



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 6, 2017

SUBJECT: Adult Education Operational Memorandum #03-17

- Statewide Policy Forum, Friday, January 13, 2017
- FY 2016-17 Adult Education State Grant Application Revision - Forms ED-245 and ED-245A
- FY 2017-18 Preliminary Adult Education Support Percentages
- FY 2017-18 Adult Education State Grant Application – Forms ED-244 and ED-244A
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- GED® Update
- Workforce Innovation and Opportunity (WIOA) Update
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- FY 2016 Final State and Local Program Profile Reports
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- National External Diploma Program (NEDP)
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Statewide Policy Forum, Friday, January 13, 2017

NEW Location! The next policy forum will be held on **Friday, January 13, 2017**, from 9:00 a.m. to 12 noon at the **Energize CT Center**, <http://www.energizect.com>, 122 Universal Drive N, North Haven, CT 06473 in the Target Shopping Center near Panera Bread.

Directors may bring one Program Facilitator to the forum. **Space is limited so no more than two from each program are permitted to attend.** REMINDER: Refreshments will NOT be provided.

In the event of delays/cancellations due to the weather, please call **860-807-2121** after **7:00 a.m. on the** morning of January 13, 2017, 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 2016-17 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 2016-17 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education by **Wednesday, March 15, 2017**. The application forms along with the **Excel Budget Narrative Template** that includes the ED-114 Budget Revision Form are available on the Adult Education Website:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=|45472|#45554> .

Be sure to include the Excel document, a copy of the current FY 2017 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 2017-18 Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2017-18 are located on the Adult Education Website:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684&sdePNavCtr=|45472|#45554>.

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. A copy is also included with this e-mail. If you have any question or concerns regarding the preliminary support percentages, please contact Marcy Reed at 860-807-2130 or marcy.reed@ct.gov.

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

The FY 2017-18 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, 2017**, 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 e-mailed 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 2016-17 reports and the **revised** Excel budget templates were e-mailed to program directors on December 28, 2016. The report forms and budget templates with instructions can also be found at

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320696&sdePNavCtr=|45472|#45552>

NEW! This year programs are required to mail ONE original copy with original signatures and ALSO e-mail everything to susan.pierson@ct.gov. All reports and budget revisions are **due to the Bureau by Friday, February 17, 2017, no later than 3:00 pm on that day**. Our new address will be 450 Columbus Blvd, Suite 504 in Hartford. Do not mail or bring anything to that building before January 23rd. Please do not send anything to the Middletown office.

GED® Update

GEDPrep Connect™

GED Testing Service has expanded the capability and features of GEDPrep Connect™ through GED Manager™. GEDPrep Connect™ helps GED® candidates find teachers in their local area, by routing them to the Adult Education Locator when they create their account on GED.com. Furthermore, lists of GED® candidates who express interest in a program will be shared with adult educators.

Adult Education Programs will soon have access to data about active students and students interested in your program and will be able to connect more easily with testers and manage their progression through the GED® program. GEDPrep Connect™ is able to identify additional information such as candidate testing results, GED Ready scores, if potential candidates would like to be contacted, etc.

GED Works™

The GEDWorks™ program includes the tools a student needs to successfully prepare for and pass the GED® test. Students are provided access to a GED Advisor™, online and/or print GED® study materials, and connections to local adult education programs, practice tests, GED® test attempts, and more. Walmart has announced they will be expanding the GEDWorks™ program to benefits-eligible family members of their 1.5 million U.S.-based employees. For the past year, Walmart employees were able to participate in GEDWorks™. Now, even more adults will be eligible through this program. If you have a current student who is a benefits-eligible family member of a Walmart employee, they should register on GED.com (or update their existing account) and select Walmart as their employer. They will have to provide the store location and employee ID of their family member who works at Walmart.

Please contact Sabrina Mancini at sabrina.mancini@ct.gov or at 860-807-2110 for any questions.

Workforce Innovation and Opportunity Act (WIOA)

Connecticut's final approved Unified State Plan (USP) and the condensed Adult Education portion of the USP are found here: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320694&sdePNavCtr=|45472|#45553>
The new Request for Proposal (RFP) will be available by mid-February. A Bidders' Conference will be held and advertised in local newspapers as well as emailed to all existing adult education programs. Timelines are still being established for this process.

Career Pathways

The Career Pathways Taskforce has been working hard on developing a series of Career Pathways Forums. The first forum was held on Friday, November 18, 2016. Mark Polzella from the Department of Labor and David Doukas from the Bureau of Rehabilitative Services spoke about WIOA from the perspective of their respective agencies. On Friday, January 6 the second forum features speakers from all five of the Workforce Boards. Future forums will provide information on best practices, and a gathering of materials that will be compiled into a Toolkit for programs.

College and Career Readiness Standards (CCRS)

The College and Career Readiness implementation training has been actively taking place since September 2015. ATDN trainers have already instructed more than 200 staff from more than 18 adult education programs in the 100 series.

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. Training sessions (200 Series) are scheduled in the spring for those lead staff who have been trained in the 100 series. Each program needs one lead person to be trained in the 200 series.

Stipends are still available to programs when staff have completed all components of the training.

The English Language Proficiency Standards (ELPS) have been developed and are available this year.

OCTAE will be providing instructional webinars on using the ELPS beginning in the spring.

Stay tuned for more information and training in the ELPS.

FY 2016 State and Local Program Profile Reports

The final FY 2016 State and Local Program Profile reports for all state and federal adult education program providers will be available by February 1, 2017 and may be accessed from the Adult Education Web site at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=321924&sdePNavCtr=|45570|#45575>

CARS Data Entry

Important Reminders:

CARS data entry for the first semester including attendance, achievements, credits earned, assessment, etc. is to be completed by **Friday, January 27, 2017**. 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.

When transferring credits in the AHSCDP, please list the individual courses separately and do not group together.

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.

Please validate the unique ten-digit Educator Identification Number (EIN) on the staff screen and ensure the years of teaching experience in adult education **for your staff is current and correct.**

- Please count only the years of teaching experience in adult education and select one of three choices from the drop-down list:
 - Less than 1 year
 - 1-3 years
 - More than 3 years

CASAS

Reading:

All programs should be using **CASAS Reading Appraisal Form 80**. **Reading Appraisal Form 50** will be “retired” at the end of FY2018. You may continue to use it this year and there is no need to retest those who may have already taken Reading Appraisal Form 50.

CASAS

Math:

All programs may begin using **CASAS Math Appraisal Form 80** effective immediately or **Math Appraisal Form 50**. Programs may continue to use Form 50 this year and there is no need to retest those who may have already taken Math Appraisal Form 50.

National External Diploma Program (NEDP)

The new College and Career Competency Instrument (CCCI) and Manual have been released by CASAS. An overview of the CCCI was offered in December and another session will be offered in the spring.

The NEDPC Conference will be held on February 1-3, in Alexandria, VA. CASAS will be represented at the conference as well as many interesting, relevant sessions provided by NEDP staff from VA, DC, CT and MD.

Reminder: All NEDP PIP grantees must send staff to the NEDPC Conference to be compliant with the priority area requirements. This conference does not happen every year, so CT NEDP program staff should be well represented. For more information, please contact Amy Shea at amy.shea@aded.naugatuck.k12.ct.us

New Adult Education Disability Documentation Form

The Disability Task Force has developed a draft of a new AE Disability Documentation Form which will be discussed at the Policy Forum. The intention is to inform our adult education staff to properly collect and identify information needed to assist our students who may have special needs or disabilities.