

Division of Adult Education Monthly Webinar

June 15, 2023

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6/15/2023

1

1

Agenda

- HSE policy changes
- 2023-23 grant reminders
- Year-end reminders
- FER
- 2023-24 Kickoff
- Family literacy institute



6/15/2023

2

2

HSE policy changes

- Can combine GED and HiSET subtests
- Can combine Spanish and English subtests.
- Retroactive to January 1, 2014
- Office of Chief Counsel interpretation
 - Individual can take HSE test while in secondary school but cannot get credential while enrolled



6/15/2023

3

3

2023-24 continuation grants

- Adult Education, Family Lit, Tutoring
- Due July 7, 2023
- Use grant submission guidelines
 - Emailed to program contacts 6/12, 5:09 PM
- Review 2023-24 draft guidelines
 - On Division of Adult Education Grant Competitions webpage
- Do not need authorized signatory
- Enter teacher prep time separately from instruction



6/15/2023

4

4

2023-24 budget reminders - PD

- Professional development costs
 - In adult ed grant, PD costs in state 064 budget
 - IHPDS time
 - FC 2200: time supporting other staff with PD
 - FC 2200: time participating in own PD
 - FC 1692: time working with classroom aides
 - Staff time participating in job-related PD
 - Separate entry in the FC for their role
 - FC 2300: contracted PD, mandatory agency trainings



6/15/2023

5

5

2023-24 reminders - PACL

- PA CareerLink infrastructure costs
 - Guidelines 608.3 #6 – OC 390
 - 064 grantees must use a portion of federal administrative funds (2300/390) for infrastructure cost contributions
 - May not use state 064 instead of federal
 - State 064 only for classroom space at PACL
 - In 2600/390
- PACL shared personnel and other costs
 - Allowed, not required
 - Federal 064: 2300/330
 - State 064, FL, tutoring: 2600/390, separate entry



6/15/2023

6

6

Year end reminders

- Guidelines Section 700
- 4th Qtr. Division Quarterly Expenditure Reports due July 17
- eData closes July 15
- Data Quality Validation forms due July 25
- Postsecondary Enrollment Certification
 - No official due date
 - If enrolled prior to June 30, please try to submit by mid-August
- IELCE Final Report: due August 1



6/15/2023

7

7

Data entry reminders

- Individuals who completed intake form but never tested or started class, enter now
 - We include these individuals in [Table 2A](#) of the NRS reports
- Agencies with IETs:
 - Correct program type
 - MSG type if passes occupational exam
- Workplace literacy classes
 - ABE or ESL classes at a workplace
 - Not workforce preparation activities



6/15/2023

8

8

Final expenditure reports (FER)

- Available early July
- Can submit any time up to August 15
- Communicate with the fiscal person at your agency who is completing the FERs



6/15/2023

9

9

FER reminders - Totals

- Part II Total receipts must match FAI
- Totals in the following sections must match the total in the budget summary
 - Part II Total Expenditures
 - Agency Activity Summary: Actual Expenditures column
 - Counties Served: Actual Expenditures column



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10

10

FER reminders: general

- Review sections 606, 607, 608, 609
- Descriptions of expenditures should provide detail
 - Do not just repeat name of object code
 - Make sure the description reflects the function code
- Equipment: Must include explanation for the purchase



6/15/2023

11

11

FER: cost caps

- On grant amount, not expenditures
- State 064, Family Literacy, Tutoring Program
 - FC 2160 and 2300 – 10% cap
 - No waivers; do not exceed
- Federal 064, IELCE 061, 099
 - FC 2300 + 5000 – 5% cap or approved negotiated higher amount
 - If total exceeds 5% or approved negotiated amount, must submit new request to negotiate BEFORE submitting FER



6/15/2023

12

12

FER: local match reminders

- Guidelines 609
- Must be supported by local documentation
 - Local match verification letter
- Cash vs. 3rd party in-kind donation
- Space rental value
 - Enter locations separately or break out in description
- Staff time: include person, # hrs x \$/hr or % of time
- Volunteers: include # volunteers, # hours and \$/hr

6/15/2023



13

13

FER: Agency Activity Summary

- Budgeted amount column
 - Numbers should match the proposed amounts from the PY 2022-23 grant
- Actual Expenditures column
 - Should reflect how you actually used the grant funds
 - We use this for federal fiscal reporting

6/15/2023



14

14

FER: Infrastructure costs section

- Only report the amount from that grant
 - Should match the total of infrastructure cost entries in contracted services
 - If subgrantees use some of subgrant for infrastructure costs, include that
- Only include infrastructure costs
 - Do not include shared personnel costs

6/15/2023



15

15

FER: Career services calculation

- Federal 064 and Section 243 IELCE 061
- Include subgrantee expenditures, if applicable
- Five allowable career services
 - See Policy G.100 and Guidelines Appendix A



6/15/2023

16

16

FER: Career services calculation (2)

- Outreach: student recruitment costs in 2900
- Intake and orientation costs
 - Teachers doing intake/orientation: 1691
 - Student support staff doing intake/orientation: 2122 or 2160
- Initial assessment: pretesting costs in 1691 (not posttesting)



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17

17

FER: Career services calculation (3)

- Referrals/coordination with other services & provision of information on supportive services
 - Barrier support staff in 2160 when providing information and referrals to support services to help students attend program
- Provision of info on education, training, workforce
 - Transition support staff in 2122 when giving this information to students



6/15/2023

18

18

2023-24 Kickoff

- PaTTAN, in-person, required
- August 1: Section 243 grantees only
 - 10:00 AM
- August 2, 10:00 AM to August 3, 2:30 PM
 - All grantees, subgrantees welcome
- Program administrator, IHPDS + 1 other staff must attend
 - May bring additional staff



6/15/2023

19

19

Family Literacy Institute

- Fall 2023
- Fully online
- Required for all 054 programs
- Staff to attend
 - Administrator
 - Family literacy coordinator
 - Student support specialist
 - Parent education instructor



6/15/2023

20

20

Vender emails about approved tests

- We got them
- Waiting for OCTAE direction
- Don't purchase until we get OCTAE direction and update our policies



6/15/2023

21

21

► Contact/Mission

For more information on adult basic and family literacy education,
please visit PDE's website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.



6/15/2023

22
