

5.1 Coordination of Services



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The local eligible program will coordinate with other available resources in the community to integrate adult education and literacy activities with other education programs, career development, employment and training activities, childcare, referrals and transportation services.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

III. Related Authority:

P.L. 105-220 Section 231 and Section 224 (b) (11).

IV. Definitions:

Collaborative: the cooperative venture of entities working together.

Collaborative Efforts: a support group's exploration of common issues and working with other adult education providers identified in the regional Workforce Investment Board (career links, adult education coalition, social services, job training programs, etc.).

Community-based Organization (CBO): private, nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

Letters of Agreement: formal written documentation of collaborative efforts. The documentation is dated, with activities and responsibilities outlined and a signature from each partner.

Memorandum of Understanding (MOU): an agreement developed and executed between two or more partners relating to the delivery of adult literacy services. The documentation is dated, with activities and responsibilities outlined and a signature from each partner.

V. Attachments: N/A

VI. Procedure:

The local eligible program will encourage coordination of resources to establish strong links with elementary schools and secondary schools, postsecondary educational institutions, One-Stop centers, job training programs, local, regional and state Workforce Investment Act activities, and social service agencies.

- Coordination of resources for non-duplication with other Federal and State education, training, corrections, public housing and social services programs;
- Coordination of resources including Family Literacy Programs to coordinate with other social service agencies to deliver support services such as child care, transportation to enable individuals, including individuals with disabilities or other special needs to attend and complete programs;
- Record collaboration efforts with others in the community through letters of agreement, memoranda of understanding, contracts, etc.; and
- Develop community resource lists for the various individual student needs such visual, disabilities testing, childcare, transportation, etc.

VII. Records Retention:

The local eligible program will adhere to the Record Retention Chart.