

AEFLA Resource Guide

The Adult Education and Family Literacy Act (AEFLA), title II of the Workforce Innovation and Opportunity Act (WIOA, Pub. L. 113-128), is the principal source of federal funding for States for adult education programs. The Office of Career, Technical, and Adult Education's (OCTAE) Division of Adult Education and Literacy (DAEL) administers AEFLA. The purpose of AEFLA's basic state grant program is to assist adults in: becoming literate; obtaining the knowledge and skills necessary for employment and self-sufficiency; obtaining the necessary education and skills to become full partners in the educational development of their children; and completing secondary education or its equivalent. The annual congressional appropriation for the AEFLA State Grant program for fiscal year 2016 was approximately \$582 million, including funds for integrated English literacy and civics education programs. The statute requires States to allocate no less than 82.5 percent of their allotments to local agencies, through a competitive grant or contract process.

The following resource guide provides additional support to the following technical assistance modules, including:

- [Performance Accountability](#)
- [One-Stop Partner Roles and Responsibilities](#)
- [Competitions and Making Awards under Subpart C of 34 CFR Part 463](#)
- [AEFLA Activities - Integrated Education and Training \(IET\)](#)
- [AEFLA Activities—Basic Grant Services for English Language Learners](#)
- [AEFLA Activities - Workforce Preparation](#)
- [Section 243 Integrated English Literacy and Civics Education Program](#)

I. Performance Accountability

Statute

- [WIOA title I, Chapter 4, Performance Accountability \(Section 116\)](#).

Regulations—Subpart I—Performance Accountability under Title I of the WIOA

- § [463.150](#) What definitions apply to WIOA performance accountability provisions?
- § [463.155](#) What are the primary indicators of performance under WIOA?
- § [463.160](#) What information is required for State performance reports?
- § [463.165](#) May a State establish additional indicators of performance?
- § [463.170](#) How are State levels of performance for primary indicators established?
- § [463.175](#) What responsibility do States have to use quarterly wage record information for performance accountability?

- § [463.180](#) When is a State subject to a financial sanction under the Workforce Innovation and Opportunity Act?
- § [463.185](#) When are sanctions applied for a State’s failure to submit an annual performance report?
- § [463.240](#) What are the requirements for data validation of State annual performance reports?

OCTAE Program Memorandum

This policy guidance, issued jointly with the U.S. Department of Education’s (ED) Rehabilitation Services Administration and the U.S. Department of Labor’s (DOL) Employment and Training Administration, provides sub-regulatory guidance on the requirements set forth in WIOA related to the implementation and operation of the performance accountability system under section 116 of WIOA and the implementing joint regulations.

- [WIOA Performance Accountability Guidance 17-2](#) (December 19, 2016; *Revised* August 23, 2017)

ED–DOL Joint Guidance

The U.S. Departments of Labor and Education have collaboratively issued joint guidance to assist state agencies, educational agencies and institutions, and service providers in meeting the performance reporting and evaluation requirements of WIOA. The guidance provides States with information about applicable requirements for, and procedures and options for, matching confidential unemployment compensation information from wage records with personal information from vocational rehabilitation records and personally identifiable information from education records, and for protecting the confidentiality of information contained in such records.

- [Data Matching to Facilitate WIOA Performance Reporting and Evaluation](#) (Performance Reporting and Evaluation information can be found in the Executive Summary on pages 3-5 and section “Options for Matching Student Data with UC Wage Records to Report Performance Outcomes” on pages 29-51.)
- [Extension of Existing NRS Information Collection Request \(ICR\) – Response to Public Comments](#)

ED–DOL Joint Performance Information Collection Request

Presentations

These four presentations provide stakeholders with a better understanding of the performance accountability provisions in section 116 of WIOA and the accompanying regulations.

- [Performance accountability WIOA Wednesday PowerPoint presentation Part 1 \(October 12, 2016\)](#)
- [Performance accountability WIOA Wednesday PowerPoint Presentation Part 2 \(November 2, 2016\)](#)
- [WIOA Performance Accountability—Hot Topics! WIOA Wednesday PowerPoint Presentation \(January 11, 2017\)](#)

LEAP Into WIOA: Part 2: NRS Measures and Reporting will provide State teams with a detailed look at the new NRS reporting requirements and revised tables as a result of WIOA implementation and help them develop a plan for meeting these requirements. The slides: 1) describe NRS data requirements and changes needed in State data collection and reporting systems; 2) include ideas for implementing changes and disseminating information to local programs and State WIOA stakeholders; and help states identify areas of needed support.

- [Day 1 PowerPoint Slides](#)
- [Day 2 PowerPoint Slides](#)
- [Day 3 PowerPoint Slides](#)

II. One-Stop Partner Roles and Responsibilities

Statute

- [WIOA title I, Chapter 2, Local Provisions \(section 107 Local Workforce Development Boards\)](#)
- [WIOA title I, Chapter 2, Local Provisions \(section 108 Local Plans\)](#)

Regulations—Subpart J—Description of the One-Stop Delivery System under Title I of the Workforce Innovation and Opportunity Act

- § [463.300](#) What is the one-stop delivery system?
- § [463.305](#) What is a comprehensive one-stop center and what must be provided there?
- § [463.310](#) What is an affiliated site and what must be provided there?
- § [463.400](#) Who are the required one-stop partners?
- § [463.410](#) What other entities may serve as one-stop partners?
- § [463.415](#) What entity serves as the one-stop partner for a particular program in the local area?
- § [463.420](#) What are the roles and responsibilities of the required one-stop partners?
- § [463.425](#) What are the applicable career services that must be provided through the one-stop delivery system by required one-stop partners?
- § [463.430](#) What are career services?
- § [463.500](#) What is the Memorandum of Understanding for the one-stop delivery system and what must be included in the Memorandum of Understanding?
- § [463.505](#) Is there a single Memorandum of Understanding for the local area, or must there be different Memoranda of Understanding between the Local Workforce Development Board and each partner?
- § [463.510](#) How must the Memorandum of Understanding be negotiated?
- § [463.600](#) Who may operate one-stop centers?
- § [463.620](#) What is the one-stop operator's role?
- § [463.625](#) Can a one-stop operator also be a service provider?
- § [463.635](#) What is the compliance date of the provisions of this subpart?
- § [463.700](#) What are the one-stop infrastructure costs?
- § [463.705](#) What guidance must the Governor issue regarding one-stop infrastructure funding?
- § [463.710](#) How are infrastructure costs funded?
- § [463.715](#) How are one-stop infrastructure costs funded in the local funding mechanism?

- § [463.720](#) What funds are used to pay for infrastructure costs in the local one-stop infrastructure funding mechanism?
- § [463.725](#) What happens if consensus on infrastructure funding is not reached at the local level between the Local Workforce Development Board, chief elected officials, and one-stop partners?
- § [463.730](#) What is the State one-stop infrastructure funding mechanism?
- § [463.731](#) What are the steps to determine the amount to be paid under the State one-stop infrastructure funding mechanism?
- § [463.735](#) How are infrastructure cost budgets for the one-stop centers in a local area determined in the State one-stop infrastructure funding mechanism?
- § [463.736](#) How does the Governor establish a cost allocation methodology used to determine the one-stop partner programs' proportionate shares of infrastructure costs under the State one-stop infrastructure funding mechanism?
- § [463.737](#) How are one-stop partner programs' proportionate shares of infrastructure costs determined under the State one-stop infrastructure funding mechanism?
- § [463.738](#) How are statewide caps on the contributions for one-stop infrastructure funding determined in the State one-stop infrastructure funding mechanism?
- § [463.740](#) What funds are used to pay for infrastructure costs in the State one-stop infrastructure funding mechanism?
- § [463.745](#) What factors does the State Workforce Development Board use to develop the formula described in the Workforce Innovation and Opportunity Act, which is used by the Governor to determine the appropriate one-stop infrastructure budget for each local area operating under the State infrastructure funding mechanism, if no reasonably implementable locally negotiated budget exists?
- § [463.750](#) When and how can a one-stop partner appeal a one-stop infrastructure amount designated by the State under the State infrastructure funding mechanism?
- § [463.755](#) What are the required elements regarding infrastructure funding that must be included in the one-stop Memorandum of Understanding?
- § [463.760](#) How do one-stop partners jointly fund other shared costs under the Memorandum of Understanding?
- § [463.800](#) How are one-stop centers and one-stop delivery systems certified for effectiveness, physical and programmatic accessibility, and continuous improvement?
- § [463.900](#) What is the common identifier to be used by each one-stop delivery system?

OCTAE Program Memoranda

- [OCTAE Program Memorandum 17-4: One-Stop Operations Guidance for the American Job Center Network \(January 18, 2017\)](#)
- [OCTAE Program Memorandum 17-3: Infrastructure Funding of the One-Stop Delivery System \(January 18, 2017\)](#)
- [OCTAE Program Memorandum 15-3: Vision for the One-Stop Delivery System under the Workforce Innovation and Opportunity Act \(August 13, 2015\)](#)

Presentation

- [Unpacking Title I Regulations: State and Local Board Representation—Required Partners and Their Roles in the One-Stop](#) (2016 National Meeting of Adult Education State Directors PowerPoint presentation)

Resources and Tools

- [One-Stop Infrastructure Costs FAQs](#)
- [Sample MOU Infrastructure Costs Toolkit](#)

III. Competitions and Making Awards under Subpart C of 34 CFR Part 463

Statute

- [WIOA title II, Adult Education and Literacy \(Subtitle B—State Provisions and Subtitle C Local Provisions\)](#)

Regulations—Subpart C—How Does a State Make an Award to Eligible Providers?

- § [463.20](#) What is the process that the eligible agency must follow in awarding grants or contracts to eligible providers?
- § [463.21](#) What processes must be in place to determine the extent to which a local application for grants or contracts to provide adult education and literacy services is aligned with a local plan under section 108 of WIOA?
- § [463.22](#) What must be included in the eligible provider’s application for a grant or contract?
- § [463.23](#) Who is eligible to apply for a grant or contract for adult education and literacy activities?
- § [463.24](#) How must an eligible provider establish that it has demonstrated effectiveness?
- § [463.25](#) What are the requirements related to local administrative cost limits?
- § [463.26](#) What activities are considered local administrative costs?

OCTAE Program Memoranda

- [OCTAE Program Memorandum 17-1: Clarifications Regarding Competition and Award of AEFLA Funds to Eligible Providers under the Workforce Innovation and Opportunity Act \(October 18, 2016\)](#)
- [OCTAE Program Memorandum 15-6: Competition and Award of Adult Education and Family Literacy Act Funds under the Workforce Innovation and Opportunity Act—Frequently Asked Questions \(December 8, 2015\)](#)

Presentations

- [Unpacking the Regulations: How Does a State Make an Award to Eligible Providers?](#) (2016 National Meeting for Adult Education State Directors PowerPoint Presentation)
- [Unpacking the Regulations: Programs for Corrections Education and the Education of Other Institutionalized Individuals](#) (2016 National Meeting for Adult Education State Directors PowerPoint Presentation)

IV. AEFLA Activities—Integrated Education and Training

Statute

- [WIOA title II, Adult Education and Literacy \(Section 203 Definitions\)](#)

Regulations—Subpart D—What Are Adult Education and Literacy Activities?

- § [463.30](#) What are adult education and literacy programs, activities, and services?
- § [463.35](#) What is integrated education and training?
- § [463.36](#) What are the required components of an integrated education and training program funded under title II?
- § [463.37](#) How does a program providing integrated education and training under title II meet the requirement that the three required components be “integrated”?
- § [463.38](#) How does a program providing integrated education and training under title II meet the requirement that the integrated education and training program be “for the purpose of educational and career advancement”?

Presentations

- [Unpacking the Regulations: Adult Education and Literacy Activities](#) Part 1—(2016 National Meeting of Adult Education State Directors PowerPoint presentation)
- [Unpacking the Regulations: Adult Education and Literacy Activities](#) Part 2—(2016 National Meeting of Adult Education State Directors PowerPoint presentation)

Resources and Tools

- [Integrated Education and Training \(IET\) Checklist](#)
- [Career Pathways Checklist \(IELCE\)](#)

V. AEFLA Activities—Basic Grant Services for English Language Learners

Statute

- WIOA [Title II—Adult Education and Literacy, Section 203 Definitions](#)
- WIOA [Title II—Adult Education and Literacy, Subtitle C—Local Provisions \(Section 231\)](#)

Regulations—Subpart D—What Are Adult Education and Literacy Activities?

- § [463.31](#) What is the English language acquisition program?
- § [463.32](#) How does a program that is intended to be an English language acquisition program meet the requirement that the program leads to attainment of a secondary school diploma or its recognized equivalent and transition to postsecondary education and training or leads to employment?
- § [463.33](#) What are the integrated English literacy and civics education services?

OCTAE Program Memorandum

- [OCTAE Program Memorandum 15-7: Integrated English Literacy and Civics Education under the Workforce Innovation and Opportunity Act—Frequently Asked Questions \(January 11, 2016\)](#)

Presentation

- [Unpacking the Regulations: Adult Education and Literacy Activities](#) Part 1—(2016 National Meeting of Adult Education State Directors PowerPoint presentation)
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VI. AEFLA Activities—Workforce Preparation

Statute

- [WIOA title II, Adult Education and Literacy \(Section 203 Definitions\)](#)

Regulations—Subpart D—What Are Adult Education and Literacy Activities?

- § [463.34](#) What are workforce preparation activities?

Resources and Tools:

- [Employability Skills Framework](#)
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VII. Section 243 Integrated English Literacy and Civics Education program

Statute

- [WIOA title II—Adult Education and Literacy, Subtitle D—General Provisions \(Section 243\)](#)

Regulations—Subpart G—What Is the Integrated English Literacy and Civics Education Program?

- § [463.70](#) What is the Integrated English Literacy and Civics Education program?
- § [463.71](#) How does the Secretary make an award under the Integrated English Literacy and Civics Education program?
- § [463.72](#) How does the eligible agency award funds to eligible providers for the Integrated English Literacy and Civics Education program?
- § [463.73](#) What are the requirements for eligible providers that receive funding through the Integrated English Literacy and Civics Education program?
- § [463.74](#) How does an eligible provider that receives funds through the Integrated English Literacy and Civics Education program meet the requirement to use funds for Integrated English Literacy and Civics Education in combination with integrated education and training activities?
- § [463.75](#) Who is eligible to receive education services through the Integrated English Literacy and Civics Education program?

OCTAE Program Memorandum

- [OCTAE Program Memorandum 17-5: Use of Funds Reserved for Activities under Section 243 of the Adult Education and Family Literacy Act \(AEFLA\), title II of the Workforce Innovation and Opportunity Act \(March 23, 2017\)](#)

Presentation

- [Unpacking the Regulations: Subpart G—Integrated English Literacy and Civics Education Program](#)
(2016 National Meeting of State Directors of Education PowerPoint Presentation)

Resources and Tools

- [Integrated English Literacy and Civics Education \(IELCE\) Program Guide](#)