

Orig.: Mod.: X Date: **11/9/2017** Available to WIOA Youth as appropriate. Course approval is extended through **6/30/18**. See page 5. Participants must use vouchers to purchase textbooks at **RVC bookstore**.

The length of time participants may be in *GED Preparation* class is determined by their needs/training-employment goals outlined in their Individual Employment Plans (IEPs).

Trade participants may be in remedial (Basic Skills/GED) training the entire time they are in training.



RECRUITMENT AND REFERRAL FORM

WIOA (includes Youth) & Trade Adult Education & Literacy(AEL Services) - Basic Education Upgrading

Program Provider: Rock Valley College Adult Education Center

FEIN: 36-2557781

Address: 99 E State Street
Rockford, IL 61104

Telephone: 921-2000
Fax: 921-2029

Training Site Address: The Workforce Connection,
303 North Main Street, Rockford

Contact Person: Phyllis Flanagan at Workforce Connection—395-8006
(Phyllis Flanagan is the class teacher at The Workforce Connection)

Activity Name: AEL

Program Name: Basic Education Upgrading
(includes GED preparation)

Provider Code: 2015-409

CIP Code: 320101 (Basic Skills); 530201 (GED Prep)

OES: N/A

Session Dates or Open Entry-Open Exit: - (Session = 64 class hours) Participants may enter class on Mondays.

Average Time to Complete Program/Certificate/Degree: Varies according to participant’s goal/abilities. Career Planners are responsible for regularly checking the progress of their participants in the Basic Education Upgrading class.

AEL/ELASERVICE AUTHORIZATION FORMS MUST BE ISSUED FOR RE-ENROLLMENTS IN EACH 64-HOUR BLOCK OF INSTRUCTION.

Last Day Program Will Accept Referrals: June 30, 2018

Program Description (Instruction is individualized):

(Participants with limited English proficiency or cultural barriers to traditional classroom learning should be referred to LaVoz Latina’s Basic Skills Upgrading/ESL/GED Prep program. See R&R for La Voz Latina.)

Basic Skills Upgrading: Program is short-term (one-two months) and is designed to upgrade WIOA Adults’, Dislocated Workers’ and youths’ basic educational skills prior to their entering employment, occupational skills training or HSE prep class. If a person needs long-term basic skills instruction, refer him/her to the Rockford Area Literacy Council (963-7323) or RVC Adult Education Center (874-3000).

GED: Some participants may need GED to become employable or to be eligible for occupational skills training, and, if they have an adequate basic skills level, they may be enrolled in class to prepare to take GED exams. **The length of time participants may be in GED Preparation class is determined by their needs/training-employment goals outlined in their Individual Employment Plans (IEPs) or ISS’s.**

Under TAA, TAA participants who require extensive remedial training may be in Basic Skills/GED Prep classes for the entire time they are in training.

Expected Outcome: Employment or enrollment in on-the-job training or occupational skills training.

Program Schedule:

The Workforce Connection

Monday - Thursday, 8:00 a.m. to 12:00 noon (16 hours per week) **Morning class is 4 hours per day (8 a.m.-noon) Mon-Thurs; session is four weeks (64 hours).**

When needed, an afternoon class may also be offered. **Afternoon class will meet 12 noon-4 p.m. Mon-Thurs; afternoon session will be for 4 hours/week for 4 weeks (64 hours).**

No. of Participants: 15 maximum per class (morning class and afternoon class) on an ongoing basis

Age: 18+ Math Level: * - Reading Level: * -
Other:

*** Case Manager must determine if the referral to the class is appropriate for participant’s current skill level and employment objective.**

Referral Procedures:

Referrals are accepted every Monday, 8:00 a.m. (or 12:00 p.m. for afternoon class), Classroom 7 The Workforce Connection. Let the instructor know whom to expect. Complete the attached *Referral Form* and give it to the instructor before the student enters the class. **Be sure to specify the participant’s basic skill upgrading/GED preparation goals.**

Both the white original of the Voucher form and the green copy of the Voucher form should be given to the instructor. Other copies of the Voucher form should be distributed as indicated on the bottom of the form.

Costs: See next page

Authorization: The Workforce Connection, Inc.

R&R prepared by Val Johnson, TWC Planning & Quality Assurance Manager.

Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by TWC.

Adult Education & Literacy (AEL Services) - R&R

Rock Valley College Adult Education Center

Basic Education Upgrading
(includes GED instruction)

Course is approved for both WIOA (includes youth) and Trade participants.

COURSE IS APPROVED THROUGH 6/30/18:

BASIC EDUCATION UPGRADING COSTS FOR PROGRAM YEAR 2016
July 1, 2017-June 30, 2018

Tuition Costs, Fees, Books

Cost for Each Instructional Session for July 1, 2017 -June 30, 2018 (WIOA Program Year 2017)

One session = 64 hours of instruction (a.m. session: 16 hours of instruction per week for four weeks)
 If needed, an afternoon session or second morning session may be added.

	Initial Enrollment	Re-Enrollment
Tuition (per session per student)	\$ 408.31	\$ 408.31
Fees – Student Assessment	15.00	N/A
Total Cost per Session per Student	\$ 423.31	\$ 408.31

Estimate -- average cost of books: \$81-\$106 per student.

The Adult Education Center will contribute a total of \$3,266.48 to fund the first eight (8) Program Year 2016 students at no charge to TWC.

No refund policy applies to this class.

Rock Valley College Dislocated Worker Program (WIOA DW participants, Trade participants)
Rock River Training Corporation (WIOA Adult participants) (WIOA Elevate Youth participants)

Basic Education Upgrading (includes GED Preparation) Referral Form

Referral to: Rock Valley College Adult Ed Basic Education Upgrading Class
(includes GED Preparation) at The Workforce Connection

Name _____ Social Security #: _____

Funding: WIOA Adult (1A) _____ WIOA Dislocated Worker (1D) _____ WIOA Elevate Youth (1Y) _____
Trade (TAA) or (TGAAA) _____

Date Scheduled to begin Basic Education Upgrading (includes GED prep) Class: _____

Reading Level _____ Math Level _____

Goals

*Career Planners/Case Managers: Write a short narrative to let the instructor know the individual's Basic Education Upgrading (includes GED Preparation) class **goals**.*

Career Planner _____

Date _____

Level	Book	ISBN	Price
ABE	Common Core Basics: Mathematics	9780076575190	\$35.35
	Common Core Basics: Writing	9780076575220	\$35.35
	Common Core Basics: Reading	9780076575206	\$35.35
ASE (GED)	Common Core Achieve: Reading & Writing	9780021432561	\$27.00
	Common Core Achieve: Mathematics	9780021432578	\$27.00
	Common Core Achieve: Science	9780021400157	\$27.00
	Common Core Achieve: Social Studies	9780021355648	\$27.00