

WORKFORCE DEVELOPMENT

Program Year 2020-21 Adult Learning Plan Technical Assistance Paper

Purpose

All recipients of federal and state adult education funding are required to maintain the Adult Learning Plan (ALP) for all adult education participants. The ALP is designed to gather required information that is helpful in enhancing the academic and economic success of the adult participant. There are three versions of the ALP available – the PDF paper/pencil form, the fillable EXCEL form, and the online version.

The ALP is to be completed by the participant with the assistance of a program-designated staff member (i.e., teacher or counselor) working with the participant. It is highly recommended that the ALP be a working document initiated during the intake process. It is an integral, but not all-inclusive, part of the participant registration process.

This technical assistance paper provides the practitioner with the information needed to complete the ALP.

ALP Requirements

- All adult education programs must use the ALP provided effective Program Year 2020-21 (July 1, 2020) for new enrollments.
- The ALP is initiated upon intake and utilized for the entire duration of the participant's adult education services/registration across program years.
- Pages 1-2 are required to be completed and must be on file for each participant.
- Data items with an asterisk (*) are required.
- Information on the ALP must match the data entered into the Michigan Adult Education Reporting System (MAERS). All support documentation must be kept on file.
- Additional information that individual program providers wish to obtain can be added to the available space on the ALP or attached as a separate page.
- The **Eligibility Form** is optional to complete each program year during the participant's registration period to collect the program level information, such as instructional area and funding source.

Section 1: Provider Information	
Program Provider Code	Enter provider code (district/recipient code).
Provider Name	Enter legal name of the provider.
Registration Date	Enter the actual date the participant registered for the program. Note: MAERS will not accept a registration date prior to July 1 of a program year, therefore, enter July 1 as the registration date in MAERS if the individual registered before July 1.
Local Student Number	Enter local student number. This is a locally assigned 4-10 character field that is unique to each participant within a fiscal agent.
Unique Identification Code (UIC) Number	Optional. UIC number identifies each student in Michigan with one unique student identifier. The Michigan Student Data System allows school districts to obtain or validate UICs for their students. UIC numbers will also be critical for effective tracking/follow-up of participant outcomes through data matching within the Center for Educational Performance and Information System, which requires UIC numbers.
Section 2: Participant Information	
Participant Name	Enter participant name (last, first, and middle initial).
Maiden Name	Optional. Enter participant's maiden name, if applicable.
Date of Birth	Enter the participant's date of birth (mm/dd/yyyy).
Place of Birth	Enter the participant's place of birth (city and state for U.S. born individuals OR city and country for non-U.S. born individuals)
Address	Enter current address of participant (address, city, state, and zip code). Check the box if there is no address available for the participant.
Social Security Number	Optional. Enter the social security number of the participant. It is strongly recommended that a participant's social security number be obtained, as this will be critical for effective tracking/follow-up of participant outcomes through data matching.
Sex	Indicate whether the participant identifies as male or female.
Phone Number and Alternate Phone Number	Enter participant's telephone number and, if available, an alternate phone number to be used for contacting the participant.
Email	Enter current email address for participant, if available.
Alternate Contact Information	Optional. Enter alternate contact information of an individual not living in the participant's household. Enter last and first name, relationship to participant, current address (address, city, state, and zip code), current telephone number and email address (if available). Note: Last and first name and relationship to participant are required fields if alternate contact information is entered into MAERS.

Section 3: Personal and Family information	
Number of Preschool-Aged Children	Enter the number of preschool-aged children that the participant has (typically under the age of five).
Number of School-Age Children (K-12)	Enter the number of children that the participant has who are eligible for or are enrolled in K-12 classes.
Highest Degree or Level of School Completed at Entry (U.S. or Non-U.S.)	Select the HIGHEST degree or level of school the participant has completed at entry into the adult education program. Indicate whether the highest degree or level of school was U.S. Based Schooling or Non-U.S. Based Schooling.
Veteran	Indicate whether or not the participant served in any branch of the U.S. armed forces.
Ethnicity	Participants must self-identify as Hispanic/Latino or not Hispanic/Latino ethnicity, regardless of their racial background. Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Racial Group	Participants must select one or more races with which they identify: <ul style="list-style-type: none"> ▪ Black or African American: A person having origins in any of the Black racial groups of Africa. ▪ American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. ▪ Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. ▪ Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. ▪ White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Section 4: Labor Status	
Labor Status	Select the labor status of the participant at entry: <ul style="list-style-type: none"> • Employed: (a) Participant is performing any work at all as a paid employee, (b) is currently performing any work at all in his or her own business, profession or form, (c) is currently performing any work as an unpaid worker in an enterprise operated by a member of the family, or (d) is one who is not working, but

	<p>currently has a job or business from which he or she is temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.</p> <ul style="list-style-type: none"> • Employed, but Received Notice of Termination of Employment or Military Separation is pending: Participant is a person who, although employed, either (a) has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or (b) is a transitioning service member (i.e., within 12 months of separation or 24 months of retirement). • Unemployed: Participant is not employed but is seeking employment, makes specific effort to find a job, and is available for work. • Not in the Labor Force: Participant is not in the labor force (i.e., those who are not employed and NOT actively looking for work, including those who are incarcerated).
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Section 5: Barriers

<p>BARRIERS (select all that apply)</p>	<p>The Workforce Innovation and Opportunity Act (WIOA) requires each core program to report the performance indicators disaggregated by the following barriers to employment. These barriers are presumed to affect placement of the participant in unsubsidized employment and are self-identified by the participant at entry into each period of participation. Programs should report all categories to which the participant identifies.</p> <ul style="list-style-type: none"> • Child Care: Lacks adequate care for children due to cost, hours of operation, or accessibility. • Cultural Barriers: The individual has a perception of him or herself as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hindrance to employment. • Current/Prior Foster Care Youth: The participant is a person who is currently in foster care or has aged out of the foster care system. • Digital Literacy: The participant has limited ability to use digital technology, communication tools or networks to locate, evaluate, use and create information. • Disabled: The participant indicates that he or she has a disability, as defined under the Americans with Disabilities Act of 1990, as a physical or mental impairment that substantially limits one or more of the person's major life activities. • Displaced Homemaker: The participant has been providing unpaid services to family members in the home and (a) has been dependent on the income of another family member but is no longer supported by that income; (b) is the dependent spouse of a member of the armed forces on active duty whose family income is significantly reduced because of (i) a deployment or a call or order to active duty pursuant to a provision of law, (ii) a permanent change of station, or (iii) the service-connected death or disability of the member; and
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(c) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

- **English Language Learner:** The participant has limited ability understanding the English language. *(Adult education providers should select English Language Learner for all individuals enrolled in English as a Second Language [ESL].)*
- **Exhausting Temporary Assistance for Needy Families (TANF) within 2 years:** The participant is within two years of exhausting lifetime eligibility for public assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), regardless of whether he or she is receiving these benefits at program entry.
- **Ex-offender:** The participant is a person who either (a) has been subject to any stage of the criminal justice process for committing a status offense or delinquent act, or (b) requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.
- **Homeless or runaway youth:** The participant lacks a fixed, regular, and adequate nighttime residence; has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; is a migratory child who in the preceding 36 months was required to move from one school district to another due to changes in the parent's or parent's spouse's seasonal employment in agriculture, dairy, or fishing work; or is under 18 years of age and absents himself or herself from home or place of legal residence without the permission of his or her family (i.e., runaway youth). However, a participant who may be sleeping in a temporary accommodation while away from home should not, as a result of that fact alone, be recorded as homeless.
- **Learning Disabled:** The participant indicates that he or she has a learning disability, defined as a neurologically based processing problem that can interfere with learning basic skills such as reading, writing, and/or math.
- **Long-Term Unemployed:** The individual has been unemployed for 27 or more consecutive weeks.
- **Low Income:** The individual (a) receives, or in the 6 months prior to application to the program has received, or is a member of a family that is receiving in the past 6 months assistance through the Supplemental Nutrition Assistance Program (SNAP), the TANF program, the Supplemental Security Income (SSI) program, or State or local income-based public assistance; (b) is in a family with total family income that does not exceed the higher of the poverty line or 70% of the lower living standard income level; (c) is a youth who receives, or is eligible to receive, a free or reduced-price lunch; (d) is a foster child on behalf of whom State or local government payments are made; (e) is a participant with a disability whose own income is the poverty line but who is a member of a family whose income does not meet this requirement; (f) is a homeless participant or homeless child or youth or runaway youth; or (g) is a youth living in a high-poverty area.
- **Low Levels of Literacy:** The individual has an inability to compute and solve problems, or read, write, or speak English at a level necessary to function on the job in the participant's family or in society. *(Adult education providers should select Low Levels of Literacy for all participants enrolled in*

	<p>adult basic education, high school completion or equivalency, and adult secondary education.)</p> <ul style="list-style-type: none"> • Migrant/Seasonal Farm Worker: The participant is a low-income individual who for 12 consecutive months out of the 24 months prior to application for the program involved has been primarily employed in agriculture or fish farming labor that is characterized by chronic unemployment or under-employment and faces multiple barriers to economic self-sufficiency. • Single parent: The participant is a single, separated, divorced, or widowed individual who has primary responsibility for one or more dependent children under age 18 (including single pregnant women). • Substance Abuse: Dependence on an addictive substance, such as alcohol or drugs. • Transportation: The participant does not have a reliable form of transportation due to cost, location, and/or accessibility. • Other: Any other barrier to employment identified by the participant that is not listed above.
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Section 6: Goals

	<p>Select as many goals as applicable. All goals must be selected with the participant. (Goal selection does not determine performance or follow-up requirements.)</p>
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Section 7: Notice of Data Sharing

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