

# **State of Alaska FY2002 Governor's Operating Budget**

Department of Labor and Workforce Development  
Adult Basic Education  
Component

## **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. The goal of Adult Basic Education (ABE) is to assist learners in reaching self-sufficiency by transitioning into vocational training, higher education, job placement, or job advancement. Learners must be aged 16 and over and not enrolled in high school.

### **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.
- 2) General Educational Development (GED)
  - Instruction and pre-testing in GED preparation.
  - Administration of five timed tests that make up the test battery: writing skills (essay required), literature and the arts, science, social studies, and mathematics.
- 3) English Literacy and Citizenship
  - Instruction in speaking, reading, writing, and computing in English.
  - Instruction in literacy skills for which one outcome 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) Workplace Literacy
  - Instruction in the basic skills with an emphasis on preparing for or retaining employment.
  - Assistance to employers in setting up workplace literacy activities.
- 5) Life Skills Literacy
  - Workshops (resume writing, reading bills, reading classified ads) in developing and sustaining higher levels of self-sufficiency.
- 6) Family Literacy
  - Collaboration with the Department of Education and Early Development's Even Start Family Literacy programs.
- 7) GED Testing
  - There are a total of 28 Test Centers in Alaska. Thirteen Regional Adult Education programs offer GED preparation and testing. 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.

## Component Goals and Strategies

- 1) Increase the number of adult learners from the FY2000 level of approximately 30 percent to 32 percent 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) Administer statewide staff development of ABE grantees which includes:
  - Fall staff development training conference for local ABE Directors and instructors
  - Four audio conferences for ABE Directors and three for GED test center staff
  - One full-day of training for GED Test Center staff
  - Development and dissemination of a distance delivery module (reading, writing, math, basics of teaching adults)
- 4) Adjust services to meet customer needs.
  - Use model customer satisfaction surveys collected in FY2001 to produce a more effective program.

## Key Component Issues for FY2001 – 2002

- 1) GED transcripts (1983-1999) were stored on department 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. By FY2002, all new GED transcripts will continue to be backed up on microfilm, but will also be in a Statewide and National database.
- 2) On January 1, 2002, a new GED Test version will be implemented. Any tester who has passed one or more of the five tests in the GED test battery will be able to complete the current 1988 version of the GED test through December 2001. However, no new testers may begin testing after October 2001 without a signed waiver indicating their understanding that they must pass the entire test battery by December 2001 and that partial scores will not be valid after January 1, 2002.
- 3) The Alaska State High School Exit Exam will go into effect in 2002. The Reading, Writing, and Math tests are similar to the current GED test. It is expected that enrollment in Adult Education GED preparation programs will initially increase by 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.
- 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-exited. 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. A review of FY 97-00 program data indicates no significant correlation between the funding formula and actual numbers enrolled. In FY 02, the department will consider eliminating the requirement for the minimum number of students.
- 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 for FY2000

- 1) 5,400 full-time adult learners were served through ABE programs in FY 2000 (July 1, 1999 -- June 30, 2000) 2,300 completed an educational level; 1,200 received a GED; and 984 gained or advanced in employment, and 541 entered other Academic or Vocational programs.
- 2) Over 1,500 official copies of GED transcripts were provided to prospective employers, educational and vocational training institutions at their request.
- 3) A major new GED Testing Center opened in Anchorage.
- 4) The US Office of Vocational and Adult Education approved the State's 5-Year Unified Plan.
- 5) The division successfully implemented a statewide staff development plan, which had previously been conducted through a competitive grant process.
- 6) The ABE Grants and Reimbursable Service Agreements were successfully issued and were aligned 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
  - 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

## Key Performance Measures for FY2002

**Measure: Increase the education percentage goal to 25% of Adult Basic Education clients who get a GED, find or retain a job, advance to higher education /vocational training, or advance in educational levels.**  
*(Not yet addressed by Legislature.)*

### Current Status:

For FY 00, 01, and 02 the percentage of full-time Adult Basic Education clients will be measured against the FY 99 average benchmark of 19 percent. The goal is a 2 percent increase each year in each of the following positive outcomes:

- 1) Obtaining a GED;
- 2) Finding or retaining employment;
- 3) Advancing to higher education or vocational training; or
- 4) Advancing in one or more educational levels.

### Benchmark:

The FY99 average benchmark is 19 percent, which was derived from the statewide number of full-time Adult Education clients who achieved one of the positive outcomes. Of the total number of FY99 clients enrolled, 29 percent

earned a GED, 10 percent found or retained a job, 8 percent advanced to higher education or vocational training, and 31 percent advanced two educational levels.

**Background and Strategies:**

Title II, Adult Education and Family Literacy of the Workforce Investment Act of 1998 requires that Adult Education programs receiving Federal funds must develop positive outcomes in the categories listed above.

Since 1998 the U.S. Department of Education, Office of Vocational and Adult Education (OVAE) requires that each state negotiate a reasonable percent of increase in measurable outcomes for the years FY 00, 01, and 02. Each state would choose a benchmark year and the aim would be to increase the goals attained by 2 percent annually.

All local Adult Education programs in Alaska met in Anchorage twice in FY98 to develop a set of student performance standards which included the measurable outcomes. These standards were reviewed and sanctioned by the State Board of Education (ABE was located in Department of Education in FY98) and OVAE. They have since been revised to accommodate changes brought about by the Workforce Investment Act.

After the negotiation process with OVAE in FY98 and FY99, the National Reporting System (NRS) requirements changed significantly in FY00. This resulted in an incongruity of comparable outcomes. The first time data will be available for a reliable comparison is at the end of FY01 when the data will be compared with FY00.

**Adult Basic Education**  
**Component Financial Summary**

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	95.8	115.1	113.2
72000 Travel	5.7	7.5	7.5
73000 Contractual	703.3	111.8	762.1
74000 Supplies	7.5	5.9	7.5
75000 Equipment	3.0	5.0	5.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,464.0	2,144.6	1,704.5
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>2,279.3</b>	<b>2,389.9</b>	<b>2,599.8</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	542.5	652.4	862.2
1004 General Fund Receipts	1,736.8	1,737.5	1,737.6
<b>Funding Totals</b>	<b>2,279.3</b>	<b>2,389.9</b>	<b>2,599.8</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<b>Unrestricted Revenues</b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Restricted Revenues</b>						
Federal Receipts	51010	542.5	652.4	802.4	862.2	862.2
<b>Restricted Total</b>		<b>542.5</b>	<b>652.4</b>	<b>802.4</b>	<b>862.2</b>	<b>862.2</b>
<b>Total Estimated Revenues</b>		<b>542.5</b>	<b>652.4</b>	<b>802.4</b>	<b>862.2</b>	<b>862.2</b>

## Adult Basic Education

### Proposed Changes in Levels of Service for FY2002

FY 2002 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 and a higher percentage of those served will reach their goals.

### Summary of Component Budget Changes

#### From FY2001 Authorized to FY2002 Governor

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2001 Authorized</b>	<b>1,737.5</b>	<b>652.4</b>	<b>0.0</b>	<b>2,389.9</b>
<b>Adjustments which will continue current level of service:</b>				
-Transfer federal authorization from Statewide Service Delivery to Adult Basic Education - RP 0714005	0.0	150.0	0.0	150.0
-Year 2 Labor Costs - Net Change from FY2001	0.1	-0.8	0.0	-0.7
<b>Proposed budget decreases:</b>				
-Adjust Personal Services Authorization for Year 2 Labor Costs	0.0	-0.1	0.0	-0.1
<b>Proposed budget increases:</b>				
-Increase federal authorization to fully utilize available Adult Basic Education grant funding	0.0	60.7	0.0	60.7
<b>FY2002 Governor</b>	<b>1,737.6</b>	<b>862.2</b>	<b>0.0</b>	<b>2,599.8</b>

## Adult Basic Education

### Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	2	2	Annual Salaries	82,520
Part-time	0	0	COLA	982
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	29,731
			<i>Less 0.03% Vacancy Factor</i>	(33)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>Total Personal Services</b>	<b>113,200</b>

### 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
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>