

**Workforce Integrated Programs
Oklahoma Employment Security Commission**

MEMO #M-01-2007

TO: WIA Board Staff

FROM: Richard Gilbertson, Director
Workforce Integrated Programs

DATE: December 28, 2007

SUBJECT: Testing instruments for determining youth basic skills deficient eligibility barrier

MESSAGE: One of the WIA Youth eligibility barriers is basic skills deficient. To determine if the youth meets the basic skills deficient barrier, the youth must test at or below the eighth grade level. In OETI 7-2006 change 1, OESC stated that when determining youths' basic skills, you must use one of the appropriate test listed in the "Educational Functioning Level Descriptors" provided as Attachment C to TEGL 17-05. WIA Youth Service Providers must use testing instruments from the same list when determining if a youth is basic skills deficient as an eligibility barrier for youth enrollment.

The tests that are listed on Attachment C of TEGL 17-05 that show grade equivalency are:

- TABE – Test of Adult Basic Education
- ABLE – Adult Basic Learning Examination

Youth that are identified as basic skills deficient should be post-tested at least once within the end of one year following the individual's participation date to determine if the participant has demonstrated a measurable increase in grade level. Youth, who remain basic skills deficient after completing a full year and continue to participate in the program, should continue to receive basic skills remediation services and be post tested at least annually to determine a measurable increase in grade level. The same testing instrument must be administered to the participant for pre-testing and post-testing.

REQUIRED ACTION: Please inform all WIA Youth Service Providers and other appropriate staff of the contents of this memo.

CONTACT: If you have any questions, please contact Tami Decker at 405/962-7595.

TD/jy