

**State of Alaska
FY2004 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

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 mathematics.
 - Emphasis on integrating workplace readiness skills into instruction as well as practical life skills.
- 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.
- 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.
- 4) Literacy – Workplace, Life Skills and Family
 - Workplace - Instruction in the basic skills with an emphasis on occupational specific relevancy and preparing for employment.
 - Workplace - Assistance to employers in setting up workplace literacy activities.
 - Life Skills - Workshops (resume writing, reading bills, reading classified ads) in developing and sustaining higher levels of self-sufficiency.
 - Family Literacy - Collaboration with the Department of Education and Early Development's Even Start Family Literacy programs.
- 5) GED Testing
 - There are 26 Test Centers. Thirteen Regional Adult Education programs offer GED preparation and testing, and an additional 13 entities are approved as GED Testing Centers. All test centers contract with the GED Testing Service of the American Council on Education located in Washington D.C., and are administered through this state office.

Component Goals and Strategies

- 1) Increase the number of adult learners from prior levels who:
 - Complete instructional levels
 - Obtain a GED
 - Transition into higher education or vocational training
 - Obtain or advance in employment
- 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 Regional ABE directors and instructors.
 - Plan and administer a Mid-year Regional ABE Directors meeting in Anchorage.
 - Conduct three 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 using the English Literacy Civics grant for the pilot, content, and process.
- 4) Adjust services to meet customer needs.
- Use Program Profiles and Program Improvement Plans 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.

Key Component Issues for FY2003 – 2004

- 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. For FY 2004, a key objective is to investigate and plan for a method to transfer all microfilm and paper GED transcripts into an electronic database that can be searched by social security number and/or birth date.
- 2) The Alaska State High School Exit Exam's Reading, Writing, and Mathematics tests are similar to the GED tests. It is expected that enrollment in Adult Basic Education 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 classes graduate. GED Testing Centers also predict a need of about a 25 percent increase in testers. Current funding levels and local capacity may not be adequate to address this additional demand.

Major Component Accomplishments in 2002

- 1) 5,272 full-time adult learners were served through ABE programs in FY 2002.
- 2) From January through October 2002, 1,155 GED diplomas have been granted through 26 GED testing centers. The GED information is tracked on a calendar year basis.
- 3) Over 1,600 official copies of GED transcripts were provided to prospective employers, educational and vocational training institutions at their request.
- 4) The U.S. Office of Vocational and Adult Education approved the State's 5-Year Unified Plan. Modification of the plan during fall 2001 provided for a new grant category of teaching English Literacy Civics, an integrated instruction program that combines English literacy and civics education.
- 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
- 2) State
 - AS 14.07.020(12) – Department of Education
 - 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

Adult Basic Education
Component Financial Summary

All dollars in thousands

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	159.4	188.3	178.6
72000 Travel	12.2	14.0	21.2
73000 Contractual	688.5	734.7	139.4
74000 Supplies	5.4	4.0	10.0
75000 Equipment	0.0	0.0	16.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,589.2	1,770.0	2,278.5
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,454.7	2,711.0	2,643.7
Funding Sources:			
1002 Federal Receipts	717.1	971.5	1,073.2
1004 General Fund Receipts	1,737.6	1,739.5	1,570.5
Funding Totals	2,454.7	2,711.0	2,643.7

Adult Basic Education

Proposed Changes in Levels of Service for FY2004

With the \$169.0 general fund reduction it's estimated that approximately 85% or 7,476 of the current students will still be served in basic reading, writing and math instruction. This reduction will mean a proportional reduction in teachers providing direct instruction. In addition, some of the 26 statewide GED testing centers may have to reduce their operational hours.

More emphasis is being placed on providing standardized assessment using the Test of Adult Basic Education (TABE) and Basic English Skills Test (BEST) tests in all of the Regional ABE Programs.

More emphasis will be placed on improving Regional ABE Programs through use of the Program Improvement Model developed by the Northwest Consortium's Quality Initiative.

More collaborative efforts will be made with school districts in order to prepare students to re-take the High School Exit Exam after they leave high school.

Fewer students may be served but a higher percentage of those served will reach their goals.

Summary of Component Budget Changes

From FY2003 Authorized to FY2004 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2003 Authorized	1,739.5	971.5	0.0	2,711.0
Adjustments which will continue current level of service:				
-Transfer excess Fed Auth from Emp Svcs to Adult Basic Ed for Addtn'l Fed Grant ADN 0731010	0.0	99.8	0.0	99.8
-Annualize FY2003 COLA Increase for General Government Unit	0.0	1.9	0.0	1.9
Proposed budget decreases:				
-Reduce Funding for Adult Basic Education	-169.0	0.0	0.0	-169.0
FY2004 Governor	1,570.5	1,073.2	0.0	2,643.7

Adult Basic Education

Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2003</u> <u>Authorized</u>	<u>FY2004</u> <u>Governor</u>		
Full-time	3	3	Annual Salaries	130,996
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	47,583
			<i>Less 0.00% Vacancy Factor</i>	(0)
			Lump Sum Premium Pay	0
Totals	3	3	Total Personal Services	178,579

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