



Cleveland–
Cuyahoga County

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Selection of Basic Skills Assessment

Approval Date for City of Cleveland/Cuyahoga County WDB: February 18, 2022

Purpose

To ensure the appropriate basic skills assessments for individuals are utilized for workforce development services.

References

WIOA Section 3(5)(B)
OAC 5101:14-01-04

Background

The Workforce Innovation and Opportunity Act (WIOA) defines basic skills deficient as, with respect to an individual: (A) a youth, that has English reading, writing, or 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.

Policy

It is the policy of Area 3 that providers offering services to customers under WIOA and the Youth Comprehensive Case Management and Employment Program (CCMEP) perform basic skills assessments.

- Adults will be assessed if they are seeking training funding. Adults are defined as ages 18 and over.
- CCMEP Youth participants will be assessed using area-approved assessment tools such as the TABE locator test or WorkKeys. If a participant is basic skills deficient and an educational functioning level gain is needed, a proctored test for pre and post testing is required. If the purpose of the assessment is to meet the basic skills assessment requirement, a proctored test is not a requirement. CCMEP Youth participants are defined as ages 14-24.
- Area 3 may accept assessments administered up to six months prior to enrollment with the caveat that, for CCMEP participants, the previous assessment is approved for use by the Ohio Department of Job and Family Services, Office of Workforce Development.