

October 23, 2007

NEMO WIB Issuance #01-07

To: All Program Operators

From: Casie Baumann, Interim Director

Subject: Literacy and Numeracy Gains Youth Measure  
MOU Guidance

---

1. Purpose: To provide guidance regarding the Literacy and Numeracy Youth performance requirements and Literacy and Numeracy Youth performance measure Memorandum of Understanding (MOU).

2. Background:

February 17, 2006 the US Department of Labor's (USDOL) issued a Training and Employment Guidance Letter (TEGL) #17-05, providing guidance on Common Performance Measures. August 13, 2007 DOL provided additional guidance on the Literacy and Numeracy Gains measure which can be found in TEGL 17-05, Change 1. The Literacy and Numeracy Gains performance measure is one of six measures that we are required to report on. The Division of Workforce Development has provided additional guidance on Literacy and Numeracy Gains performance measures through DWD Issuance 04-06, Change 1.

3. Substance:

**a. MOU Requirements**

WIA subcontractors should develop a Memorandum of Understanding (MOU) with the Department of Elementary & Secondary Education (DESE)/Adult Education & Literacy (AEL) partners who provide services in the counties they serve. The MOU should address both testing and remediation services to be provided. The local MOU should outline the steps the WIA subcontractor will follow to refer a youth to the local AEL program for testing and if appropriate, remediation. At a minimum, the MOU should address the following topics.

Content of MOU

- Roles
- Responsibilities
- Expectations
- Outcomes desired from each partner

October 23, 2007

NEMO WIB Issuance #01-07

The MOU should also include detailed information regarding the:

- Partner contact information (both local and State)
- Referral Process
- Procedures for exchanging confidential information including test results
- Information needed by each partner
- Testing procedures including schedules, locations and frequency

**b. Challenges**

An ongoing issue for both partners continues to be the challenge of keeping clients engaged. Department of Elementary and Secondary Education (DESE) AEL, and Workforce Investment Act (WIA) programs are among the Federal programs subject to the Common Performance measures.

It has been proven individuals who receive support and encouragement from one or more sources are more likely to succeed. It has also been proven incentives and goal setting also contribute to the success of the customer. Statistics have shown that with perseverance and a team approach, customers are more likely to have on-going continued participation in the programs. Services should be designed to retain the youth in program participation until they have successfully reached their goals.

**c. Partner Integration**

Good communication with partners is vital for the success of the integration of services which is essential to meet the needs of the customer. The MOU should be specific when outlining services. When local communication is unable to resolve ongoing issues, the NEMO Workforce Investment Board staff should be contacted for assistance.

**d. Costs**

The purpose of Missouri's AEL program is to provide educational and remediation services and/or English as a second language instruction to those needing it. The clients defined in the youth literacy and numeracy guidelines fall into the service group (excluding 14-15 year olds). Under Missouri State Law, youth must be enrolled in school until they are 16 years of age. AEL funds can only be used to provide services to individuals who are 16 or older and not enrolled in a secondary education program. However, should the situation arise that a 14-15 year old individual is in need of testing services, the local agreement may include a fee-for-service option.

October 23, 2007

NEMO WIB Issuance #01-07

**e. Referral Process**

The local MOU should outline the steps the local WIA Service Provider will follow to refer a youth to the local AEL program for testing and if needed, remediation. A MOU has been developed between the Division of Workforce Development (DWD) and the Department of Elementary Secondary Education (DESE). The MOU provides minimum parameters relating to the literacy and numeracy assessment of WIA youth and the AEL programs.

**f. Youth Requirement for Testing**

DOL clearly encourages the integration of services and eliminating duplication of services. Therefore, out of school youth who are basic skills deficient should be referred to AEL for assessment and when appropriate, remediation. If situations arise where AEL is unable to provide assessment and/or remediation services, testing may be administered by the WIA youth service provider. To ensure testing validity, assessments must be administered by certified testing administrators and in accordance with all applicable National Reporting System (NRS) guidelines, TEGs, DWD Issuances, DESE/Adult Education and Literacy (AEL) Data Quality Guide and NEMO Workforce Investment Board Issuances. Only certified staff who has met all certification/testing requirements may administer tests.

➤ **If a youth has a high school diploma/GED or is in college/post-secondary school:**

The local WIA youth service provider may choose to administer the TABE Locator and the TABE Survey or the youth may be referred to AEL for testing. All appropriate testing instructions must be followed.

- If the youth scores a minimum of a 9.0 grade level on all three areas (reading, math, language) on the TABE Survey, it is reasonably assumed that the youth is not deficient in basic skills. These youth will not participate in the Literacy and Numeracy Gain measure.
- If the youth scores 8.9 or below grade level in any one area (reading, math, language), they will be identified as possibly “basic skills deficient” and referred to the local AEL program for additional assessment and remediation. The WIA youth service provider will provide the TABE Locator results to the AEL program.

October 23, 2007

NEMO WIB Issuance #01-07

➤ **If a youth does not possess a high school diploma/GED or is a youth who possesses a disability:**

- The WIA youth will be referred to the AEL program for a determination of basic skill deficiency. The WIA youth service provider is expected not to administer any tests prior to referral.
- AEL staff will test the youth according to NRS guidelines and determine if the youth is basic skills deficient. The AEL program will inform the referring office of the testing results with “form” and “level” of test given and the scale score result.
- If remediation is needed, the local AEL program will be used to provide the remediation services. If it is determined that this is not feasible, alternative methods of remediation will be discussed with the NEMO Workforce Investment Board staff. Resolution will be sought with state DESE/AEL and DWD contact staff.

**Note:** The TABE Survey scores CANNOT be used as the Pre-test scores for this measure as they are not accepted by the NRS. If the TABE survey indicates the customer is basic skills deficient they must be retested using the full TABE Battery and those scores will be the Pre-test scores from which progress will be measured. AEL will administer the TABE Full Battery assessment except those in areas which AEL is unavailable and specific arrangements have been made with the NEMO WIB, DESE AEL and DWD.

➤ **If a youth is “in-school” (Junior or Senior High School or home schooled):**

- A youth in Junior or Senior High School or a youth being home schooled is NOT subject to the Literacy and Numeracy measure and therefore will not be given the full battery of TABE tests nor will there be a need to refer them to AEL for remediation.
- Youth ages 14-18 enrolled in the WIA Younger Youth program WILL need to be tested utilizing the TABE locator and TABE survey to determine Basic Skills Deficiency as required for compliance with the Younger Youth Skill Attainment Performance Measure.

October 23, 2007

NEMO WIB Issuance #01-07

**g. Assessment Results**

When a client is tested by the AEL program, it is expected that the local AEL program will provide the following data which must be retained in the customers WIA record:

- SSN of student
- Name of student
- Date of assessment
- Name of test
- Specific Areas tested (reading, math, language)
- Form of each test
- Level of each test
- Scale Score of each test given
- Name of Test Administrator

Sources of documentation should include one of the following:

- Copy of the test score sheet
- School Records
- Detailed case note entered by the case manager or test administrator documenting the name, title, and phone number of the person relaying the test scores
- Verification by telephone or document inspection (in accordance with the requirement outlined in DWD's WIA Eligibility Technical Assistance Guide (TAG), DWD Issuance 13-99, Change 1

**h. Allowable tests**

While USDOL has identified seven tests that may be used for the Literacy and Numeracy measure, the DESE/AEL Data Quality Guide allows the use of only two tests;

- Comprehensive Adult Student Assessment System (CASAS) and
- Test of Adult Basic Education (TABE)

Only CASAS or TABE scores that report a deficiency in basic skills are to be reported in the youth Assessment field in Toolbox. CASAS and TABE scores indicating the individual is not deficient should be reported in the "Test Scores" data field on the participant's Great Hires record.

October 23, 2007

NEMO WIB Issuance #01-07

**i. Remediation requirement**

A combination of services should be designed that addresses the youth's barriers to employment and education. Exploring career options, developing basic workplace readiness skills and building job specific skills are most commonly needed for youth.

Out of school youth found to be deficient in basic skills or who do not possess a high school diploma/GED, will be required to attend remediation classes to increase their basic skills levels. Youth participating in a WIA funded work experience activity or OJT will be required to attend remediation to increase their basic skills levels.

Out of school youth who are deficient in basic skills or who do not possess a high school diploma or GED will be included in the Literacy and Numeracy performance measure. The goal is for each of these youth to increase their basic skills at a minimum of one Educational Functioning Level (EFL) within 12 months from the date of the first WIA service. Staff should verify the customers required number of hours in remediation classes on a weekly basis.

**j. Definitions**

Definition of out of school youth

*An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent (GED) but, is basic skills deficient, unemployed, or underemployed. For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.*

In-school Determination

Attending secondary (middle or high) school: or  
High school graduate (or attained GED) attending post-secondary education, and is not basic skills deficient

Out-of-school Determination

An eligible youth who is a school dropout: or  
A high school graduate (or attained GED), attending post-secondary education, but is basic skills deficient

**4. Action:**

Local WIA providers must develop a MOU with the local AEL providers addressing both assessment and remediation services to be provided. A copy of the MOU should be sent to the NEMO Workforce Investment Board where it will be retained on file.

October 23, 2007

NEMO WIB Issuance #01-07

Local WIA Providers must provide assurances for staff who administer TABE testing that they have been certified and provided training on the requirements outlined in the National Reporting (NRS) guidelines and the DESE/Adult Education and Literacy (AEL) Data Quality Guide. Copies of the staff TABE testing certification must be maintained by the program operator. In addition staff administering TABE assessments must be knowledgeable of all DWD and NEMO WIB Issuances. Assurances should be submitted to the WIB for each staff who has met these requirements and the date they were certified.

5. Contact: If you have any questions, please contact Linda Studer or Casie Baumann at (660) 327-5125.

---

Casie Baumann, Interim Director