



## News to Use April 2006

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### **Incentive funding explanation**

KYAE has received several provider questions concerning its incentive policy, specifically whether enrollment and performance both are considered and how family literacy enrollment impacts incentives.

The incentive policy emphasizes both enrollment and performance. The two gateways to earning incentive funds are 1) meeting 100 percent of enrollment and 2) meeting 50 percent of performance indicators. (A program that meets 100 percent of enrollment but less than 50 percent of performance indicators is not eligible for incentive funding.)

Performance indicators used to determine incentive funding are NRS performance indicators (except for the two employment-related indicators), plus family literacy enrollment, as follows:

- Completing NRS functional levels (beginning literacy, beginning ABE, low intermediate ABE, high intermediate ABE, low adult secondary, ESL beginning literacy, ESL beginning, ESL low intermediate, ESL high intermediate and ESL low advanced)

- Earning a GED
- Entering postsecondary education/training
- Meeting family literacy enrollment goal

The two employment-related indicators are no longer considered when determining incentives because the data match cannot be completed in time for awarding incentives. However, these indicators continue to be important in determining Kentucky’s eligibility for federal Workforce Investment Act (WIA) incentive awards.

For further reference, see the [KYAE Policy and Procedure Manual](#), p. 20:

To qualify for performance incentive funding, county adult education programs must meet or exceed enrollment goals for core services and at least 50 percent of the county’s performance indicators.

If the enrollment goals are met, providers are eligible for an incentive based on achieving a percentage of performance indicators as illustrated below. Performance incentive funding is based on a percentage of a county’s level of core services funding. Programs such as corrections education, EL/Civics and Workforce Alliance are not available in every county and do not qualify for performance incentive funding.

PERCENTAGE OF PERFORMANCE INDICATORS ACHIEVED	INCENTIVE (PERCENTAGE OF BASE FUNDING)
50 percent – 59 percent	5 percent
60 percent - 69 percent	6 percent
70 percent - 79 percent	7 percent
80 percent - 89 percent	8 percent
90 percent - 99 percent	9 percent
100 percent	10 percent

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**Further changes in 2006 close-out schedule**

KYAE informed providers last month about changes in the 2006 close-out schedule due to a new financial system to be implemented across state government. KYAE’s administrative services staff has learned that the Finance Cabinet has further modified dates for contract payments. **Please expect to see a second revised close-out schedule in the near future.** KYAE has no control over these date changes, which are mandated by the Finance Cabinet. It’s extremely important that adult education providers comply with the revised 2006 close-out

schedule, which will be announced as soon as possible. Please inform appropriate fiscal staff of these changes.

Questions can be directed to Terry Pruitt, (502) 573-1555, ext. 247, [Terry.Pruitt@ky.gov](mailto:Terry.Pruitt@ky.gov).

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### **Policy review**

Don't miss your chance to comment on potential policy revisions that were announced by e-mail on March 30. To review draft policy revisions and comment visit KYAE's [Web site](#). Please send comments by April 17, 2006.

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### **Conference call on BEST and BEST Plus**

The publishers of the BEST and BEST Plus ESL assessments are making changes to be effective October 1, 2006. The Center for Applied Linguistics (CAL) will provide an updated version of the Literacy BEST. Adult educators will be able to pretest using the old version and post with the new.

A CAL representative will be available via a conference call to discuss changes and to answer questions. The call is scheduled for April 20 from 1:30-3:30 p.m. ET. Instructions for joining the call are available by e-mailing [Eric.Morrow@ky.gov](mailto:Eric.Morrow@ky.gov). For more information, contact Joyce Bullock at (502) 573-5114, ext 118.

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### **BSSC training schedule**

The Bluegrass State Skills Corporation (BSSC), Cabinet for Economic Development, will conduct free workshops for eligible Kentucky business and industry and training providers at the times and locations listed below. Each workshop will include highlights of Regular Grant-in-Aid, Workplace Essential Skills Grant-in-Aid and Skills Training Investment Credit programs as well as discussion of the application and reimbursement process. Information on BSSC is available at [www.thinkkentucky.com/bssc/](http://www.thinkkentucky.com/bssc/).

To reserve a spot, e-mail [CED.BSSCGrp@ky.gov](mailto:CED.BSSCGrp@ky.gov) or call Jennifer Adkins at (502) 564-2021. Pre-registration is not required but is recommended due to limited seating.

- **Florence**, April 17, 1 p.m. – 3:30 p.m.; 22 Spiral Drive, NKADD Conference Room; call for directions, (859) 283-1885
- **Richmond**, April 18, 9 – 11:30 a.m. , Eastern Kentucky University, 521 Lancaster Avenue; directions: <http://www.eku.edu/about/directionstorichmondeku.php>
- **Prestonsburg**, April 25, 1- 3:30 p.m.; Jenny Wiley State Park, Convention Center; directions: <http://parks.ky.gov/resortparks/jw/directions.htm>
- **Maysville**, April 27, 10 a.m. – 12:30 p.m.; Kenton Commonwealth Center , 201 Government St., Ste. 300; call for directions, (606) 564-6894
- **Lucas**, May 2, 10 a.m. – 12:30 p.m., Barren River State Park; directions: <http://parks.ky.gov/resortparks/br/directions.htm>
- **Shepherdsville**, May 4, 1- 3:30 p.m.; Bullitt County Adult Education; 1470 Highway 44 East; call for directions: (502) 955-7721
- **Owensboro**, May 9, 1- 3:30 p.m.; Owensboro Community and Technical College; 1501 Frederica Street (Room 8 in Downtown Campus); call for directions: (270) 686-4400
- **Gilbertsville**, May 10, 1- 3:30 p.m., Kentucky Dam Village, Village Green Room; directions: <http://parks.ky.gov/resortparks/kd/directions.htm>

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### **KYVAE makeover**

The [KYVAE Web site](#) has a new look and streamlined organization thanks to Toni Quire of KYAE and Bryce Fields of the CPE staff and updated content courtesy of Melissa Wireman of KYAE. The site's banner features the 11 GED graduates spotlighted in KYAE's marketing materials. Login procedures and course content have not changed.

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### **Scholarships**

#### **Education at Work Scholarships**

GED graduates are eligible to apply for the \$1,000 Education at Work Scholarship provided by the Education Cabinet. Please note that the scholarship amount has increased from \$500 to \$1,000. The deadline for

submitting applications is **April 28**. Application materials and information are available online at [Education at Work](#). If you have questions regarding the scholarship, please contact Wynee Hecker in the Office of Communications, Education Cabinet, at [Wynee.Hecker@ky.gov](mailto:Wynee.Hecker@ky.gov) or (502) 564-6606, ext. 128. As of April 12, only four adult education students had applied for the scholarship.

### **Scholarship information sought**

Dr. B.J. Helton of KYAE is compiling a list of scholarship opportunities for GED graduates. If you know of a postsecondary institution, business or organization that provides GED graduates with scholarships or a fee waiver for college classes, please send information to [BJ.Helton@ky.gov](mailto:BJ.Helton@ky.gov).

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### **Family literacy PD opportunities**

The Penn State World Campus and KYAE are collaborating to offer an online Certificate in Family Literacy.

This summer KYAE will offer ADTED 456, *Introduction to Family Literacy*, to 12 Kentucky adult educators. The course explores the rationale for and characteristics of a comprehensive family literacy program and focuses on the families, services and the roles and responsibilities of the individuals involved.

To be eligible for enrollment in Penn State, you must have at least 60 hours of previous college credit. All tuition, books and fees are paid by KYAE.

The 12-week course begins May 24 and ends August 23. If interested, please e-mail [Eric.Morrow@ky.gov](mailto:Eric.Morrow@ky.gov) no later than **May 1, 2006**. If you have questions, call Donna Potter at (502) 573-5114, ext. 121. [Click here](#) for more information about the certificate program.

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### **PDtrack update**

KYAE has recorded 1,100 registered PDtrack users and 573 PD plans submitted electronically. Of those who have submitted plans, 98 have not "committed" to their plan. Below are instructions from the PDtrack training manual on how to commit and checkout your plan.

**Commit to your PD plan and then checkout plan.**

Once your supervisor has approved your submitted PD plan, you must “**Commit.**” You should review your approved PD plan for changes and comments from your supervisor. If you are satisfied with your approved PD plan, scroll to the bottom and click “**Commit.**” This changes your plan’s status to “Active.” Now you can enroll in all the items in your active plan. Access the active plan, then scroll to the bottom and click “**Checkout Plan.**”

More PDtrack tips:

**If you have successfully accessed PDtrack before and are unable to do so now:**

Please try the "Forgotten your password?" link in the Login area. If you are still unable to access your account after trying the "Forgotten your password?" link in the Login area, please call KYAE for assistance: Pomeroy Help Desk at (502) 573-5114, extension 370.

**If you have never accessed PDtrack before and need your account information:**

You must currently be working in a KYAE-funded program and you must be listed as active in AERIN. Please call KYAE for your account information: Pomeroy Help Desk at (502) 573-5114, extension 370.

**If you are having difficulty using PDtrack:**

Please click on the “Help” link from the top of any PDtrack page. Clicking on the “Help” link will access the PDtrack User Guide, which provides an immediate, in-depth description of every area of PDtrack. The User Guide also has three demonstrations to show you how to use the Catalog, PD Planning and Audit.

**If you have accessed the PDtrack User Guide but still need assistance:**

Please call Toni Quire at (502) 573-5114, extension 113.

**If you have policy-related questions about KYAE professional development:**

Please e-mail [Sandra.Kestner@ky.gov](mailto:Sandra.Kestner@ky.gov).

**If your program has not been trained on PDtrack and would like to arrange training:**

Please ask your program director to e-mail [Eric.Morrow@ky.gov](mailto:Eric.Morrow@ky.gov).

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## **Kentucky presence at NCFL conference**

Several Kentucky adult education county program staff presented at the recent National Center on Family Literacy conference attended by approximately 2,000 professionals from the literacy, research and policy fields. The following staff presented:

- Jacqueline Robertson of Hancock County Adult Education, poster session on "Collectors' Night Fosters Reading and Math Skills."
- Lane Lewis of Franklin County Adult Education, "FLIP into TLPL: Collaborating for Teen Parents – From Interaction to Transition."
- Pam Wright of Bath County Adult Education, "Read Together Talk Together (Dialogic Reading)."
- Mara Rohrer of Bullitt County Adult Education, "Research -Based Freebies that are Great in Family Literacy."

In addition, the student speaker at an NCFL banquet was Scott Bailey of Perry County. Scott enrolled in Perry County's family literacy program to earn his GED and help his son be more successful in school. He completed his GED in October 2005, but still stops by the program on a regular basis to encourage the other students. In his remarks, Scott recognized the staff of the Perry County Adult Education program.

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## **Fiscal agent changes**

Providers should notify [Tammy Powers](#) of leadership changes in their fiscal agents, for example, superintendents or college or university presidents. KYAE corresponds periodically with the agency heads by e-mail and/or letter and needs to maintain an updated list of agency heads responsible for the adult education grant.

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## **Valuable links**

[The Key](#) is a newsletter for adults with limited reading skills. It's available free for nonprofit education purposes.

A recent edition of [Focus on Basics](#) spotlights English as a second language information and resources.

[Verizon Literacy Campus](#) provides information about literacy challenges and a resource for free online courses. Verizon Literacy Campus is developed and managed by the National Center for Family Literacy and ProLiteracy Worldwide with funding from Verizon Communications.

The Kentucky Institute for Family Literacy's Family Literacy Resource Center currently has more than 1,600 titles in family literacy, reading instruction, adult education, early childhood education, parenting education, English as second language and working with at-risk populations. All literacy providers in the state of Kentucky may borrow circulating materials free of charge after applying for borrowing privileges. Materials are lent for four weeks at no charge. The only cost to the borrower is return postage. For information, visit the center's [Web site](#).

Don't forget about the free resources available on the [Kentucky Virtual Adult Education](#) Web site. You will find links to online resources, technical help, call center hours and more.

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