



# Bureau of Postsecondary and Adult Education Division of Adult Education Policy

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Subject: **Workforce Development System and Adult Education**  
Number: G.100  
Effective: July 1, 2016  
Expires: Indefinite  
Status: Replaces G.100 issued July 2013

## **POLICY STATEMENT**

The Workforce Innovation and Opportunity Act (WIOA) requires partnerships among Federal Government, States, and localities to provide, on a voluntary basis, adult education and literacy services, in order to (1) assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; (2) assist adults who are parents or family members to obtain the education and skills that are necessary to becoming full partners in the educational development of their children and lead to sustainable improvements in the economic opportunities for their family; (3) assist adults in attaining a secondary school diploma and in the transition to postsecondary education and training, including through career pathways; (4) assist immigrants and other individuals who are English language learners in improving their reading, writing, speaking, and comprehension skills in English and mathematics skills and acquiring an understanding of the American system of government, individual freedom, and the responsibilities of citizenship.

## **PURPOSE**

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in a global economy. WIOA requires an integrated approach to the implementation, administration, service delivery, and evaluation of services provided under the core programs.

## **GUIDANCE**

**Workforce Development System** – Title I of the Workforce Innovation and Opportunity Act mandates a statewide “One-Stop” service delivery system, known as PA CareerLink® in Pennsylvania. Adult education and literacy services funded under Title II of the Act should be available to participants in the PA CareerLink® sites through a physical and/or programmatic presence. The Division works directly with Pennsylvania’s Workforce Development Board (PA WDB) and requires Title II providers to maintain relationships with WIOA partners.

**Note:** Depending on the needs of the area, a Title II provider's participation could range from being a referral agency to holding classes in the local PA CareerLink® to being a full partner in the PA CareerLink®.

**WIOA Planning** – Each Local Workforce Development Board (LWDB) shall include a representative of eligible providers administering adult education and literacy activities under Title II who is appointed from among individuals nominated by the other local Title II providers. This individual is expected to regularly attend and participate in LWDB meetings, represent and report on Title II services, and communicate content of the LWDB meetings to other Title II providers in the Local Workforce Development Area (LWDA) at regularly scheduled Title II meetings. The Title II providers must coordinate services and get updates from LWDB staff. They must also present, at least annually, a joint, collaborative report highlighting Title II provider services and student outcomes. A copy of the collaborative report must be sent to the Division advisor for the LWDA. The Workforce Development System Liaison will initiate communication with workforce development partners and their partner Title II providers with the intent of ensuring the seamless delivery of services in preparation for career pathways initiatives.

**Local Workforce Development Boards** – It is the responsibility of each Title II provider to remain up to date on the activities of the LWDB and the information from LWDB meetings. Title II providers are encouraged to attend LWDB meetings and join committees as appropriate.

## **TOOLS**

Workforce activities in Pennsylvania are supported by The Pennsylvania State University, Institute for the Study of Adult Literacy (ISAL). It is recommended that Title II providers take advantage of all available technical assistance provided by the Division and ISAL staff to increase their effectiveness and marketability within the workforce development system. For more information, contact your Division Advisor or the Workforce Development Liaison.