



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 2, 2020

SUBJECT: Adult Education Operational Memorandum #02-20

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Statewide Policy Forum, Friday, January 10, 2020

The next policy forum will be held on **Friday, January 10, 2020**, from 9:30 a.m. to 12 noon at the New Britain High School, 110 Mill St. in the Lecture Hall. Please enter through the door between the Auditorium and the Lecture Hall. Do NOT use the Main Entrance. Directors may bring a Program Facilitator to the forum. Coffee will be provided by New Britain Adult Education.

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 10, 2020, and listen to the voice mail message for the latest updates. If New Britain schools are closed that day, the meeting will be cancelled or postponed.

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 2019-20 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 2019-20 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education no later than **Monday, March 16, 2020**. 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 2020 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 payments must be included with the submission of the ED-245A.**

FY 2020-21 Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2020-21 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 2020-21 Adult Education State Grant Application - Forms ED-244 and ED-244A

The FY 2020-21 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, 2020**, 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 2020-21 will 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 2019-20 reports and the **revised** Excel budget templates were e-mailed to program directors on December 18, 2019. The report forms and budget templates with instructions can also be found at <https://portal.ct.gov/SDE/Adult-Ed/Federal/Federal-Legislation-and-Grants/Documents>

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 13, 2020, no later than 3:00 pm on that day.** Please note that our office is closed on Wednesday, February 12th in observance of Lincoln's Birthday.

Federal Program Enhancement Projects NEW Competition and RFP

SDE has written a new RFP for FY 2021 which is under review by OCTAE. The priority areas are much the same but are structured differently and we expect fewer grants to be awarded.

“Demonstrated Effectiveness” is a high priority in determining grant awards for the upcoming 2020-21 grant year.

A Bidders’ Conference will be scheduled in the spring when the RFP is released. All questions can be answered at that time. Stay tuned!

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 (TA) for program providers who receive IELCE funding. This TA has been and continues to be conducted by Maureen Wagner. A successful meeting of grantees was held in December and another will be scheduled for the spring. An email notification with more details will be 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 2020 in Atlanta, Georgia

GED.com Process

Demo environment available for adult education programs or test centers

This demo will provide a walk-through of the GED.com process without having to create a faux account on the actual website. Educators and test administrators can access the [demo here](#). **When you go to the site you may see a warning stating “Your connection is not private.” You will see this because it is a demo site and not a public-facing website. Please click the “Advanced” button and proceed, you should only have to do this once.*

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.

New English and Spanish marketing flyers:

Use the new flyers to help promote your GED program or test center. Download and print the free pdfs and find other resources on the [“Promote Your Program” webpage](#).

Do not inform Testers of their score(s) and credentialing status

This is a reminder that you should never tell a Tester what their scores are and/or whether or not they earned their GED. Please inform Testers that they will receive an email letting them know when we have posted scores in their account.

New ‘Student-Authorized View’ Users

All Adult Educators with Student-Authorized View (otherwise known as Prep Connect) will receive email notifications when an individual selects their program. GED Manager users with Student-Authorized View access will have to log into GED Manager and go to “Manage GED Prep Connect Enrollment” to get more information about the Tester. Once you are in this part of GED Manager you must select “Interested” in the “Status” field and select a date range to view the list of Testers who have recently selected your prep center.

PathSource

Students can access the free career exploration tool through their GED.com accounts. Through PathSource, students can take a career assessment, watch videos of real people at work, and access career summaries and salary information.

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 2020-21. A data quality checklist and data tables were submitted on October 1st. The data we collect is changing and new tables are required for reporting in 2020 as required by WIOA. Therefore, we will be calling on providers to supply us with any information required to be in compliance with the regulations.

SDE is a core partner in the Unified State Plan. A new plan is required to be submitted by March 1, 2020. We are in the process of writing the Title II, Adult Education section.

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, must complete the 100 series training. Each program must have at least 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. Also, ATDN at EdAdvance has developed online training courses for the 100 series of CCRS. More information will follow regarding these. As we transition to the development of new trainers, we will offer a session in January for teachers who may be interested in becoming a CCRS trainer. If you want to recommend someone, please contact Susan Pierson at susan.pierson@ct.gov

The English Language Proficiency Standards (ELPS) have been developed and all three online training modules have been released by OCTAE. Face to face trainings are ongoing.

FY 2019 State and Local Program Profile Reports

The final FY 2019 State and Local Program Profile reports for all state and federal adult education program providers are 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

CARS data entry, including attendance, achievements, credits earned, assessment, etc. is to be completed by **Friday, January 31, 2020**. 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.

Connecticut Competency System (CCS) Facilitator Trainings:

- Friday, January 24, 2020 10:00 am-4:00 pm, Meriden Library
- Wednesday, May 6, 2020 9:00 am-3:00 pm, ACES, Hamden

Regional CCS Program Facilitator Meetings:

- March 12, 2020 1:00 pm, East Haven Adult Education
- March 19, 2020 1:30 pm, Waterbury Adult Education
- March 20, 2020 9:30 am, L.P. Wilson Community Center, Windsor

Register at: <https://ed-advance-atdn-workshops.coursetorm.com/category/connecticut-competency-system-ccs-program-facilitators-topspro-e-testing>

CASAS NRS Approved Assessments for ABE/ASE (CDP, GED, NEDP):

Reading GOALS (900 Series) **approved through February 2025**

Math GOALS (900 Series) **approved through March 2022**

CASAS NRS Approved Assessments for ESL:

Life and Work Reading (80 Series) **approved through February 2021**

Beginning Literacy, (Forms 27/28) **approved through February 2021**

Life and Work Listening (980 Series) **approved through February 2021**

National External Diploma Program (NEDP)

NEDP trainers have been busy! We just completed the three day new advisor/assessor training for 10 staff from six programs! The Evaluation Workshop was held in October. A Refresher training for those advisor/assessors who have not completed a portfolio in the past year will be held in February. The new Home Management checklist and task has been developed and is housed in Schoology in draft form. We are asking those who use the checklist with an NEDP student to be sure to complete the survey. The information is needed to guide us toward any changes before it becomes a final document.

NEDPC Conference

The National External Diploma Program Council Conference will be held in CT at the Foxwoods Resort on April 27-29, 2020. More information will be distributed and presented at the Policy Forum.

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

Conference on Serving Adults with Disabilities was held in 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 2020 conference are underway!

ESL Day

ESL Day will be held on Friday, March 6, 2020 at the MDC Training Center, 125 Maxim Road, Hartford. We are currently developing the agenda and will have more information posted on the ATDN portion of the EdAdvance website. A flyer and additional details will be e-mailed to all programs as soon as details are finalized.

Census 2020

Census 2020 is coming very soon! Please continue to discuss the importance of the census with your staff and students. There is much information and many resources for classrooms on the NELRC web site: <https://nelrc.org/stand-up-and-be-counted/census2020/>
<https://nelrc.org/stand-up-and-be-counted/census2020/state-specific-information/>