

**DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 16-06**

Daryl Bassett, Director

January 25, 2017

TO: All ADWS Employees
Participating Arkansas Jobs Driven National Emergency Grant (JD-NEG)
Local Workforce Development Boards/Service Providers

SUBJECT: Job Driven National Emergency Grant (JD-NEG) Assessment Policy

- I. **Purpose:** The purpose of the Arkansas Jobs-Driven National Emergency Grant (JD-NEG) policy on pre-employment assessment that every Job Driven National Emergency Grant (JD NEG) participant who receives JD NEG Program funded services receives assessment prior to entering training.
- II. **General Information:** Since its initial award, JD-NEG has expanded training opportunities to meet employer driven need that has resulted in employment. (Reference: Job Training Programs on page 4 of the Grant Proposal). Employers face a shortage of skilled workers and demand quick entry into training and employment in order to meet their business needs. To ensure that the JD-NEG individuals are not passed over due to a lengthy intake process, JD-NEG has adjusted its assessment criteria to reflect the current labor market. To meet the needs of employers, every JD-NEG participant will undergo at least one method of pre-training assessment. Pre-training assessments include but are not limited to:
 - Career Readiness Certificate
 - Transferable Occupation Relationship Quotient
 - Test of Basic Adult Education
 - Employer pre-employment processes
 - Registered Apprenticeship pre-employment processes
 - Other online based assessment tools
 - Standardized Testing recognized by Community Colleges
 - Completion of an Individualized Education Plan
- III. **Action Required:** Please communicate this information to the appropriate staff and partnerships involved in the Job Driven National Emergency Grant (JD-NEG).
- IV. **Inquiries:** Please direct any inquiries concerning this Issuance to ADWS Discretionary Grants Program Coordinator Lisa Ferrell at 501-371-1024 or lisa.ferrell@arkansas.gov.
- V. **Resources:**

VI. Expiration Date: September 30, 2017 (grant end date)