



TOM TORLAKSON
State Superintendent
of Public Instruction

Workforce Innovation and Opportunity Act Title II: Adult Education and Family Literacy Act

Adult Education Office
Federal Program Monitoring Training
2015–16

August 4–5, 2015, Pomona, CA
August 12–13, 2015, Sacramento, CA



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AGENDA

- Purpose of Training
- Federal Program Monitoring
- Instrument Items
- Evidence Requests



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Purpose

- Overview of the Tool
- Review Required Evidence
- Question and Answer



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Federal Program Monitoring

- The Adult Education and Family Literacy Act (AEFLA) grant **requires on-site and on-line monitoring** of all adult education grant recipients.
- **Any** adult education grant recipients of AEFLA funding **may be selected for review**.
- The purpose of the review is to **ensure** agencies are in **compliance with federal**, and where applicable, **state law**.
- The current monitoring cycle is for program year 2015–16.



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Instrument Items

AE 01: Collaboration

AE 02: Data Collection

AE 03: Financial Accountability

AE 04: Program Effectiveness

AE 05: Staff Qualifications

AE 06: Professional Development



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Instrument Items

(Continued)

AE 07: Needs Assessment

AE 08: Intensity and Duration

AE 09: Educational Technology

AE 10: Curriculum and Instructional
Practices

AE 11: Support Services



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California Department of Education

Adult Education and Family Literacy Act

2015–16 Program Instrument

I. Involvement

I-AE 01: Collaboration

I-AE 01 Local provider's activities shall coordinate with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce investment boards, one-stop centers, job training programs, and social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries. (29 USC 3321 (e)(10))

Evidence

AE Active Memoranda of Understanding (MOU) or agreements*

Upload documents that demonstrate collaborations or partnerships.

AE Supplemental evidence of collaboration

Supporting documents such as: recent meeting agendas, sign-in sheets, minutes, committee rosters, and community outreach materials. Upload documents from the current and prior year.



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AE 01: Collaboration

Evidence Request:

- Active Memoranda of Understanding (MOU) or Agreements
- Supplemental Evidence of Collaboration (current* and prior year)

*Note: current program year 2015–16



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AE 02: Data Collection

Evidence Request :

- Federal Tables 4 and 5 (current and prior three years)
- Data Integrity Reports (current and prior three years)
- Local Assessment Policy (current year)
- Payment Point Summary (current and prior three years)



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AE 03: Financial Accountability

Evidence Request :

- Organizational Chart (current year)
- Equipment Inventory (current and prior year)
- General Ledger or Budget (current and prior three years)
- Nonfederal Expenditures of AEFLA Allowable Activities (current and prior three years)
- Fee Policy (current and prior three years)



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AE 03: Financial Accountability (Continued)

Evidence Request :

- Staff Funding Report (current and prior three years)
- Final Expenditure Claim Reports (current and prior three years)
- In-kind and Other Nonfederal Expenditures (current and prior three years)
- Time Accounting Sheets (current and prior year)



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AE 04: Program Effectiveness

Evidence Request :

- Federal Tables 4 and 5 (current and prior three years)
- Data Integrity Reports (current and prior three years)
- Local Assessment Policy (current year)



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AE 04: Program Effectiveness (Continued)

- Payment Point Summary (current and prior three years)
- Persister Reports (current and prior three years)
- Official List of High School Diplomas Awarded (current and prior three years)



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AE 05: Staff Qualifications

Evidence Request:

- Administrative and Staff Assignments (current and prior year)
- Duty Statements or Job Descriptions of Administrators and Staff (current and prior year)
- Credentials of Administrators and Instructional Staff (current and prior year)



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AE 06: Professional Development

Evidence Request:

- Evidence of Professional Development (current and prior year)



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AE 07: Needs Assessment

Evidence Request:

- Community Demographic Reports (current and prior year)
- AEFLA Program Demographic Reports, Federal Tables 1, 2, and 3 (current and prior three years)
- English Literacy and Civics Education Needs Assessments (current and prior year)
- Student Wait Lists (current and prior year)



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AE 08: Intensity and Duration

Evidence Request:

- Class Schedule/catalogue (current and prior year)
- Course Outlines (current and prior year)
- List of Courses Approved by the Local Board (e.g., A-22) (current and prior year)



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AE 09: Education Technology

Evidence Request:

- Class Schedule/catalogue (current and prior year)
- Equipment Inventory (current and prior year)
- Technology Plan (current and prior year)
- Federal Table 5C (current and prior year)



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AE 10: Curriculum and Instructional Practices

Evidence Request:

- Sample Instructional Materials (current and prior year)
- Sample Curriculum (current and prior year)



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AE 11: Support Services

Evidence Request:

- Resource Guide or List (current and prior year)
- Support Services, Referral Documentation (current and prior year)



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Thank You

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