

OFFICE OF EMPLOYMENT AND TRAINING

WIOA Basic Skills Screening Tool Fact Sheet

PRIORITY OF SERVICE

The Workforce Innovation and Opportunity Act (WIOA) establishes a priority of service to provide individualized career services, training services, or both, to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

Basic skills deficiency assessments are completed to meet the portion of the legislatively mandated Youth assessment which includes an assessment of basic skills and to support an Adult and Dislocated Worker participant's ability to do the level of work required for the training program they are attempting to enter.

USE OF THE BASIC SKILLS SCREENING TOOL

The Basic Skills Screening Tool (screening tool) is used to identify if an individual is basic skills deficient for the purpose of complying with the WIOA priority of service requirement as well as facilitating referrals to partner programs for all participants. The screening tool was developed to identify youth or adults who are unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job..

If a participant is referred to Title IB from Title II (Adult Education) and already has Adult Basic Education (ABE) or English Language Learners (ELL) scores within six (6) months, then the screening tool would not be required with validated assessments. If there has been an assessment that demonstrates the need for Adult Education services, priority of service applies as the individual would have basic skills deficiency.

WHEN TO GIVE THE BASIC SKILLS SCREENING TOOL

The screening tool must be given to all customers prior to conducting any assessment.

The screening tool is not an assessment included as part of a career service for Adults or Dislocated Workers or a component of the objective assessment for Youth and may not be used as the sole method for assessing customer needs to achieve education and employment goals.

RESULTS OF THE BASIC SKILLS SCREENING TOOL

If the screening tool identifies an individual as basic skills deficient, career planners as appropriate are to do one or more of the following:

- ♦ provide Adults with priority of service;
- ♦ document this as a basic skills deficiency for the purposes of eligibility for Youth;
- ♦ refer Adults and Dislocated Workers to adult basic education services through Title II; or
- ♦ facilitate referrals for participants with identified barriers to the appropriate WIOA partner or program within the community for service.

Adults and Dislocated Workers who answer "No" to the question regarding having a high school diploma, General Education Development (GED) certificate, or High School Equivalency Diploma (HSED) should automatically be referred to adult basic education services through Title II.

If the individual becomes a WIOA participant, then further basic skills deficiency assessments using the approved Illinois Adult Education Assessments identified in the Assessment Process for Basic Skills Deficiency to determine the educational needs of the customer are to be conducted.