



B. J. Walker, Commissioner

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MEMORANDUM

TO: County Directors of Family and Children Services
Assistant Division Directors for Field Operations
State Program Manager
OFI Regional Directors
OFI Regional Managers

FROM: Steve Love, Acting Director
Division of Family and Children Services

SUBJECT: DFCS/Department of Technical and Adult Education/Office of Adult
Literacy Contract Services FFY 2005

The purpose of this memorandum is to outline the deliverables and joint responsibilities agreed upon by the Georgia Department of Human Resources (DHR) and the Georgia Department of Technical and Adult Education (DTAE) Office of Adult Literacy for FFY 2005. The agreement provides services for TANF recipients from October 1, 2004 through September 30, 2005

The Office of Adult Literacy (OAL) will provide adult literacy services for grades 0-12 to all counties through its existing 37 Service Delivery Areas statewide. The services include orientation, assessment, development of a Student Education Plan for each participant, classroom instruction, level completion/graduation, development of work experience sites wherever possible and monitoring. Services will be provided for a maximum of 4500 TANF recipients statewide under this contract. Local Departments of Family and Children Services will refer students as apportioned for each DHR region.

Summary of Changes:

- Participants under the age of 20 are referred directly to the local Adult Literacy provider for assessment and enrollment. The most commonly used assessment

Memorandum from Steven E. Love
SY'05 Office of Adult Literacy Contract Services
Page 2.

instruments include the Test of Adult Basic Education (TABE), the Adult Basic Learning Examination (ABLE) and the Language Assessment Battery (LAB), the Basic English Skills Test (BEST) and the English as a Second Language Oral Assessment (ESOAL).

- Participants age 20 and over are referred to New Connections To Work for assessment. Their test results will be sent back to the DFCS case manager who develops a Personal Work Plan (PWP) with the participant. Participants can be enrolled in Adult Literacy for 10 hours along with 20 hours in a direct work activity for a total of 30 hours per week.
- Wherever possible, DFCS staff can work with the Adult Literacy Service Delivery Area Director to arrange on-campus work experience sites that will provide TANF participants a minimum of 20 hours per week. Those work experience hours are to be combined with a minimum of 10 hours of instruction for a total of 30 or more hours per week.
- Adult Literacy providers must notify the local DFCS office when a TANF participant is absent by an established procedure as agreed upon by both parties.
- The Office of Adult Literacy is required to have 12% of the TANF participants enrolled at 9th through 12 grade Literacy Levels who are enrolled for no less than 150 hours of instructions per level, successfully complete the GED test.

Contract Deliverables

The Office of Adult Literacy agrees:

- To provide classroom space and adult literacy services via the existing 37 Service Delivery Areas operated by the Contractor for the 159 counties in Georgia.
- To provide adult literacy services for grades 0-12 for the number of TANF recipients statewide or a maximum of 4,500 statewide as they are referred by the local Department of Family and Children Services. The number of TANF recipients is apportioned for each region and should be filled up to the apportioned number.
- To accept and enroll the number of TANF recipient referrals from local Departments of Family and Children Services as specified in the attached Request for Services by Department regions.

Memorandum from Steven E. Love
SY'05 Office of Adult Literacy Contract Services
Page 3.

- To provide quality instructions, consistent delivery of services to students, effective communications and timely reporting.
- To provide adult literacy services to the number of TANF recipients covered by this contract without any additional cost for tuition, fees, books, materials or any other charges.
- To identify academic student goals and design an appropriate programs to address goals.
- To develop an individualized academic process known as the Student Education Plan (SEP) for each participant in the program.
- To provide classroom instruction to TANF participants under age 20 in accordance with standard hours for full-time student enrollment; TANF participants age 20 and above, for a minimum of 10 hours per week.
- To develop a work experience plan (*wherever possible*) within Adult Literacy that will provide for designated TANF participants a minimum of 20 hours per week coordinated with TANF participant's case manager. Report forms for documentation to be provided by the Department.
- To monitor and evaluate TANF participants' progress to determine and modify the SEP as needed.
- To inform participants of their progress at regular intervals.
- To notify the local Department of Family and Children services immediately when a TANF participant is absent.
- To provide monthly Records of Attendance and Performance (form 516) or Record of School Attendance and Performance Report (form 517) to TANF case manager by the 5th of each month following the reporting period.
- To provide a monthly summary outcome report by county and Adult Literacy Service Delivery Area (SDA). The report to include:
 - a. The number of TANF participants
 - b. Referrals by local Department of Family and Children Services offices
 - c. Sources of assessments when indicated

Memorandum from Steven E. Love
SY'05 Office of Adult Literacy Contract Services
Page 4

- d. Number provided adult literacy instruction
 - e. Level of placement and completion
 - f. Number of GED completions
 - g. Percentage of TANF participants at each Adult Literacy Level
 - h. Number of participants referred back to the local Department of Family and Children Services
- To provide monthly summary of TANF participants level data that includes:
 - a. Name of participant
 - b. Caseload identification number
 - c. Date of birth or individual identification
 - d. Beginning and current Adult Literacy Level
 - e. Outcome
 - f. Official withdrawal
 - g. Number obtained GED
 - That local Adult Literacy programs will meet at least quarterly with the Department staff and county level managers to report progress and resolve issues.
 - To have 12% of the TANF participants enrolled in Low Adult Secondary (Grades 9.0-10.9) and High Adult Secondary Literacy (Grades 11.0-12.9) Levels successfully complete the GED test. DHR to enroll said TANF participants in Adult Literacy for 150 hours of instruction per level.

The Division of Family and Children Services (DFCS) agrees

- To monitor the contract and provide technical assistance when requested.