

CCMEP Basic Skills Assessment Policy

Policy Number: 2023-0628.0-CBCAP

Effective Date

This policy will go into effect immediately upon passage.

Purpose

WIOA sec. 129(c)(1)(A) requires youth programs to provide an objective assessment of the academic levels, skill levels, and service needs of each participant. As stated in WIOA sec. 129 (c)(1)(A), the objective assessment includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, strengths, and developmental needs of the youth, for the purpose of identifying appropriate services and career pathways for participants, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.

To the youth service provider some components of the WIOA defined objective assessment, such as support needs, are subjective; while academic levels, for example, are objective in nature. A review of basic skills is required by WIOA as part of the objective assessment. It is important to note that the requirement to review basic skills as part of the objective assessment process is not the same as conducting a basic skills assessment for eligibility determination for the basic skills deficient barrier or as conducting a basic skills assessment for determination of an educational functioning level gain within the measurable skill gains indicator. WIOA defines basic skills deficient as, with respect to an individual: (A) a youth, that has English reading, writing, or math/computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) a youth or adult, that is unable to use a computer 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.

For basic skills deficient eligibility purposes, career coaches must use a generally accepted standardized test (like CASAS) that measures the education functioning level which DOL defines as an approved test from the list of tests the Secretary of Education determines to be suitable for use in the [National Reporting System for Adult Education](#).

Requirements

Under WIOA, all CCMEP participants must receive an objective assessment as detailed in Background section above. [20 CFR § 681.420\(a\)\(1\)](#); [TEGL 21-16, p. 7](#).

In CCMEP, this objective assessment includes the CCMEP Stepping Stones to Success form (JFS 03008), JFS 3002 CCMEP WIOA Youth & CCMEP TANF Program Eligibility

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Application (JFS 03002) and a basic skills assessment. The JFS 03008 and 03002 are available in the ARIES system and must be entered there within 60 days of participant referral or for OWF work eligible participants within 30 days of the JFS 07002 Cash Assistance Application.

For the basic skills assessment component, career coaches must use a standardized assessment taken by the participant within the last 6 months (score released in last 6 months) whenever one is available. [e. 20 CFR § 681.420\(h\); TEGL 21-16, p. 8.](#)

If a prior assessment is not available for the basic skills assessment, the career coach should have the participant take the WorkKeys Applied Math and Workplace Documents practice tests available on the [OhioMeansJobs website](#) in simulation mode through “My Profile.” If the projected score is less than 3, then the participant may need services to increase their skills level in that subject (reading or math). If a potential participant has a disability that would require an accommodation for basic skills assessment, the Casey Life Skills assessment is an option for cognitive disabilities. Other accommodations can be made when needed for other disabilities.

If a participant may be basic skills deficient and this barrier is needed for WIOA Youth eligibility purposes, an assessment that provides educational functioning level like CASAS is an option as are school records or communications. See WIOAPL 15-07.2 (Source Documentation for Workforce Innovation and Opportunity Act Title I Program Eligibility) [Attachment A](#).

Career-Related Assessments for Youth

Career-related assessments are not required but may help youth understand how their interests, values, preferences, motivations, aptitudes, and skills affect their potential success and satisfaction with different career options and work environments. ARIES has the Stepping Stones to Career Success assessment. The OhioMeansJobs website has a number of assessments like career profile and work values and there are other options including YouScience if that is preferred.

Other Assessments Available On a Case by Case Basis:

Please see the [NRS Technical Assistance Guide](#) for assessments that measure the educational functioning level.

References

[WIOA sec. 129\(c\)\(1\)\(A\)](#)

WIOAPL 15-07.2 (Source Documentation for Workforce Innovation and Opportunity Act Title I Program Eligibility) [Attachment A](#).

[20 CFR § 681.420\(a\)\(1\)](#)

[TEGL 21-16, p. 7.](#)



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[20 CFR § 681.420\(h\);](#)
[TEGL 21-16, p. 8.](#)
[NRS Technical Assistance Guide](#)



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