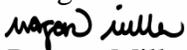


**TEXAS WORKFORCE COMMISSION
ADULT EDUCATION AND LITERACY LETTER**

ID/No:	AEL 05-15
Date:	May 29, 2015
Keyword:	AEL; Fiscal- Allocations
Effective:	Immediately

To: Adult Education and Literacy Grant Recipients
Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers

From: 
Reagan Miller, Director, Workforce Development Division

Subject: **Distance Learning Expansion Funding Initiative Distribution with
Texas High School Equivalency Preparation Emphasis**

PURPOSE:

To provide Adult Education and Literacy (AEL) grant recipients with information and guidance on the Texas Workforce Commission's (TWC) distribution of funds to support the Distance Learning Expansion and Texas High School Equivalency Preparation Initiative (DL Expansion Initiative).

BACKGROUND:

Distance learning is a service delivery option available to support AEL students with limited access to traditional classroom-based instruction and required of grant recipients funded under RFP 320-14-10 §3.1.11. Distance learning options allow students access to AEL instruction in a manner that allows greater time to master content.

On March 31, 2015, TWC's three-member Commission dedicated funds for the expansion of distance learning and related services, with emphasis on prioritizing distance learning courseware options to support Texas high school equivalency preparation. The courseware options purchased with these funds include such related services as ancillary student academic support to augment distance learning, for example, synchronous and asynchronous mentoring through methods that include, but are not limited to, e-mail, chat, video conferencing, and phone conferencing.

PROCEDURES:

NLF: AEL grant recipients must be aware of the following:

- TWC will distribute DL Expansion Initiative funds to AEL grant recipients based on the following methodology:

- each AEL grant recipient receives a base amount of \$10,000;
- remaining funds are distributed based on the AEL grant recipient's proportionate share of total allocated funding;
- TWC will issue an amendment to each AEL grant recipient's contract, based on the distribution set forth in Attachment 1, to add funds for the purpose of distance learning;
- AEL grant recipients must ensure that DL Expansion Initiative funds distributions are used for one or both of the following:
 - Contracting with other entities to purchase distance learning courseware, if a portion of the project is dedicated to courseware that addresses competencies covered on Texas' test for a certificate of high school equivalency, with an emphasis on mathematics instruction; or
 - Costs related to the expansion of distance learning services, to include ancillary student academic support;
- DL Expansion Initiative funds must be encumbered into purchases of distance learning courseware on or before September 2015;
- The funds will be drawn down and reported separately from the original allocation in the Cash Draw and Expenditure Reporting system; and
- 30 days after receipt of additional funds, AEL grant recipients will be required to submit a separate budget form to show their plan for spending the funds. Grant recipients must track the funds internally using the same methodology as with the original allocation.

INQUIRIES:

Direct inquiries regarding this AEL Letter to aelpolicy.clarifications@twc.state.tx.us.

ATTACHMENT:

Attachment 1: Program Year 2014 Adult Education and Literacy Distance Learning Expansion Initiative Funding Distribution

RESCISSIONS:

None

REFERENCE:

Workforce Investment Act §129 and §134
20 CFR §665.210

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that AEL entities must comply with the federal and state laws, rules, policies, and required procedures set forth in this AEL Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that AEL entities have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this AEL Letter. All information with an LF rating is indicated by “may” or “recommend.”