

WIOA II Integrated EL Civics Plan 2018-19 FAQs

1. **Our students have completed COAAP assessments in the beginning stages of a career pathway. Do we need to list every Literacy Course or Workforce Preparation Activity that leads a learner to eventually participate in Workforce Training?**

Answer: Only courses and activities related to the career pathway and coordinated to meet Integrated Education and Training requirements should be listed in the plan.

2. **My agency has literacy courses, workforce preparation activities and workforce training courses within a career pathway that have taken place over the whole school year. In the plan for the career pathway, do I need to create duplicate courses for each term in the year?**

Answer: No. If courses in a career pathway take place over more than one term, agencies can use broad begin/end dates/times e.g. July 15-May 15. Agencies can then total the number of hours per week, weeks, and enrollment for all the terms. The actual dates/days/enrollment, etc. for each course in a term should then be described in detail and added to *Part I: Program Coordination and Support*. The same procedure can be utilized if an agency teaches the same career pathway at multiple sites.

3. **If one Career Pathway has two training programs, should I list them as one Career Pathway/Training Program or two? For example: My Health Careers Pathway has both Pharmacy Tech and Home Health Care Assistant.**

Answer: If the Literacy Courses and Workforce Preparation Activities supporting both training courses are the same, then only one is needed. If the Literacy Courses and Workforce Preparation Activities supporting each training course are different, it is suggested that you create a second Career Pathway and Training Program.

4. **Are we only reporting the information for July 1 to March 31?**

Answer: Report information for the entire program year (i.e. July 1, 2018 - June 30, 2019).

5. **Is there a limit to how many courses can be entered?**

Answer: There is no limit on how many courses can be entered.

6. Why am I having trouble viewing the Integrated EL Civics Plan?

Answer: Please try clearing your web browser's cache and cookies and then try again. You can also try switching internet browsers. The recommended browsers for the plan is Mozilla Firefox and Google Chrome.

7. My agency did not receive 243 funding. Do I still need to fill out the plan?

Answer: Only agencies who received Section 243 IELCE funding need to complete the WIOA IELCE Plan.