# 2024-25 Family Literacy Assurances

## (Insert Fiscal Agent Name)

Introduction

To ensure educational and workforce services are provided at the highest levels of quality for the Adult Education and Family Literacy Act (AEFLA), the Office of Adult Education Initiatives (AEI) requires the following assurances.

Agreement to these assurances ensures the grantee commits to follow federal and state laws regarding AEFLA/IELCE.

### Family Literacy Assurances

The purpose of the Family Literacy assurance is to distinguish between optional AEFLA-funded family literacy activities and providing childcare, which is an allowable AEFLA expense, and to ensure that AEFLA-funded family literacy activities meet the requirements outlined in WIOA Sec. 203(9), which defines family literacy activities as those that are of “sufficient intensity and quality, to make sustainable improvements in the economic prospects for a family and that better enable parents or family members to support their children’s learning needs, and that integrate all the following activities:

* Parent or family adult education and literacy activities that lead to readiness for postsecondary education or training, career advancement, and economic self-sufficiency.
* Interactive literacy activities between parents or family members and their children (Parent and Child Together time).
* Training for parents or family members regarding how to be the primary teacher for their children and full partners in the education of their children.
* An age-appropriate education to prepare children for success in school and life experiences.”

### 1. Activities

The grantee will ensure that family literacy activities provided enable parents or family members to support their children’s learning needs by integrating components of intergenerational family literacy.

Literacy activities supporting children’s education are age appropriate. Activities may occur in partner locations, including K-12 environments.

**Initial: \_\_\_\_**

The grantee will ensure adult education activities are level-appropriate and related to a parent or family member’s educational, personal, or job-related goals. And that instruction is rigorous, research-based, and supports ABE, ELA, and/or digital literacy skills.

**Initial: \_\_\_\_**

#### Parent Education

The grantee will ensure parent education includes instruction in topics related to children’s development. Instruction may be embedded in Adult Education instruction, organized PACT time, or a separate component.

**Initial: \_\_\_\_**

The grantee will ensure that staff providing parent education instruction are appropriately trained.

**Initial: \_\_\_\_**

The grantee will ensure parent education instruction embedded in Adult Education and Literacy classes are aligned to Colorado’s state standards.

**Initial: \_\_\_\_**

#### Parent and Child Together (PACT)

The grantee will schedule PACT activities for at least 2 hours each week.

**Initial: \_\_\_\_**

During PACT time, the grantee will ensure that children and parents learn together, and activities occur in real-world contexts that facilitate development of language and literacy skills.

**Initial: \_\_\_\_**

### 2. LACES Reporting

Grantees will report Family Literacy learners and outcomes in LACES to support completion of NRS Table 8, including, but not limited to:

1. Selecting Family Literacy as the Program type in learner and class records in LACES.
2. Setting and reporting NRS Family Literacy goals for all Family Literacy learners, including:
   1. Increased involvement in child’s education.
   2. Helping children more frequently with their schoolwork.
   3. Increasing contact with children’s teachers to discuss children’s education.
   4. Having more involvement in children’s school, such as attending school activities and parent meetings and volunteering to work on school projects.
   5. Increased involvement in child’s literacy activities.
   6. Reading to children.
   7. Visit a library.
   8. Purchasing books or magazines for children.

**Initial: \_\_\_\_**

The grantee will track PACT time for adult participants in LACES by creating a PACT Workshop. Attendance will be added in accordance with the expectations in the local Attendance Assurances and Data Assurances.

**Initial: \_\_\_\_**

AEI recommends that grantees track all family literacy participants’ demographic data, including dependents, in some format. While LACES includes the Family screen to report this data, grantees are not required to use LACES for this purpose and may opt to track this information in another format.

**\_\_\_\_**  The grantee will track family literacy participant information using an internal process and format.

**\_\_\_\_**  The grantee will track family literacy participant information in LACES. To track this information in LACES, grantees will add one Family record to LACES for each enrolled AEFLA learner and their dependents receiving Family Literacy services (one record per family unit).

**\_\_\_\_**  The grantee will not track any additional family literacy participant information besides what is required.

**Initial: \_\_\_\_**

**Program Director’s Name**

**Program Director’s Signature Date**