

Staff Process for the Adult Basic Education (ABE) GED Preparation class  
funded by the Northwest Tennessee Workforce Board (WIA)

1. Youth goes to local Adult Basic Education location to inquire about attaining GED.
2. ABE administers the Test for Adult Basic Education (TABE).
3. Educational Functioning Levels (EFL) scored from the TABE will determine classroom instruction and whether the client will be considered for WIA funded GED Preparation class.
  - a. Is client Age 17? If client is 17, a letter of release must be obtained from the school system (ABE) and provided to the WIA Case Manager for case file documentation.
4. ABE will then refer the client to WIA Case Manager for WIA Youth eligibility based on age, TABE scores, and other factors determined by grant proposal/contract. **NOTE:** Youth will be counted as “negative” if they exit the program below a 9.0 EFL. It is highly encouraged that ABE offices select youth with the greatest potential for reaching the 9.0 EFL before attaining the General Equivalency Diploma.

Referral Process:

- a. ABE staff will complete the top section of the Adult Basic Education Referral Letter (WD-28-09)
  - b. ABE staff will have the client complete the WIA Youth application (WD-24-06-A) and provide the ABE Client Checklist (WD-29-09) to client
  - c. The client will then make an appointment with WIA Case Manager
5. WIA Case Manager meets with client to determine WIA eligibility.
  6. Upon determination of approval/denial, the WIA Case Manager will complete the bottom section of the ABE Referral Letter (WD-28-09)
    - a. If the candidate is **denied** eligibility, the WIA Case Manager will complete the bottom of the Referral Letter and fax back to the ABE office.
    - b. If the candidate is **approved**, and the client is determined to be **Basic Skills Deficient (BSD)** a goal will be determined from the Reading, Math Composite, or Language scores provided on the TABE test. **The WIA Case Manager will choose the most attainable goal for the client, not necessarily a goal based on the lowest score.** This goal will be included on the Referral Letter, and also recorded in the client’s case file on the Individual Service Strategy (WD-08-09).
    - c. If the candidate is approved, and the client is **17-18 and NOT BSD**, a goal must be entered into eCMATS. The goal will be Work Readiness Skills – World of Work Awareness. This goal is recorded in the client’s case file on the Individual Service Strategy (WD-08-09).
    - d. All ABE GED participants have to have the following Activity entered
      - Service Type: Youth Basic Skills
      - Activity: 26 – Inst. leading to comp. of sec. skills. (Instruction leading to completion of secondary skills)
    - e. The WIA Case Manager will then fax the Referral Letter back to the ABE office with the disposition of the application.
    - f. Upon receipt of approval of the client for the WIA funded ABE class, ABE staff will provide to the WIA Case Manager acceptable printed documentation of the TABE test to be included in the client’s case file, i.e. the scoring side of the TABE Scoreze showing name and date taken.
    - g. ABE must enter client data into the Adult Education side of eCMATS in order to capture class attendance, demographics, GED attainment, etc.
  7. ABE will then be responsible for re-testing clients who are Basic Skills Deficient on the TABE test and reporting to the WIA Case Manager on **THAT GOAL ALONE**. ABE staff will report upon re-testing of the client to the WIA Case Manager once that goal has been attained and will provide acceptable printed documentation showing attainment of that goal as in example 6f..
  8. Once the client has accomplished the first goal, another goal will be determined by the WIA Case Manager and reported to the ABE staff. The re-testing process will continue until the client has attained at least one goal and is testing at a 9.0 grade level.
  9. At the point that the client has reached his/her goals and is testing at the 9.0 grade level, the Official Practice Test (OPT) is administered by ABE. The results of the OPT will determine whether the client is deemed ready to take the GED test.

Staff Process for the Adult Basic Education (ABE) GED Preparation class  
funded by the Northwest Tennessee Workforce Board (WIA)

ABE staff will contact the WIA Case Manager to arrange for authorization of the GED test fee and/or initiate the WIA GED Bonus authorization process (WD-11-07).

10. Once the GED is attained, ABE staff will forward a copy of the GED transcript to the WIA Case Manager to begin the process of issuing the \$500 bonus for GED attainment (WD-11-07 & WD-11-07A).
11. ABE will invoice WIA by the 10<sup>th</sup> day of each month for accrued costs and salaries per contract, providing timesheets, receipts, and other necessary documentation.
12. ABE staff will report monthly by the 10<sup>th</sup> day of each month to the Youth Coordinator using the ABE Monthly Activity Report (WD-42-09).
13. Poor performance of the ABE office could result in cancellation of the contract, or non-consideration in next round of the Request for Proposal process. Poor Performance includes:
  - a. Failure to submit Invoices and Activity Reports in a timely manner.
  - b. Repeated inaccuracies and errors on the Invoices and Activity Reports as documented by the WIA Youth Coordinator, Performance Monitor, and/or Accountant.
  - c. Failure to enroll the contracted number of participants each quarter, as documented on the Monthly Activity Reports.
  - d. Failure to attain an 80% GED pass rate of enrollees by the end of the contract.