
GST MICHIGAN WORKS! POLICY 18-04 Change 1
(Board Approved 12-13-2019)

TO: Chief Executive of Subrecipients and Agency Staff

FROM: Jody Kerbyson, CEO

SUBJECT: WIOA Youth – Definition of “A 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.”

EFFECTIVE: December 1, 2019

PROGRAMS: WIOA Youth Program

RESCISSIONS: PI 18-04

REFERENCES: Workforce Investment Opportunity Act Manual (WIOA)

BACKGROUND:

GST Michigan Works! enrolls eligible youth into training programs under the Workforce Investment Opportunity Act. Local Michigan Works agencies shall create a policy that defines the definition of “A 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.”

POLICY:

CASAS eTests has been added as an approved assessment instrument for WIOA. Low educational functioning levels can be a significant barrier to educational and/or employment success, thus all participants must be assessed to determine any basic skills deficiencies. The Workforce Investment Act defines the term “Basic Skills Deficient” as an individual:

- (A) who is 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) who is a youth or adult, that 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.

GST Michigan Works! will follow the federal definition for youth/adults who are basic skills deficient as identified by an assessment score at or below grade level 8.9.

GST Michigan Works! will use the Comprehensive Adult Student Assessment System (CASAS) or Test of Adult Basic Education (TABE) as a valid and reliable assessment tool and provide reasonable accommodations to youth with disabilities or a youth with a language barrier in the assessment process in making this determination.

ACTION:

GST Michigan Works! Service Providers shall take the appropriate actions necessary to ensure all participants and their files meet all the directives of this policy issuance. Service Provider officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

INQUIRES:

Questions regarding this policy issuance should be directed to Angela Libkie 810-233-5974 Ext 102 or JulAnn Kuenzli 989-635-3561 Ext 230.



12-1-19

SIGNED:

Jody Kerbyson, CEO

Date