



**NORTH CAROLINA DEPARTMENT OF COMMERCE
DIVISION OF WORKFORCE SOLUTIONS**

DWS POLICY STATEMENT NUMBER: PS 12-2013

Date: August 13, 2013

**Subject: Youth Deficient in Basic Literacy Skills
Information**

From:

Roger Shackleford

Roger Shackleford, Assistant Secretary

Purpose: To provide *Youth Deficient in Basic Literacy Skills* information and to rescind Local Area Issuance No. 2000-04.

Background: The Workforce Investment Act (WIA) Final Rule at Section 664.200 defines an eligible Youth to be an individual who:

- a) is age 14 – 21;
- b) is a low-income individual, as defined in the Act at 101(25); and
- c) is within one or more of six identified categories.

One of the six identified categories, as listed at Section 664.200(c)(1), is “deficient in basic literacy skills.”

Section 664.205 of the Final Rule allows that definitions and eligibility documentation requirements regarding the “deficient in basic literacy skills” criteria may be established at the state or local level. These definitions may establish such criteria as are needed to address state or local concerns, but must include a determination that an individual:

- 1) computes or solves problems, reads, writes, or speaks English at or below the 8th grade level (in North Carolina defined in grade year and grade month terms as *8.9 or below*) on a generally accepted standardized test or a comparable score on a criterion-referenced test; or
- 2) is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society.

Action: Local Workforce Development Boards wishing to expand the definition of “deficient in basic literacy skills” to utilize the additional criterion “is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society” may establish a local policy.

The Local Area policy must:

- 1) establish the level at which an individual is considered unable to compute or solve problems, read, write, or speak English well enough to function on the job, in the individual’s family, or in society;
- 2) describe how a Youth’s proficiency level in each of the above-stated areas will be measured;
- 3) provide the rationale for the level established in number 1 above; and
- 4) specify the documentation required to substantiate that a Youth’s proficiency in the areas listed in number 1 above does not exceed the level established.

The local policy should indicate that the Youth Council and the Workforce Development Board have approved the established level.

Local Area Issuance No. 2000-04 will be noted as rescinded on the North Carolina Department of Commerce website.

Local Workforce Development Boards should share this information as appropriate.

Effective Date: Immediately

Expiration: Indefinite

Contact: Division Field Services Program Representatives