



## **NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL**

### **BASIC SKILLS DEFICIENT**

#### **POLICY 2-13-01 (0)**

#### **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.

#### **POLICY:**

The definition of basic skills deficient is:

Youth: Individual has English reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test (Determined by TABE) or

Adult or Youth: 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 individuals' family, or in society (See documentation/justification requirements below).

For individuals with English as their primary language, basic skills deficiency is determined by the TABE and applying the NRS Level and/or the Scale Score Range to TABE level. The results (grade level ranges) from other standardized tests may be used if the test was administered within the last 6 months.

For individuals who are new Americans and/or are English Language Learners, 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) warrant a TABE, a test should be administered. A basic skills deficiency determination by a case manager, must include an assessment and 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 in the assessment.
- 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

**REVIEW:** September 28, 2021