



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION

APR - 7 1999

PROGRAM MEMORANDUM - 99-9

TO: State Directors of Adult Education

FROM: Ronald S. Pugsley *R. S. Pugsley*
Director
Division of Adult Education and Literacy

SUBJECT: Procedures for Reviewing the FY1999-2004 Adult Education State Plans Under the Workforce Investment Act of 1998

During the period April 1 - June 30, 1999, we anticipate that fifty-nine State Plans will be submitted to the Division of Adult Education and Literacy for review and approval. One innovation this year is the use of State Directors of Adult Education as peer reviewers as described in Sec. 224(e) of the Workforce Investment Act of 1998. This memorandum describes the peer review process, the DAEL Review, and also includes a copy of the *State Plan Review Guide*.

I. Peer Review

1. Recently, State Directors were asked to advise their Area Coordinators about their availability to review State Plans and possibly a convenient time for these reviews. Based on that information, the Area Coordinator will select a State Director to review an appropriate State Plan. Area Coordinators will advise the State Director whether this will be transmitted electronically or by hard copy.
2. The peer review process for the unified plans should be completed by April 14. The remainder should be completed within a two week time period. Briefly, the review process consists of the reviewing State Director examining the criteria in the State Plan against the requirements included in the *State Plan Review Guide*. The criteria may be rated as approvable, substantially approvable, not addressed, or not approved. A "substantially approvable" form shall be determined on the basis that all of the requirements and regulations have been included in the plan in minimally acceptable form. We believe your greatest contribution would be in describing what is needed to make the item approvable and specific suggestions to improve the quality

III. Status Reports

1. Each phase of the review process will be recorded on the "State Plan Status Chart."
2. This chart will be updated daily and will provide a current status on the State Plans.

IV. Letters

Support staff will give priority to sending out the following letters to each State Director submitting a State Plan:

1. Letter to acknowledge receipt of State Plan.
2. Letter on comments.
3. Notification of receipt of plan revisions (optional).
4. Notification of State Plan approval to the Chief eligible agency with a copy to the State Director.

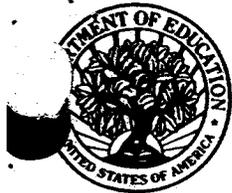
V. Grant Awards

Grant awards cannot be sent out before July 1. These are processed only after the State Plans have been approved and all certifications, including the annual certification form, "**Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements,**" have been received. The annual combined certification form is being mailed to you under separate cover. Grant awards are sent directly to the Chief eligible agency, with a copy to the State Director.

VI. Summary

Procedures for reviewing Adult Education State Plans have been prepared for your use during the time period April 12- June 30, 1999. We are relying on all of you to fully participate in this effort in enabling our Division to strengthen adult education programs and planning as part of the unified efforts envisioned under the Workforce Investment Act of 1998.

Attachment



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