



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT
EMPLOYMENT AND TRAINING SECTION

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MICHAEL E. MAGILL
COMMISSIONER

August 1, 2000

Workforce Investment Act Memorandum Number E&T-00-02

Topic: Services to Youth

Subject: Types of Service to be provided to all youth, as a first activity regardless of age.

Purpose: To provide guidance to Local Investment Areas on the use of Title I Workforce Investment Youth funds.

Background: Workforce Investment Act emphasizes the need for basic skills for all youth. With fast changing technologies and demand for basic skills competency as a priority in the work place, one of the goals of the Tennessee Department of Labor/Workforce Development is to provide all youth with these necessary tools to meet the demands of tomorrows' workplace.

Instructions: Each LWIA providing youth services must address the basic skill deficiency of each youth, as a first activity, regardless of the category they fall under. Categories include In-school-youth, Out-of-school youth, youth who are served during summer or those that do not meet the income guidelines (5%). Regardless of the point of entry in the WIA program under WIA Title 1 funding streams, each youth shall be first tested for basic skill deficiencies. Those youth who fall below the 8.0 grade level in reading and math skills shall not be provided any other services except support services, stated in (Section 664.430 of the regulations), until the deficiencies are corrected and verified through testing. For testing instruments refer to the WIA reference table (Test Scores) in the data management materials provided on July 26th, 2000.

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Contact: For questions regarding this policy, please contact Susan Cowden,
Director, Employment and Training Section, at 1-800-255-5827.

Effective Date: July 1, 2000

Expiation Date: Indefinite

A handwritten signature in cursive script that reads "Susan Cowden". The signature is written in black ink and is positioned above the printed name and title.

Susan Cowden, Director
Employment and Training Section

SKC/RT