

Region III Workforce Investment Board  
WIOA Adult and Dislocated Worker Program

**Policy 11-16**

**SUBJECT:** Remedial Training and Supportive Services

**DATE ISSUED:** September 20, 2016

**EFFECTIVE DATE:** July 1, 2016

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**REFERENCE(S):** WIOA Section 3; WIOA Section 134 (d)(2), CFR §680.900 and §680.910, WorkForce WV WIOA Policy 2-16; Region III WIB Policies 03-16 and 08-16

**ACTION:** Region III WIB will utilize a standardized assessment tool (TABE, WorkKeys, etc.) to determine the skill levels of each individual in need of training and/or career services under WIOA. Any individual who is determined Basic Skills Deficient, as defined below, will be referred to remedial training to increase skill levels. Supportive Services will be available, as funding allows, for individuals referred to and attend Remedial Training.

**Definitions:**

Basic Skills Deficient: An individual unable to compute or solve problems, read, write or speak English, at a level necessary to function on the job, in the individual's family, or in society.

For WIOA purposes, the State further defines Basic Skills Deficient as an individual who:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- Reading and/or Math assessment at an 8.9 or below grade level. (Regions using WorkKeys assessment will be WorkKeys level at or below 4).
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the local area and documented in its required policy.

Remedial Training: Training assigned to assist students in order to achieve expected core competencies in core academic skills such as literacy and numeracy. (Remedial Training is also known as development education, basic skills education, compensatory education, preparatory education, and academic upgrading).

Supportive Services: Services that are necessary to enable an individual to participant in activities authorized under WIOA Sec. 134(c)(2) and (3). Supportive Services may only be provided to individuals who are:

- Participating in career or training services as defined in WIOA secs. 134(c)(2) and (3); and
- Unable to obtain supportive services through other programs providing such services.
- Supportive services only may be provided when they are necessary to enable individuals to participate in career services or training activities.

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These services may include, but are not limited to the following:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-Related payments
- Assistance with educational testing
- Reasonable accommodations for individuals with disabilities
- Legal aid services
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.

**POLICY:** Region III WIB will refer any individual who is determined Basic Skills Deficient (as defined above) to Remedial Training. Region III WIB will provide supportive services of up to \$20.00 per day, with a maximum amount of \$500.00 per program year, as funding allows, for each day of attendance in Remedial Training. Participant attendance must be documented by the Remedial Training Provider and submitted to Region III WIB in a timely manner. Supportive service payments will be made twice per month. Participants must retest within 30 days of original assessment. If the individual did not increase their scores to 9.0 EFL or above, they may request a Remedial Training waiver be approved by their requested ITA Training Provider. If waiver is approved, the participant may continue with requested ITA training. If waiver is denied, participant may either continue with Remedial Training or select another ITA training.