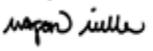


**TEXAS WORKFORCE COMMISSION  
ADULT EDUCATION AND LITERACY LETTER**

<b>ID/No:</b>	AEL 02-15
<b>Date:</b>	April 24, 2015
<b>Keyword:</b>	AEL; TWIST
<b>Effective:</b>	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:** **Adult Education and Literacy Incentive Awards**

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**PURPOSE:**

To provide Adult Education and Literacy (AEL) grant recipients and service providers with information and guidance on the AEL local performance incentive awards, specifically:

- nomination requirements;
- period of performance; and
- announcement of awards at the 2015 Texas Workforce Commission (TWC) annual conference.

**BACKGROUND:**

On July 3, 2014, TWC's three-member Commission (Commission) approved the use of AEL State Leadership funds for incentive awards to recognize exemplary program performance in the areas of employer partnership, college integration, and Local Workforce Development Board (Board) integration.

The goals of the incentive awards are to:

- recognize outstanding AEL service delivery models in partnership with employers, community colleges, and Boards; and
- encourage and foster replication of successful programs and best practices across the state.

On the March 12, 2015, AEL conference call with grant recipients, AEL staff provided an overview of the incentive awards process and when awards would be made.

**PROCEDURES:**

**NLF:** AEL grant recipients must be aware that the Commission has approved funding for first- and second-place incentive awards in three categories:

<b>Incentive Awards Funding</b>		
Employer Partnership	1st	\$50,000
	2nd	\$35,000
College Integration	1st	\$50,000
	2nd	\$35,000
Board Integration	1st	\$50,000
	2nd	\$35,000
<b>TOTAL</b>		<b>\$255,000</b>

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

- Categories for employer partnerships and college integration will be evaluated through a nomination process.
- Board integration will be evaluated based on evidence of AEL student coenrollment between July 1, 2014, and August 31, 2015, in workforce services as determined by data match between the Texas Educating Adults Management System (TEAMS) and The Workforce Information System of Texas (TWIST) data management system. Criteria will include, but not be limited to, coenrollments with the following program categories:
  - Choices
  - Supplemental Nutrition Assistance Program Employment and Training
  - Workforce Investment Act services
  - Trade Adjustment Act
  - Employment Service
  - Veterans’ services
  - Transitioning ex-offender services
  - All other programs (includes the Senior Community Service Employment Program, Noncustodial Parent Choices program, and National Emergency Grants).
- E-mail the nomination form (all pages) to [awards@twc.state.tx.us](mailto:awards@twc.state.tx.us).
- Nomination e-mail must show a courtesy copy to the grant recipient grant signatory authority.
- Awards will be announced at TWC’s annual conference, November 18–20, 2015.

**INQUIRIES:**

Direct inquiries regarding this AEL Letter to [aelpolicy.clarifications@twc.state.tx.us](mailto:aelpolicy.clarifications@twc.state.tx.us).

**ATTACHMENTS:**

Attachment 1: Employer Partnership Adult Education and Literacy Incentive Awards  
2015 Nomination Form

Attachment 2: College Integration Adult Education and Literacy Incentive Awards 2015  
Nomination Form

**RESCISSIONS:**

None

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**REFERENCE:**

Workforce Investment Act, Public Law 105–220

Texas Labor Code, Chapter 315, Adult Education and Literacy Programs

Texas Workforce Commission Adult Education and Literacy Rules: 40 TAC, Chapter 805

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF):** This rating indicates that AEL grant recipients and service providers 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 grant recipients and service providers 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.”