

WIAB 13-13

DATE: February 14, 2014

TO: WIA Youth Service Providers

FROM: Marsha Wright, Workforce Bureau Chief



SUBJECT: Guidance on Literacy/Numeracy and Assessment Testing Out of School Youth

Background

In 2013, USDOL conducted data validation and comprehensive monitoring reviews, which included a review of the state's Literacy/Numeracy processes. Federal monitors found the state was not adequately assessing and remediating all youth who were out of school and basic skills deficient. USDOL **mandated** the state make changes to ensure all out of school youth receive proper assessment and youth who are basic skills deficient receive necessary remediation.

Basic Skills Assessment Guidelines

All out-of-school youth must receive a formal assessment test (pre-test) to determine their basic skill level. This test can be administered up to six months prior to enrollment in WIA, but should be no more than 60 days after enrollment in WIA. If a youth is basic skills deficient, the youth must receive remediation services and the same formal assessment (post-test) must be administered within one year of the participant's enrollment in WIA. A list of assessment tests accepted by USDOL for Literacy/Numeracy purposes can be found in the Literacy/Numeracy TAG.

Assess Prior to Enrollment

To ensure proper assessment of all out of school youth, it is suggested case managers assess the skill level of all out of school youth prior to WIA enrollment. The 45 day allowable period between the participant's application/determination date and registration date is an ideal time to offer the assessment as this satisfies the pre-test requirement for Literacy/Numeracy as well as provides information necessary for the youth's employment/training plan. However, if circumstances are such that a youth cannot receive a pre-test prior to being enrolled in WIA, the case manager may proceed with enrollment and **require** pre-testing within 60 days part of the employment/training plan.

If the decision is made to enroll a youth whose basic skills have not been assessed, the case manager should enroll them as basic skills deficient in the WIA Management Information System (MIS) and plan on having the youth pre-test within 60 days. If the pre-test scores indicate the youth is basic skills proficient, the test scores entered in the Literacy/Numeracy section of the MIS will override basic skills deficiency information entered on the Characteristics-1 screen at enrollment and the youth will be taken

out of the Literacy/Numeracy measure. The permanent record does not need to be changed. Youth can pre-test more than 60 days after enrollment, however case managers should be aware the longer a youth waits to pre-test, the less time they will have for any necessary remediation before a post-test is required.

Online TABE Testing Option

In December 2013, the state received temporary licenses for youth providers to test the feasibility of their clients utilizing the online TABE test. Information regarding the online TABE test can be found online at <http://www.ctb.com/ctb.com/control/productMainViewAction?p=products>. Service providers interested in administering the online TABE test should contact Gladys Recinos at CTB/McGraw Hill at gladys_recinos@ctb.com.

All WIA youth providers are responsible for ensuring out of school youth have access to acceptable pre- and post-tests within the timeframes outlined by USDOL. In addition, all tests must be administered and interpreted by trained staff. Testing and interpretation may be offered onsite or through a partner agency such as Adult Basic Education. Please note partner agencies may charge a fee for testing.

Questions/Contacts

Questions can be directed to any member of the grants management team.