

**Grantee's Name**  
**Adult Education and Literacy Eligibility Testing Spreadsheet**  
**Project #18.00.0000**

| Attributes                             | Instructions  |
|--|---|
| <b>Helpful Information</b>             | <b>On-site:      TWC Contract Number:</b>   |
| <b>Last Name</b>                       | Enter participant's last name   |
| <b>First Name</b>                      | Enter participant's first name  |
| <b>Identifier (last four # social)</b> | Populated by sample from TEAMS  |
| <b>Age</b>                             | Years since date of birth   |
| <b>TANF Eligible in TEAMS</b>          | TEAMS reporting indicates the individual has been enrolled as TANF eligible   |
| <b>A</b>                               | <p>Documentation of age; court order for 16 year old; a school withdrawal and parent permission slip for 17 year old. <b>Criteria: TWC AEL Contract #____, Attachment A-Section 4 -- Eligibility states:</b></p> <p>4.1 - The Eligible Population to be served under this grant is:</p> <p>4.1.1 AEFLA Federal Funds and Integrated English Literacy &amp; Civics Education funds (IEL/CE): Out-of-school individuals who have attained 16 years of age and who are not enrolled or required to be enrolled in secondary school under state law and:</p> <p>4.1.1.1 lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society;</p> <p>4.1.1.2 do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or</p> <p>4.1.1.3 are unable to speak, read, or write the English language...</p> <p>4.4 Failure to determine eligibility, document eligibility, or maintain the required files for all enrolled participants may result in disallowed costs and subsequent repayment of grant funds, in accordance with Section 1 of Attachment B of the grant."</p> <p><i>Texas Education Code states ...</i></p> <p>"§25.085. COMPULSORY SCHOOL ATTENDANCE. (a) A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. (b) Unless specifically exempted by Section 25.086, ...</p> <p>§25.086. EXEMPTIONS.</p> <p>(a) A child is exempt from the requirements of compulsory school attendance if the child:</p> <p>...(4) is expelled in accordance with the requirements of law in a school district that does not participate in a mandatory juvenile justice alternative education program under Section 37.011;</p> <p>(5) is at least 17 years of age and:</p> <p>(A) is attending a course of instruction to prepare for the high school equivalency examination, and:</p> <p>(i) has the permission of the child's parent or guardian to attend the course;</p> <p>(ii) is required by court order to attend the course;..."</p> <p><b>** AEL staff indicated there is a change to the eligibility requirement for 16 year olds and some contractors have already been notified.</b></p> |

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| <b>B</b>        | <b>TANF documentation is in file, if applicable</b>          | <p>Documentation of TANF Eligibility (includes 18 years old and above; possible 17 year olds as well) <b>Criteria:</b> <i>TWC AEL Letter 01-15, Change 1</i> states: "... AEL grant recipients must be aware that documentation is required as proof of TANF-funded AEL service eligibility per section 2.7.4 of RFP 320-14-10:<br/> » 2.7.4 The Grantee shall determine eligibility for each participant prior to participant receiving any services funded through the grant. The Grantee shall document and maintain confidential eligibility documentation files for each participant receiving services funded through this grant. Maintenance of these eligibility files shall conform to the Agency's policy fro Security of Personal Identity Data requirements in Workforce Development (WD) Letters 13-08 and 13-13, including any subsequent issuances. Failure to determine eligibility, document eligibility, or maintain the required files for all enrolled participants may result in disallowed costs and subsequent repayment of grant funds, in accordance with Section 1 of Attachment B of the grant.</p> <p>AEL grant recipients must ensure that eligibility is confirmed by one of the following:</p> <ul style="list-style-type: none"> <li>• Documentation from a Workforce Solutions Office stating that at least one family member is or has been receiving TANF, Supplemental Nutrition Assistance Program (SNAP) benefits, or subsidized child care</li> <li>• Documentation from the Texas Health and Human Services Commission stating that at least one family member has received or is currently receiving TANF, SNAP benefits, Medicaid, or CHIP coverage</li> <li>• Documentation from the school district stating that at least one family member is participating in the free or reduced-priced meal service based on an individualized eligibility determination;</li> <li>• Documentation from the local county office stating that at least one family member is receiving Women, Infants, and Children services</li> <li>• Documentation from a public housing authority stating that the participant receives public housing assistance."</li> </ul> <p><b>Criteria:</b> <i>TWC AEL Contract #____, Attachment A- Section 4 -- Eligibility</i> states: "4.2 Eligibility for Services Funded by Temporary Assistance to Needy Families (TANF): Adult education is considered a work activity to assist TANF recipients in becoming self-sufficient. The Eligible Population includes: 4.2.1 CHOICES Participants:( <i>see contract</i>) 4.2.2 Exempt TANF Recipients:(<i>see contract</i>)...4.2.4 Former TANF Recipients: ( <i>see contract</i>) 4.2.5 Individuals Attempting to Avoid Welfare: ( <i>see contract</i>) In addition, <i>Section 4.2.6. states:</i> "Documentation must be collected that a participant qualifies for the use of TANF funding for AEL services; either as a current TANF recipient, a former TANF recipient, or parents of children living at home who are deemed eligible for TANF-funded services."</p> |
| <b>C.</b>       | <b>Release of Information (Sign and dated as applicable)</b> | <p>Part of the Student enrollment form. Mark NA if the student enrollment form is not in the file. Documentation of Release of information in file and signed, <b>Criteria:</b> <i>TWC AEL Contract #____, Attachment A, Section 5 -- Award Specific Requirements ,5.6.5 Intake and Screening</i> states: "The Grantee shall implement an intake and screening process that: 5.6.5.2 includes a signed release of information form in each student file in order to share information with any other entities, which includes entry into the TEAMS statewide database. The signed release must address the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) information release protections and include:</p> <ul style="list-style-type: none"> <li>• what specific types of records may be released;</li> <li>• who is authorized to release the information;</li> <li>• who is authorized to receive information; and</li> <li>• the purposes of the information release."</li> </ul>  |
| <b>D.</b>       | <b>Completed, signed, and dated enrollment form</b>          | <p>Documentation of student enrollment in file, complete and signed. <b>Criteria:</b> <i>TWC AEL Contract #____, Attachment A, Section 5 -- Award Specific Requirements</i> states: "<b>5.6.5 Intake and Screening:</b> The Grantee shall implement an intake and screening process that:<br/> 5.6.5.7 collects information required in the Student Enrollment Form;<br/> 5.6.5.8 maintains Student Enrollment Forms in student files that are stored in a secured location; and<br/> 5.6.5.9 ensures that every student has completed and signed the Student Enrollment Form."<br/> <b>Criteria:</b> <i>TWC AEL Assessment Guide 2016-2017,IX- Data Collection Quality, Policies and Procedures, Data Collection and Verification, Standard Forms for Collecting Data (pg.36)</i> states: "Staff must collect, record, and secure information on locally developed intake and other data collection forms and ensure this information is entered into TEAMS in a timely manner. Required data elements are listed in <b>Appendix I</b>"</p>  |
| <b>Comments</b> |  | <p>Document the letter of the attribute and comments for all items noted as "No" and the "NA"</p>   |