



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: The Adult Education Unit
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 7, 2016

SUBJECT: Adult Education Operational Memorandum #03-16

- Statewide Policy Forum, Friday, January 15, 2016
- FY 2015-16 Adult Education State Grant Application Revision - Forms ED-245 and ED-245A
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Statewide Policy Forum, Friday, January 15, 2016

The next policy forum will be held on **Friday, January 15, 2016**, from 9:00 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebeth 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 15, 2016, and listen to the voice mail message for the latest updates.

All handouts **will be e-mailed** to directors prior to the policy forum meeting date. Please be sure to bring a copy with you. **No copies of handouts will be distributed at the policy forum.**

FY 2015-16 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 2015-16 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education by **Tuesday, March 15, 2016**. 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 2016 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 2016-17 Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2016-17 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 2015-16 membership and are subject to change. If you have any question or concerns regarding the preliminary support percentages, please contact Valerie Marino at 860-807-2130 or at valerie.marino@ct.gov.

FY 2016-17 Adult Education State Grant Application - Forms ED-244 and ED-244A

The FY 2016-17 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, 2016**, 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 2015-16 reports and the **revised** Excel budget templates were e-mailed to program directors on January 6, 2016. All reports and budget revisions are **due to the Bureau by Friday, February 19, 2016**, 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

Reclaiming a GED® Account after Institutional Release

Test takers must log into their MYGED® account to ascertain the status. If their account was not updated with a current and valid e-mail address prior to their release from an institutional setting, they will need contact the GED Testing Service at 1-877-EXAM-GED to have their account updated.

- Test takers must provide their name, date of birth and the correctional facility where the GED® test was taken as well as their new address, phone number and e-mail address so the account can be updated.
- Once their account is updated, test takers must use the updated e-mail address to log in and then click “*Forgot Password*” in order to reset their password.
- Once test takers have successfully logged in, they will be able to see scores, continue studying and schedule any remaining tests.

Important Note: If test takers do set up new MyGED® accounts after their release, they will also need to merge their Department of Correction MyGED® account with their newly updated account. Please contact Sabrina Mancini at sabrina.mancini@ct.gov or at 860-807-2110 in order to merge duplicate accounts.

New way for students to obtain GED® News

There is a new way for students to get the latest news on promotions and updates about the GED® program through text messaging! This free service offers students customized messages to help keep them motivated to continue their studies.

Encourage your students to sign up for text message alerts by logging into MyGED® and clicking on “*Edit/Complete my profile*” under their name. They can then sign up for text messaging by editing their “*Contact Preferences*.”

Workforce Innovation and Opportunity Act (WIOA) Update

The “draft” of Connecticut’s Unified State Plan is available on our adult education Web site at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320694&sdePNavCtr=|45472|#45553> for public comment until February 1, 2016. Be sure to follow the directions and **submit any comments pertaining to Title II, Adult Education and Literacy** of the Unified State Plan directly to Susan Pierson at susan.pierson@ct.gov no later than February 1, 2016.

Be advised that the guidance regarding competition for new PIP grants under WIOA was e-mailed on December 15, 2015, to all adult education directors, CEE agency heads and PIP grantees. It stated, “*There will be no new competition for federal funds (PIP grants) until January 2017, for grants in 2017-18. The 2016-17 PIP grants will be continued in the same manner as 2015-16.*”

Career Pathways

A survey will be disseminated from the Bureau in early January. Please be sure to take time to complete the survey before it closes on January 30, 2016. If you do not receive the survey by January 15, 2016, please contact Susan Pierson at susan.pierson@ct.gov.

College and Career Readiness Standards (CCRS)

The College and Career Readiness implementation training has been actively taking place since September 2015. Trainers, Aileen Halloran, Kristin Berenson, Connie Rivera and Christine Bjork have already instructed approximately 200 staff from 18 adult education programs.

Full implementation of CCRS is required to begin no later than July 2017. All adult education teachers, ABE/GED, CDP and Advanced ESL, must be trained before that time. ESL Standards are being developed currently and should be available in 2017. Thank you to all of those programs who stepped up to take on the challenge of early implementation.

FY 2015 State and Local Program Profile Reports

The final FY 2015 State and Local Program Profile reports for all state and federal adult education program providers will be available by February 1, 2016 and 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

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 29, 2016**. 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.

National External Diploma Program (NEDP)

Refresher training for the NEDP will be held in February for those advisors/assessors who have not used the new online NEDP during this past year and for those who would like a review. Registration may be done through the CREC Protraxx system. If you have not received the information regarding the upcoming training, please contact Astrid Robitaille at arobitaille@crec.org.

Functional Writing Assessment (FWA)

In July of FY 2015-16, the CSDE sent a notice indicating that Connecticut would no longer use the CASAS Functional Writing Assessments (FWA). Any adult education program that still has not returned the assessment/picture prompts with the inventory form is requested to do so now. Please return all materials to Susan Pierson at 25 Industrial Park Road, Middletown, CT 06457. Contact Susan Pierson at susan.pierson@ct.gov if you need an inventory form or if you have any questions.