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**GST MICHIGAN WORKS! POLICY 18-04 c2**  
**(Board Approved 6-11-2021)**

**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:** June 1, 2021

**PROGRAMS:** WIOA Youth Program

**RESCISSIONS:** PI 18-04 change 1

**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:**

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 8<sup>th</sup> 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! is required to further define the determination of basic skills deficient for the purpose of establishing priority of service. Our definition will be as follows:

For section A, 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 will use 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.

- Computes, reads, writes, or speaks English at a grade level of 8.9 or below as determined by a standardized assessment which includes: Test for Adult Basic Education (TABE), Comprehensive Student Assessment System (CASAS), Wonderlic General Assessment of Instructional Need (GAIN), or Massachusetts Adult Proficiency Test (MAPT).

For Section B, the definition of a youth or adult 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 is further defined as an individual who meets any one of the following criteria. An individual who:

- Is enrolled, or has been enrolled in the last 90 days, in Adult Education or other community instruction classes for English language acquisition, adult basic education, high school completion or high school equivalency instruction.
- Self identifies as a non-reader or non-writer of the English language.
- Lacks a high school diploma or equivalency and is not enrolled in secondary education.
- Is enrolled in secondary education but is lacking .5 or more credits at the rate required to graduate on time.
- Is enrolled in secondary education with a grade point average of less than 2.0.
- Is enrolled in remedial classes at the post-secondary level.

**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

6-1-21

Date