SSA Intranet

ADULT BASIC EDUCATION

Number: 222

Approved: ***Signature On File***

Date 2-1-07 (R 3-12)

PURPOSE

Adult Basic Education (ABE) is an allowable CalWORKs WTW activity.

GENERAL POLICY

Adult Basic Education includes reading, writing, math, high school proficiency or General Education Development (GED) certificate instruction, English-As-A-Second Language (ESL.) and Vocational ESL. As appropriate and necessary for the removal of the individual's barriers to employment, a participant lacking basic literacy or mathematics skills, a high school diploma or GED, or English language skills, shall be assigned to participate in Adult Basic Education (ABE).

Adult Basic Education is not a stand-alone activity. ABE should be in conjunction with another approved WTW activity.

Assignment to an educational activity is limited to situations where the education is necessary to become employed.
All activity assignments will be based on:

- The participant's employment goal.
- The barriers that exist to achievement of this goal.
- activity assignment is to be monitored for attendance, participation, and satisfactory progress. Refer to Satisfactory progress policy 208

19 YEAR OLDS WITH NO DIPLOMA

NOTE: A 19-year old custodial parent who has not earned a high school diploma or GED, and who is not exempt shall be required to participate solely for the purpose of earning a high school diploma or GED unless she/he is already in an educational or vocational program that is approvable as a SIP.

ABE /ESL PROVIDERS

Participants shall be referred to appropriate service providers that include, but are not limited to, educational programs operated by Orange County school districts, community colleges and Regional Occupational Program (ROPs) sites. ROP sites currently only provide ESL services tuition free.

Designated Providers:
Refer to WTW Policy 221, Attachment C for a listing of designated educational and training providers and programs.

- These designated providers are very knowledgeable regarding their program(s) and can provide helpful information as to the number of hours for the program(s) and how their curriculum can be used concurrently with activities leading to employment.
- If the participant has attended Vocational Assessment (refer to WTW Policy 210, Vocational Assessment), then the assessor will help determine the level of education needed to achieve the employment goal.

Other Providers:
Via chain of command, WTW Program will be contacted for approval if a provider is not on the approved list of training and educational programs on Attachment A of WTW Procedure 220.

OCSSA

WORKER ACTION

The caseworker shall:
• Complete the WTW Plan Activity Assignment form (WTW2) as appropriate.
• Complete the county portion of the WTW Referral for Education/Training form (F063-41-05) and have the participant sign the Release of Information in Section 1.
• Send the original F063-41-05 to the provider, give a copy to the participant and file a copy in the case.
• Sign the Satisfactory Progress Agreement form 41-202. Refer to WTW Policy 208 Satisfactory Progress.
• Review and respond to the participant's supportive service needs. Refer to WTW Policy 302 Child Care, 310 Transportation and 315 Ancillary and other supportive service procedures as appropriate.
• Obtain written documentation of the participants:

Number of hours enrolled.

Course titles.

Class schedule.

NOTE: This information may be provided by the school on the F063-41-05. The caseworker may also ask the participant for documentation or contact the provider directly.
• Explain satisfactory progress, attendance, completion requirements and time limits to the participant.
• Complete all CalWIN entries.

NO-SHOWS FOR ENROLLMENT

The caseworker shall follow-up with the provider regarding the enrollment status of the participant.
• If the participant fails to appear as scheduled, the provider will check the appropriate box for no-show on the referral form F063-41-05 and return it to the caseworker.
• The caseworker shall initiate cause determination action to determine the reason for the no-show following the time frames outlined in Procedure 240, Cause Determinations/Sanctions.

PARTICIPATION HOURS

Participants must meet the mandated work participation requirements. Refer to Policy 202, Work Participation Hours.

Single Parent Case:
The combination of education and other approved WTW activities must total 32 hours per week averaged monthly for a single parent case.

Two-Parent Case:
The adults in a two-parent case must participate 35 hours per week averaged monthly with one parent meeting the minimum of 20 hours per week.

ALLOWABLE HOURS

• Classroom time.
• Laboratory time, as required by the instructor.
• Internship time.
• Work Study
• Monitored and Documented On Campus Study Lab time

SCHOOL BREAKS

• During breaks of one-week the participant's WTW activity that would normally be scheduled counts as participation.
• If the break is longer than one week, the 32/35-hour rule will apply.
• The caseworker should anticipate helping the participant maintain the participation rate during this time by advising of WTW activity options at the time ABE referral and other activities when the WTW Plan is approved.

REQUIRED CONCURRENT ACTIVITIES

ABE has to be in conjunction with other approved WTW activities as ABE is NOT a stand-alone activity. The 32/35 hours of participation must be met.
• The concurrent activity could include vocational training, a SIP or any other allowable WTW activity.
• The WTW plan will need to reflect the mutually agreed upon concurrent activities.

CCSSA

LEARNING DISABILITY

Special classes:
The hours spent in special classes or tutorials determined to be necessary by the educational institution to remove barriers for participants identified as having learning disabilities may be counted towards the 32/35-hour requirement.

• Refer to WTW Policy 210 A, Learning Disability Evaluation.

WELFARE-TO-WORK PLAN

Participation in ABE/ESL must be reflected in the WTW Plan. Since ABE participants will not have 32/35 hours in this activity, the WTW Plan must include concurrent activities. The participant and the caseworker will mutually agree upon the WTW Plan.

• Refer to Policy 211, WTW Plan.

MONITORING

Attendance Reports:

• The WTW Attendance Progress Report Form (FO63-41-06) will be used to report ABE/ESL activity.
• Completed reports are due to the caseworker by the 10th calendar day of each month.

Progress Reports:

• The caseworker shall rely on the provider's normal standards of performance to determine if the participant meets the criteria of satisfactory participation and progress.
• Participants shall be considered to be making satisfactory progress *regardless of test scores* unless formally determined otherwise by the provider on the Attendance/Progress reports or other documentation from the provider.
• Provider will indicate the participant's progress monthly when they provide the monthly report on attendance.
• In addition, the participant must submit documentation, such as grade reports, from the provider at least quarterly.
• If the program is scheduled to last for less than three months, progress/grade is to be verified at the program's midpoint.

LACK OF PROGRESS

The caseworker will take appropriate action to ensure the participation rate is being met when:

• There are indications of a lack of satisfactory progress via the Monthly progress Report.
• The provider questions the participant's ability to benefit from instruction due to a known or suspected learning or medical problem.
• Other factors have been identified showing lack of progress.

Purpose of Progress Evaluation:

• The purpose of the evaluation will be to determine why the participant has not progressed, and whether or not she/he can be expected to successfully complete the program if left with the provider or in the component.
• The evaluation is intended to provide a method of identifying the appropriate services needed by an individual for success in the labor market. It will serve to identify barriers and explore intervention strategies to address these barriers.
• Refer to Procedure 210 A, Learning Disability Evaluation for testing of possible learning disabilities.

NOTE: If attendance is unsatisfactory or the participant is not complying with requirements, the attendance or participation problem must be addressed and a cause determination made. Progress evaluations do not replace the need for cause determination when attendance or cooperation is a problem.

ABE INTERRUPTION

If ABE participation is interrupted, participation may be resumed if all the following are met:

• Good cause criteria are met. Refer to WTW Policy 240, Good Cause Sanction.
• Participant was in good standing at the time of interruption.

The program completion date will be adjusted to allow for the time of the absence.

DCSSA

COMMUNICATION WITH THE PROVIDER

It is important to communicate with the educational provider as often as necessary to move the participant to goal completion and employment within specified time frames.

In addition, the caseworker shall inform the provider when the participant's WTW status changes from active to exempt or discontinued.

PROGRAM COMPLETION

When the participant successfully completes the ABE classes/program the provider will notify the caseworker via the F063-41-06, a letter or FAX.

- When the caseworker is notified of the completion of the ABE classes/program, the caseworker is to document in the case record completion of the program.
- The caseworker will meet with the participant and decide on the next WTW activity so the participation rate is maintained and the participant continues to move toward the goal of self-sufficiency.

NOTE: The caseworker should not rely on the provider alone for program completion information. The caseworker should have in place appropriate case management tools as a reminder of the expected date the ABE classes will be completed.

REFERENCES

ACL 00-08, ACL 06-46 #2&7, MPP 42-716.111 (k),MPP 42- 716.32

FORMS

F063-41-05 Welfare-To-Work Referral for Education/Training.

F063-41-06 Welfare-To-Work Attendance/Progress Report.

WTW 2 Welfare-To-Work Plan Activity Assignment.

F063-41-202 Satisfactory Progress Agreement Form.

ATTACHMENTS

Adult Education Providers WTW Policy 221 Attachment C

OCSSA