

Mass Workforce Issuance

Workforce Issuance No. 12-16

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: March 9, 2012

Subject: **WIA Youth Program Literacy and Numeracy: Improving Participant Gains**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners and WIA Youth Program service providers of USDOL guidance, provided in Training and Employment Guidance Letter (TEGL) No. 18-11, on how to increase literacy and numeracy gains of out-of-school, basic skills deficient youth and to further clarify reporting policies and requirements. The TEGL does not change or replace any previous guidance related to the literacy and numeracy gains measure.

Background: The literacy and numeracy gains measure is one of three youth common performance measures used to assess performance of the WIA Youth Program. The Employment and Training Administration (ETA) provided policy guidance related to literacy and numeracy gains in TEGL 17-05 and TEGL 17-05, Change 2.

TEGL No. 18-11, located at:
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4054, builds on previous guidance and provides additional policy clarification and technical assistance to states and local areas to enhance programs and practices that increase literacy and numeracy skills of out-of-school WIA youth. It does not replace or supersede previous guidance.

This TEGL provides strategies the workforce system can utilize to:

- Improve design, service delivery, staff development and basic skills assessment;
- Implement performance-based contracts and cultivate strong partnerships with providers to facilitate joint responsibility for skills gains; and
- Clarify reporting requirements and associated processes.

For informational and illustrative purposes, this TEGL provides examples of and links to programs, practices and strategies developed by WIA Youth programs and other organizations. This guidance is not meant to endorse any particular organization, program or approach. Resources include:

- Program Design, Service Delivery, Staff Development and Basic Skills Assessment: ETA encourages literacy and numeracy skills development to be an integral part of WIA Youth programs. When possible, local areas should infuse literacy and numeracy skills building into each of the required program elements. Literacy and numeracy activities can be integrated into all aspects of the program through coordination with other staff as well as with community partners.
- Performance-Based Contracting and Strategies for Partnering with Literacy and Numeracy Instructors/Providers: Literacy and numeracy services and instruction are provided to youth by a variety of organizations other than WIA youth service providers. Local WIBs and WIA youth services providers have long partnered with these providers for basic literacy and numeracy services and issued requests for proposals and contracts that require these providers to demonstrate effective and efficient service delivery.
- Reporting: accurate program reporting is an essential element to achieving program success. This section highlights reporting challenges identified during ETA monitoring visits, including Program Reporting and Data Validation Reviews, and thorough discussions between state, local and ETA staff. This section also includes information with regard to locating policy guidance.

Action

Required: All individuals who are involved in the delivery of youth services should closely review the guidance provided in TEGL #18-11 and all other materials referenced therein. Please ensure that the TEGL is shared in its entirety with all appropriate individuals (e.g. Youth Council members and staff, OSCC youth staff, program and vendor staff, etc.).

Inquiries: Please email all questions to wiyouth@detma.org . Also, indicate Issuance number and description.