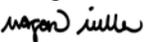


**TEXAS WORKFORCE COMMISSION  
ADULT EDUCATION AND LITERACY LETTER**

<b>ID/No:</b>	AEL 04-16, Change 1
<b>Date:</b>	April 10, 2017
<b>Keyword:</b>	AEL; Fiscal Administration; 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:** **Implementing Integrated Education and Training English Literacy and Civics Education—Update**

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**PURPOSE:**

AEL Letter 04-16 provided Adult Education and Literacy (AEL) grantees<sup>1</sup> with updated information and guidance on implementing Workforce Innovation and Opportunity Act (WIOA) §243, Integrated Education and Training English Literacy and Civics Education (Integrated EL Civics).<sup>2</sup> This updated AEL Letter:

- removes some language related to enrollment targets for Integrated EL Civics programs; and
- removes language related to the assessment of English language learners.

**RESCISSIONS:**

AEL Letter 04-16

**BACKGROUND:**

WIOA strengthens alignment with AEL providers, postsecondary education and training providers, Local Workforce Development Boards (Boards), and employers, and reinforces AEL’s strategic plan goal, which is to support increases in employment, higher education transition, skills gains, and secondary education completion through demonstrated approaches that integrate system services and leverage community partnerships.

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<sup>1</sup> For the purposes of this AEL Letter, AEL grantees are entities that are Texas Workforce Commission grantees funded with AEL funds.

<sup>2</sup> Capitalization represents terms that have specific definitions outlined in this AEL Letter or in other AEL Letters, guides, state or federal laws, or other publications cross-referenced in this AEL Letter.

To support this purpose, WIOA underscores the use of flexible service delivery options within its various programs, including Integrated EL Civics program activities and Integrated Education and Training (IET), as described in AEL Letter 02-16, issued March 23, 2016, and entitled “Implementing the Integrated Education and Training Service Approach,” and any subsequent issuances.

WIOA Title II and subsequent federal regulations make distinctions that govern Integrated EL Civics program service delivery depending on the WIOA funding source.

## **PROCEDURES:**

**No Local Flexibility (NLF)**: This indicates that AEL grantees 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.”

**Local Flexibility (LF)**: This indicates that AEL grantees 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.”

**NLF**: AEL grantees must be aware of the following definitions:

Coenrollment—enrollment of an eligible individual in two or more of the six core programs administered under WIOA, which include the following:

- Adult, dislocated worker, and youth programs (WIOA Title I);
- Adult Education and Family Literacy Act (AEFLA) (WIOA Title II);
- The Employment Service program under the Wagner-Peyser Act of 1933 (WIOA Title III); and
- The Vocational Rehabilitation program (Title I of the Rehabilitation Act of 1973).

In practice, the term often has a wider meaning, such as coenrollment between AEL and Workforce Training, regardless of the funding source.

English Language Learner (ELL)—an individual who has limited ability in reading, writing, speaking, or comprehending English, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language.

English Literacy and Civics Education Services (EL Civics)—education services provided to adult ELLs, including professionals with degrees or credentials in their native countries, to enable them to achieve competency in English and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. EL Civics services must include instruction in literacy, English as a Second Language (ESL), and the

rights and responsibilities of citizenship and civic participation, and may include Workforce Training.

Integrated EL Civics—a program funded under WIOA §243 for adult ELLs, including professionals with degrees and credentials in their native countries. WIOA §243 Integrated EL Civics funds require that the program service approach include EL Civics services in combination with IET for participants for whom IET services are appropriate. Additionally, the Integrated EL Civics program must:

- be designed to prepare adult ELLs for, and place them in, unsubsidized employment in existing and emerging in-demand industry sectors or targeted occupations that lead to economic self-sufficiency; and
- integrate with Board and Workforce Solutions Office functions to carry out the program's activities.

**NLF**: IET Requirement: AEL grantees must provide Integrated EL Civics services. Integrated EL Civics funds must be used to support the IET service approach. Integrated EL Civics must:

- include instruction in literacy and ESL;
- include instruction on the rights and responsibilities of citizenship and civic participation;
- be provided in combination with IET, including AEL Activities, Workforce Preparation Activities, and Workforce Training outlined in AEL Letter 02-16, and any subsequent issuances;
- be designed to prepare adult ELLs for, and place them in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and
- be integrated with Board and Workforce Solutions Office functions to carry out the activities of the program.

**LF**: Coenrollment of Participants: AEL grantees may use one of the following two options for meeting the IET coenrollment requirement for Integrated EL Civics:

- Use WIOA §243 Integrated EL Civics funds to provide IET services; or
- Coenroll participants in IET services with non-AEL funds. For example, coenrollment of participants in other WIOA programs, community and technical college systems, or certain grants or state or federal financial aid.

**NLF**: AEL grantees must use the following three unique activity code conventions in the Texas Educating Adults Management System (TEAMS) to describe program variations and funding sources:

- IET (EL Civics), when EL Civics is delivered with WIOA §243 funds in combination with IET;
- EL Civics (EL Civics), when EL Civics is delivered with WIOA §243 funds not in combination with IET; and
- El Civics (AEFLA), when EL Civics is delivered with WIOA §231 funds not in combination with IET.

**NLF:** Integration with Boards and Workforce Solutions Offices: When implementing an Integrated EL Civics program, AEL grantees must integrate with the function of Boards and Workforce Solutions Offices when identifying in-demand industries and occupations and carrying out employment placement in such industries and occupations. Examples of integration include:

- identifying existing and emerging in-demand industry sectors or targeted occupations for IET training in the local workforce development area (workforce area);
- workshops or services provided as part of IET-required Workforce Preparation Activities;
- employment assistance;
- data and wage information for the workforce area or region; and
- identifying employer partners to support program design, implementation, and employment placement.

**LF:** AEL grantees may apply additional program entry requirements for participants when implementing the Integrated EL Civics program with Boards, Workforce Solutions Offices, and Workforce Training providers.

**NLF:** AEL grantees must be aware that before implementing Integrated EL Civics in combination with IET, they must submit the proposed IET program of study to TWC through the Career Pathways Implementation Plan portal at <http://www-tcall.tamu.edu/twcael/grantees.htm>.

**NLF:** AEL grantees must report Workforce Training expenditures by funding source as part of the monthly expenditure reports submitted through TWC's Cash Draw and Expenditure Reporting System.

**INQUIRIES:**

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

**ATTACHMENT:**

Attachment 1: Revisions to AEL Letter 04-16 Shown in Track Changes.

**REFERENCES:**

Adult Education and Family Literacy Act  
Workforce Innovation and Opportunity Act of 2014 and appropriate regulations  
Implementation Guidelines: Measures and Methods for the National Reporting System for Adult Education, February 2016,  
[http://www.nrsweb.org/docs/NRS\\_Implementation\\_Guidelines\\_February2016.pdf](http://www.nrsweb.org/docs/NRS_Implementation_Guidelines_February2016.pdf)  
AEL Letter 02-16, "Implementing the Integrated Education and Training Service Approach," issued March 23, 2016, and any subsequent issuances