



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

August 24, 2011

Dear Adult Education Agencies Receiving Workforce Investment Act, Title II Funding:

FISCAL YEAR 2011–12 ACCOUNTABILITY REQUIREMENTS

This is to inform you of the 2011–12 federal accountability requirements for all adult education agencies that receive Workforce Investment Act (WIA), Title II funds. Training, data collection and reporting requirements, instructions and submission deadlines are detailed in the two enclosures included with this letter.

Grant Reimbursement

An Expenditure Claim Report (ECR) must be submitted for reimbursement. An ECR may be submitted quarterly although only a final ECR is required. Amounts entered on the budget form, including any budget revisions, will automatically be entered on the ECR by the computerized system. All forms and instructions are accessed by logging onto the WIA, Title II agency account screen on the Outreach and Technical Assistance Network (OTAN) Web site at <http://adulthood.otan.us/> (Outside Source).

WIA, Title II Accountability Requirements

The WIA, Title II accountability system requires all agencies that receive WIA, Title II funds to use the Tracking of Programs and Students (TOPSpro) computerized database system to collect and report specific student demographic and program information. In addition, to comply with federal program requirements, the California Department of Education (CDE) requires all adult education agencies receiving WIA, Title II funds to track learner progress through the administration of Comprehensive Adult Students Assessment System (CASAS) tests and to track learner goals through a core performance follow-up survey. The WIA, Title II funded agencies must generate and submit TOPSpro summary reports to document learner progress. These reports determine funding levels and comply with the National Reporting System requirements.

The Adult Education Office and CASAS offer online and face-to-face trainings throughout the year at various locations on how to use TOPSpro, administer the CASAS assessment system, and meet accountability requirements. A representative from each WIA, Title II funded agency must complete one accountability training and one implementation training each year. These training classes must be completed by June 30, 2012. The final grant reimbursement payment will not be made until all deliverables, including the training classes, have been completed and submitted. More information about these training sessions is available on the CASAS Web site at <http://www.casas.org/> (Outside Source) and the California Adult Education Training Web site at <http://www.caadultedtraining.org> (Outside Source).

August 24, 2011
Page 2

The TOPSpro software, student record forms, and the required test booklets are available to adult schools and WIA, Title II funded agencies at no cost. For more information about CASAS, data submissions, TOPSpro, material ordering guides, or technical assistance, please contact the CASAS California Accountability Program Manager by phone at 1-800-255-1036 or by e-mail at capm@casas.org.

Data collection and reporting requirements, instructions and timelines, submission deadlines, and changes for FY 2011–12 are detailed in the enclosures. Enclosure 1 outlines data submission details for all agencies receiving WIA, Title II federal funding. Enclosure 2 outlines data and document submission deadlines for FY 2011–12. Additional information about these requirements is available in the *CASAS 2011–12 Administration Manual for California and Workforce Investment Act, Title II* and on the CASAS Web site at <http://www.casas.org/> (Outside Source).

English as a Second Language Citizenship and English Literacy and Civics Citizenship Preparation

All payment points earned in Section 231 English as a Second Language Citizenship and English Literacy and Civics Education Citizenship Preparation will be funded at the same rate.

To continue to receive funding, all WIA, Title II funded agencies are required to submit data and documents according to established instructions and timelines. Failure to submit all required data and documents by the due date will result in the CDE withholding grant funding until the missing items are received.

If you have questions regarding this letter, please contact your Regional Consultant listed on the CDE Staff Directory Web page at <http://www.cde.ca.gov/sp/ae/po/directory.asp>.

Sincerely,



Patrick Ainsworth, Ed.D.
Assistant Superintendent and Director
Secondary, Career, and Adult Learning Division

PA:dj