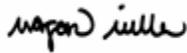


**TEXAS WORKFORCE COMMISSION  
ADULT EDUCATION AND LITERACY LETTER**

<b>ID/No:</b>	AEL 03-16, Change 1
<b>Date:</b>	November 16, 2016
<b>Keyword:</b>	AEL; Performance; WIOA
<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, Deputy Director, Workforce Solutions

**Subject:** **Adult Education and Literacy Enrollment Targets for Program Year 2016–2017—Update**

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**PURPOSE:**

To provide Adult Education and Literacy (AEL) grant recipients<sup>1</sup> with **updated** Program Year 2016–2017 (PY'16–'17) enrollment targets.

**CHANGES TO AEL LETTER 03-16:**

- A ~~strikethrough~~ of the original language, which indicates that language has been deleted; and
- **bold** typeface, which indicates new or clarifying language.

**BACKGROUND:**

On July 1, 2014, the Texas Workforce Commission (TWC) awarded funds to 35 entities through Request for Proposals (RFP) 320-14-10. Included in these contracts are performance targets for the number of individuals to be enrolled in services.

Services for the purpose of setting performance targets for PY'16–'17 are defined as follows:

**Integrated English Literacy and Civics Education (~~IET~~ Integrated EL Civics)<sup>2</sup>: EL Civics instruction provided in combination with Integrated Education and Training as outlined in AEL Letter 04-16, issued September 15,**

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<sup>1</sup> For the purposes of this letter, *AEL grant recipients* are entities that will be TWC grantees funded under 320-14-10 with AEL funds for PY'16–'17.

<sup>2</sup> Integrated English Literacy Civics Education is abbreviated as IEL/CE in previous AEL guidance and year three contracts under RFP 320-14-10, but will be abbreviated as ~~IET~~ **Integrated** EL Civics in further issuances.

**2016, and entitled “Implementing Integrated Education and Training English Literacy and Civics Education.”**

**Career Pathways:** Instructional models approved under current AEL contracts that include:

- Integrated Education and Training **as defined by AEL Letter 02-16, Change 1, issued October 13, 2016, and entitled “Implementing the Integrated Education and Training Service Approach—Update;**
- Workplace Literacy Programs and/or Work-based Projects; and
- services for internationally trained ESL (English as a Second Language) students.

**General<sup>3</sup> AEL:** Services that provide only literacy instruction, including reading, writing, math, and English language acquisition.

**Transitions:** Services or instruction to support individuals transitioning to postsecondary education and training. Students identified as Transitions students should be transitioning to postsecondary education and training during or upon completion of Transitions.

On May 31, 2016, TWC’s three-member Commission (Commission) approved a participant-served target methodology as follows:

- PY’16 allocations, approved on May 17, 2016, were broken down into three primary sub-allocations for each grant recipient:
  - 1) IET EL Civics allocation;
  - 2) Amount minimally available for Career Pathways, calculated as 15 percent of the grantee’s total allocation, excluding professional development, IET EL Civics, and performance-based funding; and
  - 3) Amount remaining for General AEL, calculated as the grantee’s total allocation minus professional development, IET EL Civics, and performance-based funding and the funding reserved as a minimum for Career Pathways.
- Funding was established at a \$629 cost per student for General AEL and \$2,429 for Career Pathways and IET EL Civics (General AEL at \$629 plus \$1,800 for additional advanced services including workforce training).
- Targets for IET EL Civics and Career Pathways were calculated by dividing the amount of funds available, described above in (1) and (2), by \$2,429.

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<sup>3</sup> General Adult Education and Literacy is referred to as Standard Adult Education and Literacy in Commission-approved documents for PY’16 AEL Grantee Performance targets. The term “General Adult Education and Literacy,” or “General AEL,” will be used in further issuances to differentiate services that do not provide additional advanced services, including **Workforce Training as defined in AEL Letter 02-16, Change 1.**

- Transitions targets were calculated as a percentage of the General Adult Education target, based on performance for PY' 15 as of March 31, 2014, as follows:

If the PY' 15 Transitions enrollment percentage was:

- greater than 10 percent, then the target is 10 percent for PY' 16;
- less than 5 percent, then the target is 5 percent for PY' 16; or,
- otherwise, the target is the average of the PY' 15 Transitions enrollment percentage and 10 percent.

**On August 23, 2016, the Commission approved a voluntary deobligation of \$64,982 for Weatherford Independent School District in accordance with TWC's Chapter 800 General Administration rules at §800.79 and appropriate target adjustments to align to previously approved methodology, resulting in the following changes:**

- Career Pathways Target reduced to 14 from 25
- Transitions Targets reduced to 17 from 31
- Total Participant Served Target reduced to 325 from 592

**These changes are reflected in Attachment 1.**

**Additional changes reflect terminology changes to be consistent with final Workforce Innovation and Opportunity Act regulations and resulting language used in AEL 04-16 and AEL 02-16, Change 1.**

#### **PROCEDURES:**

**NLF:** AEL grantees must be aware of the participant enrollment targets, which are outlined in Attachment 1 to this AEL Letter.

**NLF:** AEL grantees must use funding to provide allowable AEL services, and must develop strategies for meeting or exceeding their approved enrollment targets.

#### **INQUIRIES:**

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

#### **ATTACHMENT:**

Attachment 1: Program Year 2016–2017 Adult Education and Literacy Participant Enrollment Targets

#### **RESCISSIONS:**

AEL Letter 03-16

#### **REFERENCES:**

**Workforce Innovation and Opportunity Act of 2014**  
 Texas Workforce Commission Request for Proposals No. 320-14-10  
**Texas Workforce Commission General Administration Rules §800.79**

**AEL Letter 02-16, Change 1, issued October 13, 2016, and entitled “Implementing the Integrated Education and Training Service Approach—*Update*”**  
**AEL Letter 04-16, issued September 15, 2016, and entitled “Implementing Integrated Education and Training English Literacy and Civics Education”**

**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.”