




**ÁREA LOCAL**  
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## Public Policy on Basic Skills Deficiency #16-08

Date: January 14, 2016

To: All Guaynabo-Toa Baja Local Workforce Development Area staff

From:  Oriel Rodríguez Ramírez – Chairman of the Workforce Development Board

Subject: **Public Policy on Basic Skills Deficiency**

Affected Programs: Workforce Innovation and Opportunity Act – Youth, Adult and Dislocated Workers.

Applicable State and/or Federal Guidelines: WIOA Manual; Section 664.200(a)(3)(1)

Funding Source(s): Workforce Innovation and Opportunity Act – Youth, Adult and Dislocated Workers.

**A. Statutory Provision: Section 664.200\_(a)(3)(1) which provides:**

"An individual that:

- i. *computes or solves problems, reads, writes or, speaks English and Spanish at or, below grade level 8; or,*
- ii. *is unable to compute or solve problems, read, write or speak Spanish or English at a level necessary to function on the job, in the individual's family or, in society. "*

**B. Pursuant to this definition, the Local Board provides the following as public policy:**

- a. Youth Program: the TABE test will be administered to all youth between the ages of 14 and 21. This initiative will be part of the objective assessment, the results of which will be incorporated into each participant's individual service strategy.

*"We are an equal opportunity employer/program.  
We have support services for people with disabilities, upon request."*

- b. No participant will be terminated from the WIOA Program without completing their Individual Service Strategy (ISS), which will involve documenting improvement in basic skills if necessary.

**C. Adult and Dislocated Worker Programs:**

The objective assessment will document the participant's current basic skill levels and determine if there is a need for improvement beyond grade 8 as part of the ISS. It is mandatory for every participant to address any basic skills deficiency before completing the WIOA Program.

Case management will record the steps taken to allocate WIOA resources for improving the required basic skills level.

The participant's file will include references to the aforementioned documentation. Failure to address a basic skills deficiency will be considered equivalent to failure in completing the Individual Service Strategy, resulting in no termination from the WIOA Program.

**D. Policy Applicability:**

This public policy governs the conduct of case managers and program monitoring officers in the Guaynabo-Toa Baja Local Workforce Development Area program. It will be amended as necessary to align with any new guidelines provided by WIOA.

**E. Effectiveness:**

This public policy was revised on January 14, 2016, and is effective immediately.