

**State of Alaska
FY2003 Governor's Operating Budget**

**Department of Labor and Workforce Development
Adult Basic Education
Component Budget Summary**

Component: Adult Basic Education

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Component Mission

To provide adult learners instruction in the basic skills of reading, writing, mathematics, English as a Second Language (ESL), and GED (General Educational Development) preparation and testing.

Component Services Provided

1) Adult Basic Education (ABE)

Instruction in basic skills of reading, writing, and math.

- Emphasis on integrating workplace readiness skills into instruction as well as practical life skills.
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2) General Educational Development (GED)

Instruction and practice testing in GED preparation.

- Administration of five timed tests that make up the test battery; writing, reading, science, social studies, and mathematics.
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3) English Literacy and Citizenship

Instruction in speaking, reading, and writing in English.

- Instruction in literacy skills that may result in passing a citizenship test.
- Instruction in skills necessary to reach a minimum level of English competency needed for most entry-level service positions and the ability to function at a basic level in American society.
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4) Workplace Literacy

Instruction in the basic skills with an emphasis on occupational specific relevancy and preparing for employment.

- Assistance to employers in setting up workplace literacy activities.
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5) Life Skills Literacy

Workshops (resume writing, reading bills, reading classified ads) in developing and sustaining higher levels of self-sufficiency.

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6) Family Literacy

Collaboration with the Department of Education and Early Development's Even Start Family Literacy programs.

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7) GED Testing

There are a total of 28 Test Centers in Alaska. Thirteen Regional Adult Education programs offer GED preparation and testing, and an additional 15 entities are approved as GED Testing Centers. All test centers contract with the National GED Testing Service and are administered through this state office.

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Component Goals and Strategies

1) Increase the number of adult learners from the FY2002 level of 23% to 25% who:

Complete instructional levels

- Obtain a GED
- Transition into higher education or vocational training
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- Obtain or advance in employment
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- 2) Comply with the approved Unified State Plan, which is consistent with other employment and training programs and the federal Workforce Investment Act (WIA) implementation criteria.
- 3) Provide statewide leadership and technical training and support to Alaska ABE grantees.
 - Plan and administer a Fall staff development training conference for local ABE directors and instructors.
 - Conduct four audio conferences for ABE Directors and three for GED test center staff.
 - Conduct one full-day of training for GED Test Center staff.
 - Develop and disseminate a distance delivery professional development course (basics of teaching reading, writing, and math to adults).
- 4) Adjust services to meet customer needs.
 - Use Program Profiles written by each regional ABE program to produce a more effective program.
 - Use data collected annually by the programs to help them produce a more effective program.
 - Use student satisfaction surveys to review and adjust services to better meet student needs.
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Key Component Issues for FY2002 – 2003

- 1) GED transcripts (1983-1999) were transferred and stored on microfilm in FY 2001 to complete a safe and secure archival system. Transcripts prior to 1983 are stored on microfiche and copies of all film and fiche are kept in State archives. Beginning January 2002, all new GED transcripts will be stored on a national database maintained at Oklahoma Scoring Service in Norman, Oklahoma.
- 2) On January 1, 2002, a new GED test version will be implemented. This transition presents an administrative challenge for State and local administrators and a challenge for the students in taking a new and more difficult exam. It is expected that initially, all tests will be electronically scored through a contract with Oklahoma Scoring Service in Norman, Oklahoma.
- 3) The Alaska State High School Exit Exam's Reading, Writing, and Math tests are similar to the GED tests. It is expected that enrollment in Adult Education GED preparation programs will initially increase by up to 25 percent as high school seniors prepare to take the GED or seek instruction in order to pass the Exit Exam in the years after their class graduates. GED Testing Centers also predict about a 25 percent increase in testers. Current funding levels and local capacity may not be adequate to address this additional demand.
- 4) The new Federal Adult Education Act (WIA, Title II) no longer focuses on the recruitment of large numbers of students. Rather, it focuses on providing more intense, higher quality levels of instruction and program support for the students who do enroll. The percent of student gains rather than the number of students enrolled measure program success. The ABE State Funding Formula, which is approved by the department and went into effect in FY 97, stipulates a minimum number of students that should be served in each Region. Even though this formula may be workable for allocating funds, it is not compatible with WIA. Attendance in ABE programs is voluntary, open-ended and open-ended. Several factors determine how many adults enroll in adult education programs. Changes in seasonal work, Welfare-to-Work laws, cannery closures, fishing industry problems, etc., can affect enrollment numbers throughout whole Regions. After a review of FY 97-01 program data to determine if there is a significant correlation between the funding formula and actual numbers enrolled, the department will consider eliminating the requirement for the minimum number of students with the new 3-year grant cycle which begins July 1, 2002.
- 5) Required data to meet performance measures under the new ABE Act must be developed through the collection of wage data records.

Major Component Accomplishments in 2001

- 1) 5,310 full-time adult learners were served through ABE programs in FY 2001 (July 1, 2000 -- June 30, 2001) 1,291 received a GED and 358 entered other Academic or Vocational programs. Including all 28 GED Testing Centers, of

which only 13 are ABE Programs, from January 1 – September 20, 2001 – 1,610 GED diplomas have been granted.

- 2) Over 1,600 official copies of GED transcripts were provided to prospective employers, educational and vocational training institutions at their request.
- 3) The US Office of Vocational and Adult Education approved the State's 5-Year Unified Plan. Modification of the plan during fall 2001 will provide for a new grant category of teaching English Literacy Civics, an integrated instruction program that combines English literacy and civics education.
- 4) Statewide staff development training began its second year as a responsibility of the division. Previous to fall 2000, a grant recipient conducted the statewide staff development.
- 5) Under a new state administrative agency, and under the auspices of the new State Unified Plan; the ABE Grants and Reimbursable Service Agreements were successfully negotiated and issued, consistent with the federal WIA requirements.

Statutory and Regulatory Authority

1) Federal

The Workforce Investment Act of 1998, Title II: Adult Education and Family Literacy

- The National GED Testing Service
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2) State

AS14.07.020(12)

- 8AAC 99.200 Adult Basic Education Grants
- 8AAC 99.010 Delegations of Authority to Issue Diplomas in Connection with the Adult Basic Programs
- 8AAC 99.110 High School Equivalency Test
- 8AAC 99.120 Eligibility
- 8AAC 99.130 Official Test Sites
- 8AAC 99.140 State GED Program Office
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Adult Basic Education
Component Financial Summary

All dollars in thousands

Non-Formula Program:	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
Component Expenditures:			
71000 Personal Services	117.5	113.2	188.3
72000 Travel	17.0	7.5	14.0
73000 Contractual	722.9	762.1	734.7
74000 Supplies	4.7	7.5	4.0
75000 Equipment	6.3	5.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,701.7	1,704.5	1,770.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,570.1	2,599.8	2,711.0
Funding Sources:			
1002 Federal Receipts	832.6	862.2	971.5
1004 General Fund Receipts	1,737.5	1,737.6	1,739.5
Funding Totals	2,570.1	2,599.8	2,711.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	832.6	862.2	862.2	971.5	971.5
Restricted Total		832.6	862.2	862.2	971.5	971.5
Total Estimated Revenues		832.6	862.2	862.2	971.5	971.5

Adult Basic Education

Proposed Changes in Levels of Service for FY2003

FY 2003 will be the third year of a continuation grant cycle. There are no anticipated changes in the basic services to be offered by the current ABE programs. However, within those programs, these changes are expected:

- 1) More emphasis is being placed on providing staff development in instructional strategies for the mid-level learner. This will have begun in FY 2001 with a statewide ABE initiative to pilot a project focused on teaching instructors how to provide instruction in multi-sensory reading instruction.
- 2) Because the new series of GED testing begins in January 2002, all ABE programs will be focusing on new in-depth instructional practices in math, including using scientific calculators to prepare for the new GED math test. Other examples of the new focus include more instruction in essay writing, learning to interpret graphs and political cartoons, and studying homonyms rather than spelling.
- 3) More collaborative efforts will be made with school districts in order to prepare some students to re-take the High School Exit Exam after they leave high school.
- 4) Fewer students may be served but a higher percentage of those served will reach their goals.

Summary of Component Budget Changes

From FY2002 Authorized to FY2003 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Authorized	1,737.6	862.2	0.0	2,599.8
Adjustments which will continue current level of service:				
-Year 3 Labor Costs - Net Change from FY2002	1.9	2.3	0.0	4.2
-Transfer federal authorization from Employment Services to Adult Basic Education	0.0	107.0	0.0	107.0
FY2003 Governor	1,739.5	971.5	0.0	2,711.0

Adult Basic Education

Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2002</u> <u>Authorized</u>	<u>FY2003</u> <u>Governor</u>		
Full-time	2	3	Annual Salaries	136,961
Part-time	0	0	COLA	2,843
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	48,511
			<i>Less 0.00% Vacancy Factor</i>	(0)
			Lump Sum Premium Pay	0
Totals	2	3	Total Personal Services	188,315

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk III	0	0	1	0	1
Education Specialist II	0	0	1	0	1
Grants Administrator II	0	0	1	0	1
Totals	0	0	3	0	3