

## Career and Training Services Expenditures

PROGRAM NAME:

PROGRAM YEAR: 2024-2025

DIRECTOR NAME:

All AEFLA funded programs must complete this report annually.

### CAREER SERVICES EXPENDITURES

Career Services include outreach, intake, and orientation activities as well as the initial assessment of skill levels and referrals to and coordination of activities with other programs and services, including the provision of information about eligible providers of education, training, workforce services, and supportive services. (Program Memorandum OCTAE 17-2, Attachment 7 – Table C)

**Administrative costs must not be included in career and training services costs (Program Memorandum OCTAE 17-2, page 34).**

USBE identified that career services are on average approximately 6.04% of a student's total hours, so to calculate the programs' expenditures on career services, take the total AEFLA allocation for the program and multiply it by 6.04%.

AEFLA Allocation	Career Services %	TOTAL CAREER SERVICES EXPENDITURES
\$	<b>6.04%</b>	\$

### TRAINING SERVICES EXPENDITURES

Training services include AEFLA funds used to provide the workforce training component of an Integrated Education and Training (IET) program. Please identify any AEFLA funds used for the training component of an IET program below. This does not refer only to IELCE grantees, but rather any AEFLA grantee that paid for workforce training from AEFLA funds.

☐ THE PROGRAM DID NOT USE ANY AEFLA FUNDS FOR TRAINING SERVICES.

TRAINING SERVICES PROVIDER	WORKFORCE TRAINING DESCRIPTION	TOTAL TRAINING SERVICES EXPENDITURES
		\$

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

**This report must be submitted annually to USBE's Adult Education Coordinator by September 15.**

**Attachment 7 – Table C**  
**Applicable Career and Training Services for**  
**WIOA Title II AEFLA Program**

<b>Attachment 7 – Table C</b>	
<b>Career and Training Services Applicable to AEFLA<sup>18</sup></b>	<b>Category of Service</b>
Outreach, intake, and orientation information	Career Service
Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities, and supportive services needs	Career Service
Referrals to and coordination of activities with other programs and services	Career Service
Provision of performance information and program cost information on eligible providers of education, training, and workforce services by program and type of provider	Career Service
Provision of information on availability of supportive services or assistance and appropriate referrals (including child care; child support; medical or child health assistance available through the State's Medicaid program and CHIP; SNAP benefits; EITC; assistance under TANF, and other supportive services and transportation)	Career Service
Integrated education and training (IET) programs <sup>19</sup>	Training Service

(Program Memorandum OCTAE 17-2)