



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

**DON SUNDQUIST**  
GOVERNOR

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**MICHAEL E. MAGILL**  
COMMISSIONER

August 16, 2000

Workforce Investment Act Memorandum Number E&T 00-02 Change 1

1. Topic: Services to Youth
2. Subject: First activity and concurrent activities provided to younger and older youth.
3. Purpose: To clarify the sequence of activities and concurrent activities that can be provided to youth based upon the assessment and test results.
4. Background: This memorandum is being provided to clarify E&T numbered memorandum 00-02. As stated in the previous memorandum, basic skills competencies are a priority for all youth to be served under WIA. Our goal is to provide youth with a sound foundation on which they can build a career path.
5. Instructions: Each LWIA must address the basic skills deficiencies of youth as a first activity for WIA Title I. However, this should not exclude the youth from being concurrently enrolled in other activities from which they may benefit.

For older youth, who have high school diplomas or certificates but are basic skills deficient, a service strategy should be developed to address this barrier. If he/she is pursuing services through a Career Center and he/she desires to accept employment, this is permissible. However, if he/she returns to program and is assessed as still being basic skills deficient, the barrier should be addressed.

The definition for basic skill deficient is "a youth that reads, writes, or speaks English and computes at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable

score on a criterion referenced test or is unable to function at a level necessary to function on a job, in the individual's family or in society (Section 664.205) of WIA regulations". For testing instruments, refer to the WIA reference table (Test Scores) in the data management material provided on July 26, 2000.

6. Contact: For questions regarding this policy, please contact Susan Cowden Director, Employment and Training Section, at 1-800-255-5827.
7. Effective Date: July, 1, 2000
8. Expiration Date: Indefinite

A handwritten signature in black ink that reads "Susan Cowden". The signature is written in a cursive style with a large, looping initial "S" and a distinct "C" for "Cowden".

Susan Cowden, Director  
Employment and Training Section

SKC/RT