

Orig.: Mod.: X Date: **10/26/2018** **NOTE: Change in activity code for GED Prep. Use Equivalency. Available to WIOA Youth as appropriate. Course approval is through 6/30/19.** 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)

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**Activity Name:** AEL for Basic Skills; **Equivalency for GED Prep** **Program Name:** Basic Education Upgrading  
(includes GED preparation)

**Provider Code:** 2018-409

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

**OES:** N/A

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**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, 2019

**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 (815-963-7323) or RVC Adult Education Center (815-921-2000).

**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

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

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).**

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

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).**

**\* 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 3A, 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.

The Workforce Connection (TWC) is the fiscal agent for approved WIOA & Trade programming.

**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.

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**COURSE IS APPROVED THROUGH 6/30/19:**

**BASIC EDUCATION UPGRADING COSTS FOR PROGRAM YEAR 2018**  
**July 1, 2018-June 30, 2019**

**Tuition Costs, Fees, Books**

**Cost for Each Instructional Session for July 1, 2018 -June 30, 2019 (WIOA Program Year 2018)**

**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.

	<b>Initial Enrollment</b>	<b>Re-Enrollment</b>
Tuition (per session per student)	\$ 447.45	\$ 447.45
Fees – (Assessment included in tuition)	N/A	N/A
<b>Total Cost per Session per Student</b>	<b>\$ 447.45</b>	<b>\$ 447.45</b>

Estimate -- average cost of books: \$27-\$52 per student.

The Adult Education Center will contribute a total of \$3,579.60 to fund the first eight (8) Program Year 2018 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 \_\_\_\_\_

<b>Level</b>	<b>Book</b>	<b>ISBN</b>	<b>Price</b>
<b>ABE</b>	Common Core Basics: Mathematics	9780076575190	\$35.35
	Common Core Basics: Writing	9780076575220	\$35.35
	Common Core Basics: Reading	9780076575206	\$35.35
<b>ASE (GED)</b>	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