

Guidance for Adult Education and Literacy Program Implementation during a Novel Coronavirus Outbreak

Overview

As there are daily announcements from the State regarding mitigation efforts related to the COVID-19 virus, we remain committed to ensuring that educational services are delivered appropriately to all students in Vermont, including adult learners. The AEL system in Vermont provides critical services with over 20 learning centers throughout Vermont. This communication provides initial guidelines for AEL providers as well as a request for information.

Communication with AOE

AOE personnel, including the Adult Education and Literacy team, will predominately telework until further notice. Email is the preferred and most reliable mode of communication with AEL staff until further notice. Please plan to send all communications to the AEL team as a whole. We suggest you set up an email group to support this. We have provided the teams emails here: Robin.Castle@vermont.gov; Sharon.Parker@vermont.gov; and Miranda.Scott@vermont.gov.

GED Testing Centers

Per instructions from Pearson VUE, GED testing centers may remain open. Testing centers will allow fewer test-takers to be present at the same time in order to mitigate transmission of COVID-19. Further communication and instructions are expected from Pearson VUE.

Database Tracking of Services

When services are provided via phone or video, “distance learning” must be selected in the service record in DataWorks. The AOE will be providing future guidance as it pertains to remote learning and the AEL team will address concerns related to instruction and reimbursement.

High School Completion Program

Activities

With the closing of schools, AEL provider staff will need to set up protocols for remote communication with schools about status of GEP/GPs (PLPs), including ways to document the school’s agreement on new plans with names and dates (e.g., developing digital signature processes, etc.). In the interim, you may need to note on the signature line of a new plan that John Smith, principal of Pleasant Valley High School, agreed in an email to the plan on 3/16/20 and attach that email to the record.

Prior Approval Requests

As the AOE prioritizes the response to COVID-19, the AEL team has identified priority workflows for maintenance of programs as well as personnel to support the response effort. Until notified otherwise, the AEL team will not be accepting or reviewing new prior approval request forms. Grant funds may continue to be used to support services for students assessing with skills below NRS 5. PARs and Requests to Graduate that we have already received will be addressed.

Reimbursements

The invoicing process will remain largely the same. Data specialists will receive HSCP invoicing instructions for distance learning services provided by phone or video.

GED Permission and ADP Transcript Requests

Please continue the practice of not sending these forms over regular email in observance of FERPA. The AOE has established an encrypted email account process to send and receive emails containing personally identifiable information. Please send a request for a secure email to Miranda Scott (Miranda.Scott@vermont.gov) and she will send a message with instructions.

Grant Funds

No change is expected in the process for requesting and disbursing grant reimbursements. Communication regarding a future change will be sent from the AOE's business office. Please contact John Leu with any questions at John.Leu@vermont.gov

Learning Center Closures and Re-openings

We recognize that decisions about hours of operation or closures of learning centers may change as new recommendations and information are released by officials. To better understand impacts on program activity and provide technical assistance, the AOE requests that each AEL provider send the AEL team a list of their learning centers, including satellite offices, with the following information for each site:

- Name of learning center
- Location of center
- Indicate whether a GED testing center is included on-site
- Hours of operation (if remaining open, even if hours are reduced)
- Date of closure
- Date scheduled to re-open

Please inform the AEL team immediately by email if any of the above information changes or is scheduled to change. The AOE will maintain a list of Vermont AEL learning centers and may include closure and re-opening updates in its communications to districts and others.