



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 8, 2021

SUBJECT: Adult Education Operational Memorandum #02-21

- Statewide Policy Forum, Friday, January 15, 2021
- FY 2020-21 Adult Education State Grant Application Revisions
- FY 2020-21 Preliminary Adult Education Support Percentages
- FY 2021-22 Adult Education State Grant Application – Forms ED-244 and ED-244A
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- National External Diploma Program Council (NEDPC) Conference
- Career Pathways
- Conference on Serving Adults with Disabilities
- ESL Day
- Citizenship Webinar with USCIS

Statewide Policy Forum, Friday, January 15, 2021

The next policy forum will be held virtually on **Friday, January 15, 2021**, from 9:30 a.m. to 12 noon.

Please register for the Adult Education January Policy Forum on Jan 15, 2021 9:30 AM EST at:

<https://attendee.gotowebinar.com/register/451765550325093648> After registering, you will receive a confirmation email containing information about joining the webinar.

FY 2020-21 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 2020-21 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education no later than **Monday, March 15, 2021**. 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> **NO PAPER COPIES ARE REQUIRED.** Scanned ED-245/245A forms (with superintendent signature) along with the **EXCEL** version of the Budget Templates should be e-mailed to Marcy.Reed@ct.gov on or before March 15 at 3:00 p.m.

Because this is a revision and the cooperating superintendents have already signed off on the tuition amounts on the ED-244 as well as in the eGMS, the cooperating superintendent signatures on the ED-245 are not necessary. Please do not submit revised cooperator amounts.

The page for Provider superintendents to sign has been left in place and those signatures are required. In lieu of the Current Program Profile, please submit NRS tables 1, 2, 3 and 4b. Please supply links to the most recent brochure, or attach an electronic version with the ED-245/245A.

Please do not enter any revisions into the eGMS until you are notified that the submitted budget is approved. At that time, revisions may be entered into the eGMS.

Cooperating Eligible Entity (CEE) grantees are reminded that evidence of private source payments must be included with the submission of the ED-245A. **There will be additional communication to CEE Directors regarding how the evidence of private checks should be documented to preserve the privacy of the donors.**

Preliminary Adult Education Support Percentages

The Adult Education Preliminary Support Percentages for fiscal year 2020-21 are on the adult education website: <https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants/Documents> Preliminary Support Percentages for FY22 will be posted as soon as they are available.

FY 2021-22 Adult Education State Grant Application - Forms ED-244 and ED-244A

The FY 2021-22 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, 2021**, 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 2021-22 will be found on the CSDE website: <https://portal.ct.gov/SDE/Adult-Ed/State/Adult-Education-State-Grants/Documents>. Directors will be notified forms are available and the notifications to superintendents has been distributed.

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 2020-21 reports and the **revised** Excel budget templates were e-mailed to program directors on December 18, 2020. 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>

Since traditional program profiles are not available, please PDF Tables, 1, 2, 3, and 4b and email them with your report. Email was sent on January 7th with updated information.

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 Wednesday, February 4, 2021, no later than 3:00 pm on that day.**

Program Enhancement Projects NEW Competition and RFP

SDE is writing a new RFP for FY 2022. The priority areas are much the same but are structured differently and fewer grants will be awarded.

“Demonstrated Effectiveness” is a high priority in determining grant awards for the upcoming 2021-22 grant year.

A Bidders’ Conference will be scheduled in the early 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 has provided technical assistance (TA) for program providers who receive IELCE funding. A successful meeting of grantees was held in December. Looking ahead to the new RFP, the expectation is that fewer IELCE grants will be awarded but in larger amounts. Collaborations will be encouraged to achieve the goals of this program.

GED® Update

GED Ready Requirement

Test-takers can be released to schedule one subject at a time, but are required to take the GED Ready in the same subject and score in the green, “Likely to Pass” range in order to schedule. The Online Proctored (O.P) tests require the GED Ready green to be within the 60 days of scheduling the test.

GED Test Subjects

GED test subject times have been updated to reflect time for instructions and breaks
https://ged.com/about_test/test_subjects/

Online Proctored (O.P.) GED Test

The Two-Part Webinar Series on policies, questions and preparing students for the Online Proctored (O.P.) GED Test can be found here:

https://ged.com/educators_admins/teaching/professional_development/webinars/

Note: Test-takers must be at least 18 years old to take the GED online.

GED Retest Policy

- A failed OP test can be retaken at a test center
- A failed CBT test can be retaken using the OP platform
- A failed OP test cannot be retaken using the OP platform for the same subject.

Please contact Sabrina Mancini at sabrina.mancini@ct.gov 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 2021-22. A data quality checklist and data tables were submitted in early November. The narrative and the Assessment Policy for FY 2021-22 were submitted on 12/28.

Governor's Workforce Council

The statewide workforce board is now named the Governor's Workforce Council (GWC). The Adult Education Unit at SDE has been in numerous conversations with interested members of the Council. We expect to be involved in a committee with the GWC which includes some Adult Education Program Directors in early 2021.

FY 2020 State and Local Program Profile Reports

The final FY 19-20 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>

Please note: The Program Profiles are being "built" in LACES and should be ready by April. Specific information, previously found on the Program Profiles, currently can be located in LACES in various locations.

LACES

Please ensure that all enrollments, attendance, and assessments are entered into LACES by the end of February.

Adult High School Credit Diploma Program (AHSCDP) LACES webinar

LACES is hosting a webinar on Tuesday, January 12, 2021 from 10:00-11:30 for all agencies that offer the Adult High School Credit Diploma Program. Please email sabrina.mancini@ct.gov if you did not receive the meeting link. The training will be recorded.

Connecticut Competency System (CCS) Wrap Up Training for New Facilitators:

- **January 22, 2021, 1:00 pm - 3:00 pm**
- Kindly have all interested participants register at: <https://ed-advance-atdn-workshops.coursetorm.com/category/connecticut-competency-system-ccs-program-facilitators-topspro-e-testing> and allow enough time to do the prework.

The CASAS Implementation Basics training explains the foundational framework of the CASAS System and CASAS Competencies, as well as introduces additional tools and resources recommended to select, administer and score both paper/pencil and eTest versions of CASAS tests, interpret test results, and identify curriculum support materials to enhance instruction.

Please note the CCS Training will be delivered differently this year and requires completion of all pre-work prior to participating in the CCS Training Wrap Up.

1. Enroll in, and complete CASAS Implementation Training Modules 1, 2, and 3 on the CASAS Training website and email your certificates of completion to robetaille@edadvance.org
2. Enroll in, and complete CASAS Proctor Remote Testing Certification on the CASAS Training website and email your certificate of completion to robetaille@edadvance.org
3. Attend the Connecticut CCS Training Wrap Up, held remotely, on January 22, 2021. Zoom Link to follow by January 21, 2021

A Certificate of Completion will be generated following the completion of this course. This workshop is appropriate for NEW CCS Program Facilitators and Adult Education Directors.

Monthly CCS Program Facilitator Meetings:

- January 21, 2021 1:00 pm
- February 25, 2021 1:00 pm
- March 18, 2021 1:00 pm
- April 22, 2021 1:00 pm
- May 27, 2021 1:00 pm

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

NEDPC Conference

The National External Diploma Program Council Conference will be held virtually on April 30, 2021. More information will be shared at the Policy Forum.

Career Pathways

A session for directors and career counselors will be scheduled for March of 2021. An invitation will be sent out when the date is finalized.

Conference on Serving Adults with Disabilities will be held virtually on May 7, 2021. Thanks to many years of support from various agencies in CT, this conference will be **free!** The keynote speaker will be supported through funding from the Department of Labor. Final plans for the 2021 conference will be announced soon!

ESL Day

An ESL Day will be held in late February or early March virtually. We are currently negotiating with the presenter and will be providing additional information after the holidays.

Citizenship Information

John McCarthy from USCIS will be joining us virtually for an informational session on the new 2020 Citizenship Test as well as requirements for scheduling interviews. Directors, ESL and Citizenship teachers are welcome to register for this session. Once you register, you will receive an e-mail acknowledgement that will come from **GoToMeeting** which is the host for this event. PLEASE do not respond to that email or use it for communication – if you have questions or concerns before or after the session, please send them to me directly – Marcy.Reed@ct.gov

Attendees will be able to ask questions during the webinar in the chat section.

Please register for USCIS Naturalization Information on Friday, January 15, 2021 1:00 PM EST at: <https://attendeegotowebinar.com/register/480793826059699952>