



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 3, 2019

SUBJECT: Adult Education Operational Memorandum #02-19

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Statewide Policy Forum, Friday, January 11, 2019

The next policy forum will be held on **Friday, January 11, 2019**, from 9:30 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 11, 2019**, 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 2018-19 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 2018-19 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education by **Friday, March 15, 2019**. 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: <https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants/Documents>.

All paper copies with original signatures must be mailed to the CSDE. Be sure to include the Excel document, a copy of the current FY 2019 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 2019-20 Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2019-20 will be located on the Adult Education Website <https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants/Documents> as soon as they are available.

These percentages are based on current law and are considered preliminary in nature until approved by the General Assembly. 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 2019-20 Adult Education State Grant Application - Forms ED-244 and ED-244A

The FY 2019-20 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, 2019**, 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. The ED-244 and ED-244A forms for FY 2019-20 can be found on the CSDE website: <https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants/Documents>.

Program Enhancement Projects Mid-Year Report and Budget Revision

Recipients of Federal Program Enhancement Projects (PEPs) are required to complete a mid-year self-monitoring report. **Any necessary budget revisions must also be submitted.** These modified 2018-19 reports and the **revised** Excel budget templates were e-mailed to program directors on December 20, 2018. The report forms and budget templates with instructions can also be found at ct.gov/SDE/federal/grants

Be sure 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**, 450 Columbus Blvd, Suite 508, Hartford, CT 06103 **by Thursday, February 14, 2019, no later than 3:00 pm on that day.** Please note that our office is closed on Tuesday, February 12th in observance of Lincoln's Birthday.

Federal Program Enhancement Projects NEW Competition and RFP

SDE was monitored by OCTAE in October 2018. The final report should be received in January. There is a strong possibility that there will be a new competition and RFP for the federal AEFLA grant. The priority areas will most likely be the same but fewer grants will be awarded. "Demonstrated Effectiveness" is a high priority in determining grant awards for the upcoming 2019-20 grant year.

Integrated English Language and Civics Education (IELCE)

In the IELCE Program, literacy, English language acquisition, and civics education must be **delivered in combination with** integrated education and training activities. SDE is providing technical assistance for program providers receiving IELCE funding and will be conducted by Maureen Wagner during the months of January and February. Since there are 21 grantees, we must limit the number of onsite visits for the sake of practicality. Grantees who have been selected for the onsite technical assistance visit will receive notification one week before the visit. A self-assessment tool will be emailed to all grantees.

A mandatory meeting of the IELCE grantees will be held on February 20th at the Meriden Public Library. An email notification with more details was sent to all grantees.

GED® Update**GED Professional Development**

GED Testing Service will return to Connecticut to present at the annual CAACE Conference in March.

GED Testing Service Conference

Save the date: July 24-26, 2019 in Chicago, Illinois

GED Ready Process

GED Ready purchasing has been streamlined for test takers and can now be purchased directly online at www.GED.com under the study tab. Students will receive an email order confirmation. If the test taker has an existing account within GED.com, they will receive an email allowing them to access the GED Ready purchase. If the student has not created an account or the email does not match one within the GED.com database, they will receive an email prompting them to create an account to be able to use the GED Ready purchase.

Please note that anyone who is redeeming a voucher should be done through the link: “Have a voucher? Redeem [here](#)”. Students should NOT the “coupon code” field in the “buy now” link to redeem a GED Ready voucher.

GED Manager

Every 90 days, GED Manager users are required to update their password. This is a security feature. Additionally, if someone had access to GED Manager, but has not accessed their account in six months, it will automatically be deactivated.

GED Reasoning through Language Arts (RLA) Update

Reminder: Changes are coming to the RLA test screen in 2019.

In a recent webinar, GED Testing Service reviewed the updates coming to the RLA test interface in 2019 and discussed ongoing research they are doing to improve the usability and effectiveness of the GED score reports. The full presentation and a downloadable pdf are [available here](#).

RLA Extended Response Scoring Tool

This new tool will help educators score and provide meaningful feedback to students on their Extended Responses. Although the tool is designed to be used with the GED Ready Practice Test, it can be used

with other practice questions in the classroom! Using the tool, an educator can download the GED Ready passages and prompts from within the tool, easily tabulate a score on each of the three traits and obtain an overall score and personalize a printable ER feedback report for each student. The scoring tool can be [accessed here](#).

CASAS and GED Relationship Study

CASAS and the GED Testing Service® are conducting a joint study that helps build a concordance table between the GED Ready test (also the GED test by extension) and the new CCR-aligned CASAS Reading GOALS test. This is a replication of a study that was done back in 2014-15.

Policy for GED® Ready Requirement

There will be a new policy regarding GED® testing in Connecticut. All GED test-takers will be required to take the GED Ready, the official practice test, prior to taking the actual GED. Test-takers will be required to score at the “Likely to Pass” level in one subject before taking the actual GED test in the same subject. There is no expiration date to the GED Ready tests and there will be no changes to the registration process at local programs.

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

Workforce Innovation and Opportunity Act (WIOA)

In compliance with WIOA, Title II, Adult Education must file an end of year report each year. The report includes a narrative of accomplishments for the year, a federal financial report showing how federal funds are spent, and our assessment policy for 2018-19. A data quality checklist and data tables were submitted on October 1st which is the new reporting date. As we transition to WIOA, the data we collect is changing and new tables are required for reporting in 2019. Therefore, we will be calling on providers to supply us with any information required to be in compliance with the regulations.

College and Career Readiness Standards (CCRS)

The College and Career Readiness implementation training has been actively taking place. All adult education teachers, ABE/GED, CDP and Advanced ESL, must complete the 100 series training. Each program needs one lead person to be trained in each of the 200 series. Training sessions for the 200 series are ongoing for those lead staff who have completed the 100 series. SDE and CCRS trainers will be meeting with the coaches who helped us develop our trainings and sustainability plan in February. The English Language Proficiency Standards (ELPS) have been developed and all three online training modules have been released by OCTAE. Training on the ELPS will be held on ESL Day.

FY 2018 State and Local Program Profile Reports

The final FY 2018 State and Local Program Profile reports for all state and federal adult education program providers will be available and may be accessed from the Adult Education Web site at <https://portal.ct.gov/SDE/Services/Adult-Education/Adult-Education-Reports>

CARS Data Entry

Important Reminders:

The updated CARS Data Entry forms will be emailed during the week of January 14th.

CARS data entry, including attendance, achievements, credits earned, assessment, etc. is to be completed by **Friday, January 25, 2019**. 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.

Providers must also use the “data verify” feature on the CARS Web Site to ensure that their data are error free. Remember, “warnings” indicate data anomalies and may require corrective action while “errors” must be corrected unless indicated in writing by the CSDE.

Additionally, a safeguard was established a year ago to eliminate users from creating a duplicate in the CARS database. Any CARS user can click “Attempted Duplicates” in the Admin menu to see the list.

All data from the Student Information Form must be thoroughly completed before being entered into CARS. In particular, be sure that students have included their social security number. These data are critical for our federal reporting. Please use the Data Downloads feature available in CARS to see the percentage of students missing an SSN.

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. This needs to be updated every year. Directors should be reviewing for accuracy.

CASAS NRS Approved Assessments for ABE/GED approved through 2025:

Reading GOALS (900 Series)

Math GOALS is pending approval

CASAS NRS Approved Assessments for ESL approved through Feb 2021:

Life and Work Reading (80 Series)

Beginning Literacy, (Forms 27/28)

*Life and Work Listening (980 Series) **expires June 2019**

Listening GOALS is pending approval

National External Diploma Program (NEDP)

NEDP trainers have been busy! We just completed the three day new Advisor/assessor training for 14 staff from eight programs! A Refresher training for those advisor/assessors who have not completed a portfolio in the past year was held in October and the Evaluation Workshop was held in December. The new Home Management checklist and task is being developed and its release should be at the annual NEDP spring meetings. Stay tuned!

Career Pathways

The Career Pathways Taskforce has created a Toolkit of information and activities. Please contact Marcy Reed if you are interested in having a demonstration at your local program’s PD sessions. Use the link to request dates or submit requests using this link:

https://sdect.co1.qualtrics.com/jfe/form/SV_41ph3btF9YkxYdD

The Toolkit can be found at <https://sites.google.com/danbury.k12.ct.us/career-pathways-toolkit/>

Conference on Serving Adults with Disabilities was moved to October to coincide with National Disability Awareness month. Thanks to the Disability Focus Group and the diverse presenters for a well-attended conference with over 250 participants from many different agencies and programs.

Plans for the 2019 conference are underway!

ESL Day

ESL Day will be held on Friday, February 1 at CREC, 111 Charter Oak Ave, Hartford, CT. The morning sessions will focus on the English Language Proficiency Standards. There will be a session for those who have limited or no experience aligning lesson content facilitated by Aileen Halloran and Michelle Foertsch, and a session for those who have significant experience and want a 'deeper dive' facilitated by Susan Kocaba and Erica Walden. The afternoon session will feature Erika Taylor from U.S. Citizenship and Immigration Services (USCIS) who will discuss the changes in immigration procedures and also the many new resources on the USCIS website. You may register for the morning or afternoon sessions or both. Bring your own lunch if you are attending for the entire day. For more details and to register, go to the ATDN PD section at EdAdvance:

<http://edadvance.org/adult-learners/atdn-professional-development>

Family Literacy

A meeting of the Family Literacy grantees will be held in collaboration with the Friday CAFÉ on Friday, February 1st at the Wadsworth Mansion in Middletown. Lauri Digalbo will be the presenter with a meeting of the grantees following. More details regarding content and registration will be emailed in January.

STAR: Student Achievement in Reading

The Student Achievement in Reading (STAR) initiative for the training of teachers on evidence-based reading instruction is one of the longest-running investments by OCTAE, having been continuously funded since 2001 and now being implemented in 21 states. The STAR initiative for the training of teachers on evidence-based reading instruction is one of the longest-running investments by OCTAE, having been continuously funded since 2001 and now being implemented in 21 states. Research shows how this intervention has had a positive impact on student outcomes as well as spurred supportive programmatic changes.

STAR instruction is designed for the reader who is at a grade 5 level, which corresponds to a CASAS score between 210 and 230, or ABE. Although the target population is ABE, students with reading scores in that range may be participating in CDP or other programs. The STAR instruction model is beneficial for students reading at lower levels, and is a proven set of strategies for raising student performance.

Connecticut is a STAR partner state and is looking for a few programs to pilot this year. Contact Marcy Reed for more information to pilot the STAR program.