
DWD Policy 2013-07, Change 1: Adult Education Program Standards

To: Indiana's Workforce System
From: Indiana Department of Workforce Development (DWD)
Date: July 30, 2025

PURPOSE

To describe the process for monitoring and evaluating Adult Education programs.

CHANGE 1 SUMMARY

This guidance has been updated to align with Indiana Code IC 22-4.1-20-0.5 and recent federal guidance.

RESCISSION

DWD Policy 2013-07 *Adult Education Program Standards*

REFERENCES

- WIOA Section 203
- IC 22-4.1-20-0.5
- DWD Policy 2017-13, Change 5 *Educational Functioning Level Assessment Policy*

DEFINITIONS

Adult Education (AE) and literacy activities mean instructional programs, learning activities, and services which include one (1) or more of the following:¹

- Adult Education (AE);
- Literacy;
- Workplace AE and literacy activities;
- Family literacy activities;
- Digital and computer literacy;
- English language acquisition activities;
- Integrated English literacy and civics education;
- Workforce preparation activities; and/or
- Integrated education and training.

CONTENT

As authorized by IC 22-4.1-20-0.5, the Department of Workforce Development (DWD) has established standards to ensure delivery of foundational skills development, career pathways, and academic and career counseling services to adults and out-of-school youth for the purposes of employment, reemployment, or enhanced employment.

Student Eligibility for Services

AE and literacy activities may only be provided to an individual who is:²

1. At least sixteen (16) years of age;
2. Is not enrolled in or required by state law to be enrolled in high school; and

¹ IC 22-4.1-20-0.5(c).

² IC 22-4.1-20-0.5(a) and (b).

3. Is deficient in basic skills which includes an individual who:
 - Does not have a high school diploma or a high school equivalency diploma; or
 - Has not attained a level of education equivalent to a high school diploma or a high school equivalency diploma; or
 - Is an English language learner.

In recognition of the Notification to Perkins and AEFLA Grantees and Subgrantees of Updated PRWORA Interpretation of Federal Public Benefits and the Clarification of Federal Public Benefits Under the Personal Responsibility and Work Opportunity Reconciliation Acts published to the Federal Register by the Department of Education, state and local government agencies are required to ensure that AE participants are U.S. citizens, U.S. non-citizen nationals, or are in certain categories of qualified aliens. 'Qualified alien' status generally refers to those non-citizens that have a lawful immigration status allowing them to reside in the U.S. indefinitely, as well as immigrants holding specific humanitarian statuses identified by Congress.

Verification of participant status may be confirmed through:

- 1) The Department of Homeland Security (DHS) Systemic Alien Verification of Entitlements (SAVE) program;
- 2) Review of U.S. birth certificate;
- 3) Review of REAL ID compliant identification cards; or
- 4) DHS-issued documentation verifying immigration status.

Other methods to verify eligibility will be shared as they become available.

Student Enrollment Process

Students become officially enrolled in AE after twelve (12) attendance hours, which may include both instruction and orientation hours and may be a combination of both in-person and distance learning. During the first twelve (12) attendance hours, providers must ensure the steps below are completed for each student.

1. Enter student demographic information in InTERS. Student demographic information should be entered into InTERS within the first few hours of program attendance, but no later than within twelve (12) hours of attendance.
2. Administer a pre-test to determine a student's initial skill level. Eligible AE students must be pre-tested as part of the official enrollment process using DWD-approved assessments within the first twelve (12) hours of attendance. Refer to Indiana's assessment policy for additional guidance.³
3. Explain program-specific policies, such as the attendance policy and class participation requirements, either prior to instruction or during a designated orientation class.

Persistence

There are many factors that promote student persistence in AE, including attendance requirements and intensity/duration of educational activities.

Attendance

AE providers must have an attendance policy approved by DWD that promotes student achievement of measurable outcomes and acknowledges frequency and recency as best educational practices. It is strongly encouraged that the policy includes the following elements:

- An expectation that students will attend all class hours;
- Processes by which staff may review attendance on a regular basis to determine if students require additional support services;
- Definitions for and limits on excused and unexcused absences; and

³ See DWD Policy 2017-13, Change 5.

- Provisions for program dismissal.

Intensity and Duration

Programs must be of sufficient intensity and duration for students to achieve substantial learning gains.⁴ Programs should meet year-round and make every effort to minimize breaks to no longer than three weeks, where possible, to maximize student attendance. When programs have scheduled breaks, students should be offered distance learning through online software or homework packets in order to persist in making gains.

Student Folders and Records

DWD requires that student folders contain the following information:

- Release of information;
- Registration form(s);
- Paper-based assessment information;
- Exit with principal's signature for any student at the ages of 16 and 17;
- Original versions of any additional signed documents; and
- Documentation to confirm student eligibility of services.

Attendance Logs

Sign-in and learning activity logs shall be completed on a daily basis. In the event a student discontinues attending class without notice, the AE program shall attempt to reengage the student by appropriate forms of contact within two weeks of the last date of attendance.

Retention

Student folders shall be retained for a minimum of three (3) years in a secure area. In the event of a change in program management, the approved program will assume responsibility for maintaining the retention of student folders.

Continuing Students into the Next Program Year

Many students continue to attend classes from one program year to the next (June 30th to July 1st). As long as there is not a 90-day gap in attendance, the following applies for continuing students:

- Students shall not be required to exit, re-enroll, or go through an intake process.
- Student demographic information must be updated.
- Programs must assign the appropriate class(es) for each student for the new program year in InTERS. This process will create a new site program record in InTERS.
- The student shall not be required to take a "new pretest." The program may choose to have the student sit for an assessment in accordance with the number of hours between assessments according to the assessment policy.⁵
- The program may choose a new focus subject based on first test in the new program year, if a new focus subject is deemed necessary or beneficial.
- The student application date continues from the very first application date, assuming continuous enrollment (no exit).

Separation and Official Exit (Soft and Hard Exits)

If a student chooses to exit, the provider must record the date and reason for exit. Separation, or a soft exit, occurs when the student has not participated in the AE program for ninety (90) consecutive calendar days or if the student has notified the program of such separation. An official exit, or a hard exit, occurs when the student has achieved their goals and/or determines that they no longer need AE services.

⁴ Per WIOA Section 231.

⁵ See DWD Policy 2017-13, Change 5.

Providers may re-enroll separated and officially exited students at any time. If a student soft exits, a new application and pretest is required. In the event of a hard exit, a program may choose to remove a hard exit date if 90 days have not elapsed since the time of exit. This would allow the program to use the same application date and most recent test data to continue the student's progress. If 90 days or more have elapsed since the time of a hard exit, a new application and pretest is required.

ACTION

Indiana's AE system will follow the guidance contained in this policy.

EFFECTIVE DATE

September 10, 2025.

ENDING DATE

Upon rescission.

ADDITIONAL INFORMATION

Questions regarding the content of this publication should be directed to policy@dwd.in.gov.