

## **Scope of Services**

Adult & Family Literacy activities include:

- a. Adult Basic Education (ABE) – a continuum of basic academic and problem-solving skills below what normally is considered the ninth-grade high school level. ABE is for adults whose inability to speak, read or write the English language, compute to solve problems, carry out basic technology tasks or relate effectively with others impairs their ability to:
  1. Get or retain employment with which they can support themselves and their families self-sufficiently;
  2. Support their children's development; and/or
  3. Exercise their rights and responsibilities as community members and citizens.
- b. Adult Secondary Education (ASE) – high school level skills needed to earn a high school diploma, to pass all five General Educational Development (GED) tests and earn a high school equivalency certificate, and/or to qualify for entry into a higher education or training program.
- c. English as a Second Language (ESL) – programs of instruction designed to help limited-English-proficient adults achieve full competence in the English language.
- d. English Literacy and Civics Education (EL/Civics) – is ESL integrated with practical civics skills such as how societies structures work and how everyone can participate in them.
- e. Family Literacy – ABE, ESL or ASE literacy services to families that integrate the following four components:
  - Basic skills that lead to economic self-sufficiency;
  - Preparation for parents as the primary teachers of their children;
  - Age-appropriate education to prepare children for success in school and life experiences; and
  - Parent/child interaction time that builds literacy skills.
- f. Workforce Development – ABE, ESL or ASE activities that integrate job readiness, workplace expectations, skill development in problem-solving, interpersonal communication, specific job skills and vocational education into basic skills and literacy training. Adult & Family Literacy funds may not pay for the vocational activities, but basic skills and vocational or occupational skills may be integrated.
- g. Volunteer Literacy Programs – ABE, ESL or ASE activities that are provided by trained volunteer tutors. Volunteer literacy services may be provided individually (one-on-one), in small groups, within teacher-led classrooms, etc.
- h. Institutionalized Adults – ABE, ESL or ASE for criminal offenders in correctional institutions and/or for individuals institutionalized into other facilities, such as treatment centers, halfway houses, etc.
- i. Special Needs Populations – ABE, ESL or ASE instructional programs designed to serve people who have special needs, require special accommodations, or otherwise are limited in their abilities to participate in any of the other programs previously described.