Division of Adult Education Monthly Webinar

June 20, 2024

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Agenda

- Staffing updates
- End of year data related
- Final expenditure reports
- 2024-25 Kickoff
- Assessment reminders
- GED retake update

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Staffing updates

- Whitney Newhouse
- Christine Houck

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End of year data entry

- eData support webinar on June 17
- July 15
  - Last day to enter data
  - Last day to export data
- Data Quality Validation Form
  - In Policy C.130 on PDE website
  - Due to advisor July 25
  - Fill and Sign PDF

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Postsecondary enrollment form

- Adult Student Postsecondary Enrollment Certification Form
  - Policy C.135 OR
  - In student file in eData
  - Requires all original signatures
- For federal MSG reporting
  - EFL gain if enrolled after starting adult education and before June 30
  - NEW!: Does NOT have to be "after exiting the adult education program"

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New MSG option in NRS

- Announced June 11
- EFL gain by passing an HSE subtest
  - After enrolling in adult education program
  - During program year (i.e., before June 30)
- Determined via data match
- MSG for all WIOA core programs

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Postsecondary credential attainment

- Class Special Program Type must be IET with credential
- Before eData closes
  - Enter in IET/WPL/PS Credential Outcomes tab
- After eData closes
  - Scan and email to advisor
- Can still send credentials earned in 2022 and 2023

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2023-24 Final expenditure reports

- Available soon; due August 15
- Move more than 10% b/w FC and OC
  - Use 4th qtr. Division QER
  - Email budget revision request to advisor before submitting FER
    - No budget revisions in eGrants
- Fed 064, 061, 099: revised request to negotiate admin costs if needed
  - Guidelines Appendix E

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2023-24 FERs: Reminders

- Descriptions should be detailed
- Purchased equipment: must provide justification for purchase in textbox
- Expenditures not in original budget but discussed/approved by advisor
  - Use textbox or Message Board to add that information referring to email or phone call

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2023-24 FERs: caps

- Federal 064, 061
  - 2300+indirect: 5% of grant or negotiated
  - Local match
- State 064, 054, 259
  - 2160 and 2300+indirects: cap of 10% of grant amt.

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2023-24 FERs: Infrastructure costs

- Fed & State 064, 061, 054, 259
- In Contracted Services
  - Enter infrastructure cost contributions and shared personnel costs separately
  - Name is the name of the LWDB
  - Description: clearly state infrastructure or shared personnel costs
- In Infrastructure Costs section, do not include shared personnel costs
  - Only contributions paid from that grant

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2023-24 FERs: Career services

- Federal 064 and 061 funds only
- Explanation in FER
- Related information
  - Guidelines 613.3.1.4 (calculation tips)
  - Guidelines AA1.3.1 (list of career services)

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2023-24 FERs: Double check

- Part II - Final Report Details
  - Total Receipts must match FAI
  - Total Expenditure must match total in Budget Summary *to the penny*
- Agency Activity Summary & Counties
  - Budgeted Amount: Amounts from the grant
  - Actual expenditures
    - How funds actually spent
    - Total must match total in Budget Summary

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2023-24 FER payments

- Agency owes PDE funds
  - Hold checks until FER is approved
    - Whitney will contact you to request check
  - Separate check for each grant
- Federal 064 & State 064 funds do not cancel each other out

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PY 2024-25 Kickoff

- July 30 10 am-4 pm; July 31 9 am-2:15 pm
  - not August 1
- July 30
  - Updates, policies, guidelines, monitoring, data
  - Networking session
- July 31 Using data for decision-making
  - Michael and Steve

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Kickoff cont.

- Mandatory for program administrator
  - Subgrantee admins strongly recommended to attend
  - Other staff as program administrator feels appropriate
  - Limit 3 per agency, excl. subgrantee admins
- Register
- Email coming with details and link to register

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2024-25 Assessment reminders

- CASAS Math Goals no longer accepted
  - Cannot roll over
- Transition year for ESL assessments
  - "Old" assessments accepted until 12/31/24
  - May use new ones immediately
  - Must use new ones as of 1/1/25

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2024-25 Assessment reminders: BEST

- BEST Literacy 2.0
  - Approved for ESL Levels 1-4
    - BUT no EFL gain for level 4
  - Training beg. 7/1/24
    - Required; significant changes
- BEST Plus 3.0
  - Division approving computer-based only
  - Do not use yet; delay in training from vendor

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GED® retake change

- Effective July 1, 2024, one reduced price retake not two

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Contact/Mission

For more information on adult 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.

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