MEMORANDUM

TO:　　　　Recipients of Integrated English Language and Civics Educations (IECLE) Grants

FROM:　　Henry Mack

DATE:　　June 15, 2021

SUBJECT:　IECLE Grant Monitoring Assessment

As a result of a federal program review and technical assistance visit conducted by the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE), the Florida Department of Education (FDOE) is required to address the corrective action identified in the OCTAE findings report. FDOE will conduct program monitoring of Section 243 Integrated English Literacy and Civics Education (IELCE) grant funds to ensure grantees are implementing and meeting all federal requirements.

To assist with the FDOE monitoring of all IECLE programs, providers must complete the FDOE-developed IELCE Assessment Tool (assessment tool) as a programmatic review of IELCE implementation. Providers are to submit the assessment tool by July 9, 2021, to provide evidence of meeting the requirements as specified in law and regulation. See hyperlinks in the assessment tool for easy consultation.

The assessment tool is to be completed by funded programs implementing Section 243 IELCE programming. Access to the assessment tool should be limited to one individual. The amount of time required to complete the assessment tool depends on the level of information submitted by the provider. Some sections of the tool provide an opportunity to be answered in more detail than other sections. The IELCE assessment tool is included as an attachment to this memorandum.

Guidance for Completing the Integrated English Literacy and Civics Education (IELCE) Assessment Tool

Section 1
The first section focuses on the required components of Integrated Education and Training (IET), a requirement for IELCE programs funded under Title II, Section 243 funds. This section begins with the IET component review in response to regulation 34 CFR 463.70, which requires IELCE services to be delivered in combination with IET activities.

Under 34 CFR 463.36, IET activities include adult education and literacy activities, workforce preparation activities, and workforce training. The phrase "your IET program" is used in questions and refers to the required IET component of your overall IELCE program that students may access, regardless of the funding source or agency control of that IET component. You will select YES or NO in the Compliance Status column and provide evidence or brief comments in response to your selection.

Section 2
The second section focuses on other required components of the IELCE program. This section of the assessment tool reviews required components and activities of the IELCE program as described under Section 243 of WIOA. You will select YES or NO in the Compliance Status column, unless grayed out, and then a YES or NO response is not required. Provide evidence or brief comments in response to your selection.

Section 3
The third section of the assessment is optional and seeks information about non-required activities related to the development and implementation of your IELCE program. You will select YES or NO in the Compliance Status column, unless grayed out, and then a YES or NO response is not required. Provide evidence or brief comments in response to your selection.

Submit completed assessment tool by July 9, 2021, to Carol Bailey via email at Carol.Bailey@fldoe.org. For questions on completing the assessment tool, please contact Carol Bailey via email or 850-245-9906.

Attachment

HM/cb