



WIA TITLE I-B AND ARRA PROGRAM MANAGEMENT POLICIES AND PROCEDURES

MEMORANDUM #09-17

To: All WIA Title I-B and ARRA Adult and Dislocated Worker Program Subrecipients

Subject: Assessment

Supersedes: Adult and Dislocated Worker Assessment #02-13

Effective Date: July 01, 2009

A. BACKGROUND

The Workforce Investment Act (WIA) and American Recovery and Reinvestment Act (ARRA) require that all participants be provided an assessment and an Individual Service Strategy or Individual Employment Plan. The assessment is an evaluation of skill levels and service needs, by review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes (including interest and aptitudes for non-traditional jobs), and supportive services needs.

B. POLICY

An initial assessment must be conducted for all individuals who wish to access staff-assisted WorkSource Snohomish County services. A comprehensive assessment must be completed for all individuals found eligible for and in need of WIA and/or ARRA funded services. The assessment must utilize a client-focused approach that evaluates the needs of the individual without regard to services or training programs already available in the WorkSource Snohomish County system. The assessment must be an ongoing process and routinely revisited and amended as additional needs are identified and goals achieved.

The assessment process is a multifaceted approach to include any or all of the following:

1. Structured Interviews
2. Paper and Pencil Tests

3. Behavioral Observations
4. Interest Inventories
5. Career Guidance Instruments
6. Aptitude/Skill Tests
7. Basic Skills Tests
8. Self Sufficiency Matrix

The assessment serves as the foundation for the services to be offered as described in the Individual Service Strategy or the Individual Employment Plan.

C. PROCEDURES

For the WIA and ARRA Adult and Dislocated Worker Programs, the assessment may be documented and maintained in the participant file electronic or paper form. Any information that describes an individual's medical condition or disability must be maintained in a separate file consistent with the Methods of Administration and General Program Management Policies and Procedures Memorandum # __-12, *Data and Information Collection and Maintenance*.

D. SITE OPERATOR ROLE

It is the Site Operator's responsibility to review and approve all registration paperwork, including documentation of assessment, for completeness, accuracy, and internal consistency within 30 days of an applicant's registration into a WIA Title I-B or ARRA program. It is the Site Operator's responsibility to ensure that assessment information in each participant's file is current at all times.