
GST MICHIGAN WORKS! POLICY 19-01

TO: Chief Executive of Subrecipients and Agency Staff

FROM; Jody Kerbyson, CEO

SUBJECT: Reading Standard for Training

EFFECTIVE: November 1, 2019

PROGRAMS: WIOA Adult/Dislocated Worker Programs

RESCISSIONS: N/A

REFERENCES: Workforce Investment Opportunity Act Manual (WIOA)

BACKGROUND:

GST Michigan Works! has the responsibility of determining suitability of customers who are enrolling into training under the Workforce Investment Opportunity Act. Assessments are administered to customers to determine their reading level. A more formal process is being established to provide Career Coaches a framework to work within to ensure success.

POLICY:

GST Michigan Works! has established a Reading Standard of 8th grade level or above to enroll in classroom training. We will use a valid and reliable standard assessment instrument such as Comprehensive Adult Student Assessment System (CASAS) or Test for Adult Basic Education (TABE). In the event the customer scores below the required level, they should be referred to literacy services for evaluation and activities that would assist them in raising their reading level. Once their reading level is raised to the 8th grade requirement, they can be enrolled in training. Setting a standard will increase the likelihood that a participant has the basic reading skills to be successful in a classroom training.

Individuals who are currently enrolled in post-secondary training at WIOA registration will be tested for the reading standard. If they score at the 8th grade level and are doing well academically, they will not be required to complete the Math assessment. This reading standard does not apply to On-the-Job-Training or Work Experience.

GST Michigan Works! Supervisors will reserve the right to sign a waiver to enroll a customer if extenuating circumstances exist or if the training does not require an established reading level. The waiver will be kept in participant's file.

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.

SIGNED:



Jody Kerbyson, CEO

11-1-19

Date