

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
 Adult Career and Continuing Education Services (ACCES)
 Adult Education Programs and Policy (AEPP)

Adult Education Compliance Self-Review/Monitoring Form

Program Year 2019-2020

Annual submission is required for all agencies operating adult education programs funded by the Workforce Investment & Opportunity Act Title II (WIOA Title II), Employment Preparation Education (EPE), Welfare Education Program (WEP), and Adult Literacy Education (ALE).

Please type or print

Agency Name:	
Address:	
City:	County:
Zip Code:	
Program Contact Name and Title:	
Telephone:	E-mail:

This Adult Education Compliance Self-Review/Monitoring Form will indicate whether NYSED-funded adult education programs comply with federal and State policy and regulation. The form examines compliance issues and not necessarily the quality of programs. *Please indicate below ALL funding sources received and carefully review instructions on page 2 before completing the form.*

Agency receives the following funding (check ✓ ALL that apply):

<i>Funding Source</i>	<i>Funding Source</i>
WIOA Title II: – Program Area 1: Adult Basic Education and Literacy Services	WIOA Title II – Program Area 2: Integrated English Literacy and Civics Education (IELCE)
<i>Funding Source</i>	<i>Funding Source</i>
WIOA Title II – Program Area 3: Corrections Education and Institutionalized Education Programs	WIOA Title II – Enhancement Program: Literacy Zones (includes WEP funding)
<i>Funding Source</i>	<i>Funding Source</i>
Adult Literacy Education (ALE)	Employment Preparation Education (EPE)

Reviewed by: _____
AEPP Regional Liaison

Date: _____

Adult Education Compliance Self-Review/Monitoring Form – Instructions for Completion

This compliance form has two purposes: for agencies to complete as a self-review and for Adult Education Programs and Policy (AEPP) staff to review/use as a monitoring tool during site visits. **All agencies are required to complete the form and submit it to the AEPP office annually** to ensure that critical compliance issues are being met. Per the directions at the bottom of the page, return one hard copy for our AEPP office program files and one electronic copy directly to your regional liaison for review. Your regional liaison will review the form and may contact the listed Program Contact for clarification.

In addition to the required submission, it is strongly recommended that program managers review this information with internal staff as appropriate so all program staff are aware of funding-specific program requirements. It is an especially useful tool for new program managers and other new adult education program staff.

General Instructions:

- **The *Compliance Self-Review/Monitoring Form* is due November 15, 2019.**
- **It is required to return both a hard copy and an electronic copy to the contacts listed below*.**
- All agencies must complete all items under *General Requirements* in each section of the form, as applicable.
- **Agencies that receive funding from multiple sources only need to complete *one form*.** Those that receive funding from EPE, and WIOA Title II Program Areas of Integrated English Literacy and Civics Education (IELCE), Corrections Education and Other Institutionalized Education Programs, and/or Literacy Zones **also** must complete program area specific sections located at the end of the form in the Addendum sections. Note that these additional sections are required **in addition** to completion of the main body of the form. **Please contact your AEPP regional liaison if you have any questions about which sections/items are required for your agency.**

Addendum A: EPE Programs Only

Addendum B: WIOA Title II Program Area 2: Integrated English Literacy and Civics Education (IELCE) and WIOA Title II Program Area 3: Corrections Education and Other Institutionalized Education Programs

Addendum C: WIOA Title II Enhancement Program: Literacy Zones

- Check a **Yes** or **No** compliance status in the spaces provided on the form. Indicate the data examined or process followed to determine the compliance status in each *Evidence/Comments* section. The *Evidence/Comments* section **must be completed for each compliance item checked**, regardless of whether checked **Yes** or **No**. Note that items have been added specific to Distance Education and some funding/program areas. **For all items not applicable to your program, indicate N/A (Not Applicable) in the *Evidence/Comments* section. Do not leave any *Evidence/Comments* section blank.**
- In particular, **library and volunteer agencies** will find items not applicable to their unique program design. Again, indicate N/A in the *Evidence/Comments* section and do not leave any section blank.

*Please return a **hard copy** of this form to the AEPP office at:

ACCES – AEPP, NYS Education Department, 89 Washington Avenue, 460 EBA, Albany, New York 12234

***And**, please return this form **electronically** to your regional liaison:

Capital/North - Marisa Boomhower

Marisa.Boomhower@nysed.gov

Central-Southern Tier - Marisa Boomhower

Finger Lakes - Gregory Sides

Gregory.Sides@nysed.gov

Hudson Valley - Kimberly Malcolm

Long Island – Kimberly Malcolm

Kimberly.Malcolm@nysed.gov

New York City – Patricia Mooney

West - Gregory Sides

Patricia.Mooney@nysed.gov

ADULT EDUCATION COMPLIANCE SELF-REVIEW/MONITORING FORM

A. INTAKE/ORIENTATION

Item	General Requirements – For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	An in-person intake/orientation session is provided to every student, including an initial academic assessment on TABE 11/12 or BEST Plus/Literacy as appropriate, completion of the Individual Student Record Form (ISRF), an Education and Employment Plan (EEP), barriers to employment, and a process to identify the strengths and weaknesses of students for placement in appropriate educational programs, with an appropriate referral process used as necessary.			
2.	For EPE: The following Intake/Orientation activities may be used to generate EPE aid as long as they are provided by a teacher or case manager and are delivered in person: standardized assessment; the development of the EEP for individual students; completion of an Individual Student Record Form used for NRS/ASISTS purposes; other testing as appropriate to assist the teacher in developing an education plan for the student, including screening for Education disabilities.			
3.	The intake/orientation session explains support services, teacher/student roles and responsibilities, and delivery modalities/instructional materials.			
4.	Participants are presented with the following information in a format they can understand: Public Notice Under ADA, the name of the person acting as ADA Compliance Coordinator, and Three Step Grievance Policy. The ADA Signature Sheet has been signed and put into the student folder.			
	Distance Education– If Applicable			
5.	At an in-person intake/orientation, all participants are provided with information, either through an information session or an information sheet, outlining adult educational programming available in the area of residence.			
6.	A referral process is in place to refer learners not appropriate for Distance Education.			
7.	Intake/orientation includes a student/teacher contract and training in the curriculum and delivery modality.			

B. STUDENT ELIGIBILITY

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	WIOA Title II -funded students meet the age requirement, being 16 years of age or older, and are not enrolled or required to be enrolled in secondary school under NYS law.			
2.	EPE -funded students claimed for EPE generation are 21 years of age or older and do not have high school diplomas or equivalent.			
3.	EPE -funded students claimed for EPE generation are 21 years of age or older and have a high school diploma or equivalent, but have limited basic education skills below NRS level 5 in Math or Reading as determined by the TABE 11/12.			
4.	ESOL students scoring above NRS Level 6 on BEST Plus pre-test are retested on the TABE 11/12 or BEST Literacy. Those who will use TABE 11/12 as a pre-test are then enrolled in ABE/ASE classes.			
Distance Education – If Applicable				
5.	Students enrolled in GRASP have TABE tested on the 11/12 forms at NRS levels 5 or 6.			
6.	Students enrolled in Skills To Make Adults Ready to Succeed (SMART) have TABE tested at NRS levels 3 and 4.			
7.	ESOL students enrolled in Crossroads Café have tested with the BEST Plus or BEST Literacy assessment at NRS level 4 or above.			
8.	Students coded in a distance education program are not coded in a traditional classroom program in the ASISTS database.			

C. INSTRUCTIONAL SERVICES

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	The agency submits a Program Information Form (PIF) annually as required per funding source.			
2.	Each traditional ABE, ASE, and ESOL program offers at minimum 150 hours of classroom instruction annually per student.			
3.	Each traditional class operates at least six but not more than 20 hours per week.			
4.	Each traditional class has no more than 20 students in attendance. Classes do not exceed an average daily attendance (ADA) of 25.			
5.	For EPE: written waivers have been requested and approved for modifications to the limits set in Commissioner’s Regulations for class size and class hours stated above in Items 1–3.			
6.	The agency documents student attendance by maintaining accurate attendance rosters noting the class and each student’s time in and time out. Completed attendance roster must be signed by the respective teacher verifying accuracy/authenticity. If computerized versions of attendance documents are used, they must contain the same level of detail as paper rosters, be printed/signed by respective teacher, and stored.			
7.	ABE/ASE instructional strategies should be guided by the TABE diagnostic instrument, whether paper or computer-based.			
8.	Education in a language other than English is not offered as a stand-alone service.			
9.	The agency adapts instructional strategies to allow for disability-related needs as reasonable.			
10.	Instruction is individualized for each student.			
11.	If instructional program includes non-academic content, for example, work readiness activities, instruction has at minimum 50% academic content per week.			
12.	The program provides computer equipment, network, Internet access, software and maintenance for students and staff.			
13.	Teachers incorporate technology within their instruction, so students are prepared to be successful in computer based testing and to be able to use computers in the workplace.			

	Distance Education – If Applicable	Yes	No	Evidence/Comments
14.	Students receive a home study assignment packet with a minimum of twelve hours worth of work twice a month (two week cycle) via regional library network, mail, by hand, or electronically through the Adult Education portal, e-Literacy NY. Exception: There are two months in a program year where there are more than four weeks in a month and an additional assignment packet may be issued.			
15.	Physical packets are delivered in proximity to the student’s residence. Students are made aware of multiple pick-up sites in their area.			
16.	Instructors are available electronically, in writing or by telephone, to support learners.			
17.	The nonacademic content of the packet, if used, is closely aligned with the individual students’ NRS goals for performance and their short and long term goals in their Education and Employment Plan (EEP).			
18.	Every teacher has access to distance Education manuals, which must be used with the EPE and NRS manuals and include: The <i>Program Manager and Instructor Guide for Distance Education</i> obtained at the ACCES/AEPP web site, the <i>GRASP (Giving Ready Adults a Study Program) Manual</i> and if applicable, the online e-Literacy NY program guidelines obtained in training.			
19.	The corrected assignments returned to the student show evidence of thorough teacher review and appropriate comments and questions.			
20.	Teachers maintain a teacher instructional log to document time spent preparing and correcting assignment packets or working on other education related activities.			
21.	Teachers maintain a student assignment log to track the packets sent out, completed packets returned and the assignments.			

22.	Students are considered ACTIVE when they have returned their completed packet to the teacher, who has reviewed it and has sent out a new packet.			
23.	The educational materials used are appropriate for the program, i.e. HSE level preparation materials for GRASP.			
24.	GRASP programs have sufficient books available in all five areas of HSE preparation so each student can receive instruction in at least two areas simultaneously.			
25.	Programs using video/workbook series or online platforms are using them according to publisher guidelines.			
26.	Student folders contain sufficiently detailed information so that other teachers can pick up instruction at any point.			
27.	If tutoring is provided, a separate tutoring roster is maintained. Tutoring is provided either on a one on one basis, small group, or in a classroom setting.			
28.	For EPE: The distance education formula is used to claim EPE aid and is applied according to EPE guidelines.			
29.	For EPE: The number of instructional hours claimed in a given week does not exceed the ACTIVE enrollment multiplied by .5 For example, if a teacher works 40 hours in a given week, the ACTIVE enrollment cannot exceed 80.			
30.	For EPE: Tutoring, if provided, generates traditional EPE and is coded as a traditional class offering in ASISTS. Distance Education teachers who tutor distance Education students provide this instruction in addition to the hours of EPE generated by the distance Education formula.			
31.	For EPE: If applicable, a maximum of six hours (three hours per week) is claimed in a two-week period for the generation of traditional EPE for tutoring.			

D. CASE MANAGEMENT

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments															
		Yes	No																
1.	<table border="1"> <tr> <td>WIOA Program Area #1 (Core)</td> <td>1.0 FTE</td> <td>200 Participants</td> </tr> <tr> <td>WIOA Program Area #2 (IEL/CE)</td> <td>1.0 FTE</td> <td>200 Participants</td> </tr> <tr> <td>WIOA Program Area #3 (Corrections)</td> <td>1.0 FTE</td> <td>200 Participants</td> </tr> <tr> <td>WIOA Program Area #4 (Literacy Zones)</td> <td>1.0 FTE</td> <td>100 Participants</td> </tr> <tr> <td>EPE State Aid Funding</td> <td>1.0 FTE</td> <td>600 Participants</td> </tr> </table> <p>Programs must have the required amount of Case Manager FTEs based on the chart above.</p>	WIOA Program Area #1 (Core)	1.0 FTE	200 Participants	WIOA Program Area #2 (IEL/CE)	1.0 FTE	200 Participants	WIOA Program Area #3 (Corrections)	1.0 FTE	200 Participants	WIOA Program Area #4 (Literacy Zones)	1.0 FTE	100 Participants	EPE State Aid Funding	1.0 FTE	600 Participants			
WIOA Program Area #1 (Core)	1.0 FTE	200 Participants																	
WIOA Program Area #2 (IEL/CE)	1.0 FTE	200 Participants																	
WIOA Program Area #3 (Corrections)	1.0 FTE	200 Participants																	
WIOA Program Area #4 (Literacy Zones)	1.0 FTE	100 Participants																	
EPE State Aid Funding	1.0 FTE	600 Participants																	
2.	An Education and Employment Plan (EEP) is developed for each student, which includes personal, educational and/or employment goals. The agency offers case management/education and career counseling services to ALL students.																		
3.	For EPE: Case management activities that are not directly related to intake/assessment/NRS are NOT used to generate EPE aid. This includes counseling in areas such as substance abuse, child care, transportation, or social services.																		
4.	The agency follows NRS guidelines by using case management/education and career counseling services to achieve performance targets.																		
5.	The agency uses case management/education and career counseling to stabilize families and access benefits.																		
6.	The agency uses case management/education and career counseling to assist students preparing for a high school equivalency diploma, including transition to postsecondary study and training.																		

E. PROGRAM PERSONNEL

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	For EPE: For programs operated by a public school district or BOCES, the instructional staff has valid temporary or permanent Pre-K-12 NYSED teacher certification or NYSED adult education certification.			
2.	For EPE: An adequate number of FTEs for administrative staff are assigned to the EPE program based on the EPE allocation. Refer to the current year’s EPE application for requirements.			
3.	For EPE: An adequate number of FTEs for data staff are assigned to the EPE program based on the EPE allocation. Refer to the current year’s EPE application for requirements.			
4.	The agency has designated a staff person to act as an ADA resource for complaints and record keeping.			

F. STAFF DEVELOPMENT

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	Program managers/administrators regularly attend program manager meetings held by the RAEN and NYSED.			
2.	Instructional staff and counselors/case managers attend a minimum of fourteen hours of staff development annually related to their program area. All training is offered through the RAEN and/or is NYSED- approved.			
3.	For WIOA Title II: A staff development plan is submitted that describes the projected content area of training and the number of hours for each instructional, counselor/case manager and administrator/supervisory positions related to this program.			
4.	Staff receives training in instructional methodologies to provide effective Education experiences for individuals with disabilities.			
5.	All program staff attends NRS Foundations training within the past three years. Data manager and data entry staff must attend ASISTS Data Entry training within the past three years.			
6.	All instructional staff attends training in NYSED/CUNY College and Career Readiness Standards			
7.	Staff receives training in technology initiatives to address the staff development needs identified in summaries of Technology Integration Self-Assessment, Distance Education Self-Assessment (if applicable) and the Instructional Technology Survey and other needs assessments.			
8.	Staff that administers the TABE and BEST Plus are trained/recertified by the RAEN per AEPP requirements: TABE test administrators must be recertified every three years and trained BEST Plus test administrators must take the BEST Refresher annually.			
Distance Education – If Applicable				
9.	Agencies that are new distance education providers have received appropriate staff development before generating EPE state aid in order to thoroughly understand EPE guidelines relating to the distance Education formula.			
10.	Instructional staff of established distance education programs has attended or are scheduled to attend the approved distance education training provided through the RAEN by NYS certified trainers.			

11.	Teachers are recertified in their content area (GRASP, etc.) according to AEPP guidelines every three years.			
12.	Staff must be trained in Distance Education 101 to understand distance Education policy and procedures and must be recertified every three years.			
13.	Staff has been trained in data collection and reporting in ASISTS according to the distance Education formula.			

G. ASSESSMENT

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	Students are pre-tested and post-tested in person, whether paper or computer-based format is used.			
2.	For ABE/ASE , at minimum, the TABE locator tests in reading and math are used to determine the correct level TABE 11/12 to be administered.			
3.	For ABE/ASE , TABE forms 11 and 12, Complete Battery, are used for assessment.			
4.	For ESOL , BEST Plus is used for assessment. ESOL students scoring above 540 on the BEST Plus pre-test are retested on the TABE or BEST Literacy.			
5.	Pre-testing is done within the first twelve contact hours.			
6.	Post-testing is done according to NYSED Post-testing schedule			
7.	If applicable, programs refer ASE students to the TASC test with an accurately completed and signed T-TAF Form, which includes the preparation program five-digit NYSED HSE test preparation program code.			
8.	Federal guidelines state that every student must be able to demonstrate educational gain. If students do not show gain for three consecutive fiscal years, they must be referred out for different services.			

H. NETWORKING

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	Agency attends local networking meetings conducted by their Regional Adult Education Network (RAEN).			
2.	Agency develops a coordinated strategy with other literacy providers to meet the literacy needs in the local workforce development area.			
3.	Agency develops linkages and coordinates program planning with the local American Job Centers.			
4.	Agency supports the local American Job Center system through the provision of literacy assessment as a core service.			

I. FACILITIES

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	The facilities used to provide instruction are covered by fire and liability insurance and meet all applicable State or local fire and safety standards.			
2.	The heating, lighting and ventilation of instructional facilities are conducive to Education.			
3.	The facilities used to provide instruction are free of physical barriers, accommodating to adults and accessible to individuals with disabilities. Where facilities do not meet these requirements, students are referred to alternate accessible locations.			

J. PROGRAM ACCOUNTABILITY

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	The agency uses the NYSED ASISTS database to record data to meet the National Reporting System (NRS) reporting requirements. Data is entered at minimum on a monthly basis.			
2.	The agency uses the state mandated and approved Individual Student Record Form (ISRF).			
3.	The agency maintains an individual student record paper folder in a secured location accessible to NYSED for monitoring and audit purposes. These individual student folders must include the student’s ISRF, EEP, pre and post-test assessment score sheets, Education plans, samples of student work, and signed ADA. These folders are kept confidential.			
4.	The agency also maintains a student work folder accessible to the teacher and student, which includes student assignments, student assignment logs, and student goals and outcomes.			
5.	The agency has implemented a plan to monitor data quality on a monthly basis as a minimum.			
6.	The agency conducts follow-up student surveys and documents results in ASISTS per NRS guidelines.			
7.	The agency has established a Program Improvement Team that includes administrators, teachers, data staff, and case managers. The PIT review NRS performance data a minimum of once per quarter and recommend changes aimed at student outcome improvement			
8.	The agency has implemented a procedure for data entry in accordance with guidelines from NRS and ASISTS for reporting purposes including student attendance data.			
	Distance Education – If Applicable			
9.	The agency codes classes in ASISTS per each DE program to allow for disaggregation of DE data.			
10.	The student work folder, maintained by the teacher, includes teacher instructional logs, student assignment logs and work time record sheets.			
11.	Agencies use the forms included in the Appendix of the Program Manager and Instructor Guide for Distance Education. At minimum agencies must maintain and have available for NYSED monitoring or audit purposes: <ul style="list-style-type: none"> • The Teacher Instructional Log • The Student Assignment Log • Student Work-time Record Sheet • Project IDEAL DL Survey 			

K. FISCAL

Item	General Requirements– For All Programs	Compliance Status		Evidence/Comments
		Yes	No	
1.	The agency follows cost principles as identified in OMB Circulars A-87 (school districts and BOCES), A-122 (community based organizations) and A-21 (institutions of higher education).			
2.	The agency ensures that expenditures are properly documented. Refer to <i>A Guide to Grants Administration</i> at http://www.oms.nysed.gov/cafe/guidance/Guide.html			
3.	The agency prepares and submits final expenditure reports as specified in the grant award notice (FS-10F) by the required due date and certifies that expenses are true and correct. (Final filing dates are up to 30 days after the end of the project for State funded projects and up to 90 days for federally funded projects.)			
4.	The agency has appropriate checks and balances in place to ensure program expenses are related to the approved budget. Program and fiscal staff meet at least once in a program cycle (preferably January) to review expenditures and program needs.			
5.	Adjustments to the budget are reviewed with AEPP before an amendment is submitted. The agency seeks prior approval for all budget amendments in a timely fashion but no later than May 15 of the program year.			
6.	The agency safeguards assets by keeping an appropriate inventory of equipment, supplies and materials.			
7.	The agency maintains payroll records for grant-funded personnel as required by the appropriate OMB circulars.			

8.	The agency has a records retention plan in place that ensures both fiscal and student records are retained as required.			
9.	The agency follows the local procurement procedures for subcontracting. The agency is aware of M/WBE requirements and the subcontracting limits as set forth by NYSED.			
10.	For WIOA Title II: WIOA Title II funds are not used to support occupational education.			
11.	For EPE: Programs that generate EPE funds include only those approved on the application.			
12.	For EPE: An accurate process is in place for tracking and documenting EPE contact hours.			
13.	For EPE: EPE funds are expended for the EPE program only.			
14.	For EPE: Agency fiscal staff complies with policy that, within a given year, expenditures must meet or exceed revenues.			

ADDENDUM A–EPE PROGRAMS ONLY

1. GEOGRAPHIC RANGE (All EPE Programs)

Item	General Requirements	Compliance Status		Evidence/Comments
		Yes	No	
BOCES				
1.	If BOCES operates traditional programs physically located in another BOCES district, signed agreements have been obtained and are on file from all school districts and BOCES districts in which the program is located, listing program offerings.			
2.	If BOCES operates a distance Education program serving students residing in other BOCES districts, signed agreements have been obtained and are on file from all school districts and BOCES districts in which students participating in the program reside.			
School Districts				
3.	If a district operates a traditional program physically located within the boundaries of another school district, a signed agreement has been obtained and is on file from each district in which the programs are located.			
4.	If a district operates a distance Education program serving students who reside in other school districts, a signed agreement has been obtained and is on file from each district in which the students reside.			

2. WORK EXPERIENCE (EPE Programs, As Applicable)

Item	General Requirements	Compliance Status		Evidence/Comments
		Yes	No	
1.	The program consists of at least 30% traditional classroom hours each week, and at least 50% of the traditional program is academic.			
2.	The traditional component consists of programs that are approved in the agency's application.			
3.	The work experience component is unpaid.			
4.	Evidence is kept that a certified teacher visits the worksite at least once a week, and a staff person at the worksite supervises the student.			
5.	Evidence is kept of the student's attendance and tasks at the worksite.			
6.	Evidence is kept that program completers have attained employment.			

ADDENDUM B–WIOA TITLE II PROGRAM AREAS 2 AND 3 1.

PROGRAM AREA 2: Integrated English Literacy and Civics Education (IELCE)

Item	Specific Program Requirements	Compliance Status		Evidence/Comments
		Yes	No	
1.	Instructional Services: The ESL portion of the IEL/CE is contextualized around and specifically aligned with the training component. The academic and training must run concurrently within the same start and end dates			
2.	The attendance for the training component must be recorded in ASISTS The training class must be connected to the literacy class in ASISTS.			

2. PROGRAM AREA 3: CORRECTIONS EDUCATION AND OTHER INSTITUTIONALIZED EDUCATION PROGRAMS

Item	Specific Program Requirements	Compliance Status		Evidence/Comments
		Yes	No	
1.	Student Eligibility: Target population is those who are within five years of release.			
2.	Instructional Services: The program overcomes potential barriers to limited technology/Internet access and provides instruction in digital literacy, preparation for computer-based testing and computer skills for the workforce.			
3.	Case Management/Education and Career Counseling: The program is connected with employers who indicate that they will hire students after release.			

ADDENDUM C–WIOA TITLE II ENHANCEMENT PROGRAM

ENHANCEMENT PROGRAM: LITERACY ZONES

Item	Specific Program Requirements	Compliance Status		Evidence/Comments
		Yes	No	
1.	Family Welcome Center (FWC) is established and fully functioning as stated in RFP and identified accordingly in ASISTS. Satellite Centers are functioning in parallel to FWC (only those listed in original proposal or SED approved additional sites) and are identified accordingly in ASISTS.			Identify location of Family Welcome Center: Identify location(s) of all LZ Satellite Centers:
2.	FWC hours of operation are scheduled to accommodate participants.			List hours of operation:
3.	Public transportation is available.			List type of public transportation: (i.e. bus, subway, etc.)
4.	FWC is handicapped-accessible.			
5.	If applicable, SURR/SINI are identified and included in the plan.			List SURR/SINI:
6.	The geographic boundaries of the target community (Census tracts) are clearly identified and services are provided within those boundaries.			Identify Census tracts as stated in LZ proposal:
7.	Services and programs provided at FWC can be clearly identified.			Attach additional documentation stating how and where they are identified.
8.	FWC has the necessary space to administer the TASC™ Readiness Test and to provide assistance for TASC™ Test Application.			
9.	A face-to-face intake session is provided to every potential student that includes: a pre-test, completion of the ISRF, an EEP, and ADA signature.			
10.	Priority Partner list of services is provided to students during intake.			Attach Priority Partners Matrix.
11.	Potential students are referred to priority partners for direct services/ resources, when they are not available at the FWC			Attach any referral documentation.
12.	All referrals to priority partner services are entered into ASISTS.			
13.	Priority Partners and Stakeholders meet quarterly.			
14.	10 Pathways out of Poverty: Agency addresses ten pathways specifically related to this literacy zone. If a specific pathway is not included, agency can provide a clear justification as to why.			