

Orig.: Mod.: X Date: 9/18/17 **Adult Education & Literacy/English Language Acquisition - Non-Credit courses (remedial) have been approved until June 28, 2018.**

- Recertification for CNA's NRS 031 is an SUR services option.



## RECRUITMENT AND REFERRAL FORM

### **WIOA Adult Education & Literacy/English Language Acquisition (formerly Intensive) Services**

Also use this Provider Code (2006-403) for courses that are part of an ITA program but taken as Skills Upgrade/Retraining Services prerequisite courses. (See SUR R&R)

### **Programs: (See page 3) Non-Credit Courses & Remedial AEL/ELA – Non-ITA courses**

**Program Provider:** ROCK VALLEY COLLEGE                                  FEIN: 36-2557781  
REGULAR/ACADEMIC COLLEGE

**Address:** 3301 North Mulford Road  
Rockford, IL 61114

**Telephone:** 921-4100  
**Fax:** 921-4131

**Training Site Address:** RVC and off-site buildings

**Contact Person:** Counseling

**Activity Name:** AEL/ELA

**Program:** AEL/ELA

**Provider Code:** 2006-403

**CIP Code:** N/A

**OES:** Varies. Look up appropriate code.

**Session Dates or Open Entry-Open Exit:** See appropriate RVC *Credit Classes Schedule*.

**Average Time to Complete Course:** Varies—see appropriate RVC *Credit Classes Schedule*

**Last Day Program Will Accept Referrals:** See appropriate RVC *Credit Classes Schedule*.

**Program Description:** See third page for list of courses approved as AEL/ELE courses under this Agreement.

For a description of the courses, see the RVC catalog.

**Expected Outcome:** Enrollment in the course (for which the prerequisite course is taken) in an approved ITA program.

**Program Schedule:** No. of Participants: Total: - Per Session: -Age: Math Level: - Reading Level:  
Other: -

**Referral Procedures:**

1. The applicant must have been accepted for enrollment by RVC to begin (continue) study in an ITA approved program.
2. **Voucher:** **The participant must be registered for a prerequisite class prior to your issuing a Voucher.** When you know the participant has registered for class, complete the voucher, have the participant sign it, and sign it yourself. The participant will be responsible for delivering the **white (original) and green (vendor) copies** of the appropriate voucher to **RVC Accounting** when he/she pays his/her bill. RVC Accounting must have the original copy of the voucher by the time the participant's payment is due or the participant will be dropped from the class(es).

When you complete the voucher, **write on the bottom of the voucher the name of the ITA program in which the participant is (will be) enrolled.** (A.A.S. or Certificate) and the **name and number of the course within that approved ITA program for which the course(s) on this voucher are prerequisites.**

3. **Voucher (tuition):** The participant will be responsible for delivering the **white (original) and green (vendor) copies** of the **Tuition Voucher** to **RVC Accounting** when he/she pays his/her bill. RVC Accounting must have the original copy of the voucher by the time the participant's payment is due or the participant will be dropped from classes. **Therefore, if the participant has registered close to the time payment is due, give the participant the original copy and green copies of the Voucher. However, if the participant has registered far in advance of the start of classes, have the participant come back to see you to get the original copy and green copies of the Voucher near the time payment is due.** Also give the participant the gold copy (student copy) of the voucher.

4. **Voucher (Books)** If vouchers have not been sent through interoffice mail, the student needs to come to the book store with a copy of the voucher to leave when they check out.

- Voucher is **written for only required books and supplies (Used if available).** Career Planner enters service in IWDS as a supportive service
- **Customer is given the gold copy of the voucher to keep**
- Career Planner submits **white and green copy to the bookstore via interoffice mail.** Please allow 48 hours for the bookstore to process the voucher before sending customers to pick up the books. **If the books need to be picked up immediately,** vouchers can be sent with the student (both white and green copies)
- On occasion book costs may be more than what the voucher was authorized to pay. The bookstore staff will contact WIOA staff to obtain approval to increase voucher amount to cover additional costs. **(Please include your phone # by your signature on the voucher).** WIOA staff will make changes to Yellow copy of the voucher before submitting to the accounting office
- Once the books have been picked up, the WIOA staff will print the "TASR" and submit it with the Yellow copy of the voucher to the accounting office
- The Bookstore bills at the end of each month. If something is not available at the time the student uses their voucher, the student can prepay for it on the same transaction. When the item comes in, it will be held in back for that student and the student will be contacted to pick it up.

**If changes are needed on the voucher - do the following:**

1. If the vouchers have not been sent to RVC, obtain all copies of the voucher, make the corrections and resubmit. Make a copy to give to participant of the revisions.
2. If the vouchers have been sent to RVC, make the revisions on the Canary (accounting) copy. Make 3 copies. Send one to RVC, one to the participant and keep one for participant file.

**Costs:** See page 4.

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

(Approved courses list begins on the next page.)

**PROGRAMS APPROVED FOR FUNDING AND COSTS  
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 listed below are approved for both WIOA and TAA participants.

**Approved Courses and Costs**

**Rock Valley College Courses that are Non-Credit (Remedial)  
that may be required prior to enrolling in Courses for Individual  
Account Program (ITA) Certified by The Workforce Connection:**

**COURSES APPROVED UNTIL JUNE 28, 2018:**

***Adult Education & Literacy/English Language Acquisition Services:***

**The following courses are non-credit/remedial courses which may be required of individual students prior to entering into Individual Training Account (ITA) programs certified by TWC.**

This list was originally developed by Dislocated Worker Program staff and has been updated, as needed.

***Math courses:***

MTH 088 – Prealgebra I  
MTH 089 – Prealgebra II  
MTH 091 – Beginning Algebra Part 1  
MTH 092 – Beginning Algebra Part 2  
MTH 093-- Intermediate Algebra 1  
MTH 094 – Intermediate Algebra 2  
MTH 096S – Combined Beginning & Intermediate Algebra  
MTH 097 – Elementary Plain Geometry

***Chemistry courses:***

CHM 099 – Introductory Chemistry

***English courses:***

ENG 097 – Essentials of Writing  
ENG 099 – Introduction to College Writing  
ENG 101 – Composition I

***Reading courses:***

RDG 092-- Reading for Bilingual Students  
RDG 080 – Basic Reading Skills  
RDG 096 – Essentials of Reading  
RDG 099 – Reading and Study Skills Improvement

**RVC TUITION AND FEES Effective Fall Semester 2017**

***Tuition for regular college courses*** is **\$115** per credit hour. In addition, the following fees are charged:

- . \$3.00 per credit hour activity fee
- . \$7.00 per credit technology fee
- . \$1.00 per course/course fee
- . Lab fees as applicable.  
Specific lab fees are listed in the class schedule.
- . *Field Trip fees*, as applicable.

**Books:** At the college bookstore, participants may purchase only the books that are required for the course(s) for which they are registered. Participants must present a *Voucher*, which lists the required books when they purchase their books and supplies at the college bookstore.