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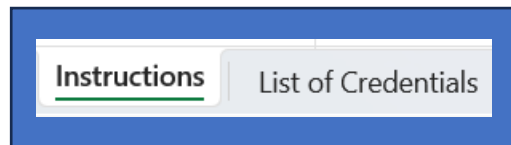
TO: AEPP WIOA Funded Programs
FROM: Fiormelissa Johnson, NYS Director – Adult Education Programs & Policy (AEPP)
SUBJECT: IET and IELCE FY25 Guidance for Programs

This information is intended for WIOA funded programs that have already been contracted to provide either Integrated Education and Training programming (IET) or Integrated English Literacy and Civics Education programming (IELCE). In an effort to provide the best possible options for our students, the AEPP office will accept new training options along with existing training for the start of FY2024/2025, July 1, 2024 to June 30, 2025.

Attached is a revised and updated IET/IELCE worksheet designed to capture all the information needed for the AEPP office to consider approval for any IET or IELCE program. The attached, completed worksheet is due on or before June 15, 2024. A separate worksheet must be completed and submitted for each AEPP funded project for IET or IELCE. Please submit your completed worksheet to the WIOA@nysed.gov mailbox with a copy to your AEPP Regional Associate. There is no need to submit multiple worksheets, all information must be on a single worksheet when submitted.

Before completing the worksheet, it is important to remember that the AEPP funded WIOA program must assess their own community to be sure the credential earned is an industry recognized credential and there are local employers interested in hiring students who achieve these credentials. It is also important to identify the funding source(s) that will be used to support the training course. The credentials of the teachers associated with the training course may be requested by AEPP at any time. Most importantly is the desirability for students to migrate toward the training that is selected. The program should be canvassing students in advance of each fiscal year to ascertain an ample cohort of students that are interested in not only pursuing advancing their literacy skills but also a desire to achieve skill training aimed at an industry recognized credential leading to employment.

At the bottom of the spreadsheet you will note two tabs, one labeled “Instructions” that will open a full set of directions associated with each column on the worksheet; the second tab is labeled “List of Credentials” where the program will add all the required information associated with either an existing training or a proposed training. Please be sure to complete the entire worksheet (all fields) before submitting for review. Incomplete worksheets will not be reviewed and will be returned.



Each AEPP funded program that is already contracted to provide IET or IELCE must submit this worksheet annually and must include both existing training they wish to continue offering their students as well as any possible new training. There are expectations that have remained consistent for any program that is contracted to provide these services, please review them and share them with your staff:

- All students must meet WIOA eligibility:
 - Students must be 16 years of age or older, not enrolled or required to be enrolled in a secondary school.
- IET students must be actively co-enrolled in ABE/ASE/ESL contextualized literacy classes exclusively supporting the identified training and credential.
- IELCE students must be actively co-enrolled in ESL contextualized literacy Classes exclusively supporting the identified training and credential.
- All IET and IELCE students must be pretested within the first 12 hours of Intake.
- All training courses must be provided in-person, there is no option for hybrid instruction for the training component.
- The training course must be scheduled for the requisite contact hours and appear on the Program Information Form
- The program must record in ASISTS the credential when achieved AND must upload the student's credential to the Accountability Site (<https://adult-education-accountability.org>)
- All performance benchmarks for Post Testing, Measurable Skill Gain, and Follow Up Outcomes must be met. Continuous poor performance that does not demonstrate student gain and progress may lead a program to Corrective Action, which may result in the termination of the program's training option.

A note to all EPE funded programs, while there is a separate, independent process for EPE approval to supporting training courses (either CTE or locally approved), that process must be completed per directions found in the EPE Manual and EPE Application for FY25. Approval for EPE funding in support of any training course does not constitute approval for WIOA IET and/or IELCE, they are independent processes that run parallel however both processes are necessary. Once the EPE application is submitted and includes the requisite information for training courses, the course can be added to the IET/IELCE Worksheet with EPE funding indicated as "Pending".

Please direct any questions or concerns to the WIOA@nysed.gov mailbox with a copy to your AEPP Regional Associate:

- Capital North Country – Lisa Pearson Lisa.Pearson@nysed.gov
- Central Southern Tier Lisa.Pearson@nysed.gov
- Finger Lakes – Lisa Pearson Lisa.Pearson@nysed.gov
- Hudson Valley – Diane Schrader Diane.Schrader@nysed.gov
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cc: AEPP Regional Associates, NYSED
 Accountability Office
 RAEN Regional Centers
 ASISTS