
**Western Arkansas Workforce Development Area
Policies and Procedures**

TITLE	Basic Skills Deficient
NUMBER	P#0003-18
TYPE	Policy – Operations
APPROVING AUTHORITY	Western Arkansas Workforce Development Board
EFFECTIVE DATE	6-26-18
MODIFIED DATE(S)	None
NEW/REPLACED	Replace

The local area has adopted the state policy as follows:

An individual who is one of the following [WIOA § 3(5); 20 CFR 681.290; TEGL 19-16]:

1. A youth who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test. The State of Arkansas interprets this criterion to mean scoring at or below Grade Level 8.9.
2. An adult or youth who 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. Arkansas State policy is that this criterion for “basic skills deficient” is defined as scoring Grade Level 8.9 or below on an appropriate standardized test, including a standardized test that has a crosswalk with grade level equivalents.
3. An English language learner, as defined in WIOA § 203(7) meets the criteria for “basic skills deficient” for both Adults and Youth, without the applicant’s having to take a standardized test [TEGLs 19-16; TEGL 21-16]. An English language learner is an individual who has limited ability in reading, writing, speaking or comprehending the English language and either (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language [WIOA § 203(7); TEGL 21-16]. English language learners, both adults and youth, meet the definition for “basic skills deficient” without having to document the criterion with a standardized test [TEGLs 19-16; TEGL 21-16].

In assessing basic skills, local programs must use assessment instruments that are valid and appropriate for the target population and must provide valid reasonable accommodation in the assessment process, if necessary, for individuals with disabilities [20 CFR 681.290; 20 CFR680.600]. Where appropriate, a recent (within last 6 months) assessment conducted by another entity may be used [WIOA § 124(c)(2)(B); 20 CFR 680.220(a); TEGL 19-16].

Approval Signature: 
Miles Crawford, Board Chair

Date: 6/26/18