



TITLE: WIOA Adult & Dislocated Worker Formula Programs Assessments Procedure # 5010P

Type: Program Procedure

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Supersedes: WIA Procedures in Policy # 550R2

Procedures

WIOA adult and dislocated worker programs shall provide assessment as appropriate for participants according to the following criteria of each level of assessment:

1. Initial Assessment

Initial assessment of occupational abilities, interest, attitudes, job search readiness and self-sufficiency will be made available to participants, and may include but is not limited to:

- Occupational ability, interest and attitude assessments that help the customer/participant to make an informed decision about career options and pathways.
- A review of the customer's/participant's job search readiness may be used to determine what other services they may need or want in order to achieve their employment goals.
- An estimate of income needed to be self-sufficient to help guide job search activities.

Customers and participants may access on-line assessment tools individually or in a group setting as appropriate to the specific assessment tool. Both will have access to workshop presentations, DVDs, CDs, websites, books and other supplemental materials.

Assessment should be an on-going process that will both help identify the need for individualized and or training services and the specific services needed. WIOA program staff should analyze of all available assessment data to create the Service Plan/Individual Employment Plan and throughout the delivery of services for the participant while enrolled.

In deciding when to move a customer from one service to another within the WIOA adult or dislocated worker program, the WIOA staff will add to the initial assessment any relevant information gathered about the customer's needs. This could include services received from other WorkSource service providers.

When determining a need for WIOA funded intensive services, the following information could be reviewed:

- Work history;
- Support service needs;
- Educational level;
- Reading and math skills (if known); and

- History of relevant services provided through the WorkSource and their results (i.e., job referrals, etc.).

2. Comprehensive Assessment

Following enrollment in WIOA and prior to receiving training services, all participants must receive a comprehensive assessment for the purpose of:

- Documenting the rationale for providing training services; and
- Helping the participant determine what training program will best meet his or her career goals and needs.

When determining whether the participant requires training in order to reach their employment goal, other relevant factors which provide the rationale for the provision of training should be taken into consideration. This could include but may not be limited to:

- Work history
- Education level
- Current labor market opportunities
- Earning ability without the training
- An estimate of income needed to become self sufficient
- Standardized assessments including but not limited to WOWI, KeyTrain Choices, Others

For participants who request an Individual Training Account (ITA) or On-the-Job Training (OJT), a standardized occupational ability assessment must be documented in the participant file and it is preferable to include an interest inventory. For those participants who request an ITA, a standardized assessment tool must be included as part of the ITA request. (See Exceptions)

3. Pre-Employment Assessment

For customers/participants without a steady or recent work history, a work readiness review would be appropriate prior to referral to an employer. At the discretion of the employer, an occupationally specific assessment will be made available to selected job candidates. (i.e., Prove It, KeyTrain, etc.)

EXCEPTIONS:

In some cases, the WIOA staff may determine that a standardized assessment is not necessary to justify the award of an Individual Training Account (ITA) or to approve an On-the-Job Training (OJT). Typical reasons for waiving assessment could include:

- A standardized assessment is not required for intensive “Short-Term Pre-Employment Vocational Services” or for short-term training that last less than one week or costs \$600 or less.
- The participant provides transcripts showing satisfactory grades in classes completed in the requested training (or in directly related training) for the occupation they choose in the ITA request or for the OJT.

- The participant is currently in school for the same occupational training and they provide transcripts showing satisfactory progress.
- The participant provides WIOA program staff with college transcripts showing success in previous college classes. However, WIOA program staff should take into consideration how long it has been since the individual attended school and the type of classes taken.
- The participant provides documentation showing that they have taken a college placement test and they can provide the WIOA program staff with the reason why the training is a good match for their interests, such as having knowledge of the occupation through volunteering or other related work experience.

WIOA program staff must document the reason for waiving assessment on the ITA Request form. WIOA program staff must document in the participant file the reason for waiving assessment for an OJT.

For all requirements related to a participant in need of a Basic Skills Assessment, refer to Washington State Policy #1011 CASAS Revision 6 for Basic Skills Assessment.

Other components of the comprehensive assessment must be documented in the participant file, in case notes and as directed, within any identified information management system.

Any discrepancies arising between PacMtn policy and or procedures with federal and state provisions due to current or future revisions will default to the current minimum federal and state regulations and guidance available. PacMtn policy and or procedures may set forth stricter requirements than provided by federal and state guidance, but in no case will PacMtn policy and or procedures not meet minimum federal and state policy.

References

Workforce Innovation and Opportunity Act of 2014

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2019

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2019

WIOA 134(c)(2)

Washington State Policy #1011 CASAS Revision 6 for Basic Skills Assessments

State website: <https://wpc.wa.gov/adm/policy>

Washington State Policy #1016 One Stop Assessment

State website: <https://wpc.wa.gov/adm/policy>

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