracking.

### **I. In-School Youth (ISY) – Basic Skill Determination**

A WIOA ISY participant may demonstrate Basic Skill Proficiency or Deficiency in one of the following ways:

- Option A: A letter from the participant's school (on official school letterhead) confirming proficiency or deficiency in Reading and Math, based on standardized academic testing conducted by the school.
- Option B: If the letter is not available, the participant must complete a standardized assessment such as TABE or CASAS in both Reading and Math.

### **II. Out-of-School Youth (OSY) – Basic Skill Determination**

Documentation of Basic Skill Proficiency is satisfied under the following conditions:

- If the referred participant possesses a high school diploma or GED, no standardized assessment is required.
  - If documentation of the diploma/GED is not available, the Self-Attestation Form may be used.
- If the participant has completed a standardized assessment (TABE or CASAS) within the past 12 months and provides the results, those scores may be used in lieu of retesting.

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*Equal Opportunity Employment/Program ~ Auxiliary aids and services are available upon request to individuals with disabilities.*

Standardized assessments are only required if:

- A. The participant is a high school dropout and does not have a GED, or
- B. The participant is being assessed for WIOA program eligibility under Basic Skills Deficiency and Low-Income Priority of Service.

### **III. Measurable Skill Gain (MSG) Requirement**

If a standardized assessment indicates deficiency in Reading, Math, or both:

- Remediation must be provided, and
- A post-assessment must be conducted six months later to determine potential Educational Functioning Level (EFL) Gain and to support Measurable Skill Gain reporting.