**APPENDIX A, CLASS/SERVICE PLAN**

This document is designed to:

* Help applicants identify and plan for all the direct services activities necessary to meet the requirements of an adult education grant.
* Ensure that allowable services are included in your proposed budget or provided as in-kind support from your agency.
* Identify all the in-kind services and activities, including those that cannot be supported by adult education grant funds (e.g., wraparound services, advocacy, etc.) but that you identify as necessary to meet the needs of your students to ensure their persistence and success.
* Help applicants determine proposed monthly enrollment target(s). Review the *FY2024-28* [*Massachusetts Policies for Effective Adult Education in Community Adult Learning Centers and Correctional Institutions*](http://www.doe.mass.edu/acls/abeprogram/), Chapter 1, Program Design for additional information.
* Provide DESE reviewers with a high-level view of the proposed services.

Instructions/Guidance:

* Add or delete rows as needed
* Delete the sample information in the first two rows of each table before submitting
* DESE encourages applicants to complete the class/service plan as you develop your budget
* DESE does not expect all in-kind services to be reflected in the match budget
* Upload into the online portal as Appendix A

**Proposed Grant Funded High Level Class Plan** (add or delete rows as needed)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ABE or ESOL** | **Number of Students[[1]](#endnote-2)** | **Level[[2]](#endnote-3)** | **Instructional Mode[[3]](#endnote-4)** | **Hours per Week** | **Weeks per Year** | **Additional Information** |
| *ABE* | *15* | *Pre-ASE* | *In person* | *8 (4hrs. math + 4hrs. ELA)* | *40* | *The same 15 students will enroll in 2 classes (ELA & Math). ELA on Mondays and Wednesdays; Math on Tuesdays and Thursdays at our downtown site* |
| *ESOL* | *12* | *Advanced* | *Synchronous remote* | *6* | *40* | *Tues. & Thurs. evenings, 100% remote* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total ABEi** |  |  |  |  |  |  |
| **Total ESOLi** |  |  |  |  |  |  |

**Match/In-Kind High Level Class Plan** (add or delete rows as needed)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ABE or ESOL** | **Number of Studentsi** | **Levelii** | **Instructional Modeiii** | **Hours per Week** | **Weeks per Year** | **Funding Source** | **Additional Information** |
| *ABE* | *10* | *ASE* | *Remote (synchronous + asynchronous)* | *6* | *40* | *CDBG* | *Fast track math. At least 2 synchronous hours of instruction per week. Open enrollment* |
| *ESOL* | *15* | *Beginner* | *In person* | *6* | *40* | *English for New Bostonians* | *Monday & Wednesday evenings at our ABC High School site* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total ABE** |  |  |  |  |  |  |  |
| **Total ESOL** |  |  |  |  |  |  |  |

**Proposed Grant Funded Non-Instructional Service Plan** (add or delete rows as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Service[[4]](#endnote-5)** | **Available to[[5]](#endnote-6)** | **Frequency[[6]](#endnote-7)** | **Hours per Student** | **Additional Information** |
| *Advising* | *All enrolled students* | *At least every other month; at least monthly for students nearing completion* | *15 – 30 minutes per meeting* |  |
| *Post-exit follow-up* | *All exited students* | *At least 2 & 4 quarters after exit* | *Approximately 15 minutes per call* | *Exit interviews prior to separating from program; contact students by phone, SMS, and email after exit* |
|  |  |  |  |  |
|  |  |  |  |  |

**Match/In-Kind Non-Instructional Service Plan** (add or delete rows as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Serviceiv** | **Available tov** | **Frequencyvi** | **Hours per Student** | **Additional Information** |
| *Interactive literacy* | *Parents/guardians and their children* | *One Saturday per month* | *2 hours as a group* |  |
| *Refugee services* | *Recently resettled refugees* | *Office hours every other Friday* | *Varies* | *Students can drop in during offices or make an appointment* |
|  |  |  |  |  |
|  |  |  |  |  |

1. See the *FY2024-28 Massachusetts Policies for Effective Adult Education in Community Adult Learning Centers and Correctional Institutions* for additional information. [↑](#endnote-ref-2)
2. Level as defined by the applicant, e.g., beginner, intermediate, literacy, pre-ASE, etc. [↑](#endnote-ref-3)
3. In-person, synchronous remote, asynchronous, hybrid [↑](#endnote-ref-4)
4. Advising, post-exit follow up, parenting, interactive literacy [↑](#endnote-ref-5)
5. All students or a subset with specific need, e.g., refugees, parents of school aged children [↑](#endnote-ref-6)
6. Daily, weekly, monthly, etc. [↑](#endnote-ref-7)