



## NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

### BASIC SKILLS DEFICIENT

#### POLICY 2-13-01 (2)

#### PURPOSE:

To inform all one-stop career center staff of the basic skills deficient policy in the Workforce Innovation and Opportunity Act (WIOA) Title I program. Federal WIOA Regulation §681.290 provides states with the authority to develop policy on Part B of the Basic Skills Deficient (BSD) definition.

#### POLICY:

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 8th 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.

*Exemptions include:*

- \*Any individual who has obtained a GED, Associate degree or higher from an accredited institution in the United States within the past 10 years.*
- \* Any individual who has obtained the GOLD National Career Readiness CRC or above within the last five years.*
- \*An individual with a disability whose Special Education/Educational Instructor/Adult Service Provider indicates a basic skills deficiency determination via written documentation.*

For individuals with English as their primary language, basic skills deficiency is determined by the following assessment results applied to the NRS Level and/or the Scale Score Range. The following assessment results, dated within the last six months from date of application provided by the participant or a partner agency, are acceptable:

ACCUPLACER®, Compass, ACT® WorkKeys® Curriculum™ Placement Quiz, WorkKeys Assessments, TABE™, National Career Readiness Certificate (NCRC).

For individuals who are new Americans and/or are English Language Learners, basic skills deficiency may be determined by one of the following methods:

1. Assessment results using TABE CLAS-E™, Best Plus™ and Best Literacy™. BSD is selected regardless of score if one of these assessments has been administered.
2. Case managers may use their discretion to determine if the individual can speak English at a level necessary to function on the job or in society. New American or ELL status alone does not constitute basic skill deficiency. If the English language skills of a new American (determined through conversation or ALC consultation) warrants an additional assessment, an assessment should be administered.

A basic skills deficiency determination by a case manager, must include a detailed summary of how the decision was made. The summary must be documented in case notes as justification of the decision. The justification must be one or a combination of the following:

- A descriptive case note entered by the case manager summarizing the verbal interaction and/or information obtained during the interaction.
- A summary of conversation with Adult Learning Center staff describing the English language skills demonstrated in past or present enrollment in an ESL or ELL class. Future scheduled enrollment in ELL can be summarized in the case notes to support the decision.
- A case note specifying that an interpreter was necessary to translate for the individual, and accompanied the individual during appointments

**REFERENCE:**

- (0) September 28, 2018
- (1) October 28, 2021
- (2) November 15, 2022

**REVIEW:** November 15, 2025