

EOWB # P-003	Effective Date: 04/13/2021
	Revised:
Basic Skills Deficient	☒ New ☐ Revised
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PURPOSE

The State of Oregon has deferred the creation of basic skills deficiency standards to the local workforce board that will define when a participant is at a level necessary to function. This policy outlines the requirements for both the Youth programs and programs serving Adults.

POLICY

For purposes of youth basic skills deficient (BSD) criteria, the EOWB requires the local youth program service providers to use standardized tests, or establish that the youth is basic skills deficient based on one or more of the six bulleted items.

- Records from an educational institution indicating below average GPA.
- Qualifies for Special Education Services or has an Individual Education Program (IEP) plan.
- Lacks a high school diploma or equivalency and not enrolled in secondary education.
- Is enrolled in a Title II Adult Education and Family Literacy Act program, this also includes enrollment in English as a Second Language (ESL) class.
- Determined to be Limited English Skills proficient through staff-documented observations.
- Case Manager/staff make observations of deficient functioning and records those observations as justification in a case note/comment.

BSD for youth will be assessed at the point of eligibility determination and enrollment.

Adults, seeking services through the WorkSource Center or an affiliate office, will be assessed, at the point of program eligibility to determine their basic skills level at the point of program eligibility and determination of enrollment. EOWB defines participants who are determined to be Basic Skills Deficient as:

- Unable to compute or solve problems
- Unable to read, write or speak English at a level necessary to function on the job, in the individual's family, or in society.

Staff may determine BSD through observation while working with the applicant during the enrollment process. If the applicant appears to struggle with the understanding of forms or instructions; or is observed to have limited English skills would be examples. Or, if the applicant is enrolled in a Title II Adult Education and Family Literacy program, this also includes an English as a Second Language class.

REFERENCES

20 CFR §680.600

20 CFR §681.290

ADOPTED AT EOWB REGULAR MEETING	DATE: 04/13/2021
WILLIAM ROSHOLT, EOWB EXECUTIVE DIRECTOR	EFFECTIVE DATE: 04/13/2021
 SIGNATURE	4/15/2021 DATE