

**Workplan for
Memorandum of Understanding (MOU)
Adult Basic Education (ABE)**

Draft 3 6/27/00

SERVICES	CONTACT PERSON	ROLE/RESPONSIBILITIES	STRATEGIES FOR INFORMATION EXCHANGE	FUNDING
<u>Referrals to ABE:</u> <ul style="list-style-type: none"> • Determination_of eligibility 	SW PIC Job Services Rehab Services Services for the Blind	Identify and refer appropriate ABE/ESL customers through the attached referral form	See referral form	Workforce Partners
<u>Learner Assessment at entry</u> <u>e.g.:</u> <ul style="list-style-type: none"> • CASAS • BEST • Other: MAESP 	ABE personnel	Administer Maintain records Interpret results and share with appropriate Workforce partners	See referral form	ABE Program
<u>Arrangements for support services</u> <u>for example:</u> <ul style="list-style-type: none"> • <u>Child care</u> • <u>Transportation</u> 	Workforce partners	Arrange and provide support services as needed	If needed, to share through referral services and interagency communication form	Workforce partners and other community resources as available
<u>Referrals to community resources</u> <u>including but not limited to:</u> <ul style="list-style-type: none"> • Family Resource Centers • Head Start • Ethnic Community-Based Organizations • Health • Housing • Other 	Workforce Partners and ABE personal	Be aware of community resources and make necessary referrals as identified in customer/student plans	See referral form	Workforce partners and other community resources as available
<u>Instruction:</u> <ul style="list-style-type: none"> • Basic Skills: (math, reading, • Life skills) • GED, Diploma • ESL • Workforce • Family Literacy • Citizenship • Intensive Work English • Soft Skills • Work Readiness 	ABE Personal	To assess student ability level & identify curriculum needs and instruct accordingly	See referral form and progress report	ABE Program

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<u>Cooperative Scheduling:</u> <ul style="list-style-type: none"> • Program Hours • Summer/evening hours • MFIP appointments 	Workforce Partners & ABE personal	Identification of program schedule & locations; Establish schedules to meet needs as identified	Communication via email, telephone conversations, meetings	Workforce partners and ABE program
<u>Reporting and Documenting Learner Progress:</u> <ul style="list-style-type: none"> • MAESP • Test scores • Competency checklists • CASAS • Anecdotal information • GED • Diploma attained • Citizenship 	ABE Personal	Conduct assessments Maintain student records Share information on a timely Basis with appropriate Workforce partners	See referral form	ABE Program
<u>Mutual definition of key learner exit points:</u> <ul style="list-style-type: none"> • (e.g. The adult learner is at CASAS level X he is ready to work.) 	Workforce Partners and ABE personal	Establish individual student plan and regularly review student progress to determine exit point	See referral form Personal contact with PARTNERS as needed	Workforce partners and ABE Program
<u>Collaborative roles of ABE and Workforce Center staff such as:</u> <ul style="list-style-type: none"> • Job Search Assistance at ABE site • Advisory Board member • ABE instructor at Workforce Center site • Resume writing • Guest speaker • Counseling on ABE site 	Workforce Partners	Follow up will be completed as Dictated by the programming in Which individuals are participating	Wage detail reports Will be used by Responsible parties to Assess employment Status	Workforce Partners and Appropriate State agencies

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<u>Referrals from ABE to:</u> <ul style="list-style-type: none"> • Work • Training programs • Higher education • Other ABE classes 	ABE Personnel and Workforce Partners	Assure appropriate referrals are made on a timely basis	See referral form	Workforce Partners and ABE programs
<u>Work experiences provided:</u> <ul style="list-style-type: none"> • Internships • Job Shadowing • Job Search Preparation • Career Exploration/Counseling • On-Site workforce training • Support for vocational training • Customization/course • Development • Readability analysis 	Workforce Partners	Through assessments and planned development the customer may be enrolled in appropriate work experience activity	Maintained within Workforce records	Workforce Center Partners’ individual program recourses

By signatures affixed below, the parties specify their agreement.

Workforce Center Contact

ABE Consortia Contract

Date _____ Duration of MOU Living Document _____

Date for Coordination Meetings First Thursday of each month in conjunction
 with Workforce Council Meeting _____

Staff Training Needs Provided on an on going basis _____

 Dayton/Pecoraro