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## MEMO

DATE: April 7, 2020  
TO: ICCB Adult Education and Literacy Programs  
FROM: Jennifer K. Foster, Deputy Executive Director  
Kathy Olesen-Tracey, Senior Director for Adult Education and Literacy  
SUBJECT: Adult Education and Literacy Programmatic Changes and Opportunities due to the COVID-19 Pandemic

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The Illinois Community College Board (ICCB) recognizes the commitment of Adult Education providers as they transition the instruction of adult learners statewide to alternative, remote or online learning formats, during the Gubernatorial Disaster proclamation. In order to assist programs in this transition, the ICCB is providing some flexibility in the administration of the programs through June 30, 2020. It is our hope that this flexibility will assist your program through these difficult times. These decisions were made after consultations with the U.S. Department of Education. The changes include:

1. **Adult Education Competitive Request for Proposal.** The ICCB will postpone the Adult Education Grant Competition for FY2021. Currently funded ICCB adult education providers who meet adult education program requirements will be extended until June 30, 2021. All providers will be required to submit a continuation plan. This plan will be released within the next couple of weeks and will be due on Friday, June 5, 2020.
2. **Probation and Watch.** The ICCB will suspend the probation and watch policies for FY21, beginning July 1, 2020. Illinois Adult Education will still be required to meet all federal performance outcomes established in collaboration with the Department of Education; therefore, every effort should be made by the program to continue to meet overall outcomes, including services to students. The ICCB staff will continuously monitor the performance of all programs to ensure Illinois meets its outcomes. If there is a deficiency, the ICCB staff will identify specialized training designed to assist programs with improve their outcomes.
3. **Suspension of the Generation Requirement.** Effective immediately, the ICCB will suspend the 45% Generation requirement, through the remainder of this fiscal year, expiring June 30, 2020. All other line item grant limitations or requirements will remain in effect. *Every program* should complete and return the attached Generation Requirement Suspension form no later than Wednesday, April 15, 2020. This should be signed by the President, Chief Executive Officer or the Authorized Representative (as listed on the front of the FY20 Adult Education and Literacy application submitted to the ICCB).
4. **Additional Funding for Technology and Remote Learning Instructional Support.** The ICCB will make available Federal Basic Adult Education funding to support currently funded programs in their transition to alternative, remote or online learning during spring 2020. These resources may be used for the purpose of supporting student access to technology based or remote learning instructional opportunities, including but not limited to: equipment, supplies and materials including hardware, software, materials, curriculum conversions to online instruction, stipends, and other items associated with the delivery of alternative instruction. Attached is a short application request form that should be submitted **no later than Monday, April 15, 2020 by COB.** Upon approval, the current Federal Basic grant will be amended to add these resources. Requests need to be reasonable and be spent within the guidelines of the grant, with the exception of the instructional line generation. Programs are not required to apply if funding if not needed.