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Basic Skills Screening Tool

Customer Name: Date of Birth: 1. Do you have a high school diploma, General Currently in high school ☐ Yes □ No Education Development (GED) certificate or High (does not include GED School Equivalency Diploma (HSED)? or HSED programs) 2. Can you follow basic written instructions and ☐ Yes diagrams with no help or just a little help? 3. Can you fill out basic medical forms and job ☐ Yes No applications? 4. Without the aid of a calculator, can you add, ☐ Yes subtract, multiply and divide with whole numbers up to 3 digits? 5. Can you do basic tasks on a computer? ☐ Yes □ No Do you speak and read English well enough to ☐ Yes obtain and maintain employment? Customer Signature: Date Signed: For Internal Use Only: Was the individual able to complete the screening tool without help? ☐ Yes No For the Adult Program Only: For the Youth Program Only: If any question is answered, "No" or the form If any question is answered, "No" or the form could not be completed independently, the could not be completed independently, the individual should receive priority. individual has an eligibility barrier. Does the individual receive priority? Does the individual have an eligibility barrier? Yes □ No Yes □ No Name of Career Coach: Career Coach Signature: Date Signed:

WIOA Title I-financially assisted programs and activities are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY). Los programas y actividades con asistencia financiera del Título I de la WIOA son un programa/empleador que ofrece igualdad de oportunidades. Las ayudas y los servicios auxiliares están disponibles a pedido para las personas con discapacidades. Relay Nuevo México: 711 (Voz) o 1-800-659-8331 (TTY).