

Chart A Course Through AEL

The background of the image is a night sky filled with stars, with the Milky Way galaxy visible as a bright, hazy band of light stretching across the upper half. Below the sky, the dark silhouette of a road with white dashed lines leads from the bottom center towards the horizon. The overall scene is dark and atmospheric, suggesting a journey or exploration.

OBJECTIVES



- Discover the full spectrum of services offered, from traditional TxCHSE and ESL to cutting-edge Digital Literacy and innovative Career Pathways.
- Unlock the mysteries of AEL Activity Codes! Learn what they are, how they're used for service tracking, and how to accurately apply them within TEAMS.
- Overview of GED Manager will provide you with the tools and strategies to effectively track student progress.

PRESENTERS

Jonna McDonough Forsyth
State Relationship Manager



Maria Morrow
TWC AEL Program Specialist



Chain Reaction



How to play

Your main goal is to link the words before and after, which are commonly used words in a casual conversation.

Example 1:

- Sun
- _____
- _____
- _____
- Charm

Example 2:

- Moon
- _____
- _____
- Plant

How to play - continued

Your main goal is to link the words before and after, which are commonly used words in a casual conversation.

Example 1:

- Sun
- Flower
- Pot
- Luck
- Charm

Example 2:

- Moon
- Light
- Bulb
- Plant

CHAIN

- PEOPLE

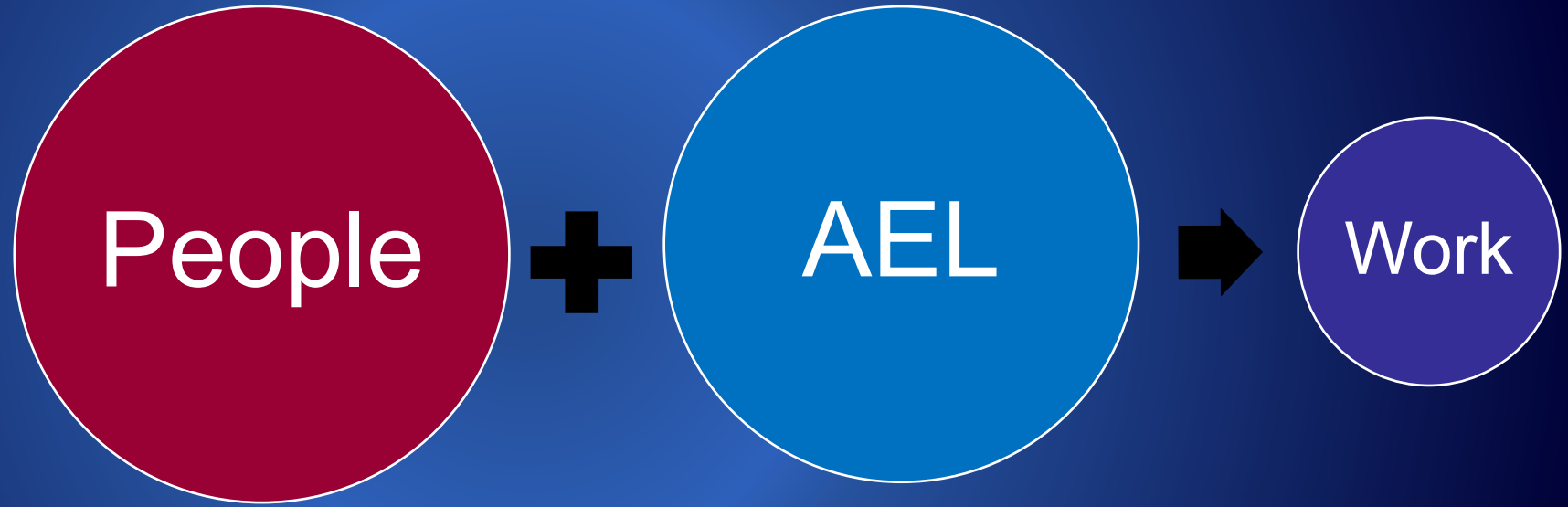
- S _ _ _

- I _ _ C _ _ _ _

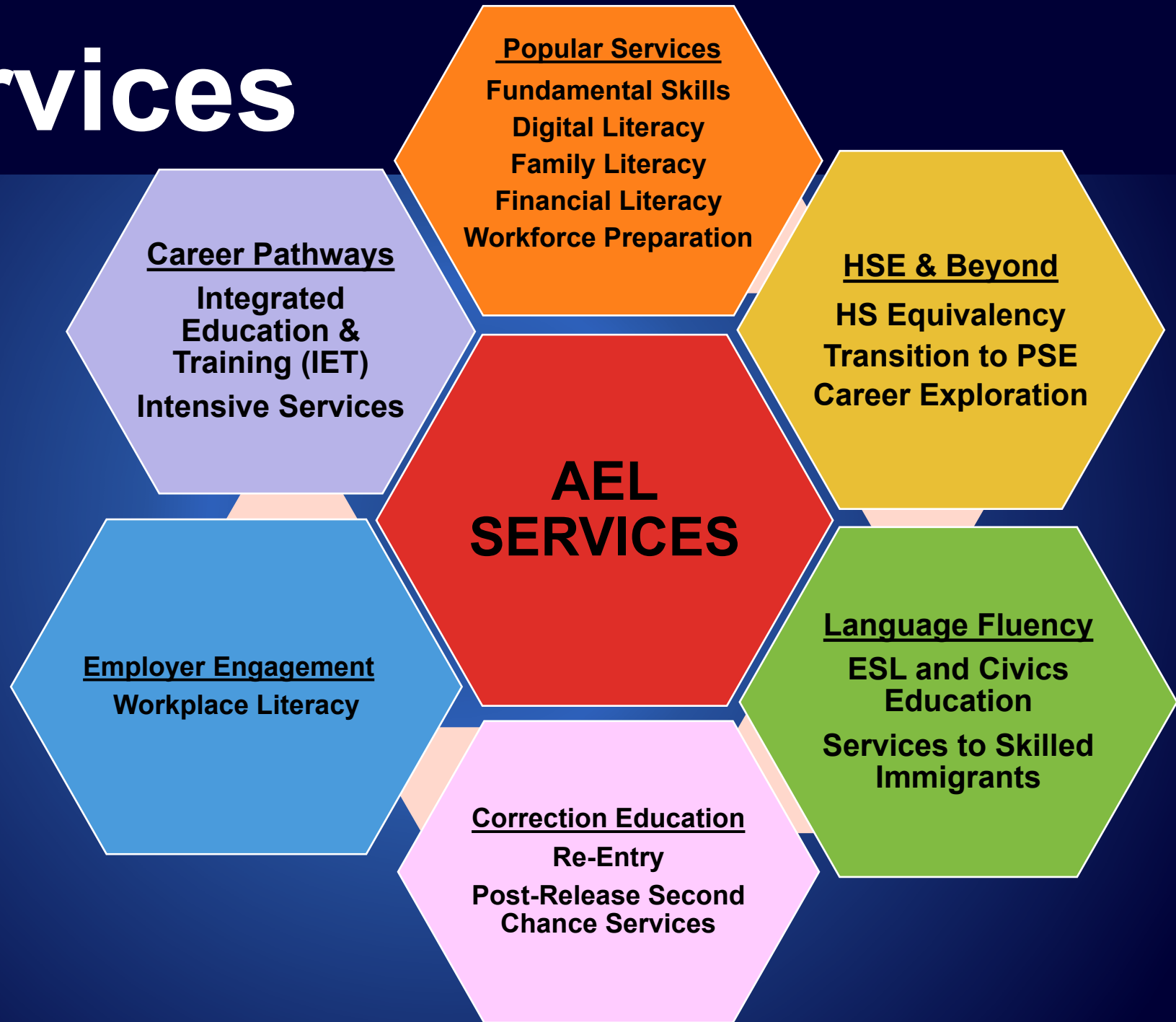
- S _ _ _ _

- WORK

How it connects



AEL Services



COMPREHENSIVE ASSESSMENT

Eligibility Check

Verify program requirements.

1

ITEC/Interview

Understand history and goals.

3

Support Planning

Determine needed resources.

5

Skills Assessment

Reading, math, language,
digital literacy.

Barrier Identification

Uncover potential
obstacles.

Goal Setting

Establish achievable
targets.

6

Waiting List

- Success Prep
- Digital Literacy
- Financial Literacy
- Career Exploration and/or skills' tests
- Distance Learning



Distance Education Call Center and MACC



**Activity/
code**



Activity/Fund codes crosswalk

231 Only

Target Category	Activity/Fund Code	Description of Funding
Intensive Services	Work Based (AEFLA) Work Based (Local) ESL for Professional (AEFLA) ESL for Professionals (Local) Post Release Second Chance (AEFLA)	WIOA §231 (AEFLA) WIOA §225 (Corrections) Local
IET	IET (AEFLA) IET(Local) IET (Corrections)	WIOA §231 WIOA §225 (Corrections) Local
Total Participants Served (unduplicated)	IELCE (AEFLA) ESL for Professionals (AEFLA) ESL for Professionals (Local) IET (AEFLA) IET (Corrections) IET (Local) Post Release Second Chance (AEFLA) Re-Entry (Corrections) Basic AEL (AEFLA) Transitions (Corrections) Transitions (AEFLA) Transitions (Local) Work Based (AEFLA) Work Based (Local) Basic AEL (Corrections) MACC (State Leadership)	WIOA §231 WIOA §225 Local

243 ONLY

Target Category	Activity/Fund Code	Description of Funding
IELCE Activities	IELCE (EL Civics) ESL Pro (EL Civics)	WIOA §243 (EL Civics)
IELCE with IET	IET (EL Civics)	WIOA §243

Performance Guide

TEXAS ADULT EDUCATION AND LITERACY PERFORMANCE GUIDE

EDUCATION, TRAINING, AND EMPLOYMENT OUTCOMES



DRAFT

Coding
=
Counting



CATEGORIES AND SERVICE TYPES 231

Intensive

- Work Based (AEFLA)
- Work Based (Local)
- ESL for Professionals (AEFLA)
- ESL for Professionals (Local)
- Post Release Second Chance (AEFLA)

IET

- IET (AEFLA)
- IET (Local)
- IET (Corrections)

Total Participants Served

- All Intensive codes
- All IET codes
- Re-Entry (Corrections)
- Basic AEL (AEFLA)
- Transitions (Corrections)
- Transitions (AEFLA)
- Transitions (Local)
- Basic AEL Corrections
- MACC (State Leadership)

CATEGORIES AND SERVICE TYPES 243

IELCE Activities

- IELCE (EL Civics)
- ESL Pro (EL Civics)

IELCE with IET

- IET (EL Civics)

ACCESSING FUNDING CODES

**Standard
Funding Codes
are provided at
PY Start in
TEAMS**

**TWC
AEL**

**Grant
Director**

**Grantee Directors
can request
access to
additional funding
codes based on
services provided
via TEAMS
Technical
Assistance**

**TEAMS
TA**

PA

**Grantees should
have a process
to check
participant
funding codes
monthly prior to
data validation**

QA

Show me
the
codes!

TEAMS
COMMISSION

Texas Educating Adults Management System

TEAMS

Home > Grant Recipients > Grant Recipient

Grant Recipient Details

Name

Grant Recipient ID: 504

Grant Recipient Name*: Austin CC for the Travis County AE Consortium

Title: Choose ▾

Director Last Name*: [REDACTED]

Director First Name*: [REDACTED]

Director Middle Name: [REDACTED]

Director Contact Information

School Year: 2023-2024 ▾

Funding Sources*

- Basic AEL (AEFLA)
- Even Start
- Basic AEL (TANF)
- Basic AEL (Corrections)
- Higher Ed IPAES - HB 2237 GR Funds
- Other State Funds
- Local

Tracking Participant Services with Funding Codes

TEXAS WORKFORCE COMMISSION

Texas Educating Adults Management System
TEAMS

Home > Reports

Report Search

Name

- Average Daily Attendance
- Classes with Functioning Level
- Participant Contact Hours By School District (LEA) and Funding Source
- Data Sign Off Status
- Participants by Contact Hour Range and Level Completion (DL)
- Individual Waiting List
- Organization Waiting List
- GED Participant Matches
- GED Practice Test
- MSG Management Report
- Non Validated Classes
- Participant Achievements of Follow-up Measures
- Participant Count and Hours By Education Level
- Participant Count and Hours By Separation Reason
- Participant Counts By Ethnicity and Gender
- Participant Count and Hours By Funding Source, Site and Class**

- Check monthly during Data Validation
- Advises on activity and funding

[Participant Count and Hours By Funding Source, Site and Class](#)



HSE Vouchers

Subtitle



AEL Letter 03-22: High School Equivalency Subsidy Program for Program Year 2022-2023



To: Adult Education and Literacy Grant Recipients
Adult Education and Literacy Special Initiative Grantees
Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers

Courtney Arbour

From: Courtney Arbour, Director, Workforce Development Division

Subject: High School Equivalency Subsidy Program for Fiscal Year 2023 and AEL Program Year 2022–2023

PURPOSE:

The purpose of this AEL Letter is to provide Adult Education and Literacy (AEL) grant recipients¹ with information and guidance on implementing the high school equivalency (HSE) subsidy program during Fiscal Year 2023, which begins September 1, 2022, and AEL Program Year 2022–2023.

RESCISSIONS:

AEL Letter 06-21

BACKGROUND:

Texas Education Code §48.302, Subsidy for High School Equivalency Examination for Certain Individuals, requires the Texas Education Agency (TEA) to enter into a memorandum of understanding with the Texas Workforce Commission (TWC) when transferring funds to provide a subsidy for the cost of an HSE exam for individuals who are 21 years of age or older. TWC has adopted rules addressing program implementation and eligibility requirements for this program at TWC Chapter 805 Adult Education and Literacy

- Summarizes the background and authority
- Terms & Definitions
- No Local Flexibility (Requirement) and Local Flexibility
- Letter organized by Information
 - Subsidy Recipient Eligibility
 - HSE Subsidy Program Implementation
 - Initial Voucher Distribution
 - Test-Readiness – What this means
 - How to request Additional Vouchers
 - More!

Voucher Tracker



The HSE voucher tracker is a Microsoft Excel reporting tool that grantees use to track HSE vouchers released by TWC AEL to the grantee for subsidy recipients.

AEL grantees must be aware of previous vouchers redeemed by a subsidy recipient to ensure that the amount of subsidy given to that recipient does not exceed the cost of an exam.

AEL grantees may request additional vouchers from those shown in Attachment 1, once they have used 70 percent of the initial voucher allotment.

TEAMS entry



A screenshot of the Texas Educating Adults Management System (TEAMS) web application. The top header shows the Texas Workforce Commission logo and the text 'Texas Educating Adults Management System TEAMS'. A left-hand navigation menu is visible, listing various functions like 'Reports', 'Admin', and 'Grant Recipients'. The main content area displays a 'Welcome to TEAMS' message with a 'Memo Date' field set to '9/24/2020'. Below this is an 'Admin Memo' section titled 'TEAMS Release 5.6 Release on March 19, 2021'. The memo text states: 'The release includes the updates below:' followed by a bulleted list of updates: 'New TxCHSE Non-Matches page - will replace the Potential Match pag', 'Disable "Add Participant" button until search is complete using Fi', and 'Fix exception error when filtering report parameters for PIRL eler'. Below the list, it says 'TEAMS will be unavailable the morning of March 19, 2021 from 8: deployment of these updates'. At the bottom of the memo section are 'Edit', 'Delete', and 'Add' buttons. Below the memo section are dropdown menus for 'Year' (2020-2021), 'Grant Recipient' (501), and a text field for 'Abilene ISD'. At the very bottom, a yellow banner reads 'No Grant Recipient Memo found' with an 'Add' button below it.

- AEL grantees must enter all subsidy recipients, including non-AEL participants, into TEAMS to create a unique TEAMS ID. Current and former AEL participants will already have an assigned TEAMS ID, which must be used for HSE voucher tracking purposes and for registering the student for the GED test.
- AEL grantees must enter the voucher code and a comment on the type of GED test for which a voucher was redeemed for any subsidy recipient. These entries are made on the Support Services page in the participant's record in TEAMS.

PARTICIPANT PROFILE PAGE



Step 1: Select Support Services

Texas Educating Adults Management System
TEAMS

Home > Participants > [REDACTED]

Participant

[Test Summary](#) | [Educational Outcomes](#) | [Pre/Post Test Gains](#) | [Career and Training Services](#) | **[Support Services](#)** | [Employment Outcomes](#)
[Public Assistance Data](#) | [Participant Notes](#) | [Summary](#)

Personal Information

Last Name*	First Name*	Middle Name	Participant ID
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Support Service Page

Step 2:

Click on Add Support Service

Texas Educating Adults Management System
TEAMS

[Home](#) > [Participants](#) > [REDACTED] > [Support Services](#)

Support Services

Participant Name: [REDACTED]
Grant Recipient: 506 - Brownsville ISD Adult and CE Consortium

[Test Summary](#) | [Educational Outcomes](#) | [Pre/Post Test Gains](#) | [Career and Training Services](#) | [Employment Outcomes](#) | [Public Assistance Data](#) | [Participant Notes](#)

HSE Vouchers

No HSE vouchers were found for this participant.

Non-US Degree Transcripts

No non-US degree transcripts were found for this participant.

Transportation

No Transportation Services were found for this participant.

[Add Support Service](#)



Support Service Details

Home > Participants > [Redacted] > Support Services > Support Service Details

Support Service Details

Participant Name: [Redacted]
Grant Recipient: 506 - Brownsville ISD Adult and CE Consortium

Start Date: *

Support Service Type: *

HSE Voucher Code	Test Type	Test Subject	Test Format	Voucher Amount
<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text"/>
<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text"/>
<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text"/>
<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text"/>
<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text" value="Choose"/>	<input type="text"/>

Non-US Degree Country:

Transportation Amount:

Comments:

Choose

- HSE Voucher
- Non-US Degree Transcripts
- Transportation

Step 3: Enter HSE Voucher information

Start Date: Date you are issuing the voucher

Support Service Type: Select HSE Voucher

HSE Voucher Code: Make sure the code in the tracker matches what is being entered in TEAMS.

GED Manager- Your Friend!



Making the Connection Between Student Accounts and GED Manager

Student Account

- Students create account at www.ged.com
- Offered support to prepare for test
- Select local program provider
- Able to edit Profile after student creates account

GED Manager


- Individual Student Lookup
- Voucher lookup
- Score Reports
- Confirm Graduates

Outcomes

- Ability to monitor student progress
- Diagnostic information to inform instructional decisions
- Individual and group reporting features







The page to start gathering data

Chat

Create Account : GED® classes


There may be local GED® classes to help you prepare for the test. Classes are not required.

A GED® class can provide:

-  Support throughout your GED® journey
-  Expert instruction on GED® test subjects
-  Practice for the GED® test
-  Help with career and college planning

"Saint Gabriel's Hall is the best thing that ever happened to me. I got the resources that I never had before and the best support system. With all that I made a future for myself."

— Felix, GED® graduate



Are you interested in attending GED® classes?

Yes

No

Back

Continue

Select a GED® Test Prep Center (optional)



Choose a GED® prep center you are interested in attending or currently attending. By choosing a center, you agree to share your scores and contact information with the center. Selecting a center is optional and not required to receive prep center services. You can remove or change your selection at any time in your account profile.

Not interested in GED® classes?
Continue without choosing a GED® prep center.

55122

Find

Select

Apple Valley Adult School

13063 Pawnee Road Apple Valley, CA 92308

Phone: (760)-240-4252 ext. 114



0.8 Miles Show on Map | Directions

Select

Hesperia Career & Adult Education Center

16527 Lemon St. Hesperia, CA 92345

Website

Phone: 760 244 1771



7.7 Miles Show on Map | Directions

Select

Snowline Adult School

9298 Sheep Creek Rd. Phelan, CA 92371

Phone: 999-999-9999

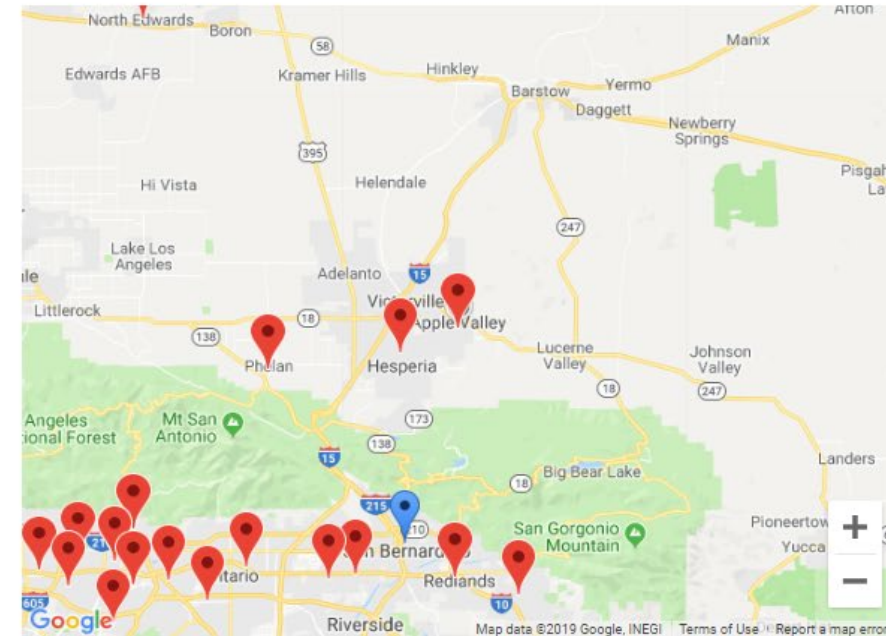


22.7 Miles Show on Map | Directions

Select

Inland Career Education Center

★ If I see this star above, what does it mean?



Can't find your center? Ask them to visit ged.com/prep_center_request_form to be added. In the meantime, you can print your score report and share it with your teacher.

The adult education or prep centers listed are independent third parties and provided for your convenience. GED Testing Service has no partnership or agreement with the centers. You should review the centers on your own to make sure you find the support that is right for you.

Back

Continue

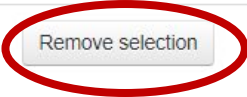


Selected Test Prep Center is listed

Choose a GED® prep center you are interested in attending or currently attending. By choosing a center, you agree to share your scores and contact information with the center. Selecting a center is optional and not required to receive prep center services. You can remove or change your selection at any time in your account profile.

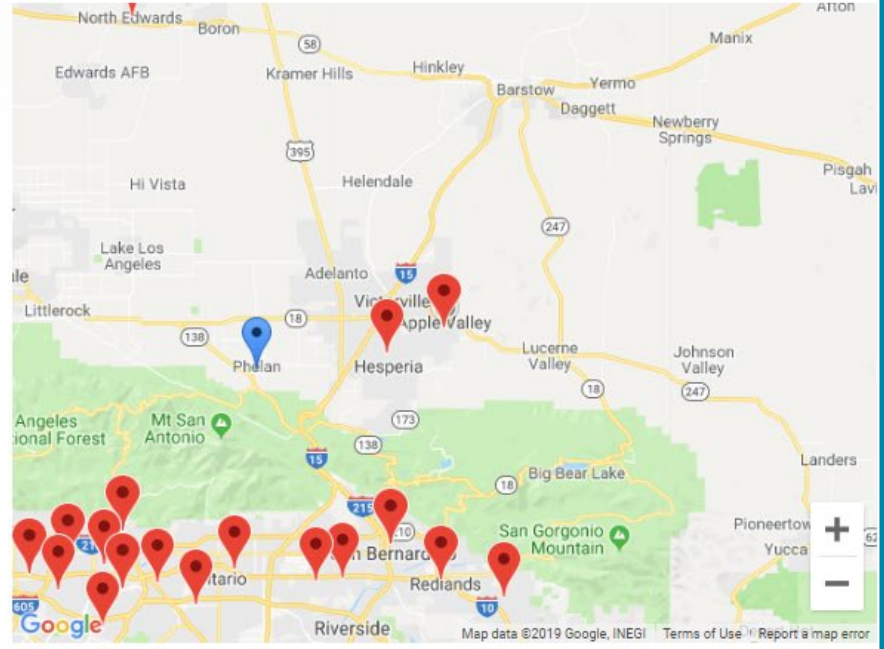
Your selected GED® Test Prep Center is:

Apple Valley Adult School
13063 Pawnee Road Apple Valley, CA 92308
Phone: (760)-240-4252 ext.114 [Directions](#)



55122

- Apple Valley Adult School**
13063 Pawnee Road Apple Valley, CA 92308
Phone: (760)-240-4252 ext.114
★ 0.8 Miles [Show on Map](#) | [Directions](#)
- Hesperia Career & Adult Education Center**
16527 Lemon St. Hesperia, CA 92345
[Website](#)
Phone: 760 244 1771
★ 7.7 Miles [Show on Map](#) | [Directions](#)
- Snowline Adult School**
9298 Sheep Creek Rd. Phelan, CA 92371
Phone: 999-999-9999
★ 22.7 Miles [Show on Map](#) | [Directions](#)
- Inland Career Education Center**



★ If I see this star above, what does it mean?

Can't find your center? Ask them to visit ged.com/prep_center_request_form to be added. In the meantime, you can print your score report and share it with your teacher.

The adult education or prep centers listed are independent third parties and provided for your convenience. GED Testing Service has no partnership or agreement with the centers. You should review the centers on your own to make sure you find the support that is right for you.



From Profile page:

Profile

Password

Change your password.

[CHANGE PASSWORD](#)

Personal Information

Name :

Date of Birth :

Testing Jurisdiction :

Address :

Social Security Number (SSN) :

[EDIT PERSONAL INFORMATION](#)

Contact Preferences

Email :

Phone Number :

Alternate Phone Number :

Email me offers, news, and updates :

Email me instructions, tips, and study recommendations :

Text me news and discounts :

[EDIT CONTACT PREFERENCES](#)

State-Requested Information

Your testing location has requested specific information from you.

[EDIT STATE INFORMATION](#)

Employment Information

Current Employer :

[EDIT EMPLOYMENT INFORMATION](#)

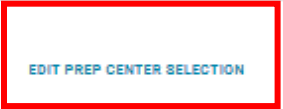
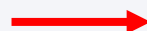
GED Test Prep Center

You have not selected a Test Prep Center.

[EDIT PREP CENTER SELECTION](#)

Testing Accommodations

[REQUEST ACCOMMODATIONS](#)



GED Prep Connect (Student Authorized View)



What can GED Prep Connect Do For You?



Recruit new students



Review Progress in GED Ready Score Reports



Monitor Student Success with GED exam Score Reporting



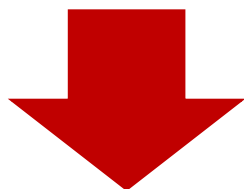
Identify Graduates



Manage Vouchers

Adult Educators' Home Page

New Students
interested in
your program



Statistics

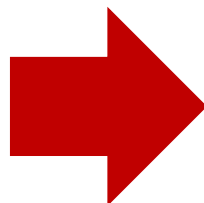
Your student news

You have 460926 students interested in your prep center
130477 students are enrolled in your center

Expressed Interest	Enrolled
460926	130477

[Click here to search enrollment information](#)
[Click here to search testing activity](#)

User Guides



Helpful Links

- [GEDPrep Connect](#)
- [Jurisdiction Testing Policies](#)
- ["How to Guides" for Testers](#)
- [Add/Update Adult Ed Center Info](#)
- [Student Study Guides](#)
- [First Look—Explore the New GED.com Website](#)

Helpful Documents

- [Manage Enrollments](#)
- [Manage Student/Student Search](#)
- [Student Test Activity Report](#)
- [Passers Report for Adult Education Programs](#)
- [Printing Score Reports in Bulk](#)
- [Purchasing GED Ready with Vouchers](#)
- [How to Apply for Accommodations](#)

Manage Student → Student Search

- Specific Student Lookup
- Student Details including contact information and test scores
- Able to navigate to student score report

GED Manager™ Home Manage Student Reporting Admin jonna.mcdonough@ged.com TX-Admin Log Out

Student Search

Please enter at least three characters or make a selection on a search field below to start your search.

Last Name	First Name	City	Phone Number	DOB	Email
<input type="text" value="mcdonough"/>	<input type="text" value="jonna"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GED ID	Program	Credential Status			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

Rows Per Page

Name	City	Phone Number	DOB	Email	Jurisdiction	GED ID
McDonough, Jonna	Converse	<input type="text"/>			TX	<input type="text"/>

Choose “Student Test Activity Report” from “Reporting” Drop Down Menu

The screenshot shows the GED Manager interface. The top navigation bar includes 'GED Manager', 'Home', 'Manage Student', 'Reporting', and 'Admin'. The 'Reporting' menu is highlighted with a red box. Below the navigation bar, the page title is 'Student Test Activity Report'. A search prompt reads: 'Please enter at least three characters or make a selection on a search field below to start your search.' The search filters include 'Testing Activity' (highlighted in red), 'Date Range' (10/22/2019), 'Exam Subject' (highlighted in red), 'Test Language', 'OnVue', 'Program', and 'GED® Test Prep Center'. Below the search filters, there are input fields for 'Voucher', 'Last Name', 'First Name', 'City', 'Phone Number', 'DOB', 'Email', 'GED ID', and 'Credential Status'. At the bottom, there are buttons for 'Print Score Reports (1000 rows max)' and 'Export (1000 rows max)', and a 'Rows Per Page' selector with options 10, 25, and 50. The table header at the bottom shows columns: Name, Email, Testing Activity, Date, Test, Subject, Language, Score, Credentialed, and Vouchers.

Student Test Activity Report

- Run Reports based on **Test Activity** (ie. GED Passed, GED Ready Green)
- Sort by **Exam** Subject
- Test **Voucher** Lookup

Voucher Lookup:

Enter Voucher number in Filter

Voucher Numbers will also appear during any other filtered search

GED Manager™ Home Manage Student Reporting Admin jonna.mcdonough@ged.com TX-Admin Log Out

Student Test Activity Report

Please enter at least three characters or make a selection on a search field below to start your search.

Testing Activity Date Range: 10/22/2019 to Exam Subject Test Language OnVue Program GED® Test Prep Center

Voucher

Last Name First Name City Phone Number DOB Email GED ID Credential Status

Print Score Reports (1000 rows max) Export (1000 rows max) Rows Per Page 10 25 50

Name	Email	Testing Activity	Date	Test	Subject	Language	Score	Credentialed	Vouchers
------	-------	------------------	------	------	---------	----------	-------	--------------	----------



Make the Connection! GED Score Reports

7/6/2018

MyGED® : Score Report

GED Ready® - Reasoning Through Language Arts

My Score: 139

TOO CLOSE TO CALL

Test Date: 01/17/2018

How I Can Score Higher

Reading for Meaning

Skill You Can Improve

- Analyze how details develop the main idea (Example: causes, reasons)
- Analyze how the organization of a paragraph or passage supports the author's ideas
- Infer the author's purpose when it is or is not stated
- Understand how the use of words, phrases, or figurative language influences the author's intent
- Make inferences about plots, sequence of events, characters, settings, and ideas

Publisher Study Recommendations ⓘ

Select your study material from the dropdown above to get study recommendations

<https://app.ged.com/portal#/scoreReport?examResultId=8082147>

1/3

My Score: 157

LIKELY TO PASS

Test Date: 04/03/2020

Congrats Jonna, you're ready to take the GED test!

Your GED Ready results show you're likely to pass the GED test for Language Arts. Keep the momentum going by scheduling your test!

[SCHEDULE TEST](#)

Link Your Study Material

We've identified the exact skills you need to work on, based off your GED Ready results. Link a book or online program to see the exact pages/sections for each skill you need to study in the checklist to the left.



Your linked study Material:

Scoreboost – Thinking Skills: Critical Thinking for Reading, Science, and Social Studies

[Change >](#)

Select Student Curriculum

Your Skills to Improve Checklist

1/8 completed

Link your study material above

See exactly what pages/sections you need to study, below:

4, 5

Understand main ideas and details

Review Checklist of lessons in Student Curriculum for further study/remediation

GED Direct

Buy, Manage, Share GED Ready tests



Solution – GED Direct

Enhance GED Manager to allow educators to purchase GED Ready and official GED tests and assign them directly to students.

Benefits:

- No spreadsheets of voucher codes to manage
- No expiration dates to extend
- Students access tests directly from their GED account once assigned



Select "Check/ACH" as the payment type

2. Payment Information



[Credit Card](#) **Check/ACH**

Credit or Debit Card Type *

Credit or Debit Card Number *

Name On Card *

Expiration Date *

Security code (or "CVC" or "CVV") *

The last 3 digits displayed on the back of your credit card.


Save this payment method for future orders.

Billing Address

First Name *

Last Name *

Order Summary

	GED Ready Direct	\$3,500.00
		Qty 1000 each \$3.50

Item Subtotal:	\$3,500.00
Estimated Sales Tax:	\$0.00

Total: \$3,500.00



GED Direct Pricing

- Tiered Pricing based on number of GED Readys purchased
- Live test for “In Person” (test center) or Online Proctored tests still full price (no tiered pricing)
- Ability to purchase with credit card, check, PO
- PO requires minimum order of \$700 (or 175 GED Readys)

Quantity	Unit Price
1-24	\$5.00
25-49	\$4.75
50-99	\$4.50
100-499	\$4.00
500-999	\$3.75
1,000-2,499	\$3.50
2,500-4,999	\$3.25
5,000+	\$3.00

GED Manager Access Requests

- Access to GED Manager (*aka Prep Connect*) is subject to approval
- Start by applying for access
- Select “**Student Authorized View**” role from the drop down menu

To request approval, complete request form found here:

https://ged.com/educators_admins/test_admin/ged_manager/ged_manager_request_form/



Jonna Forsyth
jonna.mcdonough@GED.com

Maria Morrow
AELTA@twc.texas.gov

Thank you!

