



### High School Equivalency: Updates

- GED
  - Updated procedures for purchasing and using test vouchers.
  - Annual Conference/Chicago July 2019
  - Visit the website for additional information at [www.ged.com](http://www.ged.com)
- HiSET
  - Reminder of test price increases
    - Paper-based - \$5.00 per subtest
    - Computer-based - .75 per subtest
  - Annual Conference/Iowa July 2019
  - Testing centers must return 2018 materials by January 31, 2019
  - Visit the website for additional information at [www.hiset.org](http://www.hiset.org)



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### High School Equivalency: 2018 numbers

#### 2018 Commonwealth Secondary School Diploma Data

– GED	4976
– HiSET	664
– 30 College Credit Option	372
– Total	6012



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### Assessments: TABE

- TABE 11/12
  - Identified issues
    - Times for test administration
    - Paper-based test field questions
- TABE 9/10: valid through June 30, 2019



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Assessments: Reminders

- All students must have valid assessments
  - In 2017-18, 25 participants with a lot of hours had no assessments; not enrolled
- Roll over a valid assessment even if student doesn't have 12 hours
- Entering assessment in eData
  - Initials of person who administered the test must match that person's staff entry in eData
  - Make sure initials are consistent



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Postsecondary enrollment verification forms

- Use the current form
  - In C.135
  - PA Adult Education Resources page under eData
- Do not have students sign a blank form
- All signatures must be originals on the same form
- Send originals to the division



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2017-18 enrollment numbers

- Draft 2017-18 agency enrollment numbers
  - 1/24: posted on PA Adult Education Resources website>Administrator Resources
  - Two weeks to review numbers
  - Questions: contact your advisor
  - Number become official effective February 8



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Career services under Title II

- 5 career services can be provided with Title II funds: listed in G.100
- These are the only career services that can be provided under Title II funding
- Programs can provide these services to PA CareerLink clients even if those clients do not enroll in adult education



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Staff PD time grants

- Staff time to complete activities related to the institutes
  - Only for staff time and related benefits
- Amount approved by division last fall
- Separate grant; in eGrants
- Allocation letters this week
- Reimbursement once activities are completed
  - Must submit detailed documentation of staff time



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Approaching due dates

- Quarterly reports
  - FAI one was due on 10<sup>th</sup> business day of January
  - Division one due January 31
  - If amounts seem to be doubling, contact Anna
- eData
  - Must be up to date with data entry by Feb 1
  - All data collected through January 18



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Reminders: Eligibility

- 16 (federal)/17 (state) or older
- Resident of PA (state only)
- Not enrolled in secondary school (both)
- Not enrolled in postsecondary (state)
- Have a basic skills need

Those are the ONLY eligibility requirements. You cannot impose additional requirements.



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Reminders: Communication with division

- Inform division right away of new program contact
- Inform advisor of changes to class schedule
- If communication requires multiple people from your agency, please make sure you are working together and have one person as the liaison with the division



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Reminders: Allowable expenses

- An expenditure must be reasonable and necessary to fulfill the goals and objectives of the grant program during the grant period in order to be allowable
- Just because an item is technically allowable (e.g., textbooks), doesn't mean the purchase is reasonable and necessary (e.g., purchasing 20 GED preparation textbooks in mid-June).
- Because it is unlikely that 20 books are necessary for the goals and objectives of the program during the program year, this purchase would not be allowable.



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Questions

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For more information on adult basic and family literacy education programming, please visit PDE's website at [www.education.pa.gov](http://www.education.pa.gov)

*The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.*

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