



# STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



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

**FROM:** John Frassinelli, Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** May 19, 2014

**SUBJECT:** Adult Education Operational Memorandum # 03-14

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## Statewide Meetings

### **Next Policy Forum: June 6, 2014**

The last policy forum for Fiscal Year 2013-14, will be held **on Friday, June 6, 2014**, from 9:00 a.m. to 12:00 p.m. at the Courtyard by Marriott, 4 Sebeth Drive Cromwell, CT 06416. Directions are available at [www.marriott.com/hotels/maps/directions/bdlhc](http://www.marriott.com/hotels/maps/directions/bdlhc). Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

### ***Policy Forums for 2014-15***

For Fiscal Year 2014-15, the Connecticut State Department of Education (CSDE) will hold Statewide Policy Forums on the following dates from 9:00 a.m. to 12:00 p.m.:

- Friday, September 19, 2014
- Friday, January 16, 2015
- Friday, June 5, 2015

Policy Forums for FY 2014-15, will continue to be held at the Courtyard by Marriott, 4 Sebethe Drive in Cromwell.

### ***Meetings for Program Facilitators for 2014-15***

The statewide meeting for Program Facilitators only will be held in the afternoon of September 19, 2014, from 1:30 to 4:00 p.m. at the Courtyard by Marriott. Any important or critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting.

- **Regional Facilitator Meetings for FY 2014-15**

- |                    |                      |                             |
|--------------------|----------------------|-----------------------------|
| ○ October 16, 2014 | 1:00-3:00 p.m.       | East Haven Adult Education  |
| ○ October 17, 2014 | 9:30 a.m.-12:00 p.m. | CES                         |
| ○ October 30, 2014 | 4:00-6:00 p.m.       | Wallingford Adult Education |
| ○ October 31, 2014 | 9:30 a.m.-12:00 p.m. | CREC                        |
| ○ March 12, 2015   | 1:00-3:00 p.m.       | East Haven Adult Education  |
| ○ March 13, 2015   | 9:30 a.m.-12:00 p.m. | CES                         |
| ○ March 19, 2015   | 4:00-6:00 p.m.       | Wallingford Adult Education |
| ○ March 20, 2015   | 9:30 a.m.-12:00 p.m. | CREC                        |

## **Grants and Applications**

### ***Adult Education State Grant Statement of Expenditure Report and Summary Report Forms***

The FY 2013-14, Statement of Expenditure Report (ED-141) for the Adult Education State Grant must be submitted to the Division of Finance and Internal Operations by **September 2, 2014**. The ED-141 is required for every school district that received adult education state funds whether as a provider, a cooperator or a Cooperating Eligible Entity (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 the data required for submission with your business office. The ED-141 should reflect those line item expenditure 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 Notification Letters and Budgets (ED-114) for FY 2013-14, have been disseminated to all school districts via the State Department of Education's Prepayment Grant System prior to May 30, 2014. Adult Education directors and CEE agency heads, should contact their district's business office to obtain a copy of the ED-114 and Grant Award Letter. It is important to remember that Grant Award Notification Letters reflect a district's state grant allocation/entitlement for FY 2013-14. The final May payment received by districts is predicated upon adult education expenditure adjustments from the prior year (FY 2012-13) and the ED-245/A Adult Education Revision Applications. The final cap on adult education state grant funds for FY 2013-14, was 5.25 percent.

### ***Federal Program Improvement Project (PIP) Grants***

PIP Continuation Grant Applications for the Workforce Investment Act, Title II -Adult Education and Family Literacy Act are due to the CSDE on June 2, 2014. The estimated allocation for 2014-15, reflected a small reduction in Connecticut's grant. We will be reviewing all applications and providers will be notified of any changes in the grant awards as soon as reviews have been completed. Please be patient as we undertake this process.

### ***Uniform Chart of Accounts System For All State and Federal Grants***

Pursuant to Section 10-10c of the Connecticut General Statutes, the Department of Education is developing a uniform system of accounting for school revenues and expenditures (Uniform Chart of Accounts) to be used at the school and district level. As a result, there are changes to line item codes and line item descriptions that will be reflected on the ED-114 Budget Form within the State's Prepayment Grant System. Line item code changes and the subsequent descriptions are changing on grants with a budget reference of 2015 and later.

## **Assessment, Accountability and Data Management**

### ***CASAS Assessments for NRS Reporting Purposes***

Remember, the Comprehensive Adult Student Assessment Systems (CASAS) Employability Competency System (ECS) Reading and Workforce Learning Systems (WLS) Math Assessments will sunset on June 30, 2014. These assessment systems will cease to be a National Reporting System (NRS) option for our adult education programs.

Adult education programs may continue to use CASAS Life and Work Reading Series and CASAS Life Skills Math Series for NRS purposes through June 30, 2017.

#### **CASAS Life and Work Reading Series forms:**

- Level A: 81/82, 81X/ 82X:
- Level B: 83/84;
- Level C: 185/186;
- Level D: 187/188; and
- Level A-Citizenship: 951/952, 951X952X.

**CASAS Life Skills Math Series forms:**

Level A: 31/32;  
Level B: 33/34;  
Level C: 35/36; and  
Level D: 37/38.

***Writing Assessment Results***

Adult education 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 6, 2014, **and** enter those writing assessment results in CARS by **July 25, 2014**.

***Connecticut Adult Reporting System (CARS)***

Data Entry Deadline

As outlined in the CARS policy manual, all data entry for the fiscal year 2013-14, 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 25, 2014**. After this date, the CARS system will be locked and no data entry for fiscal year 2013-14 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 “Reports” menu) for 2013-14, 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 CSDE.

**CARS Training for 2014-15**

Training for new and experienced CARS users will be held on the following dates:

- Experienced Users Conference Call Sessions
  - Wednesday, August 27, 2014, 9:00 a.m. – 11:00 a.m. (Register by 8-22-2014)
  - Thursday, August 28, 2014, 1:00 p.m. – 3:00 p.m. (Register by 8-25-2014)
  - Wednesday, September 17, 2014, 1:00 p.m. – 3:00 p.m. (Register by 9-12-2014)
  
- New Users Hands-on Training (*Space is limited. One person per provider please.*)
  - Wednesday, September 10, 2014, 9:00 a.m. – 1:00 p.m., CSDE, Middletown (directions). Please register by Friday, September 5, 2014.

To register, please email [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov) with the name, email address of the participant and the date of the session **by the registration date above**. Critical information about data collection policies and practices are conveyed at these sessions. It is the expectation of the CSDE that at least one person from each adult education program will attend one of the training opportunities

### **Student Information Form**

There are anticipated changes and modifications to the student information form for 2014-15. These forms will be made available by July 1, 2014, on our Adult Education Web Site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320698&sdePNavCtr=|45471|#45549](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320698&sdePNavCtr=|45471|#45549).

## **Program Updates**

### ***National External Diploma Program (NEDP)***

All NEDP advisor/assessors must attend **one** of the annual meetings that take place on Friday, May 16, 2014, at Coltsville in Hartford and on Friday, May 30, 2014, at New Haven Adult Education Center in order to continue working in the program next year. Training for new advisor/assessors will be held in August at a date to be determined.

### ***National External Diploma Program Council (NEDPC) Conference***

**SAVE THE DATE!** The NEDPC will hold its biennial conference from October 26, 2014 through October 28, 2014 at the Radisson Hotel in Hartford, CT. The room rate will be the same as the last time the conference was held in Hartford at \$129 per night and registration will also remain the same at \$195 per attendee. More details to follow.

### ***General Educational Development Tests (GED®)***

There are a number of important updates and reminders with respect to the 2014 GED® Test.

1. Connecticut now has 17 computer based testing sites:
  - Bristol Adult Education
  - Career Resources (Bridgeport)
  - EASTCONN (Windham/Willimantic and Danielson)
  - East Haven Adult Education
  - Education Connection (Foothills)
  - Enfield Adult Education (Alcorn and Fermi)
  - Hartford Adult Education
  - Manchester Adult Education
  - New Haven Adult Education
  - New Haven Job Corps
  - New London Adult Education
  - Norwich Adult Education
  - Vernon Adult Education (Rockville Learning Center)
  - Waterbury Adult Education
  - WERACE (Danbury Adult Education)

2. Remember that all test-takers require proof of identity and Connecticut residency; however, proof of identity and proof of residency **can** be mutually exclusive. Individuals with a current and valid State of Connecticut-issued photo identification, such as a driver's license, learner's permit, or non-driver's identification, can use that ID as proof of identity and Connecticut residency.
  - Individuals without a State of Connecticut photo identification will need:
    - A current, valid (not expired) government issued photo identification for proof of identity; and
    - A current utility bill, mortgage document, lease or rental agreement with the individual's name and current address as verification of Connecticut residency (dated within 90 days). A post office box is not acceptable.

If there is a situation that does not fit these criteria, please contact the GED office at 860-807-2111.

3. Remember that individuals who are 17 or 18 years of age at the time of GED® registration must submit documentation **that they have been officially withdrawn from a Connecticut school for at least six months. Seventeen year old individuals must submit a withdrawal form with a parent or guardian signature.** Eighteen year old individuals may submit, in lieu of a withdrawal form, a letter from the last high school attended stating that the class they entered in ninth grade (or would have entered if never enrolled) has already graduated.
4. The GED® Testing Service continues to release more information and material for test takers and educators to help prepare for the 2014 GED® computer based test. The newest additions are two online professional development courses. Each course reviews basic information about the entire GED® test, then delves into more detail about the language arts and mathematics tests. Both include instructional tips and techniques. At the end of the courses, teachers have the option to earn a Certificate of Completion. To access each course, instructors should visit [www.pbs.org/teacherline](http://www.pbs.org/teacherline) and search for GED®
5. The Adult Training and Development Network (ATDN) staff is assisting many programs with the new GED® Test process and is planning to offer relevant professional development for teachers on the new GED® Test.
6. Adult Education providers are reminded to encourage their students to visit [www.GEDTestingService.com](http://www.GEDTestingService.com) frequently and urged to direct their teachers to integrate the use of the website in their classroom instructional strategies.

For questions or concerns regarding the GED® please contact Sabrina Mancini at 860-807-2110 or at [sabrina.mancini@ct.gov](mailto:sabrina.mancini@ct.gov) .

## **Professional Development**

### ***FY 2014-15 Professional Development***

The CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, in partnership with ATDN, will continue to develop Standards-Based Education Training and Professional Development for math, reading, writing and English language instruction in response to the College and Career Readiness (CCR) Standards for Adult Education from the Office of Career, Technical, and Adult Education (OCTAE). ATDN will deliver professional development activities/workshops, targeting the needs of our adult programs in response to new and on-going initiatives at both the state and federal level.

### ***FY 2014 Summer Institute - Save the Dates***

The Summer Institute will be held on Wednesday, August 20, 2014 and Thursday, August 21, 2014, at the New Haven Adult Education Center, 580 Ella T. Grasso Boulevard. We will continue with the theme of the College and Career Readiness (CCR) Standards by going beyond the basics of understanding the CCR Standards for Adult Education to review student assignments, to enhance lesson planning, instructional progression, and to build instructor collaboration. Workshop details will be sent under separate cover.