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| **WS 16-02** |
| **April 10, 2017** |
| **Basic/Expanded Service** |
| Expires: **Continuing** |

To: Adult Education Consortium Providers

# From: Gulf Coast Workforce Board

Subject: Implementing Integrated Education and Training English Literacy and Civics Education

##### Purpose

To provide Adult Education and Literacy (AEL) consortium providers 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).

##### 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.

##### Action

AEL consortium providers 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.

IET Requirement: AEL consortium providers 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 WS Letter 02-16 **“Implementing the Integrated Education and Training Service Approach”,** 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.

Coenrollment of Participants: AEL consortium providers 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.

AEL consortium providers 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.

Integration with Boards and Workforce Solutions Offices: When implementing an Integrated EL Civics program, AEL consortium providers 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.

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

##### Questions

Staff should first ask questions of their managers or supervisors. Direct questions to the Gulf Coast Consortium Lead Agency Staff through the [Submit a question](mailto:R6aeltechnicalassistance@esc6.net) link.