



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Adult Education Directors
Federally Funded Grantees
Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: June 1, 2009

SUBJECT: Adult Education Operational Memorandum # 03-09

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Statewide Policy Forum, June 12, 2009

The last policy forum for Fiscal Year 2008-09 will be held on Friday, June 12 from 9:00 A.M to 12:00 noon at the Sheraton Four Points in Meriden. For directions, please visit <http://www.crec.org/cetes/atdn/directions/sheraton4pts.php>. Directors are encouraged to bring at least one Program Facilitator to the forum.

New RFP - Investing and Personal Finance Education

A new request for proposal (RFP) titled *Investing and Personal Finance Education Programs in Public Secondary Schools* has been posted online at <http://www.ct.gov/sde> (click on Request for Proposals and look under "Curriculum & Instruction"). The direct link to this RFP is http://www.sde.ct.gov/sde/lib/sde/word_docs/rfp/rfp992_investing_personalfinanceeducation2009_2010.doc

The purpose of this grant is to develop an investing and personal finance education program to provide students with basic financial skills that will enable them to apply effective financial decision making as they make the transition into postsecondary education or the workforce. In addition, the grant will provide opportunities for students to explore career options in the financial field.

Adult education programs that do not already have a personal finance course are eligible to apply. Over the past two years, learners in adult education programs in East Hartford, ERACE/Branford, Enfield, Groton, New Milford and Vernon have received this grant and strengthened their financial literacy course offerings.

Because the grant requires that the curriculum be “taught by either certified business and finance technology education teachers or family consumer science teachers”, adult education programs are encouraged to work in concert with their local high school(s) in responding to this RFP and/or utilize the online courses available through the CT AVHS. This is a wonderful opportunity to join a high-quality project and bring its benefits to learners in adult education.

The deadline for this RFP is Monday, June 15, 2009. Please inform Ajit Gopalakrishnan at ajit.gopalakrishnan@ct.gov or 860-807-2125 if you plan to submit a response to this RFP.

National External Diploma Program (NEDP) Reminders

Materials for all NEDP programs must be ordered through CASAS. The materials are no longer available through Capitol Region Education Council (CREC). Also, CASAS will send invoices for NEDP site fees directly to the program director. These fees are no longer being funded by the CSDE. The fee for fiscal year 2009-10 is \$700. Training for NEW NEDP Advisor/Assessors will be held at New Haven Adult Education on August 17, 28, and 20. Due to limited resources, this training will be held at this time only. Please plan accordingly.

Connecticut Adult Report System (CARS) Data Entry Deadline

As outlined in the CARS policy manual, all data entry for the fiscal year 2008-09 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 24, 2009. After July 24, 2009, the CARS system will be locked and no data entry for fiscal year 2008-09 will be possible.

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 2008-09 with the same report from the prior year. If the data appear 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 are 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 should pick up those results from ATDN at the Statewide Policy Forum on June 12 *and* enter those writing assessment results in CARS by July 24, 2009.

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 2008-09 will be available online the second 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, 2009**. 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 2009.

The Statement of Expenditure Report (ED-141) must be submitted to the Division of Finance and Internal Operations by September 1, 2009. 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 and Budgets (ED-114) for FY 2008-09 are scheduled to be mailed to all school district superintendents, providers and cooperating eligible entity agency heads the week of June 8, 2009. It is important to remember that the Grant Award Letters reflect a district's state grant allocation/entitlement for FY 2008-09. The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2007-08).

GED Registration Policy

The Connecticut State Department of Education (CSDE) does not require General Educational Development (GED) applicants to do any of the following prior to registering for the GED Test:

- take an Official GED Practice Test;
- attend an orientation session; and/or
- attend GED preparation classes.

Applicants may be advised of the adult education options, including GED preparation classes and the adult high school credit diploma program or National External Diploma program, if available. They may be invited to attend an orientation session or encouraged to take an Official GED Practice Test. However, none of these activities can be required of the GED applicant.

Please be sure that your site registers all applicants who meet the eligibility requirements for taking the GED Test.

Connecticut Competency System (CCS) Materials Ordering

Effective July 1, 2009, all CCS materials should be ordered directly from CASAS. Please visit www.casas.org to download the catalog and order form. Please note that only those CASAS test forms listed on the CCS Available Tests Chart in the Resources section of the CCS Assessment Policies and Guidelines manual can be reported through CARS.

Life Skills Listening and ECS Listening Phase Out

The Life Skills and Employability Competency System (ECS) listening pre-post-assessments will be discontinued from CCS and CARS effective August 2011. These assessments can be used during the 2009-10 and 2010-11 fiscal years but will not be reportable in CARS starting with the 2011-12 fiscal year. Though these listening assessments are being discontinued, the test items must remain secure now and in the future. Therefore, by July 31, 2011, programs must destroy any remaining cassettes and/or booklets of the Life Skills and ECS listening assessments. If there are any questions, please contact Don Chao, CCS Lead Trainer at dchao@crec.org or 860-524-4044.

The retirement of old tests and the development of new tests is essential to ensuring that assessments are based on competencies and content standards that are relevant to the present day learner. Over the next two years, programs are encouraged to transition to the newly released listening assessments in the Life and Work series.

Prior to the implementation of these new assessments, Program Facilitators are strongly encouraged to participate in a Life and Work Listening Assessment practice session that is offered through the Adult Training and Development Network (please visit <http://www.crec.org/cetes/atdn>). Please note that some of these sessions will be offered through an online meeting format, thus requiring no travel. These sessions will enable Facilitators to not only learn about administering these new listening tests but also identify strategies to work with the English-as-a-Second-Language (ESL) teachers in their programs to ensure the continued alignment of curriculum standards, class grouping methods, instructional approaches and assessments.

Statewide Policy Forums for 2009-10

For Fiscal Year 2009-10, the Connecticut State Department of Education will hold Statewide Policy Forums on the following Fridays from 9:00 A.M. to 12:00 Noon:

- September 18, 2009
- January 15, 2010
- June 11, 2010

The statewide meeting for Program Facilitators only will be held in the afternoon of September 18, 2009. 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 18. Facilitators who will also attend the policy forum must note that lunch will not be provided.

Thank you.