

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

ID/No:	AEL 07-15
Date:	June 19, 2015
Keyword:	AEL; Fiscal Administration
Effective:	Immediately

To: Adult Education and Literacy Grant Recipients
Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers
Reagan Miller

From: Reagan Miller, Director, Workforce Development Division

Subject: **Information and Guidance on Program Costs to Support
Instructional Performance**

PURPOSE:

To provide Adult Education and Literacy (AEL) grant recipients with information and guidance on program costs to support instructional performance.

BACKGROUND:

Instructional support costs associated with improving instructional quality are critical to maintaining and increasing program performance, especially in instructional areas that have increased in rigor, such as instruction aligned to Texas College and Career Readiness Standards and the Texas Certificate of High School Equivalency.

Texas Workforce Commission Request for Proposals No. 320-14-10 defined costs for administration as noninstructional costs that are considered necessary and reasonable for planning, administration, personnel development, and interagency coordination. The phrase “noninstructional costs” has been interpreted by AEL grant recipients to mean that all positions except for classroom instructors were required to be paid under administrative costs.

PROCEDURES:

NLF: AEL grant recipients must be aware that the grant-funded positions, which improve instructional quality outcomes, are allowable program costs. Nonadministrative job duties that support improved instructional quality, and therefore support the program, include duties such as:

- instructional mentoring;
- training; and

- using student performance data to improve instruction.

INQUIRIES:

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

RESCISSIONS:

None

REFERENCES:

Workforce Innovation and Opportunity Act, Title II, Chapter 3, §223(a)

Workforce Investment Act (P.L. 105-220), Title II, Chapter 3, §223(a)

Texas Workforce Commission Request for Proposals No. 320-14-10

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.”