Policies & Guidelines	Adult Education	Michigan Works Agency	College/Community College	Other
Certifications/Qualifications	**Teachers:** Certified			
Assessments Used	**TABE** (Test of Adult Basic Education), **CASAS**(Comprehensive Adult Student Assessment System), **Work Keys**			
Reporting Systems	**MAERS** (Michigan Adult Education Reporting System) **ALP** (Adult Learning Plan) **SDS**			
Eligibility: **State (Section 107)** **Federal**	**ABE** (Adult Basic Education) holds no Diploma or G.E.D. **ESL** (English as a Second Language) can have diploma or G.E.D. **Must show a gain to stay.** **WIA** (Workforce Investment Act) can have Diploma or G.E.D., ABE eligible and ESL. **Must show a gain to stay.** **(See Chart Below)**			

■ Ineligible □ Eligible only if other funding criteria are met

Adult Education Participants	FEDERAL			STATE – SECTION 107			STATE – SECTION 107		
	16 Years or Older			Under 20 Years of Age on Sept. 1st			20 Years and Over		
	With GED	With Diploma	Without GED or Diploma	With GED	With High School Diploma	Without GED or Diploma	With GED	With High School Diploma	Without GED or Diploma
ABE									
ESL									
GED									
HSC									

➧ **Additional Eligibility Criteria:**	**Federal**	**State – Section 107**
1). Not enrolled in secondary institution (K-12, including alternative education students)	Applies	Applies
2). All students must lack mastery of adult basic educational (ABE) skills to function effectively in society or are unable to speak, read, or write the English language.	Applies	Applies (tests below 9th grade in reading and math-ABE)
3). Family literacy services – funding allowed only for services related to parent literacy training, assessed and entered into MAERS. (ABE rules apply)	Applies	Applies
4). Workplace Literacy/Workforce Readiness – funding allowed only for literacy services offered for the purpose of improving the productivity of the workforce through improvement of literacy skills (read, write & speaking English, compute & solve problems). Workforce Readiness Programs for Employers – same requirement	Applies	Applies
5). Vocational skills training & Career Preparation classed & courses are limited to the improvement of literacy skills (read, write & speaking English, compute & solve problems) with all students assessed and entered into MAERS. Exception- - Vocational classes accepted by the school district for elective credit for adult high school completion programs are allowed for eligible adult students.	Applies	Applies
6). Job or Employment Related Program: a) Participants must be referred by their employer, be under 20 years of age, have a high school diploma, be determined to need remedial math or communication arts skills, and not enrolled in post-secondary education; b) Assessed after every 90 hours of attendance & show progress on two successive tests taken by the student; c) Employers seeking adult education services for under 20-dilpoma holders needing vocational skills training should be referred to local Workforce Development Boards for funding. The program makes no provision for the delivery of courses other than remediation in high school reading & math not courses such as vocational skills training.	#a & #b Recommended #c Applies	#a & #b Applies #c Applies