

# Mass Workforce Issuance

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**Workforce Issuance No. 13-09**

Policy

Information

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**To:** 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:** Alice Sweeney, Acting Director  
Department of Career Services

**Date:** February 22, 2013

**Subject:** **Literacy/Numeracy Desk Aide Available through USDOL/ETA**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners that the USDOL/ETA has published a Literacy/Numeracy desk aide for state and local staff.

**Background:** The Literacy/Numeracy Gains youth program performance measure targets basic skills deficient out-of-school youth. This performance measure is considered the only real-time common measure because the measurement cohort is the same as that used for participation (no lag time). The USDOL/ETA has published a [Literacy/Numeracy desk aide](#) for state and local staff.

The desk aide consists of the following sections:

1. About the Literacy/Numeracy Gains Measure
2. About Assessments
3. About Educational Functioning Levels (EFLs)
4. About Participation Years
5. About Lit/Num Reporting
6. Questions & Answers

## Action

**Required:** Please disseminate this information and ensure that every staff member who serves out-of-school youth has a full understanding of the Literacy/Numeracy Gains Common Measure.

**Effective:** Immediately.

**Inquiries:** Any questions related to this issuance should be directed to Diane Hurley at [dhurley@detma.org](mailto:dhurley@detma.org). Please include the issuance number with your inquiry.