



## **INITIAL ASSESSMENT POLICY – Adopted: 06-23-16**

### **Background**

WIOA Sections 134(c)(2)(A)(1)(iii) and 134(c)(3)(A)(i)(I) require that Title I Adult and Dislocated Worker funds be used to provide career or training services to eligible individuals who have had an initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), and supportive needs.

It is the policy of the New York State Department of Labor (NYSDOL) that all Career Center customers are to receive an initial assessment. The only exceptions to this requirement are Unemployment Insurance (UI) claimants who are work search exempt or individuals who access self-help or informational services only.

The initial assessment is intended to quickly decide which level of services a customer needs: Job Search Ready Services (JSRS) or Career Development Services (CDS). This assessment must be made on the same day the customer receives his or her first staff-assisted service, with the exception of a Rapid Response Orientation or a job referral.

### **Policy**

When Title I or partner staff speak with a customer at the Dutchess One Stop Career Center, either in person or via telephone, he/she must pull up the individual OSOS record and confirm that the customer information is current, including but not limited to:

- current mailing address, phone number, email address; and
- work status. If the customer is currently working, the work history data must be updated, including employer name, employer address, job title, wage and start date. An OSOS Comment must be entered corresponding to any changes made.

If a customer is not in OSOS or has exited, an Initial Assessment must be completed.

The initial assessment is a *preliminary* indication of the customer’s needs derived from the baseline information gathered at enrollment and initial provision of staff assisted services. All subsequent services should be driven by staff’s reassessment of the customer’s needs at that point in time.

It is not the DCWIB’s intent to restrict individuals based on their initial classification. An individual initially classified as job search ready may subsequently be determined to need career development services. Individuals initially determined to need career development services will likely benefit from job search services as well. Any changes in the initial classification must be documented in the OSOS Comments, noting the reasoning for the change and the justification for any subsequent training services.