

FY13 Policy Updates

Policy Section	FY13 Policy Information
Records	Programs are required to submit an annual AEFL Certification of Units Report. This is generated from DAISI and is included in the Audit Process. (State policy)
Records	Programs are required to submit one hard copy and one electronic copy of the audit. (State policy)
Records	Programs are required to keep track of any charges for services to adult education students. Charges must comply with state policy and have specific limitations. This information will be a part of the audit process. (State policy)
National Reporting System (NRS)	Beginning in FY13, new reporting elements must be collected on students and reported within the data system. (Federal policy)
Budget and Finance	All programs are required to maintain time and effort sheets on individuals paid with two or more federal funding sources. (Federal policy)
Records	All records must be maintained for five (5) years. The most recent three years should remain in hard copy format and the balance may be stored in electronic format. (Federal policy)
Records	All users of the Data and Information System – Illinois (DAISI) are required to sign a Confidentiality statement. (State policy)
National Reporting System (NRS)	Programs must collect information related to instructor Certifications and report the data within the data collection system. (Federal policy)
National Reporting System (NRS)	Placement in the National Reporting System’s Core Outcome Measures for Entered Employment, Retained Employment, Earning a GED/High School Diploma or Entry into Post-Secondary Education is determined by automatic cohorts. (Federal policy)
National Reporting System (NRS)	Programs can elect to separate students for the “Met Personal Objective” reason when warranted. Previous restrictions on the use of this separation reason are no longer in place. The separation reason should best explain why the student has left the program. (Federal and State policy)
Assessment	A student can be administered two ESL assessments during the FY. If a second ESL assessment is warranted, it is not necessary to complete the first series before pre-testing on the second series. CASAS is now allowed for all ESL NRS levels. (Federal and State policy)

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Assessment	Students appropriately assessed with both the TABE-M and TABE-R will be assigned to a NRS level based on the assessment reflecting the lowest Educational Functioning Level. (Federal and State policy)
Professional Development	Instructional staff must earn eight (8) hours of professional development per year. New Teacher Orientation can't be counted toward the required PD hours. (State policy)
APC	The Area Planning Council (APC) Sites and Services Change Form must be signed by the chair of the Area Planning Council and submitted to ICCB. (State policy)
Budget	Instructional line items in all state budgets must separately reflect costs associated with Foreign Language GED, Vocational and other types of instructional services. (State policy)
Budget	General administration maximum percentage for State Basic and State Public Assistance is increased to 15%. (State policy)
Budget	Performance funding changes will be implemented. Performance funds will no longer be granted for point gains or for post-tests administered outside test publisher guidelines. (Federal and State policy)
Budget	Performance funds will only be granted for Vocational completions when the completion results in the receipt of an industry recognized certificate of completion. (State policy)
Instruction	AEFL funds can only be used for core academic courses and electives for High School Credit (HSCR). (State policy)
Instruction	All programs are required to develop Bridge Program instruction individually or through a coordinated effort within an Area Planning Council. (State policy)
Instruction	VOC Instruction is limited to 180 enrollment hours (12 units) with funded with AEFL State funds over the lifetime of the student in the adult education program. Federal funds can't be used to provide VOC instruction. VOC instruction provided with Unrestricted or Other funds do not count against the 12 unit lifetime max. (State policy)
Instruction	AEFL Services to 16 and 17 year old students can only be provided if a High School Separation Form has been received for the student. The documentation must be maintained in the student file and this restriction applies to all instructional categories. (Federal and State policy)