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**Type:** Program Policy

**Original Policy Date:** 07/01/2016

**Effective Revision Date:** 04/24/2025

**Status:** Final

**Supersedes:** WIA Policy 550R2 and  
PacMtn Policy # 2.2.2

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## **Purpose**

Assessments play a key role in the decision-making processes of both participant and WIOA staff. Results from assessments form the basis for measuring and/or identifying financial situation, work readiness, skills, abilities, interest and attitudes relating to vocational training, basic skills education, and may be used for career discovery and/or specific job applications. Assessments also serve as a foundation for determination of the need to provide career services.

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## **Policy**

WIOA Adult and Dislocated Worker program staff must conduct appropriate assessments to determine service needs, eligibility, and to support the Individual Employment Plan (IEP). Assessments must follow 20 CFR 680.220, TEGLs 10-16, Change 3 & 19-16, and WorkSource System Policy 1019-12.

### **Assessment Types**

1. **Initial Assessment** – Identifies basic skills, career interests, and support needs; informs eligibility and services.
2. **Comprehensive/Specialized Assessment** – In-depth review of barriers, occupational skills, and education needs; informs the IEP.
3. **Pre-Employment Assessment** – Measures job readiness and soft skills prior to training or placement.

### **Integration & Documentation**

- Results must be documented in MIS and used to guide services.
- Assessments may justify supportive services (per Policy 5602-5) or inform follow-up (per Policy 5620-1).
- Assessments may be used for self-service customers if barriers are identified.

This policy ensures consistent and compliant assessment practices to support successful participant outcomes.

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## **Policy Guidelines**

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Depending upon customer or participant need and status while engaged in WIOA formula funded programs; there are three different types of assessment which are to be provided as needed: 1) initial assessment; 2) comprehensive assessment; and 3) pre-employment assessment.

*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*

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## Definitions

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NA

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## References

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Workforce Innovation and Opportunity Act of 2014

WIOA 134(c)(2)

WIOA Final Rule; 20 CFR Parts 676,677, and 678; Federal Register, Vol. 81, No. 161, August 19, 2016

WIOA Final Rule; 20 CFR Parts 603, 651, 652, et al; Federal Register, Vol. 81, No. 161, August 19, 2016

WorkSource System Policy 1011 (Rev6) - CASAS for Basic Skills Assessments

State WorkSource System Policy 1016 (Rev1) - One-Stop Assessment and Certification

WorkSource System Policy 1019 (Rev12) – Eligibility Policy and Handbook

WIOA Title I-B Policy 5602 (Rev5) – Supportive Services & NRPs

WIOA Title I-B Policy 5620 (Rev1) - Follow-Up Services

TEGL 19-16

TEGL 21-16

TEGL 10-16, Change 3

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