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E-mailed: 4/29/16 (tlk)

Workforce Development Agency (WDA)
Policy Issuance (PI): 16-03, Change 1

Date: April 29, 2016

To: Michigan Works! Agency (MWA) Directors
Adult Education Providers

From: Keenan Wade, GED[®] State Administrator **(SIGNED)**
Education and Career Success Division, Workforce Development Agency

Subject: GED[®]-To-School Program

Programs Affected: Programs Administered by Adult Education Providers and the MWAs

Rescissions: None

References: 2015 PA 143, Section 501

Background: The purpose of the GED[®]-To-School program is to inspire Michigan residents seeking a GED[®], to enter Michigan colleges, universities or other career-focused education and training programs after earning their GED[®]. Based on available funding, beginning May 16, 2016, the GED[®]-To-School Program will cover the cost of GED[®] testing for up to four content areas for eligible Michigan residents who meet program eligibility requirements. Approximately \$475,000 in funding will be available to directly cover testing fees. The purpose of this change is to provide updated instructions for Adult Education Data Entry Guidelines, to add a screenshot of the Michigan Adult Education Reporting System (MAERS) Data Entry Screen, and also to provide changes to the reporting requirements of Adult Education Centers and Michigan Works! Agencies.

Policy: This policy issuance provides local guidance on identifying, registering and maintaining data on individuals participating in the GED[®]-To-School Program.

TED is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
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MWA Procedures

After Wagner-Peyser eligibility determination has been made by MWA staff, MWAs shall recommend participation in the GED[®]-To-School program. For eligible GED[®]-To-School applicants, the program will cover the cost of GED[®] testing fees for one attempt per content area on the official GED[®] test. Eligible candidates must meet the following criteria:

- Have not previously been administered a GED[®] test free of charge for the same content area under the GED[®]-To-School Program.
- Have an account on GED.com.
- Have achieved a “Likely to Pass” score on the official GED[®] practice test, GED Ready[®].
- Have completed and signed the GED[®]-To-School Form to be placed on file with the WDA GED[®] office.
- Must be an MWA program participant. GED[®]-To-School participation occurs after collecting information to support an eligibility determination for the Wagner-Peyser program, and begins when the individual receives any staff-assisted service.
- GED[®]-To-School program participants must be 16 years of age or older to test. Participants who are 16 and not yet 18 must complete a GED[®] Age Waiver Form. The GED[®] Age Waiver Form can be found at https://www.michigan.gov/documents/wda/AGE_WAIVER_FORM_451_951_7.pdf
- MWA staff must select “Yes” in OSMIS for the “GED[®]-To-School” indicator in order to notify WDA of prospective GED[®]-To-School participants.

The WDA staff will approve program participants for GED[®]-To-School participation.

Based on WDA staff approvals, Pearson VUE will provide *Single Use* GED[®] testing voucher numbers directly to approved program participants. The voucher will be renewable and transferrable, as determined by the WDA staff.

The WDA will provide the MWAs with a monthly GED[®]-To-School Program participant approved voucher report.

GED Manager[™] is the official GED[®] test taker management system. Per an MWA Director's request, the WDA will provide GED Manager[™] access to MWA staff to track program participant GED[®] testing outcomes in GED Manager[™]. The GED[®] Manager[™] User Agreement Form can be found at http://www.michigan.gov/documents/wda/MWA_GED-Manager_User_Agreement_521135_7.pdf

MWA Monitoring and Reporting Program Performance

- 1) All GED[®]-To-School participants must be entered into the One-Stop Management Information System (OSMIS).
- 2) The funds awarded in this policy are to be identified by selecting the “GED[®]-To-School” indicator on the Wagner-Peyser registration screen of the OSMIS.
- 3) MWAs are required to identify and track participants that are served with GED[®]-To-School funding in the OSMIS. The WDA requires that all GED[®]-To-School participant information be reported in the OSMIS, consistent with traditional registered Wagner-Peyser participants.
- 4) Instructions for enrolling and tracking GED[®]-To-School participants are outlined below:
 - a) Complete all necessary data fields on the registration screen.
 - b) From the “Wagner-Peyser Registration” screen, specify the individual as a “GED[®]-To-School” participant by indicating “Yes” in the “GED[®]-To-School” data field, located on the “Special” tab.
- 5) Consistent with eligibility criteria, MWAs are welcome to dual enroll the GED[®]-To-School participants in other administered workforce programs, if applicable.

Below is a screenshot of the Wagner-Peyser registration screen, with the newly added special initiative indicator “GED[®]-To-School”:

Contact	Personal	Veteran	Education	Economic Status	Special
Recovery Funds - Reemployment Service: <input type="checkbox"/>					
EUC - Reemployment Service: <input type="checkbox"/>					
EUC - Reemployment Date: <input type="text"/>					
Skilled Trades Training Fund Participant: <input type="checkbox"/>					
Industry Cluster: <input type="text"/>					
RESEA - Work Based Training: <input type="checkbox"/>					
GED to School: <input type="checkbox"/>					
Flint Emergency: <input type="checkbox"/>					
<input type="button" value="Yes"/> <input type="button" value="No"/>					

The MWAs shall contact their local Adult Education office to determine if coordinating the delivery of GED[®] preparation and other workforce services is feasible for each participant. A provider list can be accessed at http://www.michigan.gov/documents/wda/Approved_GED_To_School_Providers_516585_7.pdf

Adult Education Provider Procedures

Adult Education providers shall offer eligible participants the opportunities to participate in the GED[®]-To-School program. For eligible GED[®]-To-School applicants, the program will cover the cost of GED[®] testing fees for one attempt per content area on the official GED[®] test.

GED[®] Preparation program candidates submitted as GED[®]-To-School candidates must meet the following program requirements:

- Have not previously been administered a GED[®] test free of charge for the same content area under the GED[®]-To-School Program.
- Have an account on GED.com.
- Have completed and signed the GED[®]-To-School Form to be placed on file with the WDA GED[®] office.
- Have received instruction and information in GED[®] preparation covering required program content areas:
 - The GED[®] preparation course must be currently funded by state and/or federal adult education funds administered by the WDA.

- Instruction and tutorial assistance.
- Official GED[®] practice test, GED Ready[®].
- Required attendance at program instruction sessions.
- A curriculum that prepares students for opportunities in postsecondary education and the job market.
- Information on potential postsecondary and career pathways.
- Counseling on preparing for and applying to college.
- Personal and job readiness skills development.
- Comprehensive information on college costs and financial aid.
- College and career assessments.
- Computer-based instruction, practice, or remediation.

Adult Education staff must select “Yes” in MAERS for the GED[®]-To-School indicator in order to notify WDA of prospective GED[®]-To-School participants.

The GED[®] staff will approve program participants for GED[®]-To-School Program.

Based on WDA staff approvals, Pearson VUE will provide *Single Use* GED[®] testing voucher numbers directly to approved program participants. The voucher will be renewable and transferrable, as determined by WDA staff.

The WDA will provide the Adult Education providers with a monthly GED[®]-To-School Program participant approved voucher report.

GED Manager[™] is the official GED[®] test taker management system. Per Adult Education Director’s request, the WDA will provide GED Manager[™] access to Adult Education staff to track program participant GED[®] testing outcomes in GED Manager[™]. The GED Manager[™] User Agreement Form can be found at http://www.michigan.gov/documents/wda/Adult_Ed_Center_GED-Manager_User_Agreement_521133_7.pdf

Adult Education Data Entry Guidelines

1. Data must be entered into the MAERS **monthly**, at a minimum, including Class Functions, Registration, Assessments (pre- and post-test data), Class Enrollment(s), Program Exit, Outcome, and Follow-up data.
2. Daily attendance for every participant enrolled in an adult education class must be tracked and entered into MAERS **monthly**, at a minimum, no later than the last day of the subsequent month. For example, attendance for January must be entered by February 28th. Attendance hours can be reported into MAERS in quarter hour increments.
3. All programs must maintain a state-approved Adult Learning Plan for all adult education participants, which captures and aligns with the data fields in MAERS.
4. Adult education programs must ensure that the data entered into MAERS is accurate and complete.
5. Adult Education Directors shall contact their local MWA office to determine if coordinating the delivery of GED[®] preparation and work skills training is feasible for each participant. A provider list can be accessed at http://www.michigan.gov/documents/wda/Approved_GED_To_School_Providers_516585_7.pdf
6. For more information regarding the Follow-up process and timelines, refer to the Follow-up Manual on the Office of Adult Education's website: www.michigan.gov/documents/wda/Follow_Up_Manual_437556_7.pdf.
7. For detailed information on entering data into MAERS, refer to the MAERS Manual, which is available in the MAERS section of the Office of Adult Education's website at www.michigan.gov/documents/wda/MAERS_User_Manual_447662_7.pdf

Below is a screenshot of the MAERS registration screen, with the newly added "GED[®]-To-School" indicator:

Personal	Demographic	Entry Status	Instr. Areas	Credits/Tests	Goals	Funding	Other
<input checked="" type="radio"/> Correctional Facility:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Other Institutional Setting:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<input checked="" type="radio"/> Community Correctional Program:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Receiving Literacy Council Services:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<input checked="" type="radio"/> Adult Learner Plan on File:	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> GED to School Program:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
<p><i>Note: Participant must be on the WDA approved GED to School Program list</i></p>							
<p>Support Services:</p>							
Transportation:	<input type="checkbox"/>	If "Other", please specify					
Child Care:	<input type="checkbox"/>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>					
Other:	<input type="checkbox"/>						

Action: Adult Education Directors must ensure GED[®]-To-School participants are entered into the MAERS system. Detailed directions are provided in the Policy Section of this document.

Adult Education staff must select “Yes” in MAERS for the GED[®]-To-School indicator in order to notify WDA of prospective GED[®]-To-School participants.

The MWA staff must ensure GED[®]-To-School participants are entered into the OSMIS system. Detailed directions are provided in the Policy Section of this document.

MWA staff must select “Yes” in OSMIS for the GED[®]-To-School indicator in order to notify WDA of prospective GED[®]-To-School participants.

MWAs and Adult Education Offices will communicate with each other to determine if coordinating the delivery of GED[®] preparation and work skills training is feasible for each participant.

Inquiries: Questions regarding this policy issuance should be addressed to Keenan Wade, GED[®] State Administrator, at 517-373-8281 or e-mailed to WDA-GEDToSchool@michigan.gov.

Expiration Date: September 30, 2019

KW:DW:tlk