Checklist for Section 243 Integrated English Language and Civics Education Program

An integrated English literacy and civics education (IELCE) program must meet the definition and requirements set forth in the [Workforce Innovation and Opportunity Act (WIOA)](#) and the final [regulations](#) as published by the U. S. Department of Education on August 19, 2016 in the Federal Register as well as additional requirements imposed by the Pennsylvania Department of Education (PDE) Division of Adult Education. This review form may be used for the development or review of an IELCE program in Pennsylvania.

Note: This review form is designed specifically for the IELCE Program described in WIOA, Section 243.

IELCE provides education services to English language learners who are adults, including professionals with degrees and credentials in their native countries, that enables such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services must include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation. The funds provided under section 243 of WIOA must be used in combination with integrated education and training (IET).

Instructions: Answer the review questions for each section.

A. Eligible Participants §463.70	Review Questions:
1. The IELCE program must provide education services to English language learners who are adults, including professionals with degrees and credentials in their native countries.	A1. Describe the eligible individuals to be served in this IELCE program? A2. Are specific population subgroups targeted? Why (not)? A3. Are professionals with degrees and credentials in their native countries included in the target population? Why (not)? A4. What demographic or other data were used to determine the target population for this IELCE program? A5. How will eligible individuals be recruited?

Note – Potential demographic data resources may include:

- United States Census Bureau data

- Migration Policy Institute's (MPI) State Immigration Data Profiles (For entire universe of limited English proficient individuals, including those in the labor force)

B. English Language Acquisition and Civics §463.70	Review Questions:
1. The IELCE program must include instruction in literacy and English language acquisition as described under §463.33. 2. The IELCE program must include instruction on the rights and responsibilities of citizenship and civic participation as described under §463.33.	B1. Describe the literacy and English language instruction. B2. How is it aligned with the *College and Career Readiness Standards for Adult Education* (CCRS)? B3. Describe the rights and responsibilities of citizenship and civic participation instruction. How is it integrated with the literacy and English language instruction?

C. IET Component of an IELCE Program	Review Questions:

1. In Pennsylvania, an agency that receives funds through the IELCE program must meet the requirement to use funds for integrated English literacy and civics education *in combination with* integrated education and training activities by providing the IET as part of the IELCE program and by:
  a. Using funds provided under section 243 to support the adult basic education and workforce preparation activities portions of the IET and using other funding sources to support the training portion; or
  b. Using funds provided under section 243 to support all three components of the IET.
	C1. How will the program cover the costs of the occupational training portion of the IET?
	
	C2. What is the agency's target for the number of participants who will enter the IET component? How was this determined?

D. IELCE Funding and Program Delivery Strategy	Review Questions: D1. Which funding sources are being used to cover the training portion of the IET component of the IELCE program? D2. For each major component of the IELCE program, describe which person (job title) from which agency/institution is administering/ implementing that specific component? D3. How is the IELCE program structured to ensure that all interested program participants, including those who enter at the lower ESL educational functioning levels, can access and successfully complete the IET component? D4. What is the program strategy for supporting participants and ensuring their retention? What partnerships exist and what support services are in place to support participants? D5. How was data used to shape program design?

Note – Potential data resources that may impact program design may include:

- U.S. Department of Labor's Career Pathways Toolkit (Comprehensive list of data sources for analyzing in-demand occupations and industries)
- Bureau of Labor Statistics Occupational Employment Statistics (Employment by occupation and industry at national, state, and some metropolitan areas)
- Bureau of Labor Statistics Current Employment Statistics (Employment projections by industry for states and some metropolitan areas)
- U.S. Department of Labor's Occupational Information Network- O*NET (Find occupations within industry and those with a bright future)
- Other state, regional or local LMI or occupational data bases

E. Eligible Provider Requirements §463.73	Review Questions:

1. Eligible providers receiving funds through the Integrated English Literacy and Civics Education program must provide services that are designed to:
 	
  a. Prepare adults who are English language learners (ELL) for, and place such adults in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and
  b. Integrate with the local workforce development system and its functions to carry out the activities of the program.
	E1. What is the strategy or design for preparing ELL participants for employment in in-demand industries and occupations that lead to economic self-sufficiency?
	
	E2. How will this IELCE program work with partners in the local workforce development system to carry out the activities of the program?