



DATE: July 21, 2021

TO: Adult Education Program Administrators

FROM: Dr. Cayanna Good, Assistant Commissioner of Adult Education

RE: Fiscal Year 2022 Enrollment & Target Negotiations

ABOUT THE TARGET NEGOTIATION PROCESS

For FY22, adult education subrecipients have two options for setting enrollment and Measurable Skill Gain (MSG) targets:

- **Option 1:** A program can negotiate their own enrollment and MSG targets with the Office of Adult Education (OAE).
- **Option 2:** A program can request that OAE set their targets for them.

OAE is allowing these two options, as we recognize that programs with new Program Administrators may appreciate more direct OAE support in selecting performance targets. New adult education subrecipients are required to select Option 2.

INSTRUCTIONS FOR NEGOTIATING AND SETTING TARGETS

By **August 4, 2021**, programs must follow the instructions below for the option they selected. Programs who do not complete the below instructions for either option by August 4, 2021 will automatically receive Option 2.

Option 1 (Negotiate Your Own Targets) Instructions

1. Programs wishing to negotiate their own enrollment and MSG targets must submit a **completed target negotiation spreadsheet, along with their completed “FY21 End-of-Year Reflection Worksheet” from the FY22 operations meeting**, to oaereporting@tcsge.edu.
2. After receiving and reviewing your information, an OAE staff member will contact you to either negotiate further or approve your targets.
**Please be sure you review [the Factors OAE will Consider when Reviewing Targets](#) section of this document prior to completing your negotiation spreadsheet.*
3. Once OAE approves your target it will send an approval letter to you as well as your organization’s president/agency head.

Option 2 (OAE Sets Your Targets) Instructions

1. Programs requesting that OAE set their targets for them must submit their **completed “FY21 End-of-Year Reflection Worksheet”** from the FY22 operations meeting, **along with the request for OAE to set their targets, to oaereporting@tcsge.edu.** OAE will set targets for the program and send a completed negotiation spreadsheet to the adult education program administrator and their organization’s president or agency head. There is no penalty for selecting this option.

FACTORS OAE WILL CONSIDER WHEN NEGOTIATING OR SETTING TARGETS

OAE will consider the following factors when negotiating or setting MSG and enrollment targets:

- a) Whether the program’s **overall MSG targets** demonstrate continuous improvement over their FY21 final MSG percentages and do not fall below the statewide FY21 MSG percentage of **41%**;
- b) Whether the program’s **enrollment target** demonstrates **continuous improvement over their FY21 final enrollment** and **does not fall below the program’s prior year’s negotiated enrollment target**;
- c) Whether the program’s **enrollment target** accounts for expanded service delivery options and **demonstrates a return towards pre-pandemic (FY19 and FY20) enrollment numbers**;
- d) The extent to which the program’s MSG target helps the state meet its targets as negotiated with and approved by the Office of Career, Technical, and Adult Education (OCATE). The statewide targets are provided on the FY22 Statewide Targets tab of the negotiations spreadsheet as well as [Appendix A](#) of this memo.

TECHNICAL ASSISTANCE, SANCTIONS, AND INCENTIVES

I. Technical Assistance

- a. Programs that have not met at least 40% of their enrollment and/or MSG target by midyear (January 1, 2022) may be subject to specific conditions including, but not limited to: additional technical assistance from their Grant Program Support Coordinator (GPSC), additional reporting requirements, or monitoring visits. (2 CFR § 200.208)
- b. Programs that do not meet their FY22 enrollment and/or overall MSG by the end of the year may be placed on a Strategic Improvement Plan (SIP) that addresses the area(s) where the program is underperforming. (2 CFR § 200.208)



II. Sanctions

- a. Programs that do not meet **both their enrollment and MSG targets** for the second consecutive year will experience a financial sanction involving a reduction in federal 231 funds. (2 CFR 200.339).

III. Incentives

- a. Programs that **exceed** both the state-negotiated MSG target of 53.8% AND their enrollment target in one fiscal year may receive additional funds for the next fiscal year. Please note, the exact amount of additional funds awarded is subject to the availability of funds.

APPENDIX A: STATE-NEGOTIATED TARGETS

OAE negotiates its adult education performance targets with the Office of Career, Technical and Adult Education (OCTAE). These targets are listed below. For MSGs, OAE only negotiates the overall targets. The educational functioning level (EFL) targets are state-imposed. Per WIOA Section 116(f)(1), the State is subject to sanctions if it does meet its targets. These sanctions include technical assistance and/or a reduction of five percentage points to the Governor's Reserve Fund outlined in WIOA Section 128(a).

Georgia Adult Education Statewide Targets			
<i>Below please find Georgia's statewide targets as negotiated with and approved by OCTAE. Please note, for MSGs, Georgia only negotiates the overall MSG rates with OCTAE. The EFL MSG targets are State-imposed.</i>			
Fiscal Year 2022 MSG Targets			
	ABE		ESL
	ABE 1	56.0%	ESL 1
	ABE 2	49.0%	ESL 2
	ABE 3	51.0%	ESL 3
	ABE 4	54.0%	ESL 4
	ABE 5	68.0%	ESL 5
	ABE 6	68.0%	ESL 6
	ABE Overall	53.0%	ESL Overall
	COMBINED (ABE/ESL)		53.8%
Fiscal Year 2022 Follow Up Indicator Targets			
	Employment Rate (2nd Quarter)	41.1%	
	Employment Rate (4th Quarter)	40.8%	
	Median Earnings	\$ 3,765.00	
	Credential Rate	43.5%	