

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

ID/No:	AEL 02-22
Date:	March 2, 2022
Keyword:	AEL
Effective:	Immediately

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4 **To:** Adult Education and Literacy Grant Recipients
5 Adult Education and Literacy Special Initiative Grantees
6 Local Workforce Development Board Executive Directors
7 Commission Executive Offices
8 Integrated Service Area Managers



10 **From:** Courtney Arbour, Director, Workforce Development Division

11 **Subject:** **Technical Assistance Plan Criteria for Adult Education and Literacy Grant**
12 **Recipients**

13

14 **PURPOSE:**
15 The purpose of this AEL Letter is to provide Adult Education and Literacy (AEL) grant
16 recipients and special initiative grantees with information and guidance on the criteria for
17 placing a grant recipient on a Technical Assistance Plan (TAP). This letter supplements
18 and updates policy outlined in the [Texas AEL Guide's](#) policy on TAPs.

19 **RESCISSIONS:**
20 None

21 **BACKGROUND:**
22 [Texas Workforce Commission \(TWC\) Chapter 802 Integrity of the Texas Workforce](#)
23 [System](#) outlines TWC's monitoring oversight authority, performance review and
24 assistance, and corrective action that may be imposed on AEL grant recipients and other
25 TWC-funded entities. TWC staff monitors AEL grant recipients' performance and
26 expenditure data on a monthly basis, through monthly performance reports (MPRs), in
27 order to assess an AEL grant recipient's programmatic performance and fiscal health.
28 TWC's Information Innovation & Insight (I|3) team develops an MPR that provides a
29 grant recipient's official performance data for contracted measures for the period.

30 In addition to this MPR, contract managers develop a financial MPR, which provides an
31 overview of a grant recipient's expenditures, including the budgeted amount for the
32 program year, amount expended, and expenditures remaining in the AEL grant, based on
33 reporting entered in TWC's Cash Draw and Expenditure Reporting system.

1 Grant recipients receive TWC’s official reporting data on a monthly basis in two ways.
2 First, each grant recipient receives a customized report card that includes the MPR for the
3 contracted measures and financial reporting specific to that grant recipient. Then, all
4 grant recipients receive a statewide MPR that shows the state’s report card on meeting
5 contracted measures.

6 AEL staff members review MPRs to identify any program issues. The severity of the
7 AEL grant recipient’s deficiency—whether it be programmatic or administrative—
8 determines TWC’s response to address the area, which may include a site visit, technical
9 assistance, corrective action, or a fiscal action such as a hold on payments or deobligation
10 of funds.

11 **PROCEDURES:**

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

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

20 **Definitions**

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

22 **Contracted measures**, as described in the [Texas AEL Performance Guide](#), are the annual
23 target enrollment and performance measures that grant recipients are contractually
24 required to meet each program year. There are seven contracted measures for AEL core
25 grants, as follows:

- 26 • Enrollment targets, comprising:
 - 27 ➤ intensive services;
 - 28 ➤ integrated education and training; and
 - 29 ➤ overall participants served;
- 30 • Measurable Skills Gains; and
- 31 • Exit-based outcomes, comprising:
 - 32 ➤ employed/enrolled Q2 Post-exit;
 - 33 ➤ employed/enrolled Q2–Q4 Post-exit; and
 - 34 ➤ credential rate.

35 **Technical Assistance Plan (TAP)**, as described in [§802.104](#), is a performance
36 improvement action, which can be developed jointly between TWC and an AEL grant
37 recipient in order to improve a grant recipient’s performance or compliance. A TAP may
38 include, but is not limited to, any of the following:

- 39 • Identification of one or more specific performance improvement issues
- 40 • Assessment of specific technical assistance or training needs

- 1 • Selection of one or more specific technical assistance or training activities to
- 2 implement
- 3 • Identification of the appropriate entities to provide the technical assistance or training
- 4 • Identification of a timeline for completion of the technical assistance or training
- 5 • Specific dates for reassessment of technical assistance or training needs and
- 6 completion of the specific technical assistance or training

7 **NLF:** AEL grant recipients must be aware that TWC will place a grant recipient on a TAP for
8 failure to meet any five of the seven contracted measures for four consecutive months,
9 which may cross program years, as indicated on the grant recipient’s MPR.

10 **NLF:** AEL grant recipients must be aware that TWC may also place a grant recipient on a TAP
11 for programmatic or fiscal compliance issues as a result of a regular performance review,
12 monitoring review, site visit, or ongoing data management concerns. This policy is
13 further explained in the Texas AEL Guide.

14 **NLF:** AEL grant recipients must be aware that TWC will consider a TAP removal after the
15 grant recipient has met the criteria outlined in the TAP.

16 **NLF:** AEL grant recipients must be aware that a TAP is not a punitive action, but it is enhanced
17 assistance from TWC that will help the grant recipient improve program services. For this
18 reason, TAPs do not exclude a grant recipient from receiving an annual workforce award,
19 as outlined in [WD Letter 27-21, issued October 21, 2021, and titled “Texas Workforce](#)
20 [Awards.”](#)

21 **INQUIRIES:**

22 Send inquiries regarding this AEL Letter to AELpolicy.clarifications@twc.texas.gov.

23 **REFERENCES:**

- 24 Texas Workforce Commission Chapter 802 Integrity of the Texas Workforce System
- 25 Rules
- 26 Texas AEL Guide
- 27 Texas AEL Performance Guide
- 28 WD Letter 27-21, issued October 21, 2021, and titled “Texas Workforce Awards”