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Office of Compliance Issuance

18-2026

Release Number-Program Year

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Effective Date: 02/09/2026
Expiration Date: Continuous, until further notice

Family and Workforce Centers of America (FWCA) is the fiscal agent and workforce support organization for Saint Louis County Workforce Development.

SUBJECT:

Basic Skills Assessment – Adult & Youth

ATTACHMENTS (if any):

(A)– Basic Skills Assessment Screening Tool

This Issuance is an official policy of St. Louis County Workforce Development.

This Issuance Affects:

- Workforce Innovation and Opportunity Act (WIOA) Programs
Title I: Adult
Title I: Dislocated Worker
Title I: Youth

FOR THE ATTENTION OF:

All applicable WIOA staff or subcontractors—Implementation of this policy is immediate and continuous.

RESCISSIONS: N/A

REFERENCES:

STLCOWD Issuance – Priority of Service

SUMMARY

This policy communicates St. Louis County Workforce Development (STLCOWD) Basic Skills Assessment (BSA) applicable to In School Youth (ISY), Out School Youth (OSY), Adult and Dislocated Workers (AD/DW) programs.

BACKGROUND

This policy details the Basic Skills Assessment (BSA) Screening Tool as an initial assessment used for the ISY and OSY programs. For AD/DW programs, the BSA Screening Tool is an assessment to identify basic skill deficiency. This issuance focuses on ensuring adherence to applicable regulations and policies while maximizing available resources.

SUBSTANCE

When using the BSA Screening Tool for ISY/OSY, it is used as an initial screening tool for assessing basic skills, contrary to AD/DW, it is used as an assessment tool for basic skills deficiency. The attached screening tool (Attachment A) is not to determine barriers, only to assess if an individual needs additional assistance/services to become job or training prepared.

Reasonable accommodation(s) should be administered to meet individuals' needs or disabilities. Testing can be administered by the individual's chosen training provider, WIOA staff, or a regional AEL program. Basic skills assessments expire after six months.

A. OSY and ISY – Basic Skills Portion of the Objective Assessment

STLCOWD BSA Screening Tool helps identify what basic skills an individual has that can be utilized for training and/or employment. The BSA Screening Tool can be used to initially assess WIOA youth applicants and can be used to assist in completing the Basic Skills portion of the Objective Assessment (OA). Entries into the OA should align with the Individual Service Strategy (ISS).

A youth who is unable to complete the screening tool without assistance or answers "No" to one (1) or more questions is considered needing assistance with a basic skill(s) and should be further assessed by WIOA Staff.

A youth who can complete the screening tool without assistance and answers "Yes" to all the questions has satisfied the initial screen tool for basic skills. For youth entering training services, additional assessments may be used to determine if they can successfully complete a training program.

Note: For youth eligibility, if wanting to use BSD as a barrier, an individual must take an approved test from a list of tests the Secretary of Education determines suitable for use in the National Reporting System (NRS) for Adult Education (CASAS, TABE, ACT WorkKeys, MAPT, and BEST). Additional acceptable documentation includes applicable records from an education institution (transcripts, academic assessments, or other school

documentation).

B. Basic Skills Deficiency for Adult Priority of Service

STLCOWD's BSA Screening Tool helps identify what basic skills an individual has that can be utilized for training and/or employment. The BSA Screening Tool can be used to initially assess WIOA AD/DW. There is a Priority of Service¹ for AD/DW and Veterans who are Basic Skills Deficient (BSD). BSA Screening Tool can be used to determine if there is a deficiency in an individual's basic skills. If the individual has not already taken an assessment such as: BEST, CASAS, MAPT, TABE, ACT WorkKeys, applicable records from an education institution (transcripts, academic assessments, or other school documentation), the BSA Screening Tool can be used.

An individual who can complete the screening tool without assistance and answers "Yes" to all the questions has satisfied the initial screen tool for basic skills. For AD/DW entering training services, additional assessments may be used to determine if they can successfully complete a training program.

An individual unable to complete the screening tool without assistance or answers "No" to one (1) or more questions must be further assessed by WIOA Staff. WIOA AD/DW Individual that has a basic skills deficiency should receive priority of service.

REQUIREMENTS

BSA Screening Tool results are assessed by WIOA staff.

INQUIRIES

Please direct all questions or comments regarding this Issuance document to compliance@fwca-stl.com. All active, expired, or rescinded Issuances are available upon request.

¹ STLCOWD Issuance - Priority of Service

ATTACHMENT A – BASIC SKILLS ASSESSMENT SCREENING TOOL

Basic Skills Assessment Screening Tool

Name: _____

Date of Birth: _____

- 1) Do you have a high school diploma, General Education Development (GED) certificate or High School Equivalency Diploma (HSED)? Yes No Currently in school
- 2) Can you follow basic written instructions and diagrams without assistance? Yes No
- 3) Can you fill out basic medical forms and job applications? Yes No
- 4) Without the aid of a calculator, can you add, subtract, multiply, and divide with whole numbers up to 3 digits? Yes No
- 5) Can you do basic tasks on a computer? Yes No
- 6) Are you an English Language Learner? Yes No

Signature: _____ Date Signed: _____

For Internal Use Only:

Was the individual able to complete the screening tool without help? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>For the Adult Program Only: If any question is answered, "No" or the form could not be completed independently, the individual should receive priority.</p> <p>Does the individual receive priority?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>For the Youth Program Only: If any question is answered, "No" or the form could not be completed independently, the individual may need additional assessments.</p> <p>Does the individual lack basic skills?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Name of WIOA Staff: _____	
WIOA Staff Signature: _____ Date Signed: _____	