

1 **TEXAS WORKFORCE COMMISSION**  
2 **Adult Education and Literacy Letter**  
3

<b>ID/No:</b>	AEL 04-16, Change 2
<b>Date:</b>	July 21, 2021
<b>Keyword:</b>	AEL; Fiscal Administration; WIOA
<b>Effective:</b>	July 1, 2021

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5 **To:** Adult Education and Literacy Grant Recipients  
6 Local Workforce Development Board Executive Directors  
7 Commission Executive Offices  
8 Integrated Service Area Managers  
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11 **From:** Courtney Arbour, Director, Workforce Development Division  
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13 **Subject:** **Implementing Integrated Education and Training English Literacy**  
14 **and Civics Education—Update**  
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17 **PURPOSE:**

18 The purpose of this AEL Letter is to provide Adult Education and Literacy (AEL)  
19 grantees<sup>1</sup> with updated information and guidance on implementing Workforce  
20 Innovation and Opportunity Act (WIOA) §243, Integrated Education and Training  
21 English Literacy and Civics Education (Integrated EL Civics).<sup>2</sup> Specifically, this  
22 updated AEL Letter adds a requirement that all English as a Second Language  
23 (ESL) services and curricula include a civics component beginning July 1, 2021.  
24

25 **RESCISSIONS:**

26 AEL Letter 04-16, Change 1  
27

28 **BACKGROUND:**

29 WIOA strengthens integration among service delivery of AEL providers,  
30 postsecondary education and training providers, Local Workforce Development  
31 Boards (Boards), and employers and reinforces AEL's goal to support increases in  
32 employment, higher education transition, skills gains, and secondary education  
33 completion through approaches that integrate system services and leverage

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<sup>1</sup> For the purposes of this AEL Letter, AEL grantees are entities that receive AEL funds through the Texas Workforce Commission (TWC).

<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.

1 community partnerships.

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3 To achieve this purpose, WIOA underscores the use of flexible service delivery  
4 options within its various programs, including Integrated EL Civics and  
5 Integrated Education and Training (IET), as described in AEL Letter 02-16,  
6 Change 1, issued October 13, 2016, and titled “Implementing the Integrated  
7 Education and Training Service Approach—*Update*,” and any subsequent  
8 issuances.

9  
10 WIOA Title II and subsequent federal regulations make distinctions that govern  
11 Integrated EL Civics program service delivery depending on the WIOA funding  
12 source. WIOA §243 Integrated EL Civics funding requires the program service  
13 approach to include English Literacy Civics services in combination with IET for  
14 participants for whom IET services are appropriate. In fall 2020, the Texas  
15 Workforce Commission’s (TWC) three-member Commission approved funding  
16 to add family literacy and civics standards to the [Texas AEL Content Standards v.  
17 3](#) (content standards).

### 18 19 **Civics Standards**

20 Beginning in Program Year 2021–2022, and as outlined in this letter, AEL Letter  
21 07-17, Change 1, titled “Required Syllabus Design for Adult Education and  
22 Literacy Instruction—*Update*,” and AEL Letter 01-17, Change 1, titled  
23 “Implementing Programs, Activities, and Services for English Language  
24 Learners—*Update*,” the content standards require a civics component in all  
25 English as a Second Language (ESL) services funded by the Adult Education and  
26 Family Literacy Act (AEFLA), which includes Integrated EL Civics programs.

### 27 28 **PROCEDURES:**

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30 **No Local Flexibility (NLF)**: This indicates that AEL grantees must comply with  
31 the federal and state laws, rules, policies, and required procedures set forth in this  
32 AEL Letter and have no local flexibility in determining whether and/or how to  
33 comply. All information with an NLF rating is indicated by “must.”  
34

35 **Local Flexibility (LF)**: This indicates that AEL grantees have local flexibility in  
36 determining whether and/or how to implement guidance or recommended  
37 practices set forth in this AEL Letter. All information with an LF rating is  
38 indicated by “may” or “recommend.”  
39

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

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

- 44 • adult, dislocated worker, and youth programs (WIOA Title I);
- 45 • the Adult Education and Family Literacy Act (WIOA Title II);
- 46 • the Employment Service program under the Wagner-Peyser Act of 1933  
47 (WIOA Title III); and

- the Vocational Rehabilitation program (WIOA Title IV).

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 skills needed to function effectively as parents, workers, and citizens in the United States. EL Civics services must include instruction in literacy, 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**: Civics in ESL Programs—AEL grantees must be aware that beginning July 1, 2021, all ESL services and curricula must include a civics component that aligns with the AEL content standards’ civics standards.

**NLF**: IET Requirement—AEL grantees must provide Integrated EL Civics services. Integrated EL Civics must:

- include instruction as outlined in the content standards on:
  - literacy and ESL; and
  - 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, Change 2, 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.

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2 **LF:** Coenrollment of Participants—AEL grantees may meet the IET coenrollment  
3 requirement for Integrated EL Civics by using AEL funds to provide IET services  
4 or coenrolling participants in IET services not funded with AEFLA funds .  
5

6 **NLF:** AEL grantees must use the following two unique activity code conventions in the  
7 Texas Educating Adults Management System (TEAMS) to describe program  
8 variations in service delivery:  
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- 10 • IET (EL Civics), when EL Civics is delivered in combination with IET
- 11 • EL Civics (EL Civics), when EL Civics is delivered not in combination with  
12 IET

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

- 18 • identifying existing and emerging in-demand industry sectors or target  
19 occupations for IET training in the local workforce development area  
20 (workforce area);
- 21 • providing workshops or services as part of IET-required Workforce  
22 Preparation Activities;
- 23 • providing employment assistance;
- 24 • using data and wage information for the workforce area or region; and
- 25 • identifying employer partners to support program design, implementation, and  
26 employment placement.

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

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32 **NLF:** AEL grantees must be aware that before implementing Integrated EL Civics in  
33 combination with IET, they must submit the proposed IET program of study to  
34 TWC through the [Career Pathways Surveys web page](#).  
35

36 **NLF:** AEL grantees must report IET expenditures, which include basic skills, language  
37 remediation, and Workforce Training costs, as part of the monthly expenditure  
38 reports submitted through TWC's Cash Draw and Expenditure Reporting System.  
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#### 40 **INQUIRIES:**

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

#### 42 **ATTACHMENT:**

43 Attachment 1: Revisions to AEL Letter 04-16, Change 1, Shown in Track  
44 Changes  
45  
46

#### 47 **REFERENCES:**

1 Adult Education and Family Literacy Act  
2 Workforce Innovation and Opportunity Act of 2014 and appropriate regulations  
3 Technical Assistance Guide for Performance Accountability under the Workforce  
4 Innovation and Opportunity Act, published March 2021  
5 AEL Letter 02-16, Change 2, “Implementing the Integrated Education and  
6 Training Service Approach—*Update*,” and any subsequent issuances  
7 AEL Letter 01-17, Change 1, titled “Implementing Programs, Activities, and  
8 Services for English Language Learners—*Update*,” and any subsequent  
9 issuances