



DEFINITION OF BASIC SKILLS DEFICIENT

PURPOSE

This policy provides guidance on the definition of basic skills deficient.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

REFERENCES

- Workforce Innovation and Opportunity Act, Public Law 113-128
- Workforce Services Directive WSD17-07, WIOA Youth Program Requirements (January 16, 2018)

POLICY

WIOA provides states and or local areas with the authority to develop policy on Part B of the basic skills deficient definition.

Eligibility Criteria	Acceptable Documentation
(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level (8.9 or below) on a generally accepted standardized test; or	Scores of a generally accepted standardized test or a comparable score on a criterion referenced test
(B) who is a youth or adult, that the individual 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.	Scores of a generally accepted standardized test or a comparable score on a criterion referenced test; school documentation indicating basic skill deficiency; employer statement
<p><i>Considerations for defining “at a level necessary to function on the job, in the individual’s family, or in society”:</i></p> <ul style="list-style-type: none"> • Computer skills • Financial literacy • Ability to follow directions • Ability to relay information accurately 	<p><i>Detailed case notes based on reliable information are acceptable to explain “at a level necessary to function on the job, in the individual’s family, or in society”. In addition to standard requirements for all case notes, those case notes must also detail how that determination was made.</i></p>

The Workforce Development Board of Ventura County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

<ul style="list-style-type: none">• <i>Ability to receive, attend to, interpret, and respond to verbal messages and other cues</i>	
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ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County