



Basic Skills Deficiency Policy – Adult & DW

Effective: May 25, 2022; July 1, 2022

Revised: March 20, 2024; May 30, 2024

Reference: WIOA Sec 3(5), WIOA 203(7), TEGL 19-16

Background:

Basic skills deficient (WIOA 3(5), TEGL 19-16) is defined as an individual who is 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 definition includes English Language Learners, defined at WIOA 203(7). Oswego County Workforce New York (OCWNY) interprets the definition of basic skills deficient to also include digital literacy due to dependence on digital literacy for job search and workplace production.

Policy:

WIOA requires that a valid, reliable assessment must be used to determine basic skills deficiency status. OCWNY staff will select the assessment which is most appropriate for a particular customer, based on the customer's abilities and career goals. Reasonable accommodations will be provided for individuals with disabilities and individuals who are Limited English Proficient. Assessment options may include the following:

- New York State Department of Labor Skills Assessment
- ACT WorkKeys Assessment
- Test of Adult Basic Education (TABE)
- Northstar Digital Literacy Assessment
- STAR Test (often administered by local school districts)
- Kaufman Test of Educational Achievement (often administered by local school districts)
- 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
- Other valid, reliable assessments, upon approval of the WDB Executive Director or Coordinator of Client Services.

OCWNY will accept self-attestation for English Language Learners, or those attesting to having limited ability in speaking, reading, writing or understanding English.

Documentation:

OCWNY staff will follow NYSDOL guidance regarding source documents required to support the eligibility components. Documentation of basic skills deficiency (either a copy of assessments scores from the test administrator or copy of the assessment itself), if readily available, must be placed in the customer's file. Assessment results must be entered in or uploaded to the One-Stop Operator System (OSOS) in compliance with NYSDOL guidelines.