



## TITLE: WIOA Youth Assessment Policy #: 7010

---

**Type:** Program Policy

**Date Established:** 07/01/2016

**Date Last Revised:**

**Date Posted to Website:** 07/07/2016

**Status:** Final

**Supersedes:** N/A

---

### **Purpose**

---

This policy provides guidance on providing youth program candidates and participants with proper assessment of skills and abilities. Appropriate assessments can assist youth in clarifying service needs, identify career goals, and equip staff to establish an effective Individual Service Strategy.

---

### **Policy**

---

PacMtn requires all contractors of youth programs to develop and implement a system for providing and interpreting objective assessment results to build strong, individualized Individual Service Strategy (ISS) plans for participants.

---

### **Policy Guidelines**

---

Youth program staff will utilize PacMtn approved assessments to clarify participant need, career goals, and skill gaps that can be addressed with program services through the WIOA 14 Required Elements. Approved assessments are in accordance with the current legislative regulations for youth assessment and eligibility.

Contractors will complete the process for all applicable staff to be certified to administer the CASAS testing system.

Using the CASAS testing system, PacMtn contractors will also establish basic skills deficiency prior to program enrollment. Completing assessment to determine eligibility is not considered a service in youth programs, and is an allowable activity prior to program enrollment. CASAS test results are valid as proof of eligibility for six months from the test date. CASAS tests administered by certified testing sites not related to WIOA can be accepted as documentation, given the test is still valid, was administered appropriately and is on the correct forms.

CASAS test forms, complete with scoring, must be stored in the participant file. The CASAS Appraisal Form is not a federally approved form to determine basic skills deficiency. As such, no results acquired from the Appraisal will be approved as documentation of eligibility.

All test forms and assessment tools must comply with federal guidelines and standards, and must be approved through PacMtn Youth Services staff.

*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  
WorkSource System Policy 1019, Revision 2 & Attachment A- Eligibility Handbook  
Training and Employment Guidance Letter (TEGL) 23-14  
TEGL 08-15

NOTE: The Eligibility Policy Handbook is based on the best information available at this time per WIOA law, proposed rules, and DOL/ETA guidance. The handbook will be revised and reissued after the WIOA final rules are issued and as relevant DOL/ETA guidance is received.

Compliance with the state's eligibility policy will be based on the version of the handbook in effect at the time of the action or activity that may be at issue.

**DATE APPROVED: June 4, 2016**

---

**Direct Inquiries to:**  
**Pacific Mountain Workforce Development Council**  
**1570 Irving Street SW Tumwater, WA 98512**  
**Telephone: (360) 704-3568**  
**Email: [Info@pacmtn.org](mailto:Info@pacmtn.org)**

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.