



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: John Frassinelli, Bureau Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 9, 2015

SUBJECT: Adult Education Operational Memorandum #02-15

- Statewide Policy Forum, Friday, January 16, 2015
- FY 2014-15 Adult Education State Grant Application Revision - Forms ED-245 and ED-245A
- FY 2015-16 Preliminary Adult Education Support Percentages
- FY 2015-16 Adult Education State Grant Application – Forms ED-244 and ED-244A
- Program Improvement Projects Mid-Year Report and Budget Revision
- GED® Update
- Workforce Development Forums
- College and Career Readiness Standards
- FY 2014 Final State and Local Program Profile Reports
- CARS Data Entry Timelines

Statewide Policy Forum, Friday, January 16, 2015

The next policy forum will be held on **Friday, January 16, 2015**, from 9:00 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebethe Drive Cromwell, CT 06416. Directions are available at www.marriott.com/hotels/maps/directions/bdlhc. Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

In the event of delays/cancellations due to the weather, please call 860-807-2130 after 7:00 a.m. on the morning of January 16, 2015, and listen to the voice mail message for the latest updates.

A tentative agenda is presented below.

- GED® Update
- Federal Grant
- State Grant
- FY 2014 Provider Performance Summary
- Workforce Innovation and Opportunity Act

All handouts **will be e-mailed** to directors by Wednesday noon during the week of the policy forum. Please bring a copy with you. **No copies of handouts will be distributed at the policy forum.**

FY 2014-15 Adult Education Grant Application Revision - Forms ED-245 and ED-245A

The Adult Education Grant Revision Application, form ED-245 and the Supplemental Application, form ED-245A for FY 2014-15 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education by **Monday, March 16, 2015**. The application forms along with the **Excel Budget Narrative Template** that includes the ED-114 Budget Revision Form are available on the Adult Education Web site at www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684. Be sure to include the Excel document, a copy of the current FY 2015 Program Profile and any outstanding lease agreements with the ED-245 and ED-245A submissions. **Cooperating Eligible Entity (CEE) grantees are reminded that evidence of private source funds must be included with the submission of the ED-245A.**

FY 2015-16 Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2015-16 are located on the Adult Education Web site at www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684. These percentages are based on current law and are considered preliminary in nature until approved by the General Assembly. The RESC support percentages are based upon FY 2014-15 membership and are subject to change. If you have any question or concerns please contact Valerie Marino at 860-807-2130 or at valerie.marino@ct.gov.

FY 2015-16 Adult Education State Grant Application - Forms ED-244 and ED-244A

The FY 2015-16 Adult Education State Grant Application , form ED-244 and the Supplemental Application for Adult Education Cooperating Eligible Entity (CEE), form ED-244A will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **April 15, 2015**, in accordance with Section 10-71a of the Connecticut General Statutes. Any new, amended or updated lease agreements should accompany the submission of these forms. Additionally, letters of commitment from private source contributors must accompany the submission of the ED-244A. Notification will be emailed to all superintendents, adult education directors and CEE Agency Heads as soon as these forms are made available on the Adult Education Web site.

Program Improvement Projects Mid-Year Report and Budget Revision

Recipients of Federal Program Improvement Projects (PIPs) are required to complete a mid-year self-monitoring report. **Any necessary budget revisions must also be submitted.** These modified 2014-15 reports and the **revised** Excel budget templates were e-mailed to program directors on January 5, 2015. All reports and budget revisions are **due to the Bureau by Wednesday, February 18, 2018**, by the end of the business day. Be sure to follow directions if you have a budget revision. Please note that some of the priority area questions have been revised. The report forms and budget templates can also be found at www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320696&sdePNavCtr=45472#45552.

GED® Update

The GED® *Enhanced Score Report* has been redesigned. Test takers can now see what they did well and what skills they need to work on. The report provides test takers with a personalized study plan to help them score higher and includes their written responses on the GED Ready™ practice test for instructors to review and provide feedback. The redesigned *Enhanced Score Report* includes the following:

- the personalized study plan is now front and center, making it easier for students to select publisher materials and obtain the pages they need to study;
- the Reasoning through Language Arts (RLA) and Social Studies written response scores received on the GED® test;
- the more intuitive design makes it easier for students to use all the score report features; and
- a new “Print” button on the Test History page makes it easier for students to print a list of their test scores.

In addition to the above, test takers are now able to see their GED® ID in their MyGED™ account, and as of December 19, 2014, a new GED Ready™ practice test form for Mathematical Reasoning became available.

Lastly, the GED Ready™ practice test “green” “*Likely to Pass*” score ranges have been extended several scaled score points. The new ranges provide teachers and their students improved feedback on whether they are ready to pass the test. Since launching the GED Ready™ practice test a year ago, the GED Testing Service has done an extensive test-taker data analysis and as a result it was determined that test takers who score in the higher portion of the “yellow” “*Too Close to Call*” range are actually quite likely to pass the GED®Test. Therefore, the GED Ready™ practice test “green” “*Likely to Pass*” score ranges have been revised to provide more accurate feedback to test-takers and other users of the GED Ready™ score reports. Effective December 15, 2014, the GED Ready™ practice test score “green” “*Likely to Pass*” range is as follows:

| Test subject | New Green Range | Previous Green Range |
|----------------|-----------------|----------------------|
| RLA | 152 – 200 | 158 – 200 |
| Math | 154 – 200 | 158 – 200 |
| Science | 152 – 200 | 158 – 200 |
| Social Studies | 155 – 200 | 158 – 200 |

Because these changes are based on student testing from the past year, the GED Testing Service is confident that the new score levels will continue to make GED Ready™ a powerful predictor for GED® test success.

If you have any questions, please contact Sabrina Mancini at sabrina.mancini@ct.gov.

Workforce Development Discussion Forums

This year the CT State Department of Education, in collaboration with the Adult Training and Development Network (ATDN), has been offering a series of Workforce Development Discussion Forums. These forums have been designed to provide an opportunity for adult educators to prepare for the implementation of the Workforce Innovation and Opportunity Act (WIOA). Facilitated by experts in the field, the goal of the forums is to present information on relevant workforce development topics. **Forum three** will be held on **Wednesday, March 4, 2015, from 10:00-11:30 a.m.** at the Meriden College and Career Readiness Center, 191 Pratt Street, Meriden and **Forum four** will be held on **Thursday, April 9, 2015, from 10:00 a.m.-12:00 p.m.** at the CT Department of Education, 25 Industrial Park Road, Middletown in Conference Room #3.

All previous sessions have been very well attended so please reserve a spot by contacting Gina Hoag at gina.hoag@ct.gov by February 25, 2015, for the Meriden session and by April 2, 2015, for the Middletown session. If you have any questions, please contact Maureen Wagner at maureen.wagner@ct.gov.

FY 2014 State and Local Program Profile Reports

The final FY 2014 State and Local Program Profile reports for all state and federal adult education program providers may be accessed from the Adult Education Web site at www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=321924&sdePNavCtr=|45570|#45575.

College and Career Readiness Standards

We are pleased to announce that Connecticut has been awarded Technical Assistance from the Office of Career, Technical and Adult Education (OCTAE) to implement the College and Career Readiness Standards (CCRS). Only twelve states received this award. Special recognition to our ATDN trainers and CCRS team: Kristin Berenson, Aileen Halloran, Connie Rivera and Christine Bjork for all their persistence and hard work. More information to come soon.

New Written Prompt for the National External Diploma Program (NEDP)

Effective February 1, 2015, all NEDP program providers must convert to administration of the new written prompt in the Diagnostic phase of the NEDP. CASAS offers a free online Moodle course to learn how to score and to become a certified scorer. All NEDP advisor/assessors should take the course and become certified. All programs **MUST** have at least **TWO** certified Written Prompt Scorers. If you have any questions, please contact Sue Pierson at susan.pierson@ct.gov.

CARS Data Entry Timelines

Important Reminders:

- 1) CARS data entry for the first semester including attendance, achievements, credits earned, assessment, etc. is to be completed by **Friday, January 23, 2015**. Please ensure that all data are error free. If you have any questions or issues regarding data entry, please contact the CARS helpdesk at ewhelpdesk@ca.com.
- 2) All data from the Student Information Form must be thoroughly completed before being entered into CARS. In particular, be sure that students have checked the Ethnicity and Race section of this form. These data are critical for our federal reporting.