Integrated English Literacy and Civics Education (IELCE) Report and Plan Summary of Content

Part I: IELCE Implementation in 2025-26

Assurances for the Section 243 Integrated EL Civics Program of the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA)

1. The Integrated EL Civics program meets the Integrated Education and Training requirement of being part of at least one career pathway. (REFERENCE: 34 CFR 463.38(b))
2. The career pathways are designed to meet the following requirements of the Integrated EL Civics program. (REFERENCE: 34 CFR 463.73(b))
   a. Prepare for and place adult English language learners in unsubsidized employment within in-demand industries and occupations leading to economic self-sufficiency
   b. Integrate with the local workforce development system and its functions to carry out program activities
3. The Integrated EL Civics program includes the following English language acquisition and civics education requirements. (REFERENCE 34 CFR 463.33(b))
   a. Instruction in literacy and English language acquisition
   b. Instruction on the rights and responsibilities of citizenship and civic participation
4. The adult education component of the Integrated EL Civics program is aligned with the state's content standards for adult education (i.e., the College and Career Readiness Standards and the corresponding English Language Proficiency Standards for Adult Education). (REFERENCE: 34 CFR 463.38)
5. The adult education and literacy activities, workforce preparation, and workforce training occur concurrently and contextually in ways that meet the following requirements. (REFERENCE: 34 CFR 463.37 and 436.35)
   a. Contain sufficient intensity and quality based on rigorous research (e.g., research on reading, writing, math, and English proficiency of eligible individuals)
   b. Occur simultaneously
   c. Use occupationally relevant instructional materials
   d. Have a single set of learning objectives identifying specific adult education content; workforce preparation activities; and workforce training competencies and program activities functioning cooperatively
6. Attendance records and certificates that verify that Integrated EL Civics students have been enrolled in or have completed workforce training programs will be maintained.

I have read all assurances and certify that we will comply with the requirements of the Section 243 Integrated EL Civics program of the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) program as a condition of funding and that, to the best of my knowledge, the information contained in this document is correct and complete.

Name and Title	
Email	
Phone	
Signature	
Date Signed	

Contact information for the submitter of the Report

New for 2025-26: Navigation Bar at top AND bottom

Part I: IELCE Implementation in 2025-26

Integration of the IET Components

Enter training programs using the form below. Click on the **+ADD** button to add another program.

+Add	(new)

Program Type		
Industry Sector		
Career Pathway		
Training Program		See IET 'At-a-Glance Guide' Delineation of Credentials
Industry-recognized Training Credential (IRTC)		• Other - selection of "other" IRTC will only be accepted in special cases. Detailed description of credential must be included.
Specific Certification		
Teaching Model		
2025-26 Number of ELL IRTC Attainments		
2025-26 Number of ELL Job/Promotion Attainments		

New for 2025-26: If you put ZERO, a box will pop up to explain why.

Box for "Other" IRTC:

Industry-recognized Training Credential (IRTC)	In this box, describe how your "Other" Industry-recognized Training Credential (IRTC): 1. Meets regional labor market needs, 2. Is of sufficient intensity and quality, and 3. Prepares students to earn a portable credential that is recognized regionally or statewide. Please number your responses to correspond to the items listed.

Box for Zero Attainments:

Zero Attainments Reason
Explain why there were no Industry-Recognized Training Credential (IRTC) attainments and/or no Job/Promotion attainments for this program.

Part I: IELCE Implementation in 2025-26 (cont'd)

IET Components		
+Add Workforce Training	**+Add** Workforce Preparation	**+Add** Adult Education and Literacy (ESL)

IET Components (cont.)					
Course Title		Course Title		Course Title	
Hours per week		Civic Objectives		Civic Objectives	
Number of weeks					
Total hours		Hours per week		Hours per week	
2025-26 ELL Enrollment		Number of weeks		Number of weeks	
2025-26 ELL Course Completers		Total hours		Total hours	
Total Externship hours, (If not applicable, enter zero)		2025-26 ELL Enrollment		2025-26 ELL Enrollment	
List the number of terms this course is offered and any comments		List the number of terms this course is offered and any comments		List the number of terms this course is offered and any comments	

> **New for 2025-26**

> See **'At-a-Glance Guide'.** Make certain courses listed in the Guide are put in the Workforce Preparation column of the IELCE Report and Plan.

> **Don't forget to Save Changes before you click "Close"**

[Close] [Save Changes]

Single Set of Learning Objectives

> **New title (previously called "Integrated Syllabus")**

Include these elements for each IET Program:
1. Course schedules
2. Instructor names and roles (ESL, IET, etc.)
3. Single Set of Learning Objectives

> **New element: Please make sure to include teacher roles (ESL, IET, etc.)**

Workforce Training Providers

[**+New Provider**]

> **Complete the form with the training provider(s) from your agency or another agency. Click +New Provider to add another provider.**

Agency Name	
Training Coordinator Contact Name	
Address	
City	State	Zip
Telephone	
Email	

> **Contact information for the training provider**

[Save] [Cancel]

> **Don't forget to click "Save"**

Part I: IELCE Implementation in 2025-26 (cont'd)

Program Coordination and Support

Part A (Qualitative):
1. Describe your agency's regional priority training needs and student training and career goals.
    a. Describe how your agency assessed the priority job and training needs in your region (Workforce Development Board, AJCC, WIOA Title I, CTE Advisory groups, etc.).
    b. Describe how your agency assessed the needs and goals of your ESL students in establishing your training programs and a training plan for individual students.
2. Describe recruitment, orientation and continuing support of students in your agency's IELCE programs (e.g., reducing barriers, such as childcare, transportation, scheduling, etc., and improving counseling, job navigation, job placement, etc.).
3. Describe the staff collaboration (i.e., ESL, CTE, Counseling, Administrative) to develop, implement, and improve the learning objectives and contextualized instruction in the IET components (i.e., Adult Education and Literacy (ESL), Workforce Preparation, and Workforce Training).
4. Describe how your agency's courses (i.e., Adult Education and Literacy (ESL), Workforce Preparation, and Workforce Training) are conducted concurrently.
5. Describe your agency's efforts for evaluation and continuous improvement of your program (e.g. student/staff feedback, etc.).
 	
Please number your answers to correspond to the question.

Please <u>number your answers</u> (1 to 5) so we know which question above your answer is referring to!
Part B (Quantitative): 1. Describe how your agency tracks concurrent attendance and ensures that students are concurrently enrolled and continually attending all three IET components (Adult Education and Literacy (ESL), Workforce Preparation and Workforce Training). 2. If your IELCE/IET program partnered with another agency or agencies for Adult Education and Literacy (ESL), Workforce Preparation and/or Workforce Training, describe how you tracked attendance for those courses. Please number your answers to correspond to the question.
Please <u>number your answers</u> (1 to 2) so we know which question above your answer is referring to!

Planning
Indicate whether each program will continue or discontinue for the 2026-2027 Program Year. Then complete the box below. **New for 2025-26** If your agency initiates a new program or makes changes to an existing or planned program during the program year, you must notify your CDE Consultant and CASAS Program Specialist of the details of the new or revised IELCE program.

Action	--Select action--	
Save Program	• **Action: Continuing:** Include any changes/additions for next year. • **Action: Discontinuing:** Include reasons for discontinuing.	**Delete Program**

243 Agency #XXX (AgencyID XXXX)

Don't forget to click "Save Program"

Part II: IELCE Planning for 2026-27

1. IET Quality Indicators

Select one IET Quality Indicator that your agency's IELCE program needs improvement on or has not yet implemented. In the box below, describe your plan for addressing this quality indicator in the next program year.

Selected IET Quality Indicator

> **Selected IET Quality Indicator will be displayed here.**

> **Describe your plan for addressing this quality indicator in the next program year.**

2. New Programs in 2026-27

Enter training programs using the form below. Click on the +Add button to add another program.

Leaving this section blank indicates that your agency currently is not planning new programs for the next program year.

If your agency initiates a new program during the program year, you must notify your CDE Consultant and CASAS Program Specialist of the details of the new IELCE program.

> **Note: This action is required for ANY new program not listed in the 2025-26 IELCE Report and Plan.**

+Add   (new)   ← **New for 2025-26 (Details of new programs)**

Program Type
Industry Sector	
Career Pathway	
Training Program	
Industry-recognized Training Credential (IRTC)	
Specific Certification	
Teaching Model	

> - **See IET 'At-a-Glance Guide' Delineation of Credentials**
> - **Other - selection of "other" IRTC will only be accepted in special cases. Detailed description of credential must be included.**

Box for "Other" IRTC:

Industry-recognized Training Credential (IRTC)	In this box, describe how your "Other" Industry-recognized Training Credential (IRTC): 1. Meets regional labor market needs, 2. Is of sufficient intensity and quality, and 3. Prepares students to earn a portable credential that is recognized regionally or statewide. Please number your responses to correspond to the items listed.

Part II: IELCE Planning for 2026-27 (cont'd)

New for 2025-26 (Details of new programs)

IET Components		
+Add Workforce Training	**+Add** Workforce Preparation	**+Add** Adult Education and Literacy (ESL)
Course Title	Course Title	Course Title
Hours per week	Civic Objectives	Civic Objectives
Number of weeks		
Total hours	Hours per week	Hours per week
Projected ELL Enrollment	Number of weeks	Number of weeks
Projected total Externship hours (If not applicable, enter zero)	Total hours	Total hours
	Projected ELL Enrollment	Projected ELL Enrollment
List the number of terms this course is offered and any comments	List the number of terms this course is offered and any comments	List the number of terms this course is offered and any comments
	See 'At-a-Glance Guide'. Make certain courses listed in the Guide are put in the Workforce Preparation column of the IELCE Report and Plan.	**Don't forget to Save Changes before you click "Close"**

Close   **Save Changes**

Description and comments:

New for 2025-26 (Details of new programs)

1. The schedule for each IET component, including expected start dates.
2. The staff collaboration (i.e., ESL, CTE, Counseling, Administrative) in developing integrated objectives and contextualized instruction.

Please number your responses to correspond to the items listed above.

Part III: Finalizing your Integrated English Literacy and Civics Education Report

Review Your Report

Before finalizing your submission, please take time to review your report. You may return to this application and edit your report until you submit it as complete. You may not make any changes to your report once you have submitted it as complete. Please print a copy of your report for your records.

[Submit as Complete]   [Print Copy of Report]

After clicking "Print Copy of Report", select "Print to PDF" to save a digital copy. Please double-check that content is displaying in all sections _before_ clicking on "Submit as Complete".