

MONTHLY MINDERS FOR NEW ADMINISTRATORS

January 2, 2024

An Idea to Increase Enrollments

Many of us gladly welcome former home school students—I mean truly homeschooled students—to take the high school equivalency tests when they present themselves to do so. Remember that they, too, need an Exit Interview from their home school as well as the recommendation of a public school corporation superintendent if they are 16-17 years old. When we are helping them acquire these documents, we have a great opportunity to ask them why they are seeking to take the high school equivalency tests. Then we can use those reasons the homeschoolers give to directly recruit other home schoolers to participate in our adult education classes as the capstone of their homeschool experience.

Tasks Upcoming

<input type="checkbox"/>	Sometime <u>early</u> in January	Send your programs' Waitlist Report (students and companies waiting for service) to adulthood@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov
<input type="checkbox"/>	January 1-4, 2024	No HiSET® testing.	Contact Person: Megan Hibbard mhibbard@dwd.in.gov
<input type="checkbox"/>	Thursday, January 4, 2024. 10:30-11:30 am Eastern.	IAACE Community Chat. Click here to join.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Wednesday, January 10, 2024	Make sure INTERS is up-to-date and error-free.	Contact People: Matt Crites Anshu Sharma inters@dwd.in.gov
<input type="checkbox"/>	Wednesday, January 10, 2024. 10:00-11:30 am Eastern.	Attend the Adult Education Statewide Webinar. Link to register will be sent via e-mail.	Contact Person: Jerry Haffner jhaffner@dwd.in.gov

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<input type="checkbox"/>	Friday, January 12, 2024	Deadline for submissions for IAACE Business Partner Recognitions. https://iaace.com/business-and-industry-partnership-nomination-form/	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Thursday, January 18, 2024	Read the IAACE Newsletter, sent to members by e-mail.	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Friday, January 26, 2024. 10:00-11:30 am Eastern.	Professional Development Facilitators Meeting. (Directors may join also. Please share with any teachers who would also like to attend.) Click here to join.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Wednesday, January 31, 2024	Deadline to return 2023 HiSET® Tests to ETS.	Contact Person: Megan Hibbard mhibbard@dwd.in.gov
<input type="checkbox"/>	Sometime in January	Attend your regional consortium meeting.	Contact Person: Amy Ramer aramer@dwd.in.gov
<input type="checkbox"/>	Sometime in January	Have students share their success stories with IAACE using the simple template found at https://iaace.com/stories/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in January	Share an advocacy success story for your program with IAACE at https://iaace.com/share-an-advocacy-success/ .	Contact Person: Jenn Wigginton director@iaace.com
<input type="checkbox"/>	Sometime in January	Submit your request for reimbursement for December expenses from your adult education grant to Donna Lovelady using this address: adulthood@dwd.in.gov .	Contact Person: Donna Lovelady dlovelady@dwd.in.gov

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Adult Education Day at the Statehouse

Make plans now to attend the Adult Education Day at the Statehouse on February 13. At that event, we will celebrate our statewide essay contest winners and recognize our local business partners to show the public that adult education does indeed work in Indiana. More information is at <https://iaace.com/adult-education-day/>.

Dollar General Literacy Foundation Grant is coming open this month.

The Dollar General Literacy Foundation has two grant programs that should be of interest to local adult education programs:

- The Adult Literacy Grant provides funding to organizations that help adults with adult basic education services, preparation for the high school equivalency exams, and English language acquisition.
- The Family Literacy Grant provides funding to organizations that provide instruction that incorporates adult basic education, education for children, and Parent and Child Together Time (PACT).

The grant applications will become available some time in January. You will find the applications and additional information at <https://www.dgliteracy.org/grant-programs/>.

Creating an Effective Adult Education Brand

The Coalition on Adult Basic Education's (COABE) webinar series on "Creating an Effective Adult Education Brand: The Art of Storytelling, Student Campaigns, and Targeted Outreach" continues in January and February. Here's the remaining schedule:

- Part 3: Leveraging Public Relations to Build your Adult Education Brand. Tuesday, January 16, 2024, 2:00 pm Eastern Time.
- Part 4: Building Effective Campaigns to Position your Brand & Boost Enrollments. Tuesday, February 13, 2024, 2:00 pm Eastern Time.

These webinars are free of charge! You have to register for each webinar separately, and you can do so at <https://coabe.org/upcoming-webinars/>.

Check your Pocketbook

January is a good month to begin checking in with your grants coordinator, business officer, comptroller, finance director, or whoever in your organization keeps track of your grant expenditures to see if you are on target to *spend your adult education grant(s) from DWD down to \$0 by June 30, 2024*. If you need to move money between line items WITHIN Program costs or WITHIN Administrative costs, you can just do that without submitting anything to DWD. But if you want to move money FROM Program to Administration, or FROM Administration to Program, you need e-mail Donna Lovelady (dlovelady@dwd.in.gov) with that request.

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Also In December

If you use federal funds to pay personnel, the State Board of Accounts might ask you for “time and effort” logs when they audit your organization. These **Time & Effort logs** are simply a form for you to indicate the **names of employee’s who spent 100% of their paid time on activities that are funded with federal monies**, such as Integrated English Language & Civics Education (IELCEs), or other federal (not state) dollars for adult education. Below, I’ve attached a sample that I used; it’s entitled “Semi-Annual Certification.” I usually did one form for July through December, and another form for January through June each year. Then just keep these in a file you can access when the State Board of Accounts comes and asks for them in their next audit of your organization.

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Semi-Annual Certification
Activity Report for Employees Working on a Single Cost Objective
School Year (Insert)

School/District Office: (Insert) _____
 Federal Program: (Insert) _____
 For the Six-Month Period of: (Insert) _____
 Month/Year to Month/Year

I certify that the employee(s) listed below worked 100% of their time on activities authorized by the federal program stated above.

Employee Name	Employee Title

 Employee or Supervisory Official's Signature _____
 Date

This form is to be completed every six months for any employee who is paid solely with federal funds from a single cost objective. A school operating a school wide program and has an employee who works on multiple cost objectives must maintain a Time and Effort log unless the school consolidates Federal, State, and local funds under a single account.