

Based on the elements measured by each test, as found below, the Worker determines which test is more appropriate.

TABE measures reading, math and language skills through real-life and academic questions. Scores are given in grade level equivalents.

Copies of test results are to be requested for participants who have completed TABE, Work Keys, or other similar assessment testing at **WorkForce West Virginia**, ABE, One-Stop Centers, vocational training centers, etc.

a. Exceptions to Completing TABE Testing:

- Client has completed two or more years of college, or is currently attending or is enrolled in the next scheduled term at a college or vocational/technical program which requires a high school diploma or equivalency. Under certain circumstances, however, testing may be warranted if the student has a known learning disability or his basic academic skills are deficient; or
- Client is scheduled to begin a job which will make the family financially ineligible for a monthly WV WORKS check; or
- Other documented conditions exist that prevent effective assessment. These reasons must be documented in the case recording; or
- Client completed TABE or other appropriate assessment testing at another agency, training facility, such as **WorkForce West Virginia**, ABE, or other agency within the previous two years, unless one of the conditions exists under the second and third dashes listed below for repeated assessment testing.

b. TABE Retesting Conditions

- After the initial basic skills assessment (TABE), Work-Eligible Individuals are referred for re-testing under the following conditions:
- Two years have elapsed since the initial assessment;
- More than one year has elapsed and the client wants to enroll in an education or training program; or
- Specific instances have occurred, such as a head injury that could impact learning ability.

A referral to DRS may be made by the Worker if the psychological evaluation/report from the mental health professional indicates there is a disability and the client indicates he is willing to work. This also applies to clients with physical disabilities who want to work.

If the Worker and/or Supervisor is unable to make a determination as to the client's ability to participate in work activities based on the medical documentation available, they must submit the case to MRT. See Chapter 12.10, A. Any participant who has had good cause for not participating for more than 6 months, due to a doctor's statement, must be referred to MRT.

A MRT referral is made for adults not Medicaid eligible whose EHI indicates a referral is needed, once the results have been discussed with the client. MRT will confirm if a referral is needed. This is necessary in order to refer the client to a mental health professional for a diagnosis.

NOTE: WV WORKS participants who have a documented disability must be placed in the AD component in Work Programs in addition to other component codes.

5. Referral For Assessment Testing

Referral for assessment testing is accomplished by forwarding a list of clients scheduled for testing to the Assessment Specialist. The test administrator is responsible for completing a release of information for each client.

6. Worker Follow-Up

When the test results are received, the Worker records the information on the appropriate eRAPIDS screen. An interview is scheduled with the client as soon as possible, to discuss the test results as appropriate. At this interview, the client may be provided with a copy of the test results. Staff may contact the Department of Education Assessment Specialist for questions or help in evaluating the results of TABE, Learning Needs Screening, or Work Keys. Special attention should be paid to the recommendations made by the Assessment Specialist on page 4 of the Learning Needs Screening for possible referral to programs and services. Recommendations by the Assessment Specialist must be addressed and appropriate referrals made by the Worker.

7. Referrals to WorkForce West Virginia – Assessment Testing Results

Workforce Investment Act (WIA) - funded employment and training programs require that TABE, and if appropriate, Work Keys be completed by clients referred to and enrolled in those programs. Therefore, the

Worker must schedule clients for the appropriate assessment testing whenever possible. Workers making referrals to WorkForce West Virginia must forward copies of clients' TABE scores and Work Keys (if completed.)

The release of information provided by the WV Department of Education Assessment Specialists at the time of the assessment testing (and filed in the WV WORKS record) authorizes the release of this information to the Workforce WV Centers. Release of assessment testing results to other agencies when appropriate requires completion of the OFS-Release-1.

8. Assessment Testing Participation/Support Service Payments

Assessment testing (Learning Needs Screening, Mental Health Screening – EHI, TABE, and Work Keys) administered by the Assessment Specialist in the local office or other designated testing location counts as Other Work Activity hours; transportation support service payments may be made for assessment testing attendance/completion.

9. Substance Abuse

If the client indicates substance abuse problems, referral for evaluation and counseling should be made prior to scheduling assessment testing. Any determination of substance abuse problems is based on statements made by the client, not on the feelings or perceptions of the Worker.

E. DEVELOPMENT OF THE PRC and SELF-SUFFICIENCY PLAN

NOTE: See Chapter 1 for information about the PRC as an eligibility requirement and about completion of an initial SSP and the first full SSP.

eRAPIDS screen Self-Sufficiency Plan allows for the recording and printing the SSP.

The PRC contains information and requirements applicable to all Work-Eligible Individuals who are required to sign it. The Self-Sufficiency Plan which is the result of negotiations between the client and the Worker. The Self-Sufficiency Plan (SSP) is subject to renegotiation throughout the household's receipt of cash assistance. Initial and ongoing assessment produces information that allows the Worker to provide reasonable guidance to the client to attain his goals and forms the basis of the Plan.