ADMINISTRATIVE POLICIES/PROCEDURES

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Subject: Adult Education and Literacy Coordination Policy

Purpose:

The purpose of this policy is to establish guidelines and procedures for the coordination between the Workforce Development Board of North Missouri and the Adult Education and Literacy Program (WIOA Title II) in order to better serve eligible individuals who need basic skills education and training to enter or advance in the workforce.

WIOA identifies individuals as having a barrier to employment if they are English language learners, have low levels of literacy, or face substantial cultural barriers. AEL activities assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency. Included in this purpose is assisting adults to attain a secondary school diploma and to transition to postsecondary education and training, and assisting immigrants and other individuals who are English language learners.

The Workforce Development Board of North Missouri's goal is to have an effective relationship with Adult Education and Literacy (AEL). The current AEL providers facilitate educational services that provide AEL services to address the goals and objectives of local, state, and national priorities. Adult Education & Literacy (AEL), which is part of the Missouri Department of Elementary and Secondary Education (DESE), provides assistance to help adults get the basic skills needed to be productive workers, family members and citizens.

Scope:

This policy applies to all eligible participants seeking services under the Workforce Innovation and Opportunity Act (WIOA) Title I program in the North Missouri region who require basic skills education and training through the Adult Education and Literacy Program (WIOA Title II).

Procedures:

1. The Adult Education and Literacy Program (WIOA Title II) shall provide eligible individuals basic skills education and training.

2. The Workforce Development Board of North Missouri shall provide career counseling and job placement services to eligible individuals who have completed basic skills education and training.

3. The Adult Education and Literacy Program (WIOA Title II) shall provide referrals to the Workforce Development Board of North Missouri for eligible individuals who have completed basic skills education and training and require job placement services.

4. The Workforce Development Board shall provide referrals to the local AEL providers for individuals who could benefit from the services provided through the AEL programs.

5. The Workforce Development Board of North Missouri shall provide support and guidance to the Adult Education and Literacy Program (WIOA Title II) to ensure that basic skills education and training programs are aligned with the workforce needs of the North Missouri region by reviewing local grant applications.

6. If the Board or its One-Stop Operator has a documented number of Adult Education students who do not have access to existing AEL classes, the Board staff is to follow these steps:

- Request additional classes from AEL.
- The Board can fund an AEL teacher/class if the AEL office does not have sufficient funds to meet the above request. The Board would negotiate with the AEL provider to create an additional class.
- The Board may become an AEL provider in the event they are unable to negotiate with a local AEL provider. The Board would enter into an agreement with the Department of Elementary and Secondary Education (DESE) and be responsible for meeting all requirements of an AEL Provider.

Responsibilities:

1. The Workforce Development Board of North Missouri is responsible for coordinating with the Adult Education and Literacy Program (WIOA Title II) to identify eligible individuals who require basic skills education and training, providing career counseling and job placement services, monitoring the progress of eligible individuals, and providing support and guidance to the Adult Education and Literacy Program (WIOA Title II).

2. The Adult Education and Literacy Program (WIOA Title II) is responsible for providing basic skills education and training to eligible individuals, providing referrals to the Workforce Development Board of North Missouri, and aligning basic skills education and training programs with the workforce needs of the North Missouri region.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

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