



Missouri Division of Workforce Development
DWD Issuance 26-2015

Issued: June 22, 2016
Effective: June 22, 2016

Subject: Adult Education Classes to Prepare Workforce Customers to Achieve a High School Equivalency

- 1. Purpose:** This Issuance establishes Division of Workforce Development (DWD) policy on eligible providers for customer Adult Education and Literacy (AEL) training preparatory to sitting for a high-school equivalency exam. Concurrently, it reaffirms the primacy of the authority of the AEL Office of the Missouri Department of Elementary and Secondary Education (DESE) to certify provider eligibility.
- 2. Background:** The Workforce Innovation and Opportunity Act (WIOA)¹ focuses on eliminating redundant services and expending funds to offer services available through other partners.² WIOA Title II, the Adult Education and Family Literacy Act (AEFLA),³ is one of the six WIOA core programs. WIOA identifies individuals as having an inherent barrier to employment⁴ if they are English language learners, have low levels of literacy, or face substantial cultural barriers.

AEFLA's purpose is to create partnerships among the federal government, states, and localities to provide, on a voluntary basis, AEL activities that assist adults to become literate and to obtain the knowledge and skills necessary for employment and economic self-sufficiency. Included in this purpose is assisting adults to attain a secondary school diploma and to transition to postsecondary education and training, and assisting immigrants and other individuals who are English language learners.⁵

WIOA Title I-funded AEL activities include English language acquisition and integrated education concurrently or in combination with workplace training programs.⁶ AEL training upgrades basic educational skills in preparation for future training, future employment, or retention in present employment. It may include such curriculum as remedial reading, writing, mathematics, literacy training and study skills, English for non-English speakers, bilingual training, and high school equivalency preparation.⁷

The AEL office of the DESE administers Title II of WIOA, "Adult Education and Literacy," for the U.S. Department of Education (ED) in Missouri. DESE is the One-Stop

¹ Pub. Law 113-128 [29 U.S.C. 3101 et seq.].

² WIOA Sec. 2(2) "Purposes": "(2) To support the alignment of workforce investment, education, and economic-development systems in support of a comprehensive, accessible, and high quality workforce development system in the United States."

³ Title II of Pub. Law 113-128 [29 U.S.C. 3271 et seq.].

⁴ WIOA Sec. 3(24)(I), "Individual with a Barrier to Employment."

⁵ WIOA Sec. 202.

⁶ WIOA Sec. 134(c)(3)(D)(x).

⁷ Participant activity definition, DWD Issuance 10-2105, "WIOA Participant Activity Codes and Definitions," December 2, 2015, Attachment 1, page 4.

delivery System⁸ Partner funded to offer education and classes to help clients achieve a High School Equivalency (HSE) and English Language Learning.

3. **Substance:** If Local Workforce Development Boards (Boards) use federal funding to provide education toward obtaining an HSE, they *must* use providers designated by DESE AEL to provide these services. (WIOA Title I funding may be used *only* for WIOA Title I enrolled participants.) DWD Issuance 14-2014⁹ addresses optimum policy-making authority for AEL for Boards.

AEL funding is not currently sufficient to have complete coverage of the State. If the One-Stop Center (Missouri Job Center) has a documented number of Adult Education students who do not have access to existing AEL classes, the Board staff is to follow these steps:

1. **Request Class(es) from AEL** - Contact the local DESE-funded AEL program office for assistance in adding class capacity or locations to serve the number of documented students. (Minimum student requirements vary by local program.)
2. **Board funds AEL Teacher/Class** - If the local AEL office does not have the funding to meet the above education request, it is permissible for the Board and an AEL program to negotiate an agreement to create additional classes. All classes must be delivered as part of the AEL program. WIOA Title I funds may be used only when classes (including any type of instruction to prepare for high school equivalency obtainment) are under local AEL management. AEL management would include, but not be limited to, the following:
 - a. The State AEL Management Information System (Adult Computer Enrollment System (ACES)) data-entry procedures to track students
 - b. Intake-procedure requirements
 - c. Assessment Guidelines
 - d. Teacher Certification and professional-development requirements
 - e. Instructional Guidelines
 - f. Meeting student outcome-accountability requirements

The parties would negotiate class times and locations.

3. **Board becomes AEL Provider** - If a Board is unable to negotiate with a local AEL program to meet the needs of their clients, it is possible for the Board to enter into an agreement with DESE's state-level AEL office to become a formal provider of local AEL services using WIOA Title I funding. This option would require the Board to become a DESE AEL provider with Board funding and meet all AEL state and federal guidelines, as well as meet all AEL required accountability measures. Boards must receive annual approval to provide AEL services. AEL instruction and administrative requirements include, but are not limited to, the following:
 - a. ACES data-entry procedures to track students
 - b. Intake procedure requirements
 - c. Assessment Guidelines
 - d. Teacher Certification and professional-development requirements
 - e. Instructional Guidelines
 - f. Meeting student outcome-accountability requirementsAEL Directors' Guide

⁸ WIOA Sec. 121., "Establishment of One-Stop Delivery Systems."

⁹ DWD Issuance 14-2014, "Policy for Board Membership Requirements and Certification/Decertification Procedures under WIOA," July 1, 2015.

Requests for this approval will require documentation that the workforce staff have been unable to resolve workforce customers' education needs through the first two steps in this process, prior to this request.

4. Action: This Issuance is effective immediately. Distribute this information to all appropriate staff involved with arranging customer AEL training concurrent with or in conjunction with other employment-related training.
5. Contact: Please direct questions or comments regarding this Issuance to Steve Reznicek, Manager, Quality Assurance, at (573) 522-3015 or email steve.reznicek@ded.mo.gov.
6. Reference: Workforce Innovation and Opportunity Act, Pub. Law 113-128, Title I [29 U.S.C. 3101 et seq.] and Title II [29 U.S.C. 3271 et seq.]
- DWD Issuance 10-2105, "WIOA Participant Activity Codes and Definitions," December 2, 2015, Attachment 1
- DWD Issuance 14-2014, "Policy for Board Membership Requirements and Certification/Decertification Procedures under WIOA," July 1, 2015.
7. Rescissions: None.
8. Attachments: None.

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