

Date: October 11, 2013

To: Workforce Development Board Executive Directors, Workforce Investment Act (WIA) Youth Program Managers and Leads, and WIA Youth Service Providers

From: Scott Jansen  
Division Administrator 

Subject: **Workforce Investment Act (WIA) Policy Update 04-06, Change 2: Younger Youth Skill Attainment**

### Purpose

Due to the modifications to the WIA Performance Reporting System listed in The Department of Labor's Training and Employment Guidance Letter (TEGL) NO. 4-13 DWD needed to change step number 5 in this policy found on page 3 under Reporting Younger Youth Skill Attainment Goals in ASSET to read, **"Select Yes for Performance Related Goal"**.

The intent of this WIA youth policy update is to further clarify the setting and recording of younger youth skill attainment goals as well as providing guidance to local Workforce Development Boards (WDBs), WIA youth program managers and leads, case managers and youth service providers on the following:

- Objective assessment;
- Development of appropriate, well-written, younger youth skill attainment goals;
- Documentation to verify accomplishment of younger youth skill attainment goals; and
- Recording younger youth skill attainment goals in Automated System Support for Employment and Training (ASSET).

### Legislative, Regulatory and Policy References

- WIA 1998 Public Law 105-220, section 129(c)(1)(B);
- WIA Federal Rules and Regulations, section 664.405(a)(2);
- WIA Federal Rules and Regulations, section 666.100(a)(3)(i)(A);
- United States (US) Department of Labor (DOL)/Employment and Training Administration (ETA) Training and Employment Guidance Letter (TEGL) 3-99, pages 4, 5, 15, 20, 21, 22, 23;
- US DOL/ETA TEGL 7-99, pages 21-23;
- US DOL/ETA TEGL 9-00, pages 4-5;
- US DOL/ETA TEGL 18-00, page 9;
- US DOL/ETA TEGL 28-01, pages 4-5;
- Department of Workforce Development (DWD)/Division of Employment and Training (DET) WIA Policy Manual (August 2012);
- DWD/DET ASSET User's Guide, Chapter 3-5, pages 1-7;
- DWD/DET ASSET User's Guide, Chapter 5-6, pages 1-3; and
- DWD/DET WIA Title 1B Youth Program Guide to Participant Case File Documentation (August 2011).

## **Background**

WIA Public Law 105-220, section 129(c)(1)(A) requires local WIA youth programs to provide an objective assessment of the academic levels, skills levels, and service needs of each registered youth 14 – 21 years old. The assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs.

WIA Public Law 105-220, section 129(c)(1)(B) requires local WIA youth programs to develop an Individual Service Strategy (ISS) for each registered youth 14 – 21 years old that identifies an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives and appropriate services based on the objective assessment of academic levels, skill levels and service needs. The ISS is developed with input from the youth participant as well as their parent(s) or legal guardian(s) if available. The ISS should be updated on a regular basis as the participant achieves the goals that are set.

## **Policy Guidance**

At a minimum, one skill attainment goal must be recorded in ASSET and included in the participants ISS for all WIA youth participants ages 14 – 18. Additional skill attainment goals may be set at the local boards' discretion. These goals must be based on the objective assessment and include basic, occupational and work readiness goals. The goals must be attained no later than one year from the date they were set.

It is not required to set skill attainments goals for WIA youth participants, ages 19 – 21, but it is strongly encouraged.

- All WIA youth participants, ages 14 – 18, including in-school and out-of-school, who are determined basic skills deficient (defined as an individual who has English reading, writing, or computing skills at the 8.9 or below grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test) are required to have a basic skills goal recorded in ASSET and included in their ISS annually.
- All WIA youth participants, ages 14 – 18, including in-school and out-of-school, who are not basic skills deficient and therefore do not have a basic skills goal set, are required to have a work readiness or an occupational skills goal recorded in ASSET and included in their ISS annually.
- To improve youth skill attainment, the goals set for the participant should be specific, measurable, attainable, realistic, and timely. The importance of setting these goals is so the participant may experience success in a short period of time.
- WDBs need to provide documentation to demonstrate whether a youth has met the skill attainment goal(s) recorded in ASSET and included in their ISS. The service(s) the youth received to assist them in attaining the goal(s) and how a determination was made as to whether the goal was successfully attained or not attained is required to be documented in ASSET and/or the participant's case file. In ASSET, these can be documented in Manage Employability Plan comment section, Manage Services comment section, or Manage Customer Notes. If the information is not fully documented in ASSET then it must be documented in the participant's case file. Acceptable documentation includes test records, transcripts, certificates, diplomas, verification from school or employer, and/or case notes.

- WDBs must record attained and unattained skill attainment goals under the Manage Employability Plan/Youth Skill Attainment screen in ASSET. The attained goals are recorded in the quarter they are achieved. The unattained goals are recorded one-year from the time the goal was set.

**(See Attachment A on assessment and effective goal-setting).**

### **Action Required**

- WDBs should review with WIA youth staff, case managers and youth service providers the objective assessment process and the various types, both formal and informal, of assessment tools that may be used to assess youth objectively.
- WDBs should review, with WIA staff, case managers and service providers, definitions pertaining to younger youth skill attainment that are contained in WIA Public Law 105-220 section 101, US DOL/ETA rules and regulations and US DOL/ETA TEGLs.
- WDBs should provide technical assistance and training to WIA youth staff, case managers and youth service providers on developing and writing clear, well defined, measurable and attainable younger youth skill attainment goals. In addition, WDBs should provide technical assistance and training on how to record short and long-term skill attainment goals under the ASSET Manage Employability Plan/Youth Skill Attainment screen.
- WDBs should develop policies and procedures, including monitoring procedures, to ensure appropriate documentation is provided in case files that verify the skill attainment goals listed in the ISS have been attained.

### **Automated System Support for Employment and Training (ASSET) Reporting**

Reporting Younger Youth Skill Attainment Goals:

1. Select Manage Employability Plan;
2. Select Add Youth Skill Attainment;
3. Select Goal Type;
4. Type Goal in Space Provided;
5. Select Yes for "Performance Related Goal";
6. Select Contract ID;
7. Select or Modify Goal Attainment Status;
8. Enter Goal Set Date;
9. Enter Planned Date of Attainment (no more than one year from date set); and
10. Enter Comments if appropriate.

**Note:** When the anniversary date of a goal is reached the Goal Attainment Status under Manage Employability Plan/Youth Skill Attainment in ASSET should be changed. If the goal attainment status is attained then record the date in Actual Date of Attainment found under Manage Employability Plan/Youth Skill Attainment.

### **Questions and Technical Assistance**

If you have any questions or need additional information regarding this policy please feel free to contact the Local Program Liaison (LPL) assigned to your area.

**Attachment A**

Information on goal-setting and examples of appropriate, well-written, younger youth, basic, occupational and work readiness skills goals.

**Note:**

This policy update is located at the following link:

<http://dwd.wisconsin.gov/dwdwia/policy.htm>

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