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LOWER SAVANNAH INSTRUCTION NUMBER: PY15-003, Revision #4
DISTRIBUTION LIST: See below
ISSUANCE DATE: February 5, 2019
EFFECTIVE DATE: August 6, 2019
SUBJECT: Definition of Basic Skills Deficient

PURPOSE: The purpose of this Instruction is to transmit the Lower Savannah Workforce Board's definitions of Basic Skills Deficient under the Workforce Innovation and Opportunity Act (WIOA) and inform the Lower Savannah Workforce Development Area's (LSWDA) partners, sub-recipient organizations and staff members.

REFERENCES: Workforce Innovation and Opportunity Act (Public Law 113-128)

- Section 3(5) BASIC SKILLS DEFICIENT. The term "basic skills deficient" means, with respect to an individual -
  - (A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 9th grade level on a generally accepted standardized test; or
  - (B) who is a youth or adult, that the individual 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.
- Section 134(c)(3)(E) PRIORITY. With respect to funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of WIOA section 133(b), priority shall be given to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of career services described in paragraph WIOA Section 134(c)(2)(A)(xii) and training services. The appropriate local board and the Governor shall direct the one-stop operators in the local area with regard to making determinations related to such priority.
- Title 20 Code of Federal Regulations (CFR) "WIOA, Notice of Proposed Rule Making" (NPRM), Parts 680.600, 681.290
- US Department of Labor Employment and Training Administration Training and Employment Guidance Letter No. 17-05, Change 1
  - Attachment A - REVISED Educational Functioning Level (EFL) Descriptors Levels
  - Attachment B - EFL Cross Walk

POLICY: ***THIS POLICY IS EFFECTIVE ON OR AFTER May 1, 2018***. The following policy and procedure shall be adhered to accordingly for the determination of Basic Skills Deficiency for WIOA applicants. The Lower Savannah Workforce Board hereby determines that an individual (youth or adult) is unable to compute or solve problems, or read, write or speak English, at a

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level necessary to function on the job, in the individual's family, or in society if the individual meets any of the following criteria:

- The individual has English reading, writing, or computing skills at or below the 9th grade level as documented on a generally accepted standardized test.
- The individual has Limited English Skills Proficiency.

DOCUMENTATION: Staff may use the following sources of documentation to verify if an applicant meets the definition of Basic Skills Deficient:

CRITERIA	***DOCUMENTATION***
English, reading, writing, or computing skills below a 9th grade level on a generally accepted standardized test (Youth Only)	• Test of Adult Basic Education (TABE) administered within the previous 6 months that indicates a Reading or Math score below the 9th grade level. • Starting with the TABE 11/12 assessments, Youth that have a TABE test score that indicates a Reading or Math score below the NRS level of "3" which equates to a Grade Level of 4-5 will be referred to Vocational Rehabilitation per Instruction PY15-003, Rev. #4.
English, reading, writing or computing skills necessary to obtain and maintain self-sustaining/ family-sustaining employment and wages (*Adult and Dislocated Worker only*)	• WorkKeys® or WIN Readiness assessments administered within the last five years (assessment scores from five or more years can be accepted but aren't recommended) that indicates a Reading for Information (RFI) below Level 4 or • or Applied Math (AM) below Level 4 or • Locating Information (LI) below Level 4
Determined to be Limited English Skills proficient	• Letter or Records from WIOA Title II verifying the individual's eligibility to participate or participation in English Language Acquisition Program services within the previous 6 months • Partner/Staff Documented Observation • SCWOS Case Notes- a detailed explanation by the case manager that identifies, at a minimum, (1) individual's status for the specific data element, (2) the date on which the information was obtained, and (3) the staff member or partner staff who obtained the information, how it was obtained, who it was obtained from, etc. If case notes are used as a documentation source, the case notes must provide enough detail for an auditable trail back to the source of information verified.

Good Sense Tip: ***"WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. SC Works Center staff responsible for WIOA funding must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services and training services." Section 134(c)(3)(E) of WIOA.***

ACTION: All applicable Lower Savannah Workforce Development Area (LSWDA) sub-recipients, contractors, service providers, one-stop workforce/career center operators, and other applicable organizational elements will implement and comply with these instructions, as well as any related instructions contained in applicable contractual agreements.

Please copy and distribute this information appropriately within your agency.

INQUIRIES: Direct all inquiries regarding this Instruction to the Lower Savannah Council of Governments' Workforce Development Staff, Lower Savannah Council of Governments, Post Office Box 850, Aiken, South Carolina 29802-0850, telephone 803-649-7981, fax 803-649-2248, or e-mail abanderson@lscog.org.

André B. Anderson
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Distribution: LSWDA website page at www.lowersavannahwda.org

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