

**ATTACHMENT 24. Adult  
Education and Literacy Policy  
(AEL Policy)**

15301 E. 23<sup>RD</sup> St. • Independence, MO 64055

816-521-5700 • EJACworks.org



## EASTERN JACKSON COUNTY WORKFORCE DEVELOPMENT BOARD



Serving Eastern Jackson County Mo. including:  
Independence, Blue Springs, Lee's Summit, Grandview, Raytown,  
Sugar Creek, Buckner, Grain Valley, Oak Grove, Lone Jack, and other municipalities.

The Full Employment Council, Inc. (FEC) is the fiscal  
agent and workforce support organization for the  
Eastern Jackson County Workforce Development Board.

### **Workforce Opportunity and Innovation Act (WIOA) Policy**

---

### **COORDINATION OF WORKFORCE DEVELOPMENT ACTIVITIES WITH ADULT EDUCATION AND LITERACY PARTNERS POLICY**

**POLICY NUMBER: 2020-003**

**EFFECTIVE DATE: 5-29-2020**

---

### **APPROVED BY**

DocuSigned by:

*Shelley Penn*

For: *Shelley Penn*  
Shelley Penn, President/CEO

Full Employment Council, Inc.,

Managing Entity/Fiscal Agent

Eastern Jackson County Workforce Development Board

### **INQUIRIES**

Questions about this issuance should be addressed by email to Andrea Robins, Senior Director of Planning and Management Information Systems, at [arobins@feckc.org](mailto:arobins@feckc.org), who shall disseminate the agency response after consultation with Workforce Development Board Officers.

### **BACKGROUND**

The purpose of this Issuance is to specify how the Workforce Development Board will coordinate workforce development activities with the Missouri Department of Elementary and Secondary Education (DESE) Title II providers—those providing Adult Education and Literacy (AEL) services. WIOA mandates that the partner's activities, programs, services, and contributions to the effort be coordinated and formalized in a Memorandum of Understanding (MOU) to ensure that Customers have access to these programs, services, and activities during regular business hours. This Issuance is based upon Missouri Office of Workforce Development (OWD) Issuance No. 26-2015, Adult Education Classes to Prepare Workforce Customers to Achieve a High School Equivalency, or other current guidance on the topic located at [jobs.mo.gov/dwdissuances](http://jobs.mo.gov/dwdissuances).

## **POLICY**

### **I. TITLE II: ADULT EDUCATION AND LITERACY (AEL) POLICY**

#### **Coordination of workforce development activities with the Missouri Department of Elementary and Secondary Education (DESE) Title II provider(s) of Adult Education and Literacy (AEL)**

Adult Education and Literacy (AEL) services will be co-located either adjacent to or within a Missouri Job Center site. As established in OWD Issuance 26-2015, Adult Education Classes to Prepare Workforce Customers to Achieve a High School Equivalency, the AEL Office of the Missouri Department of Elementary and Secondary Education (DESE) is the authority to certify provider eligibility.

The Full Employment Council will use providers designated by DESE for AEL to provide AEL services in accordance with all applicable guidelines of the Missouri Office of Workforce Development, or other current guidance on the topic located at [jobs.mo.gov/dwdissuances](http://jobs.mo.gov/dwdissuances).