

Original: Mod.: X Date: 5/5/17

Reading/Writing Classes up to 15 students (see enrollment procedure and schedule on page 2); Reading Tutoring --- Free



**RECRUITMENT AND REFERRAL FORM**

**WIOA (Formerly Intensive Services)**

**Adult Education & Literacy/English Language Learner (AEL & ELL)**

**Provider:** The Literacy Council

FEIN: 363412185

**Address:** 982 North Main Street  
Rockford, IL 61103

Telephone: 815-963-7323

**Training Site Address:** varies

**Contact Person:** Katrina Carlson, Literacy Coordinator  
815-963-7323 Ex. 18 [katrina@theliteracycouncil.org](mailto:katrina@theliteracycouncil.org)

**Activity Name:**  
Adult Education & Literacy/English Language Learner AEL & ELL  
(Formerly Intensive Services)

**Program:** Reading Tutoring & Classes

**Provider Code:** 2009-801

**Agreement Start Date:** 5/26/10

**CIP Code:** N/A

**OES:** N/A.

**Session Dates or Open Entry-Open Exit:** Call

**Average Time to Complete Program/Certificate/Degree:** Varies

**Last Day Program Will Accept Referrals:** Call

**Program Description.** One-on-one and/or small group reading tutoring; Reading & Writing classes (up to 15 students) for reading levels First grade through 8.9 grade offered Fall and Spring.

<http://www.theliteracycouncil.org/>

**Expected Outcome:** improvement in literacy skills

**Program Schedule:** varies

**Admission Requirements:**

**Referral Procedures:** Contact Stephanie Larson, 815-963-7323.

**Costs:** FREE

**Authorization:** The Workforce Connection Inc.  
R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager.  
Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by TWC Inc.

**COURSES APPROVED FOR FUNDING AND COSTS**

**Courses Approved for Funding  
and  
Tuition and Fees and Other Required Expenses for Approved Programs**

TWC will pay for required books and supplies for courses in approved programs.

**All courses are approved for both WIOA and Trade participants.**

**Provider: The Literacy Council**

<u>Specific Course/Credential/CIP code</u>	<u>Tuition Costs and Fees</u>	<u>Supplies</u>
--	-------------------------------	-----------------

**COURSE “approval” is ongoing beginning 5/26/10: FREE**

**Reading Tutoring** (one-on one and/or small group) CIP 320108

Tutoring is a year round program and a learner can start working with a tutor at any time.

**Reading/Writing Classes (up to 15 students)**

Students must schedule an intake appointment prior to enrolling in classes. TABE scores determine which class they belong in. The Literacy Council will access TABE scores from TWC services. Student must be registered prior to 1<sup>st</sup> day of classes.

Fall Class schedule: 1<sup>st</sup> full week of September after Labor Day to first week of December.

Spring Class schedule: 1<sup>st</sup> full week after January 1<sup>st</sup> to first week in May.

Grades 1 to 3 Reading levels: Tuesdays & Thursdays - 9:00 am to Noon

Grades 4 to 8.9 Reading levels: Mondays & Wednesdays – 9:00 am to Noon

**There is no charge for Reading Tutoring or Reading & Writing classes.**

Since the instruction is free, no *Agreement* is needed with The Literacy Council. The course is listed at this time to allow us to enter a TRADE participant’s enrollment in the course into IWDS so the participant may continue to receive TRA payments. However, the course may be recorded in IWDS for any WIOA or Trade participant who is receiving reading tutoring or reading/writing classes through The Literacy Council.

Note that we have given The Literacy Council a Provider Code of 2009-801, which is not in the same series as other Skills Upgrade & Retraining (formerly Intensive) Services Provider Codes, which end in a 400 number. This AEL & ELL (formerly Intensive) 800 series indicates that there is no charge to TWC for the course.