



Program Notice: PN-8
Subject: CASAS for Basic Skills Deficiency
Effective: 01/7/2020

Background

This program notice outlines the requirements and guidelines when using the Comprehensive Adult Student Assessment System (CASAS) to determine Basic Skills Deficiency (BSD) for program enrollment in Workforce Innovation and Opportunity Act (WIOA) Title I programs per [Worksource System Policy 1011, Revision 6](#).

CASAS Testing for Basic Skills Deficiency

CASAS is the only standard test approved to determine BSD prior to program enrollment in WIOA Title I programs to determine eligibility for:

- WIOA Out-of-School-Youth (OSY) who have a high school diploma or its equivalent, are low income and Basic Skills Deficient or English Language Learners.
- WIOA Adult Priority of Service categories 1 and 2 (priority must be implemented regardless of the amount of funds available to provide services).
 1. Covered persons (veterans and eligible spouses) who are low income, recipients of public assistance, *or* basic skills deficient.
 2. Individuals (non-covered persons) who are low-income, recipients of public assistance, *or* basic skills deficient.

Note: Individuals who are English Language Learners meet the criteria for BSD and must be included in the priority populations for the Title I Adult program.

CASAS Assessments Permitted

The following assessments meet the National Reporting System (NRS) requirements and are appropriate for measuring literacy and language development of adult students/job seekers, have standardized administration and scoring procedures, have alternate, equivalent forms for pre- and post-testing, and have evidence linking them to the NRS Educational Functioning Levels:

- CASAS Reading Goals (replaces Life and Work Reading forms 81-188)
- Life and Work Listening (forms 981-986)

- CASAS Math Goals (replaces Life Skills Math forms 31-38)
- CASAS Appraisal (form 900)

WIOA allows the use of previous CASAS assessment results if the assessment has been conducted within the past six months.

Administering the CASAS Testing

When using the paper test format, administering the CASAS to determine BSD requires two steps: (1) appraisal test and (2) proper pre-test as indicated by the appraisal.

Training Requirements for Staff Administering the CASAS

CASAS testing must be administered by someone who has received state-recognized online CASAS implementation training at www.casas.org. CASAS test administrators must also complete the on-line *CASAS Beyond Implementation Training* at least every two years.

WIOA contracted staff must retain certificates of completion for all staff persons trained in CASAS assessment for review by BFWDC staff as requested.

WIOA contracted staff must ensure the integrity of the testing process and security of materials aligns with the security policy outlined at www.casas.org.

Appraisal Test and Pre-Test

Appraisal Test must be given first (prior to the pre-test) to determine the appropriate level and form of the pre-test to be used. The CASAS appraisal test cannot be used in lieu of the CASAS pre-test to determine BSD.

Pre-tests determine BSD and Educational Functioning Level (EFL). The proper pre-test form is indicated by the appraisal test results. Basic Skills Deficient is denoted by a CASAS score of 238 or below in reading and 235 or below in math.

Minimum Documentation Requirements

CASAS results must be documented in the State Management Information System (MIS) WIOA Eligibility Application:

- On the “Barriers” tab of the WIOA Eligibility Application, click the “yes” radio button for Basic Literacy Skills Deficiency.
- On the dropdown list for BSD Verification, choose “Standardized Assessment Test”.
- Go to the “Notes” tab of the WIOA Eligibility Application and document the date of the test, score(s), name of the person or entity administering the test and any other supporting details.

Note: Staff must not upload into the State MIS or retain in hard files any CASAS document(s) that contain test questions or other sensitive testing information.

Testing Accommodations for Participants with Disabilities or Other Special Needs

- Participants with documented disabilities are responsible for requesting accommodations and for submitting documentation of their disability at the time of registration, program entry, or after diagnosis. WIOA contracted staff are responsible for providing fully accessible services and reasonable accommodations for participants with documented disabilities.
- For participants who do not have disability documentation, or who choose to not disclose their disability, testing aids may be utilized when and where appropriate. These test-taking aids do not affect the administration of the test. Test aids include:
 1. Magnifying glasses/lenses/sheet
 2. Clear and/or colored overlays
 3. Straight-edge
 4. Adhesive notes/flags
 5. Highlighters
 6. Visor
 7. Earplugs
- WIOA contracted staff must ensure that all Adult Basic Education (ABE), Adult Secondary Education (ASE), and English Language Learners (ELL) participants with disabilities have equal access to test accommodations, have equal opportunities to test, and receive equal treatment in testing situations. WIOA contracted staff must follow the Americans with Disabilities Act (ADA) processes and procedures set forth at their organization in determining how to best serve participants with documented disabilities. However, participants are *not required* to reveal their disability and may elect to participate in a program without special accommodations.