



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** Paul F. Flinter, Chief  
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**DATE:** May 29, 2008

**SUBJECT:** Adult Education Operational Memorandum # 03-08

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### **Statewide Policy Forum, June 13, 2008**

The third policy forum for Fiscal Year 2007-08 will be held on Friday, June 13 from 9:00 A.M to 12:00 noon at the Holiday Inn in North Haven. For directions, please visit <http://www.crec.org/cetes/atdn/directions/holidayinnh.php>. Directors are encouraged to bring at least one Program Facilitator to the forum.

### **Connecticut Adult Report System (CARS) Data Entry Deadline**

As outlined in the CARS policy manual, all data entry for the fiscal year 2007-08 that includes information relative to learner demographics, entry status, reasons enrolled, enrollments, attendance, achievements, credits earned, credits transferred and all appraisal and pre-post assessments must be entered in CARS by July 11, 2008. The CARS system will be locked and no data entry for fiscal year 2007-08 will be possible after July 11, 2008.

To ensure the completeness of the data, it is recommended that program administrators compare the Program Profile report (see the CARS Web site under the “New Reports” menu) for 2007-08 with the same report from the prior year. If the data appears incomplete, then class-level reports within CARS can provide insights into data that may not have been entered.

Programs must also use the “data verify” feature on the CARS Web site to ensure that their data is error free. Remember, “warnings” indicate data anomalies and may require corrective action

while “errors” must be corrected unless indicated in writing by the Connecticut State Department of Education (CSDE).

**REMINDER:** Programs that utilize the Adult Training and Development Network (ATDN) Scoring Service to formally score pre-post writing assessments for reporting purposes should pick up those results from ATDN at the Statewide Policy Forum on June 13 *and* enter those writing assessment results in CARS by July 11, 2008.

### **Adult Education State Grant Year End Reports**

Adult Education Summary Report Form ED-241 and Adult Education Summary Report-Cooperating Eligible Entity Form ED-241A for FY 2007-2008 will be available online the first week of June at <http://www.ct.gov/sde> (click on Adult Education → Legislation and Funding → State Grants). Two typed copies (one with original signature[s]) of the ED-241 and ED-241A must be submitted to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 1, 2008**. Be sure to include with the ED-241 and ED-241A submission, a copy of the program’s most recent brochure and the Program Profile for 2008.

The Statement of Expenditure Report (ED-141) must be submitted to the Division of Finance and Internal Operations by September 1, 2008. The ED-141 is required for every school district that received adult education funds whether as a provider, a cooperator, or a CEE. The ED-141 is an electronic submission and is usually completed by someone in your district’s business office. Therefore, please be sure that you discuss with your business office the data required for submission. The ED-141 should reflect those line item amounts requested in the Adult Education State Grant Revision forms (ED-245 and ED-245A).

### **Adult Education State Grant Final Grant Award Letters**

Final Grant Award Notifications (GANs) and Budgets (ED-114) for FY 2007-2008 are scheduled to be mailed to all district superintendents, providers and cooperating eligible entity agency heads the week of June 9, 2008. It is important to remember that the Grant Award Letters reflect a district’s state grant allocation/entitlement for FY 2007-2008. The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2006-2007).

### **Incentive Grant Awards**

Connecticut is one of eight (8) states to qualify and receive a share of the \$9.9 million available for incentive grant awards under Workforce Investment Act (WIA) section 503.

In order to qualify for this grant award, Connecticut exceeded its performance levels agreed to by the Secretaries, Governor, and State Education Officer for outcomes in WIA title I, adult education and family literacy act (AEFLA) title II, and career and technical education (Perkins III) programs.

Connecticut is eligible to apply for a grant award equal to \$953,347. These funds, which were contributed by the Department of Education from appropriations for the Adult Education and Family Literacy Act, are available for use through June 30, 2010. They are designed to support **innovative workforce development and education activities** that are authorized under title I (Workforce Investment Systems) or title II (the Adult Education and Family Literacy Act (AEFLA) of WIA, or under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), 20 U.S.C. 2301 et seq., as amended by Public Law 109– 270.

Over the next two federal fiscal years, the CSDE will use its share of Connecticut's award to expand two initiatives: Developing Tomorrow's Professionals, and Incumbent Worker Education and Training for Low-Wage Low-Skill Workers.

### **Adult Literacy Leadership Board**

Public Act 08-163 requires the Office of Workforce Competitiveness (OWC) to establish an Adult Literacy Leadership Board as a standing committee of the Connecticut Employment and Training Commission (CETC) and to review and advise the CETC on workforce investment and adult literacy programs and services. This Act provides OWC with the statutory language necessary to implement the budgetary provision for an Adult Literacy Council that was included last year in Public Act 07-01.

Two of the seven voting members of this standing committee shall be directors of a local and regional adult education program. The CSDE will work closely with the CETC and the OWC to assist in the implementation of the requirements in this Act. For the specific legislative language, please visit <http://www.cga.ct.gov/> and search for Bill No: 465 (or Public Act No: 163) in the 2008 year.

### **Statewide Policy Forums and Program Facilitator Meeting in 2008-09**

For Fiscal Year 2008-09, the Connecticut State Department of Education is planning to hold Statewide Policy Forums on the following Fridays from 9:00 A.M. to 12:00 Noon:

- September 12, 2008
- January 16, 2009
- June 12, 2009

The statewide meeting for Program Facilitators only will be held in the afternoon of September 12, 2008. Critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. Program Facilitators are encouraged to attend the Statewide Policy Forum on the morning of September 12. Facilitators who will also attend the policy forum must note that lunch will not be provided.

CHANGE OF LOCATION: All meetings in 2008-09 will be held at the Four Points Sheraton in Meriden. For directions, please see <http://www.crec.org/cetes/atdn/directions/sheraton4pts.php>.

### **New Research Report**

The CSDE has published a new research report on the relationship between learner abilities evidenced on standardized assessments of the Comprehensive Adult Student Assessment System (CASAS) and learner performance on the General Educational Development (GED) high school equivalency exam. This study, which is based on data from Connecticut, is available at <http://www.ct.gov/sde> (click on Adult Education → Reports → Research and Evaluation). Please share this information with Program Facilitators and teachers. It will also be discussed at the Statewide Program Facilitator meeting in September.

The Department appreciates all the work that you and your staff accomplished this past year.

Thank you.