

Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

1
INDEX

A

Additional requirements or updates	Policy 2.2
Administrative costs	Policy 2.2
Adult basic education	Policy 1.3, 1.1
Adult Education and Family Literacy Act (AEFLA)	Policy 1.1, 2.2
Adult Education Assessment Policies and Procedures Manual	Policy 3.3
Adult Learner Daily Attendance Sign-in Sheet Procedures	Policy 3.4, 3.5
Adult secondary education	Policy 1.3
Adults with disabilities	
Intake assessment form	Policy 3.3
Advisory committee (local)	Policy 3.5, 5.2
Committee tasks and functions	Policy 5.2
Amendments (RFA)	Policy 2.2, 3.5
Budget & fiscal	Policy 2.2
Budget increase	Policy 2.2
Budget & Personnel Contract Amendment Forms Supplement	Policy 2.2
Personnel changes	Policy 2.2
Personnel Change Form	Policy 3.1
Out-of-state travel costs \$1,000 or more	Policy 2.2
Staff development costs \$1,000 or more	Policy 2.2
Training	Policy 3.3
Assessments	
Post-assessment	Policy 3.3
Pre-assessment	Policy 3.3
Approved assessments	Policy 3.3
Reporting placement	Policy 3.6
Standardized assessments	Policy 3.3
Assessment Policy	Policy 3.3
Assurances (RFA)	Policy 2.1
Attendance and contact hours	Policy 3.4
Audits	Policy 3.8



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

2
INDEX

B

BEST assessments	Policy 3.3
Best practices	Policy 3.8
Budget amendments	Policy 2.2

C

Cancellation of contract	Policy 2.1
Certificate of adult education attendance	Policy 4.1
Certified Literate Communities	Policy 4.1
Certified Literate Community Program (CLCP)	Policy 4.1
Certified Literacy Participants	Policy 4.1
Class schedules	Policy 3.4
Compliance with laws	Policy 2.1
Compulsory school age	Policy 3.3
Collaborative, collaborative efforts	Policy 5.1
Collaboration – one stops	Policy 5.3
Community-based organization (CBO)	Policy 5.1
Conference (Georgia’s fall literacy institute)	Policy 4.1
Conference notes (student)	Policy 3.3
Confidentiality	Policy 3.4, 3.5
Contact hours	
Sign-in sheet procedures	Policy 3.3
Content standards	Policy 3.4
Contextual learning	Policy 3.4
Coordination of resources	
Community	Policy 5.1
Educational entities	Policy 5.1
Services	Policy 5.1
Training	Policy 5.1
Workforce Investment Act (WIA) activities	Policy 5.1
Coordination with budget office	Policy 2.2
Core indicators of performance	Policy 3.3
Reporting requirements	Policy 3.3
Core Measures	Policy 3.6
Corrections education	Policy 1.3
Correctional/institutional federal funding	Policy 2.2
Criteria for funding	Policy 2.1
Curriculum	Policy 3.4



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

3
INDEX

D

Data collection and reporting	Policy 3.6
Changes after end of year	Policy 3.5
Data Entry	Policy 3.5, 3.7
Data matching	Policy 3.4, 3.5
Data quality	
Assessment tools	Policy 3.5
Checklist	Policy 3.6
Components	Policy 3.5
Data review	Policy 3.5
Demographics	Policy 3.3
Links	Policy 3.5
Status	Policy 3.3
Debarment, Suspension, Ineligible and Exclusions	Policy 2.1
Definition	
Adult learner	Policy 1.1
Literacy	Policy 1.1
Descriptive Measures	Policy 3.6
Desk reviews	
Program monitoring	Policy 3.8
Regional education coordinators	Policy 3.8
Direct and equitable access	Policy 2.1
Disabled adult	Policy 3.4
Disclosure of lobbying Activities	Policy 2.1
Dislocated Worker	Policy 5.3
Displaced homemaker	Policy 3.10
Documentation of Disabilities	Policy 3.4
Driver's license	Policy 4.1

E

Educational functioning levels (EFL)	Policy 3.3
Educational gain	Policy 3.5
Electronic Database	Policy 3.5
Eligibility	
Adult student	Policy 2.1
Service providers	Policy 2.1
Emergency and safety plan	Policy 3.2
Employed	Policy 3.3
Employment status	Policy 3.3
Eligibility for local service providers	Policy 2.1
English literacy program (ELP)	Policy 1.3



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

4
INDEX

English literacy/civics education (EL/Civics)	Policy 1.3
Regulations	Policy 3.5
English as a second language (ESL)	Policy 1.3
Enrollment procedures for under-age youth	Policy 2.1
Equipment and purchasing	Policy 2.3
Inventory	Policy 2.3
Ethnicity	Policy 3.3
Evidence based practice	Policy 3.4
Exceptional Adult Georgian in Literacy Ed. (EAGLE)	Policy 4.1
EAGLE Leadership Institute Manual	Policy 4.1
EAGLE Program	Policy 4.1
 F	
F-1 visa	Policy 2.1
Facilities	
Accommodations	Policy 3.2
Costs	Policy 3.2
Family Ed. Rights and Privacy Act (FERPA)	Policy 3.4
Family literacy	Policy 1.3
Federal certification regarding debarment, suspension & voluntary exclusion	Policy 2.1
Federal disclosure of lobbying activities	Policy 2.1
Federal grants	Policy 2.1
Availability of Funds	Policy 2.1
Performance funding	Policy 2.2
Fees not allowed	Policy 2.2
Fiscal reporting	Policy 2.3
Flexible schedules	Policy 3.4
Functional content	Policy 3.4
Funding	
Availability of funds	Policy 2.1
Funding of applications	Policy 2.1
Formula funding based upon performance	Policy 2.2
Funds Requisition Form	Policy 2.3, 3.5
 G	
Georgia's Adult Learner Information System (GALIS)	
Data entry	Policy 3.7
Description	Policy 3.7
Reports	Policy 3.6, 3.7
Student intake	Policy 3.3



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

5
INDEX

Technology assistance	Policy 3.7
Twelve hour rule	Policy 3.5
GALIS User Manual	Policy 3.7
General Education Development (GED)	
GED preparation	Policy 1.3
GED costs not allowable for grant funds	Policy 2.2
Georgia's Fall Literacy Institute	Policy 4.1
Georgia Tax Credit	Policy 4.1
Goal Setting (Student)	Policy 3.3
 H	
Health literacy program	Policy 4.1
Health literacy monthly report	Policy 4.1
High Risk Grantees	Policy 2.1
Homeless adult	Policy 3.10
 I	
Individuals with disabilities	Policy 3.10
Individuals of limited English proficiency	Policy 1.3, 3.10
Information requests	Policy 3.5
Institutionalized education	Policy 1.3
Institutionalized adult in community corrections	Policy 3.10
Instructional methodologies	Policy 3.4
Instructional staff requirements	Policy 3.1
Intake	Policy 3.3
Intake assessment form	Policy 3.3, 3.5
Reporting requirements	Policy 3.5
Interagency Council on Adult Literacy -	Policy 1.2
Inventory reporting	Policy 2.3, 3.5
 J	
 K	
 L	
Lapsed state funds	Policy 2.4
Learning disabilities	Policy 3.4
Learning disabled adult	Policy 3.4
Level completion	Policy 3.5
Literacy Institute (Georgia's Fall Literacy Institute)	Policy 4.1



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

6
INDEX

Literacy to work plan	Policy 3.3, 3.4
Local Advisory Committee Tasks & Functions	Policy 3.5, 5.2
Local Professional Development Plan	Policy 3.9
Local eligible program	Policy 2.1
Local eligible provider	Policy 2.1
Local workforce investment board	Policy 5.3
Low income individuals	Policy 3.10
Lowest educational functioning level	Policy 3.6

M

Marketing and Outreach	Policy 3.10
Memorandum of understanding (MOU)	Policy 5.1
Mission and vision – OAL	Policy 1.1
Monitoring self assessment	Policy 3.5, 3.8
Multiple barriers	Policy 3.10

N

National Reporting System (NRS)	Policy 3.5, 3.6
Annual Performance Report	Policy 3.6
Data submission	Policy 3.5
NRS Implementation Guidelines	Policy 3.6
NRS WIA narrative	Policy 3.5, 3.6, 5.3
Negotiated percentages	Policy 3.8
Non-agency employees	Policy 3.9
Non-employee expenses	Policy 3.9
Not in work force	Policy 3.3

O

OAL Electronic Sites	Policy 3.7
OAL Provisions and Assurances	Policy 2.1
OAL Reporting Requirements and Obligations	Policy 2.1, 3.5
Office of Adult Literacy (OAL)	Policy 1.2
OAL On-site Program Review Manual	Policy 3.8
OAL Organizational chart	Policy 1.2
Onsite reviews	
OAL On-Site Program Review	Policy 3.8
Regional Education Coordinators (REC)	Policy 3.8
One-stops	Policy 5.3
Organizational chart	Policy 1.2
Other institutionalized adults	Policy 3.10
Outcomes measures	Policy 3.6



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

7
INDEX

Outreach	Policy 3.10
P	
Participation Measure	Policy 3.6
Participatory planning committee	Policy 5.2
Performance accountability system	Policy 3.8
Performance measures	Policy 3.8
Performance standard	Policy 3.4, 3.6
Personnel records	Policy 3.1
Professional development & training	
Assessment	Policy 3.3
Attendance	Policy 3.9
Budget	Policy 3.1
Calendar	Policy 3.9
Customized training	Policy 3.9
Directors' Resource Guide	Policy 3.9
Expenditures \$1,000 or more	Policy 2.2
Fall literacy institute	Policy 4.1
Fiscal training	Policy 3.5
Local professional development plan	Policy 3.9
Non-employee expenses	Policy 3.9
Registration fees and travel	Policy 3.9
Salaries	Policy 3.9
Staff Development Plan-Calendar	Policy 3.9
Teachers' Institute	Policy 4.1
Program improvement	
Continuous program improvement	Policy 3.8
Program monitoring	Policy 3.8
Project dates	Policy 2.1
Provisions and assurances	Policy 2.1
Public assistance status	Policy 3.3

Q

R	
Rapid response	Policy 5.3
Real life curriculum "life-skills"	Policy 3.4
Record retention chart	Policy 2.3
Recruitment and retention	Policy 3.10



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

8
INDEX

Regions	
Regions Map	Policy 1.2
Regional education coordinators (REC)	Policy 3.8
Program improvement	Policy 3.8
Reimbursement	Policy 2.3
Reporting Level	Policy 3.6
Reporting personnel changes	Policy 2.2, 3.1
Reporting requirements and obligations	Policy 3.5
Reporting schedule by date	Policy 3.5
Request for Application (RFA)	
Process	Policy 2.1
Administrative & readers review	Policy 2.1
Contractual	Policy 2.1
Request for information and meetings	Policy 2.2
Requirements for instructional staff	Policy 3.1
Retention	Policy 3.10
S	
Salaries and professional development	Policy 3.9
Scientifically based research	Policy 3.4
Self assessment	Policy 3.5, 3.8
Service delivery areas (SDA)	Policy 1.2
SDA map	Policy 1.2
SDA requirements	Policy 2.4
Sign-in sheet procedures	Policy 3.4
Single parent	Policy 3.10
Source documents	Policy 3.3, 3.4, 3.5
SSN	Policy 3.5
Staff Development Quarterly Report	Policy 3.9
State funds	Policy 2.4
State imposed requirements	Policy 2.1
State plan	Policy 1.2
State workforce investment board	Policy 5.3
Student Assessment	Policy 3.4, 3.5
Student education plan (SEP)	Policy 3.4
Student intake	Policy 3.3
Student files	Policy 3.4, 3.5
Student orientation	Policy 3.3
Student record system	Policy 3.4
Student recognition	Policy 3.3



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

9
INDEX

Student Support Services	Policy 3.4
Substitute charges	Policy 3.1
Supplanting	Policy 2.1, 2.2
Standardized Assessment Conditions	Policy 3.3
Strategic Planning	Policy 1.2
T	
TABE assessment	Policy 3.3
Target percentages	Policy 3.8
Target populations	Policy 3.10
Tax Credit (Georgia) for Adult Basic Skills Education	Policy 4.1
Teacher qualifications	Policy 3.1
Teachers' Institute	Policy 4.1
Technical assistance (program improvement)	
Region education coordinators (REC)	Policy 3.8
Technical College System of Georgia	Policy 1.2
Technology	
Available to students	Policy 3.4
Technology assistance	Policy 3.7
Time and effort time sheets	Policy 3.1
TOFHLA	Policy 4.1
Travel	Policy 3.5
Regulations	Policy 2.3, 3.5
Out-of-state	Policy 2.2
Tuition (not allowed)	Policy 2.1
Twelve (12) hour rule	Policy 3.6
U	
Under-age youth	Policy 2.1
Unduplicated count	Policy 3.6
Unemployed	Policy 3.3
V	
Visas (Student or Tourist)	Policy 2.1
Volunteers	Policy 3.1
W	
WIA narrative	Policy 3.5, 5.3
Work-based project learner	Policy 4.1
Workforce Investment Act of 1998, Title II	Policy 1.1, 2.1, 2.2



Technical College System of Georgia
Office of Adult Education
Policy and Procedure Manual

10

INDEX

Workplace education	Policy 4.1
Workplace literacy program	Policy 4.1
Georgia Tax Credit	Policy 4.1
Workplace literacy monthly report	Policy 4.1

X

Y

Youth council	Policy 5.3
---------------	------------

Z

