

Title II Workforce Investment Act of 1998  
Adult Education and Family Literacy Act  
P. L. 105-220

**Missouri  
Adult Education  
and Literacy  
State Plan  
2000 - 2004**

**Original Submitted: April 12, 1999**  
**Revision Submitted April 1, 2010**

Department of Elementary and Secondary Education  
PO Box 480  
Jefferson City MO 65102-0480

## **Policy of Nondiscrimination**

Applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admissions and employment, and all unions or professional organizations holding collective bargaining or professional agreements are hereby, notified that the Missouri Department of Elementary and Secondary Education (the Department) does not discriminate on the basis of race, color, national origin, gender, age, or disabling condition in admission or access to, or treatment, or employment in its programs and activities.

Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Director of Human Resources  
Missouri Department of Elementary and Secondary Education  
PO Box 480  
Jefferson City, Missouri 65102-0480  
(573) 751-9619

This position has been designated to coordinate the Department's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

**UNITED STATES DEPARTMENT OF EDUCATION  
Office of Vocational and Adult Education**

**Adult Education and Family Literacy Act  
Enacted August 7, 1998 as Title II of the  
Workforce Investment Act of 1998 (Public Law 105-220)**

The Department hereby submits its revised State Plan extension to be effective until June 30, 2011. The eligible agency also assures that this plan, which serves as an agreement between State and Federal Governments under the Adult Education and Family Literacy Act, will be administered in accordance with applicable Federal laws and regulations, including the following certifications and assurances:

**CERTIFICATIONS**

**EDUCATION DEPARTMENT GENERAL  
ADMINISTRATIVE REGULATIONS  
(34 CFR PART 76.104)**

1. The plan is submitted by the State agency that is eligible to submit the plan.
2. The State agency has authority under State law to perform the functions of the State under the program.
3. The State legally may carry out each provision of the plan.
4. All provisions of the plan are consistent with State law.
5. A State officer, specified by title in the certification, has authority under State law to receive, hold, and disburse Federal funds made available under the plan.
6. The State officer who submits the plan, specified by the title in the certification, has authority to submit the plan.
7. The agency that submits the plan has adopted or otherwise formally approved the plan.
8. The plan is the basis for State operation and administration of the program.

**ASSURANCES**  
**WORKFORCE INVESTMENT ACT OF 1998**  
**(Public Law 105-220)**

**Section 224 (b) (5), (6), and (8)**

1. The eligible agency will award not less than one grant to an eligible provider who offers flexible schedules and necessary support services (such as child care and transportation) to enable individuals, including individuals with disabilities, or individuals with other special needs, to participate in adult education and literacy (AEL) activities, which eligible provider shall attempt to coordinate with support services that are not provided under this subtitle prior to using funds for AEL activities provided under this subtitle for support services.
2. Funds received under this subtitle will not be expended for any purpose other than for activities under this subtitle.
3. The eligible agency will expend the funds under this subtitle in a manner consistent with fiscal requirements in Section 241.

**SEC. 241. ADMINISTRATIVE PROVISIONS.**

- (a) Supplement Not Supplant—Funds made available for adult education and literacy activities under this subtitle shall supplement and not supplant other State or local public funds expended for adult education and literacy activities.
- (b) Maintenance of Effort—
  - (1) In general—
    - (A) Determination—An eligible agency may receive funds under this subtitle for any fiscal year if the Secretary finds that the fiscal effort per student or the aggregate expenditures of such eligible agency for AEL activities, in the second preceding fiscal year, was not less than 90 percent of the fiscal effort per student or the aggregate expenditures of such eligible agency for AEL activities, in the third preceding fiscal year.
    - (B) Proportionate reduction—Subject to paragraphs (2), (3), and (4), for any fiscal year with respect to which the Secretary determines under subparagraph (A) that the fiscal effort or the aggregate expenditures of an eligible agency for the preceding program year were less than such effort or expenditures for the second preceding program year, the Secretary—
      - (i) shall determine the percentage decreases in such effort or in such expenditures; and
      - (ii) shall decrease the payment made under this subtitle for such program year to the agency for AEL activities by the lesser of such percentages.

- (2) Computation— In computing the fiscal effort and aggregate expenditures under paragraph (1), the Secretary shall exclude capital expenditures and special one-time project costs.
- (3) Decrease in federal support—If the amount made available for adult education and literacy (AEL) activities under this subtitle for a fiscal year is less than the amount made available for AEL activities under this subtitle for the preceding fiscal year, then the fiscal effort per student and the aggregate expenditures of an eligible agency required in order to avoid a reduction under paragraph (1) (B) shall be decreased by the same percentage as the percentage decrease in the amount so made available.
- (4) Waiver— The Secretary may waive the requirements of this subsection for one (1) fiscal year only, if the Secretary determines that a waiver would be equitable due to exceptional or uncontrollable circumstances, such as a natural disaster or an unforeseen and precipitous decline in the financial resources of the State or outlying area of the eligible agency. If the Secretary grants a waiver under the preceding sentence for a fiscal year, the level of effort required under paragraph (1) shall not be reduced in the subsequent fiscal year because of the waiver.

Missouri Department of Elementary & Secondary Education  
(State Agency)

PO Box 480

Jefferson City MO 65102

(Address)

By: \_\_\_\_\_

(Signature of Agency Head)

Commissioner of Education

(Title)

\_\_\_\_\_  
(Date)

## **2.0 NEEDS ASSESSMENTS (No Revision Required by U.S. Department of Education)**

2.1 The total population for the State of Missouri is 5,358,692 of which 3,939,284 persons are 16 years of age or older. There are 17% of these adults at level 1 and 46% are at level 1 or 2 as defined in the National Adult Literacy survey conducted by Portland State University. (See Appendix E)

2.2 Missouri adults 16 years of age or older include the following special populations:

1. 15% are low income adult learners who are educationally disadvantaged.

(Source: Missouri State Census Data Center).

2. 13% have a disability that is serious enough to limit their ability to work.

(Source: Census Predictors, Portland State University, 1996).

3. 18.5% are single parents and displaced homemakers.

(Source: Missouri State Census Data Center).

4. 12% have multiple barriers to educational enhancement while less than 1% have limited English proficiency.

(Source: Synthetic Estimates of Literacy, Portland State University, 1996).

5. 0.5% are criminal offenders in correctional or other institutions.

(Source: Missouri Department of Corrections).

6. 0.5% are homeless adults.

(Source: Missouri Association for Social Welfare, Missouri 1996 Homeless Census).

2.3 The University of Missouri statistically analyzed census data of the State of Missouri to determine the target population of eligible adult students for each school district. (See Appendix E)

### **3.0 DESCRIPTION OF AEL ACTIVITIES (Revised)**

3.1 Local Program applicants will determine what services are needed in the area to be served that are allowable under the act and will determine how these services will be provided. Services include:

1. AEL services which may include Workplace Literacy services.
2. Family Literacy (See section 9.0 of the State Plan).
3. English Literacy programs (English as a Second Language).

AEL funds will be used to support or provide programs, services, or activities for individuals who are 17 years of age or older (or have completed 16 units of credit towards high school graduation) and who are not enrolled or required to be enrolled in secondary school under Missouri State Law.

3.2 Exceptions may be made by the local program if they decide to use AEL funds for family literacy if such programs, services, or activities are part of a Family Literacy program which meets the definition contained in the Act. AEL funds may be used to provide family literacy services under this subtitle.

Prior to providing family literacy services with AEL funds, the local program must coordinate and utilize all programs and services not funded by AEL Title II funds (Section 231 (d) of WIA).

AEL services will include program procedures to screen and instruct students with learning difficulties. Teacher training will be offered in screening and intake processes, instruction methods, and multiple modalities to support learning success for students who learn differently.

3.3 Department's organizational chart is attached. One major change: Dr. Chris Nicastro, has been selected as the Commissioner of Education.

#### 4.0 ANNUAL EVALUATIONS (Revised)

- 4.1 The State AEL office of the Department will conduct comprehensive on-site evaluations of approximately 20% of the local AEL programs each year. The State AEL office uses the Missouri Continuous Quality Improvement (CQI) process for all on-site reviews. All documents used for the CQI on-site review can be accessed at: [http://www.dese.mo.gov/divcareered/AEL\\_cqi.htm](http://www.dese.mo.gov/divcareered/AEL_cqi.htm).

The State AEL office has developed a program improvement process that is being used for all AEL-funded programs. This process requires local AEL programs to evaluate their own programs and develop a program improvement plan to be implemented the following fiscal year.

##### Improvement History:

1. Since 2000, Missouri has collected data annually from local programs for review purposes.
2. In 2004, local programs were given direct access to their program data for review and analysis purposes.
3. In 2005, local programs received technical assistance on how to analyze and use the available data.
4. In 2006, the State AEL office produced for each local program a “report card” based on the most recent fiscal year’s data (WIA Section 212 measures).
5. In 2007, in addition to the report card, local programs received guidance on how to use research-based methods and process to improve program outcomes called “Continuous Quality Improvement”.
6. In 2008, as part of an incentive grant, local programs received a program-wide report card. Local programs were required to develop a research-based program improvement plan and create a pilot program for direct program improvement.
7. In 2009, local programs implemented the pilots and provided formal formative and summative reviews of the pilots including plans for successful pilots to take to scale.
8. For 2010, local programs are implementing the “going to scale” projects as the final element of the incentive grant.

##### Annual Review

Each year, a Program Improvement Plan (PIP) will be required from each local program, asking how the program will use research-based methods to improve their program relating to the federally negotiated performance measures. The Continuous Quality Improvement measures will be used as continuing guidance on research-based methods of improvement. If funding permits, local programs will develop a full, formal pilot program, which will be evaluated as part of

their annual program review. The State AEL office will determine if the pilot program is ready to “go to scale” or if the local program needs to develop another PIP if the pilot was unsuccessful.

The intent is to provide a well-rounded approach to review program performance based on data reviewed and the Missouri Quality Indicators. This will be done on a yearly basis by the local program and reported to the State AEL office in their PIP. The information allows directors to report on how they plan to address areas targeted for improvement.

The process will include:

1. Local AEL programs will use and evaluate program data generated and assessed on benchmarks established by the State AEL office and federal targets negotiated with the U.S. Department of Education, Office of Vocational and Adult Education.
2. Evaluation of a set of established quality indicators that would provide insight on good practices, positive results, and continual improvement of services and areas of needed improvement based on the same established quality indicators.
3. The local program will develop and submit a PIP to the State AEL office for review.

## 5.0 PERFORMANCE MEASURES (Revised)

### 5.1 Eligible Agency Performance Measures

1. All local programs funded with AEL federal and state funds will meet or exceed core performance levels outlined in the State Plan.
2. Should the local programs fail to meet or exceed core performance levels, the annual program improvement plan which is required (see 4.1 of the State Plan), must be approved by the State AEL office to ensure it addresses the deficiencies in failing to meet or exceed the core performance measures. The State AEL office will provide technical assistance as needed.
3. If the program performance improvement plan of action does not bring about sufficient positive results, a hearing will be held to consider continued funding or possibly termination of the local program's grant/contract.

### 5.2 Optional – Additional Indicators

1. A minimum of 70% of all students enrolled (4 or more hours of attendance) will persist to attend for 12+ hours and be pre-tested.
2. A minimum of 90% of all students enrolled with 4 or more hours of attendance will be pre-tested.
3. A minimum of 60% of all students served (12+ hours and pre-tested) will be post-tested.
4. Program progression percent (12+ progressed students/eligible 12+ pre-tested students) will meet or exceed the average of the negotiated federal targets.

### 5.3 Levels of Performance

The State AEL office will use the federally negotiated performance measures as the established levels of performance (see Attachment B).

### 5.4 Factors

1. Performance levels may be adjusted for factors such as:
  - Characteristics of participants
  - Services and instruction to be provided
  - ESL students

Further Information

1. The State Workforce Investment Agency (the Missouri Division of Workforce Development, Department of Economic Development) will be implementing the Common Measure performance indicators that are aligned with the currently applicable WIA Performance Measures according to the U.S. Department of Labor Planning Guidelines.
2. If Missouri is awarded WIA Incentive Funds, the application for these funds will be prepared in cooperation and submitted with the agreement of all partners involved.

## 6.0 PROCEDURES AND PROCESS FOR FUNDING ELIGIBLE PROVIDERS (Revised)

**The State AEL office conducted a competitive bid for AEL services and activities in the spring of 2010. The State AEL office plans to extend grants/contracts for an additional year. The State AEL office followed these procedures in the selection of AEL providers:**

- 6.1 Applications will be competitive, open, and available to all eligible applicants and will address the following items:
  1. The degree to which the local provider will establish measurable goals for participant outcomes.
  2. The past documented effectiveness or demonstrated ability of an eligible provider in improving the literacy skills of adults and families.
  3. The documented success of an eligible provider in meeting or exceeding the Department's approved performance measures under section 212 of the Act, especially with respect to those adults with the lowest levels of literacy for a minimum period of one year.
  4. The commitment of the eligible provider to serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills and persons with special needs.
  5. Whether or not the program:
    - a. Is of sufficient intensity and duration for participants to achieve substantial learning gains; and
    - b. Uses instructional practices, such as phonemic awareness, systematic phonics, fluency, and reading comprehension that research has proven to be effective in teaching individuals to read.
  6. Whether the activities are built on a strong foundation of research and effective educational practice.
  7. Whether the activities effectively employ appropriate advances in technology, including the use of computers.
  8. Whether the activities provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
  9. Whether the activities are staffed by well-trained instructors, administrators, and other appropriate professional staff.
  10. Whether the activities are coordinated with other available resources in the community, such as by establishing strong links with elementary schools and secondary schools, post-secondary educational institutions, one-stop centers, job training programs, and social service agencies.

11. Whether the activities are offered with flexible schedules and support services (such as child care and transportation) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.
12. Whether the program maintains a high quality information management system that has the capacity to report participant outcomes and to monitor program performance against the local provider's performance measures.
13. Whether the local communities have a demonstrated need for additional English Literacy programs.

Plan Contents: In developing the local plan, and any revisions to the local plan content the local provider shall include:

1. An objective assessment of the needs of individuals in areas to be served by AEL activities, including individuals most in need or hardest to serve. (See Section 2.0 of the State Plan)
2. A description of the AEL services that will be carried out with any funds received under this Act. (See Section 3.0 of the State Plan)
3. A description of how the local provider will evaluate annually the effectiveness of the AEL activities based on the performance measures described in Section 212 of WIA (See Section 4.0 of the State Plan)
4. A description of the performance measures described by the state and how such performance measures will ensure the improvement of AEL activities in the state. (See Section 5.0 of the State Plan and Appendix B)
5. A description of how the local provider will fund local activities in accordance with the considerations described in Section 231 (E) of WIA.
6. A description of the process that will be used for public participation and comment with respect to the local provider's plan. (See Section 9.8 of the State Plan)
7. A description of how the local program provider will develop program strategies for populations that include at a minimum: (See Section 8.0 of the State Plan)
  - a. Low-income students
  - b. Individuals with disabilities
  - c. Single parents and displaced homemakers
  - d. Individuals with multiple barriers to educational enhancement, including individuals with limited English proficiency

8. A description of how the AEL activities that will be carried out with any funds received under this Act will be integrated with other AEL, career development, and employment and training activities in the state or outlying area served by the local program provider.
9. A description of the steps the local provider will take to ensure direct and equitable access as required in Section 231(C)(1) of WIA.
10. Description of how local program provider will serve special needs students.

#### Funding

Funding is based upon the following:

##### Core Funding

For Fiscal Year 2010, local AEL programs selected to provide AEL services and activities will submit budgets based upon "need". Local AEL programs will submit budgets that clearly identify what funds will be needed to offer and administer AEL services and activities. If the option for renewal is exercised, the budget offered to the AEL program for the renewal period will be based on the first year budget amount but may be modified up to ten percent (10%) based on performance data of the provider. Past performance can include, but is not limited to, academic and GED student success as defined by the NRS.

6.2 Eligible Providers for a grant or contract may include:

1. A local educational agency.
2. A community-based organization of demonstrated effectiveness.
3. A volunteer literacy organization of demonstrated effectiveness.
4. An institution of higher education.
5. A public or private nonprofit agency.
6. A library.
7. A public housing authority.
8. A nonprofit institution that is not described in any of these subparagraphs and has the ability to provide literacy services to adults and families.
9. A consortium of any otherwise eligible agencies, organizations, institutions, libraries, or authorities.

### 6.3 Notice of Availability

Notice of program and funds available will be made in at least 2 major newspapers that have state-wide circulation and the Grant and Invitation for Bid Applications will also be placed on the Department's website. The Missouri Office of Administration has established guidelines and procedures for the selection and awarding of grants/contracts.

6.4 Applications must be submitted on the date stated in the notice referenced in Section 6.3.

6.5 Evaluation of applications will be made by impartial readers using guidelines to objectively evaluate the application and will at a minimum consider the following:

1. Applicants plan to meet or exceed the federally negotiated performance measures. (See Appendix B)
2. Applicants must document in objective, quantifiable, and measurable form their past program effectiveness or demonstrate their ability to provide AEL services to adults.
3. Applicants will be evaluated in terms of how the program will serve individuals in the community who are most in need of literacy services.
4. Applicants must describe that the local program is of sufficient intensity and duration for participants to achieve substantial learning gains.
5. Program activities are built on a strong foundation of research and effective educational practice.
6. The program effectively employs appropriate technology including the use of computer assisted instruction.
7. Activities are related to real life situations and ensure that a student will have the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship.
8. The program is staffed with state certified instructors, administrators, and other necessary professional educators.
9. The program coordinates its activities with other available resources such as with elementary and secondary schools, postsecondary education programs, area vocational-technical schools, Missouri Career Centers (One-Stop Centers), job training programs, and social service agencies.
10. Local programs will provide flexible schedules and coordinate supportive services between the program and other agencies in the area being served, such as childcare and transportation that are necessary for students to attend and complete the program.

Program Section Number 6.5  
State Missouri

11. The program maintains a high quality information management system that reports student outcomes and monitors local program performance against the local provider's performance goals. Missouri's Adult Computer Enrollment System (ACES) is used by all local AEL programs.
12. The local community needs for additional English Literacy programs are identified and met.

6.6 Special Rule – not applicable

**7.0 PUBLIC PARTICIPATION AND COMMENT (No revisions)**

- 7.1 Several planning meetings were held with representatives of the following agencies and partners to obtain input and guidance in developing the State Plan for AEL:
1. A broad cross section of potential service providers
  2. Representatives from the Family Support Division
  3. Representatives of Even Start and Family Literacy programs
  4. Postsecondary institutions
  5. Job Training program representatives
  6. Corrections
- 7.2 The State Plan was submitted to the Governor's office for review and comment. Any comments will be included as Appendix D to the State Plan.
- 7.3 A draft of the State Plan was placed on the Department's AEL webpage for review and comment.
- 7.4 The state conducted 5 public hearings on a regional basis.
- 7.5 The Missouri Employment and Training Council (MTEC) Executive Committee at its April 5, 1999, meeting reviewed and favorably commented on the State Plan. The Executive Committee recommended that the State Plan be accepted by the full council. MTEC has been designated as the State's Workforce Investment Board.
- 7.6 A summary of all comments received will be included in Appendix D.

## **8.0 DESCRIPTION OF PROGRAM STRATEGIES (Revised – Format Only)**

8.1 Innovative programs will be available where appropriate for use by students.

1. Distance learning programs will be utilized for instruction.
2. Local AEL programs will be encouraged to provide supportive activities such as counseling, homework strategies, and computer aided instruction for students.
3. Referrals to other agencies providing special care or services.
4. Access to information and resources for programs serving ESL students can be located at Resources@MCCE (<http://missouricareereducation.org/res/index.html>).
5. Services may be provided in low income housing projects and institutions such as correctional centers, jails, halfway houses by local AEL programs.
6. Facilities will be available to students with disabilities.
7. Teachers will receive orientation to and special training in meeting the educational needs of learning disabled students. Professional development training and workshops are available to help teachers working with persons with learning disabilities.
8. All programs will provide equal access to AEL services for handicapped students.
9. The State AEL office has developed and issued guidance on serving students with learning difficulties. This document “Guidelines for Serving Students with Learning Disabilities” is available on the State AEL website ([www.ael.mo.gov](http://www.ael.mo.gov) – Handbooks, Forms and Guidelines)
  - All activities under this section are planned for implementation during the one (1) year extension of this State Plan.
  - All local providers will be encouraged to maintain services in Missouri Career Centers (One-Stop Centers), business and industry locations, and not-for-profit community based facilities.

## **9.0 INTEGRATION WITH OTHER ADULT EDUCATION & TRAINING (Revised)**

- 9.1
1. Local AEL programs will be represented on local Workforce Investment Boards.
  2. AEL programs will be involved in and provide service at Missouri Career Centers (One-Stop Centers) when practical.
  3. AEL instruction will be provided as a component of Family Literacy programs in the state.
  4. Workplace Literacy as defined in Section 201 (18) of WIA, will be available to local businesses as a component of the AEL program as needed or requested.
  5. AEL services will be coordinated with Temporary Assistance for Needy Families (TANF) and Missouri's Career Assistance Programs (CAP) to assure welfare recipients have the skills needed for employment and to become self-sufficient and productive citizens.

Local public and nonpublic secondary schools are required to provide lists of persons to the State AEL office who have dropped out of school for referral to local AEL programs in a timely manner. (Required by Missouri State Law 167.275, Section 167.275, Revised Statutes of Missouri.)

The Department will require all local funded AEL programs to establish advisory committees, which include representation from Workforce Investment Act programs.

### 9.2 State Unified Plan

1. Missouri submitted its WIA plan to the U.S. Department of Labor in spring, 2000. The Plan was approved and implemented on July 1, 2000. At this time, no decision has been made on the submission of a unified State Plan.
2. There are fourteen (14) approved and designated Workforce Development Regions in Missouri. All of the Regions have Memorandums of Understanding (MOU) between workforce development partners, including local AEL programs. MOUs in each Region are annually reviewed, updated, and/or amended as needed.

**10.0 DIRECT AND EQUITABLE ACCESS TO ADULT EDUCATION FUNDS AND PROGRAMS**  
**(Revised)**

- 10.1
  1. All eligible applicants will use the competitive application process when applying for program funds.
  2. The State AEL office conducted a pre-bid meeting for eligible providers interested in applying for funding.
  3. All documents related to the application for AEL funds are posted on the State AEL offices' website, which instructions and information regarding the application process.
  4. Applications will be read, evaluated, and scored by impartial readers. Applications receiving the highest scores will be funded as outlined in Section 6.1.
  5. Funds will be allocated based on need and past performance.
  6. The State AEL office conducted a competitive bid process in the spring of 2010 for AEL services and activities beginning July 1, 2010.
- 10.2 Notice of program and funds available will be made in at least two (2) major newspapers that have statewide circulation and the Grant and Invitation for Bid Applications will also be placed on the Department's website. The Missouri Office of Administration has established guidelines and procedures for the selection and awarding of grants/contracts.

**11.0 PROGRAMS FOR CORRECTIONAL EDUCATION AND OTHER INSTITUTIONALIZED INDIVIDUALS (No Revisions)**

11.1 AEL services to persons who are institutionalized or are in correctional facilities will be provided with not more than 10% of the 82.5% of federal funds made available for use by local providers and state agencies.

The types of Correctional AEL programs that may use federal AEL Act funds include:

1. Basic education,
2. Special education programs (including learning disabled programs),
3. English as a Second Language classes, and
4. Secondary school level academic programs.

11.2 AEL funds will be used to serve individuals who are likely to leave the correctional institution within five years or less of participation in the program or in an early release program.

11.3 Types of institutional settings:

1. Prison
2. Jail
3. Reformatory
4. Work farm
5. Detention center
6. Halfway house, community-based rehabilitation center, or other similar institution designed for the confinement and/or rehabilitation of other special populations.

**12.0 STATE LEADERSHIP AND ADMINISTRATIVE ACTIVITIES (Revised – Format Only)**

12.1 The Department will use no more than 12.5% of federal funds for the following AEL activities:

1. The establishment or operation of professional development programs to improve the quality of instruction provided, pursuant to local activities required under Section 231(b), including instruction incorporating phonemic awareness, systematic phonics, fluency, reading comprehension, and instructional assistance provided by volunteers or by other personnel.
2. The provision of technical assistance to eligible providers of AEL activities.
3. The provision of technical assistance, including staff training, to eligible providers of AEL activities to enable the eligible providers to improve the quality of such activities.
4. The support of state or regional literacy centers.
5. The monitoring and evaluation of the quality of, and the improvement in, AEL activities.
6. Incentives for program coordination, integration, and/or performance.
7. The development and dissemination of curricula, including curricula incorporating phonemic awareness, systematic phonics, fluency, reading comprehension, and education strategies for special needs students.
8. Other activities of statewide significance that promote AEL.
9. Coordination with existing support services, such as transportation, child care, and other assistance designed to increase rates of enrollment in, and successful completion of, AEL activities.
10. Integration of literacy instruction and occupational skill training, and the promotion of linkages with employers.
11. Promotion of linkages with area vocational-technical schools and postsecondary educational institutions.

12.2 Description of Joint Planning and Coordination for Unified Plan Only

Not applicable. Missouri did not submit a Unified Plan.

12.3 The Department will provide the following activities to ensure equitable access to and participation in the AEL programs for students, teachers, and other program beneficiaries with special needs:

1. One AEL certified teacher in each AEL program should be trained to screen and identify the needs of learning disabled students.

2. All local programs will be required to provide equitable access to all program services for students, teachers, and other program beneficiaries.
  3. Orientation and training regarding the needs of special needs students will be provided to all teachers and administrators.
  4. ESL training workshops will be provided on a yearly basis for ESL teachers to ensure quality English language instruction for non-English speaking students.
  5. Funds will be provided to local AEL programs to provide teacher in-service training on how to meet the special needs of program recipients.
- 12.4 There are fourteen (14) approved and designated Workforce Investment Regions in Missouri. All of the Regions have approved Memorandums of Understanding (MOU) between workforce development partners, including local AEL programs. MOUs are updated and revised annually in each Region.
1. The state educational agency will use no more than 5% of the federal funds for the following state administrative activities:
    - The development, submission, and implementation of the State Plan.
    - Consultation with other appropriate agencies, groups, and individuals that are involved in, or interested in, the development and implementation of activities assisted under Title II of the Workforce Development Act.
    - Coordination with other Federal and State education, training, corrections, public housing, and social service programs to prevent duplication of services.
  2. Collaboration with Other Related Agencies and Programs
    - AEL, through local service providers, will provide adult literacy components to all local programs such as Even Start, Family Literacy, Workforce programs, English as a Second Language programs, Homeless programs, programs serving welfare recipients, citizenship programs, and other programs serving unemployed or under employed adults.
    - Local AEL staff should actively participate on boards and other similar bodies providing services to persons who need AEL.
    - The State AEL Section office will fund a monthly publication that will be mailed to persons who are involved in AEL. This publication will offer groups an opportunity to publish information about their agencies and activities in an effort to encourage coordination among agencies

- The following representatives were invited to attend planning meetings during the development of the State Plan:
  - Local literacy providers,
  - Even Start/Family Literacy,
  - Volunteer literacy agencies,
  - Not-for-profit community-based organizations,
  - Job Development and Training,
  - Family services - Temporary Assistance to Needy Families (TANF)
  - Community college/higher education, and
  - Professional adult education and literacy organizations.

**13.0 PROGRAM ADMINISTRATION (No revisions)**

13.1 Local Administrative Cost Limits

1. Not less than 95% shall be expended for AEL services unless specifically approved by the State Director of AEL.
2. The remaining amount, not to exceed 5%, shall be used for planning, administration, personnel development, and interagency coordination.
  - a. **SPECIAL RULE:** In cases where the cost limits are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the eligible provider can mutually agree with the State Director of AEL in order to determine an adequate level of funds. No more than 5% of requested AEL Grant funds may be used for administration; however, up to an additional 16% may be requested and, if approved, used for administrative use. The total allowable percentage of funds that can be utilized for administration is 21% of the total budget.

- Appendix A Invitation for Bid (IFB) and Grant Applications
- Appendix B PROPOSED Fiscal Year 2011 Adult Education and Literacy Performance Measures and Benchmarks
- Appendix C Local AEL Program Director's Guide
- Appendix D Copy of letter to Governor
- Appendix E Statistics for the target populations for each school district in Missouri are available on the Department's Web site at: <http://www.dese.mo.gov/schooldata>
- Appendix F Department of Elementary and Secondary Education and AEL Section Organizational Charts

**Adult Education and Literacy  
Invitation for Bid (IFB) and Grant Application**

Fiscal Year 2011 Grant and IFB Application available on request.

# Proposed Federal Targets for Fiscal Year 2011

Appendix B

<b>Adult Education and Literacy</b>			
<b>PROPOSED Performance Measures and Benchmarks</b>			
Core Indicator #1: Demonstrated improvements in literacy skill levels in reading, writing, and speaking the English language, numeracy, problem-solving, English language acquisition, and other literacy skills.			
<b>Performance Measures</b>	<b>Actual for Fiscal Year 2009</b>	<b>Target for Fiscal Year 2010</b>	<b>Proposed for Fiscal Year 2011</b>
<b>Beginning Literacy 0 - 1.9</b>  The percentage of adult learners enrolled in Beginning Literacy who completed that level.	48% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	44% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	48% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.
<b>Beginning Basic Education 2.0 - 3.9</b>  The percentage of adult learners enrolled in Beginning Basic Education who completed that level.	47% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	40% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	47% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.
<b>Low Intermediate Basic Education 4.0 - 5.9</b>  The percentage of adult learners enrolled in Low Intermediate Basic Education who completed that level.	47% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	41% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	47% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.
<b>High Intermediate Basic Education 6.0 - 8.9</b>  The percentage of adult learners enrolled in High Intermediate Basic Education who completed that level.	40% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	38% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	41% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.
<b>Low Adult Secondary Education 9.0 - 10.9</b>  The percentage of adult learners enrolled in Low Adult Secondary Education who completed that level.	42% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	43% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.	43% of enrollees will acquire (validated by formal assessment) the level of basic skills needed to complete the educational functioning level.

<p><b>High Adult Secondary Education 11.0 - 12.9</b></p> <p>The percentage of adult learners enrolled in High Adult Secondary Education who completed that level.</p>			
---	--	--	--

<p align="center"><b>Adult Education and Literacy PROPOSED Performance Measures and Benchmarks</b></p>			
<p>Core Indicator #1: Demonstrated Improvements in literacy skill levels in reading, writing, and speaking the English language, numeracy, problem-solving, English language acquisition, and other literacy skills.</p>			
Performance Measures	Actual for Year 2009	Target for Fiscal Year 2010	Proposed Fiscal Year 2011
<p>Beginning ESL Literacy</p> <p>The percentage of adult learners enrolled in Beginning ESL who completed that level.</p> <p>CASAS scale scores: 180 and below</p>	<p>52% of beginning literacy (ESL) enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>48% of beginning literacy (ESL) enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>52% of beginning literacy (ESL) enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>
<p>Low Beginning ESL</p> <p>The percentage of adult learners enrolled in Beginning ESL who completed that level.</p> <p>CASAS scale scores Reading: 181–190 Listening: 181–190 Math: 181–190 Writing: 136-145</p>	<p>58% of low beginning ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>50% of low beginning ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>58% of low beginning ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>
<p>High Beginning ESL</p> <p>The percentage of adult learners enrolled in Beginning ESL who completed that level.</p> <p>CASAS scale scores Reading: 191–200 Listening: 191–200 Math: 191–200 Writing: 146- 200</p>	<p>50% of high beginning ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>46% of high beginning ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>50% of high beginning ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>

**Adult Education and Literacy**  
**PROPOSED Performance Measures and Benchmarks**

Core Indicator #1: Demonstrated Improvements in literacy skill levels in reading, writing, and speaking the English language, numeracy, problem-solving, English language acquisition, and other literacy skills.

Performance Measures	Actual for Year 2009	Target for Fiscal Year 2010	Proposed Fiscal Year 2011
<p>Low Intermediate ESL</p> <p>The percentage of adult learners enrolled in Low Intermediate ESL who completed that level.</p> <p>CASAS scale scores            Reading: 201–210            Listening: 201–210            Math: 201–210            Writing: 201–225</p>	<p>43% of intermediate ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>40% of intermediate ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>43% of intermediate ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>
<p>High Intermediate ESL</p> <p>The percentage of adult learners enrolled in High Intermediate ESL who completed that level.</p> <p>CASAS scale scores            Reading: 211–220            Listening: 211–220            Math: 211–220            Writing: 226–242</p>	<p>42% of high intermediate ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>40% of high intermediate ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>42% of high intermediate ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>
<p>Advanced ESL</p> <p>The percentage of adult learners enrolled in Low Advanced ESL who completed that level.</p> <p>CASAS scale scores            Reading: 221–235            Listening: 221–235            Math: 221–235            Writing: 243–260</p>	<p>23% of low advanced ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>18% of low advanced ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>	<p>25% of low advanced ESL enrollees will acquire (validated by formal assessment) the level of English language skills needed to complete the educational functioning level.</p>

**Adult Education and Literacy  
PROPOSED Performance Measures and Benchmarks**

Core Indicator #2: Entered employment.			
Performance Measures	Actual for Year 2009	Target for Year 2010	Proposed for Fiscal Year 2011
The percentage of unemployed adult learners who have a goal of obtaining employment and enter the workforce.	57% of unemployed adult learners enrolled (and in the workforce) will obtain unsubsidized employment.	56% of unemployed adult learners enrolled (and in the workforce) will obtain unsubsidized employment.	55% of unemployed adult learners enrolled (and in the workforce) will obtain unsubsidized employment.
Core Indicator #3: Retained employed.			
Performance Measures	Actual for Year 2009	Target for Year 2010	Proposed for Fiscal Year 2011
The percentage of adult learners who retained employment who had a goal of improved or retained employment.	69% of adults were retained on the job or advanced on the job.	72% of adults were retained on the job or advanced on the job.	65% of adults were retained on the job or advanced on the job.
Core Indicator #4: Receipt of a secondary school diploma or GED.			
Performance Measures	Actual for Year 2009	Target for Year 2010	Proposed for Fiscal Year 2011
The percentage of adults enrolled who had a goal of passing the GED and earned a high school diploma or recognized equivalent.	49% of adults earned a high school diploma or recognized equivalent.	36% of adults earned a high school diploma or recognized equivalent.	49% of adults earned a high school diploma or recognized equivalent.
Core Indicator #5: Placement in postsecondary education or training.			
Performance Measures	Actual for Year 2009	Target for Year 2010	Proposed for Fiscal Year 2011
The percentage of adult learners who had a goal of entering postsecondary education and were enrolled for other academic or vocational programs at the postsecondary level.	37% of adult learners whose primary or secondary goal was postsecondary education or vocational training.	40 % of adult learners whose primary or secondary goal was postsecondary education or vocational training.	40% of adult learners whose primary or secondary goal was postsecondary education or vocational training.

**Local AEL Program Director's Guide  
(Available on AEL Webpage)**

**[http://www.dese.mo.gov/divcareered/ael\\_plan\\_doc.htm](http://www.dese.mo.gov/divcareered/ael_plan_doc.htm)**

**A copy of the transmittal letter to Governor  
is included in the overnight package.**

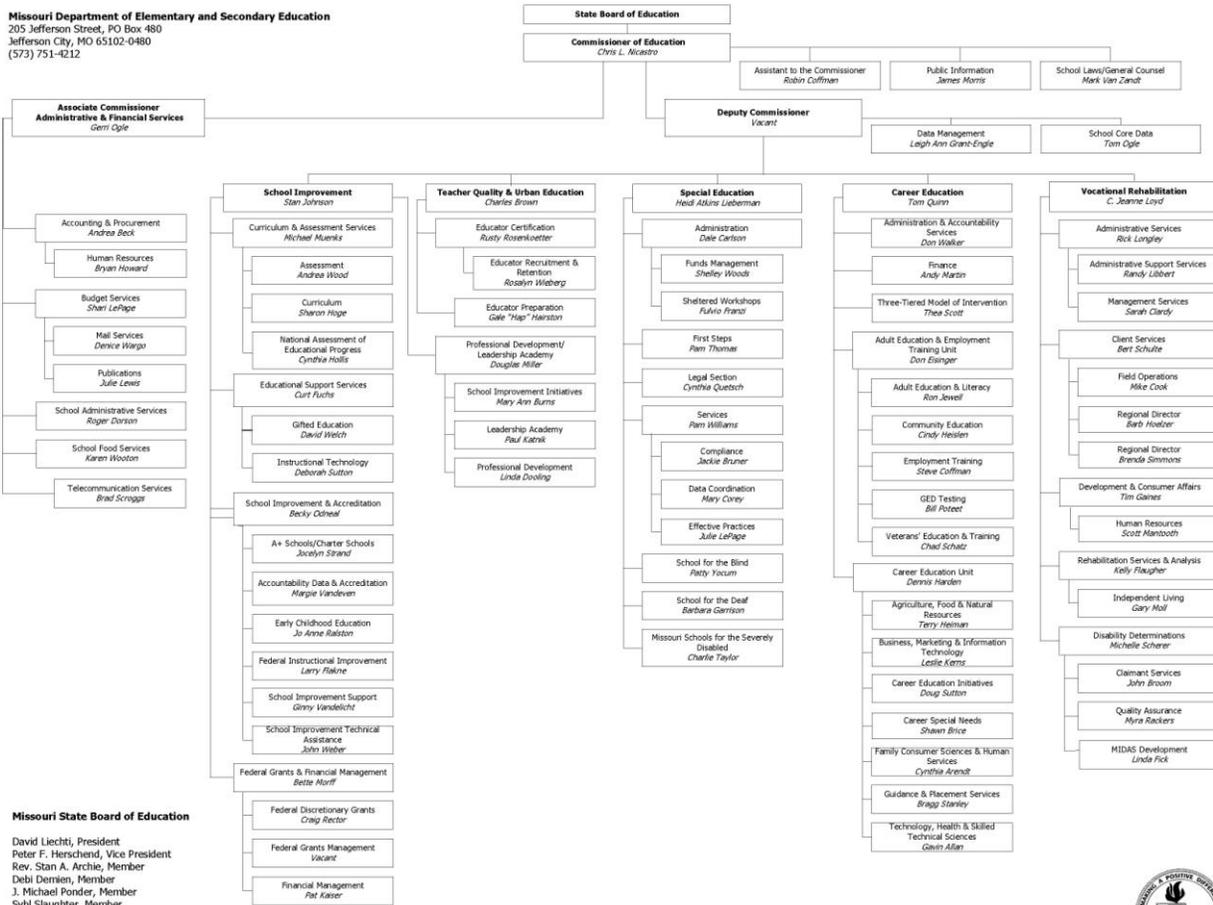
**Statistics for the target populations for each school district in Missouri are available on the**

**Department's website at:**

**<http://dese.mo.gov/schooldata>**

**NO REVISIONS MADE**

**Missouri Department of Elementary  
and Secondary Education (Revised)  
and  
Adult Education and Literacy Section Staff (No Revisions)  
Organizational Charts**



**Missouri State Board of Education**

David Liechti, President  
 Peter F. Herschend, Vice President  
 Rev. Stan A. Archie, Member  
 Debi Demien, Member  
 J. Michael Ponder, Member  
 Sybil Slaughter, Member  
 Russell V. Thompson, Member  
 Vacant, Member

Robin Barbour, Executive Assistant

February 2010



DESE 3501-1 02/10

## Missouri Adult Education and Literacy Section

