

# **Attachment 24**



1021 Kingsway Dr. Suite 1  
Cape Girardeau, MO 63701

[www.job4you.org](http://www.job4you.org)



Phone: 573.334.0990, Relay 711  
Fax: 573.334.0335

## **ADULT EDUCATION AND LITERACY POLICY**

It is the policy of the Workforce Development Board of Southeast Missouri to partner with Missouri Department of Elementary & Secondary Education, the Title II providers of Adult Education & Literacy in our region. The Southeast region's MOU with AEL providers includes the provision of partnership regarding referrals, locations, case management and other opportunities available to our common customers. Services will focus on serving those eligible with a disability, low literacy skills, and those with limited English proficiency. Recommendations will be made regarding alignment with the plan in areas of programs, activities and enrollments under Title I.

The Southeast Workforce Development Board has developed a strong working relationship with Missouri Department of Elementary and Secondary Education (DESE) Title II providers of Adult Education and Literacy (AEL) that is based on coordination through the Job Centers. Some of our WIOA Case Managers are also part-time AEL instructors allowing us to make connections and referrals to the WIOA program based off the AEL traffic.

Some of the efforts being made to coordinate activities are:

- Sitting at local AEL offices on scheduled days for assistance with WIOA questions, referrals, and enrollments.
- Case Managers who are also Part-time AEL Instructors are able to travel to other counties as needed to assist with TABE testing when necessary for enrollment or when there are no local AEL options available.
- AEL staff work with any potential referral to see if they are eligible and appropriate for a WIOA Enrollment.
- Braiding of funding with these case managers helps to alleviate some of the pull on the staff salaries for the WIOA Youth Program Budget.
- Case Managers who are part-time AEL teachers are able to assist other case managers with sharing of information, training on what AEL does and the current TABE testing form/format, testing requirements, and AEL policies that could affect participants on their case load.

Effective 2015; Revised: May 2020; Reviewed April 2022

The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Information can be translated into another language upon request. Please contact the Southeast Workforce Development Board Equal Opportunity Officer for assistance.