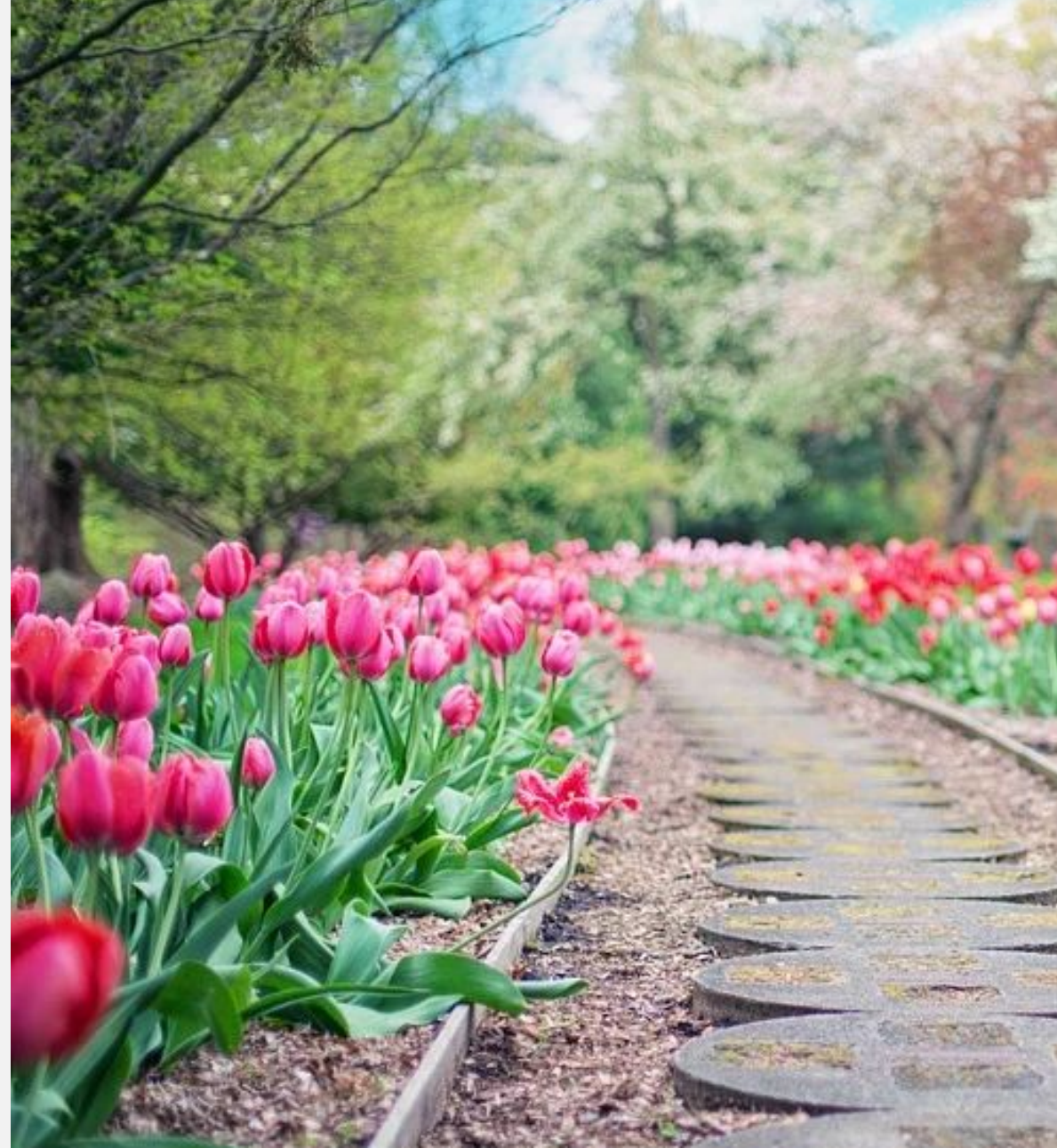


Welcome to WebChat with Minnesota Adult Education!

- This session is our **annual grant application webinar**.
- We'll begin at 1:00.
- Everyone is currently muted to reduce background noise.
- If you are having any tech issues, please chat to Wendy Lindblom for assistance.

Check-In Discussion (enter responses in the chat):

- Adult Education saw a significant decline statewide in contact hours in early 2026. How have your student numbers and hours been this spring?





Recording Today's Session

The recording will be posted on the Literacy Action Network and the MNABE.org websites.



**WebChat with MNABE
Annual ABE Grant Application Workshop**

May 6, 2026

Agenda

- LAN Sponsor Message
- Updates and Announcements
- Adult Education Grants
- Annual Adult Education (ABE) Grant Application
- August Reports
- Transitions
- High School Equivalency (HSE)
- Assessment
- Professional Development
- Questions

Adult Education team @ MDE



- **Brad Hasskamp**, State Director
- **Neill Allard**, Communications & Records (*on leave until 6/17*)
- **Julie Dincau**, Transitions
- **Astrid Liden**, Professional Development
- **Hailey Swanson**, Records and Grants Support
- **Jodi Versaw**, Program Quality

LAN Sponsor Message

August 12-13, 2026 (VIRTUAL)

- Conference registration opens **May 1**
- **Registration Rates:**
 - \$100 - LAN member
 - \$150 - General admission
- **10 CEUs** available (instructor and admin)
- **Keynote:** *Resilient in the Challenge: Recognizing Warning Signs, Preventing Suicide, and Using Positive Behavioral Strategies to Support Today's Students* (Amanda Longie, MA, LADC)



Award nominations now open -
including a \$250 scholarship for
Outstanding Learner of the Year!

Deadline: May 30, 2026

Updates and Announcements

Happy Teacher Appreciation Week!

Thank you for your resilience and passionate work!

Thank you for helping learners build their knowledge and skills!

Thank you for making our communities better!





2026 Federal Adult Education Funding Updates

- (Adult Education funding that would be available to states starting July 2026)
- Budget bill passed by Congress includes funding for Adult Education
- U.S. Department of Education published the Estimated Award Memo to states (April 8, 2026)
- Minnesota's estimated award: 4% increase in Federal Adult Education funding and same amount of IELCE funding (compared to Federal 2025 funding)
- Next Step: MDE receives Notice of Award making the federal Adult Education funding officially available to Minnesota (typically July 1 each year)

SiD: Enter April Student Hours by May 22!



All Adult Education (ABE) student contact and proxy hours for April 2026 need to be entered into SiD by May 22 (and before your consortium completes your Table A and submits your annual grant application).

Why this change: to ensure Adult Education grantees can get accurate and complete student hours data for determining funding for the upcoming year

After May 22, if a program needs to enter April or earlier student hours, they will need to reach out to SiD support for assistance (sidsupport@literacymn.org).

Hotline updates

sid Home Person Search Students Classes Staff Volunteers Reports Admin

Enter the New Class' Information

Class Name

Room

Primary Instructor

Choose Class Dates
Start Date **End Date**

Choose Class Times and Days

Start Time **End Time**
Class Time One:

Start Time **End Time**
Class Time Two:

Monday **Tuesday** **Wednesday** **Thursday**

Friday **Saturday** **Sunday**

Attendance Format

Description

Do not display on the Hotline

Hotline Coding

- Adult Diploma
- Basic Computer
- Career - Education
- Career - Food Service
- Career - Healthcare
- Career - Information Technology
- Career - Other
- Career - Retail/Hospitality
- Career - Transportation
- Career Training
- Citizenship
- College Prep
- English (ESL)
- GED Prep
- HiSET Prep
- Math

Adult Literacy Hotline

VISIT LITERACY MINNESOTA

Minnesota has nearly 300 programs offering free classes in ESL, GED, college prep, computers and more. Let us help you find the right class.

Need Help?

Call: 800-222-1990 Text: 612-424-1211

Find free classes for adults

Find classes within

Of:

SEARCH

Class Subjects

- Adult Diploma
- Basic Computer
- Career - Education
- Career - Food Service
- Career - Healthcare
- Career - Information Technology
- Career - Other
- Career - Retail/Hospitality
- Career - Transportation
- Career Training
- Citizenship
- College Prep
- English (ESL)
- GED Prep
- HiSET Prep
- Math
- Reading

Class Times

- Morning
- Afternoon
- Evening
- Weekend

Class Types

- In Person
- Online

Services

- Childcare
- Brain injury or stroke
- Deafness or hearing loss
- Blindness or low vision
- Accessible building

[Start a new search](#)

Hotline updates (2)

Class Information
Sandbox - Classes Active: 5/4/2026 - 5/4/2026

Site	Sub Site	Sub Site Displayed on Hotline?	Class Displayed on Hotline?	Schedule ID	Class Name	E	Class Start Date	Class End Date	Adult Diploma	Career Food Service	Career Health Care	Career Training	College Prep	Citizenship	HISET Prep	ESL	GED Prep	Math	Reading	Basic Computer		
Sandbox	ISD 123 Alt	No	Yes	80065	ABE Math		08/13/25	08/12/26							True		True	True				
			Yes	81590	ABE Math		01/01/26	12/31/26								True		True	True			
			No	80219	DL Moby Max proxy		07/01/25	06/30/26											True	True	True	True
			No	82165	DL Moby Max proxy Copy		04/01/26	06/30/26											True	True	True	True
			Yes	78124	ESL 3		07/01/25	06/30/26														
			Yes	13121	GED Prep		07/01/16	07/30/26											True	True	True	True
			No	67140	One Room Schoolhouse ABE, GED, ESL		07/01/22	08/01/26														
				7																		
Total	Total																					
Total	Total			7																		

New Class Career Categories for Hotline

Career Category	Description
Career - Healthcare	Including Certified Nursing (CNA), Personal Care Assistant (PCA), Medical Office and TEAS/HSRT prep
Career - Education	Including Paraprofessional and Child Development
Career - Retail/Hospitality	Including hotel hospitality, retail and food safety
Career - Information Technology	Including Microsoft Office Specialist (MOS), CompTIA or Google
Career - Transportation	Including Commercial Driver's License (CDL) and Driver's Education
Career - Other	All other career fields available including community interpreter, manufacturing, and career exploration

Hotline Webinar Recording

Highlight recording and slides from How the Hotline Supports Your Program webinar (March 26):
<https://mnabe.zendesk.com/hc/en-us/articles/44640656677645-How-the-Hotline-Supports-Your-ABE-Program-Mar-2026>

The image shows a screenshot of a YouTube video player. The video title is "How the Hotline Supports Your ABE Program". The video is dated March 26, 2026, and is from the channel "Literacy Minnesota". The video player interface includes a search bar at the top, a play button, and a progress bar. The video content shows a slide with the title "How the Hotline Supports Your ABE Program" and the date "March 26, 2026". The slide also features the "Literacy Minnesota" logo and the "SiD" logo. Below the video player, there is a navigation menu with the following items: "SiD Help Center", "SiD Training & Support", and "Webinars". The video title "How The Hotline Supports Your ABE Program - Mar 2026" is displayed below the navigation menu. At the bottom of the video player, there is a description: "This webinar was presented by Caspian Edgeton Jensen (Literacy Minnesota) and".

Adult Education (ABE) Grants

Grant Applications for ABE Funding

Application	Typical due date	Time period
Annual ABE Application (annual renewal of State and Federal ABE funds)	June 1	One year
Federal Adult Education Competition	last due March 2022 next competition 2028	2022-2028 (six years)
IELCE (Integrated English Literacy and Civics Education) grants	last due Spring 2025 next competition 2028	Three years
ABE Narrative (reauthorization to receive State ABE funds)	June 1 (only once every 6 years)	Six years
Other grants (e.g. Pathways to Prosperity, foundation grants)	Varies	Varies

Federal and State Adult Education Funding

Federal Adult Education Funding (FIN 438)

- The Federal Competitive application is the reauthorization process for federal funding.
- 2026-27 will be the fifth year of the current 6-year grant cycle.
- No federal adult education grant competition this year. Next competition scheduled for Spring 2028.

State Adult Education Funding (FIN 322)

- The ABE consortium narrative is the reauthorization process for state funding.
- Rolling 6 year cycle
- Each year a group of 7-9 consortia are required to submit the narrative.

Current grantees must submit the annual application each year to continue receiving state and federal ABE funding.

Additional 2025–26 Federal Adult Education funds (FIN 438)

Small additional awards have been made to all consortia that receive federal funding.

Additional amount is ~4% of original award

- Redistribution of underspending from 2024–25
- Funds must be spent by June 30

Revised award letters were emailed by Bette Benson (MDE CompGrants) on **April 13**.

Additional Federal Funds – Submit revised budget in MEGS



Please work with your business office to **create and submit a revised budget** in MEGS.

Thank you to those who have already submitted!

2025-26 Federal Adult Education funds (FIN 438) - payments

MEGS quarterly reimbursement request schedule:

October 31, 2025: expenses from the start of grant to September 30, 2025

January 30, 2026: expenses from October 1, 2025 to December 31, 2025

April 30, 2026: expenses from January 1, 2026 to March 30, 2026

July 15, 2026: expenses from April 1, 2026 to June 30, 2026

28

29

30

2026 Narrative Cohort

Consortia submitting Narratives in 2026:

Area Adult Learning Center - LeSueur

Cass Lake-Bena-Walker

Mankato

Moorhead

Robbinsdale

SPCLC - St. Paul

Southwest - Marshall

Tri-County Community Corrections

- **June 1, 2026: Narrative due date**
- **Summer or Fall 2026: site visit**



2027 Narrative Cohort

- 2027 Narrative cohort staff: Read and score narratives during **month of June**
- Full day reviewer meeting: **Tues June 23 (virtual)** (*and possible additional reviewer meeting on June 30*)
- Narrative Writers Workshop: **Mon Oct 19 (virtual)**

Consortia submitting Narratives in 2027:

Brainerd

Glacial Lakes - Willmar

Metro North - Anoka-Hennepin

Metro South - Bloomington

Minneapolis

Red Lake

ThinkSelf

White Earth



Additional Narrative Reviewers Needed!

Read and score narratives during the month of June, participate in virtual review meetings June 23 and/or June 30.

Reach out to Jodi (jodi.versaw@state.mn.us) if you can help!



Integrated English Literacy and Civics Education (IELCE)

- Reminder that the first year official grant award notifications (OGANs) for IELCE grants run from October 1, 2025 – September 30, 2026.
- Amended OGANs (for year 2) will be issued by October 1, 2026.



Contact Hours and Funding for 2026-27



Starting points for 2026-27 funding

- Hours from May 1, 2025 - April 30, 2026 will be used for calculating 2026-27 funding.
- The total amount of state funding available for 26-27 may be equal to 25-26, or there may be a small increase (up to 3%).
- The total amount of federal funding available for 26-27 is projected to be slightly increased (about 4%) from 25-26.

Update on statewide contact hours

Statewide contact hours

2024-25 **4,314,332**

2025-26*

* April hours
undercounted

4,301,196

25-26 hours	Percent change from 24-25
May - Dec 25	+ 7%
May 25 - Feb 26	+ 2%
May 25 - Apr 26	tentative: 0% (no change)

Service Disruption Adjustment of Contact Hour Revenue

The Service Disruption Adjustment may be available to ABE grantees seeing a significant decrease in **state contact hour revenue**

- At least 10% decreased revenue for a consortium
- At least 15% decreased revenue for a program (provider)

As long as the service disruption was caused by a factor outside of the control of the program, and reasonable actions were taken to avoid the loss of contact hours.

Source: Minnesota State Statutes [124D.531 \(Subd. 10\)](#) and [124D.518 \(Subd. 4a\)](#)

Service Disruption Adjustment Timeline

- **By May 22:** MDE releases Phase One application for Service Disruption adjustment, for consortia who will hit the \$30 gross revenue per hour cap.
- **June 5:** Phase One application due to MDE
- **Mid June:** Phase One applicants notified whether they have been approved for a Service Disruption adjustment
- **Mid to late June:** MDE posts initial award calculation, and releases Phase Two application for Service Disruption adjustment
- **Mid-July:** Phase Two application due to MDE
- **Early August:** Phase Two applicants notified whether they have been approved for a Service Disruption adjustment
- **Mid-August:** Final award amounts posted to MDE website; award letters sent out (with adjustments based on approved applications)

Service Disruption application: Phase One

A Service Disruption adjustment will only be made for consortia that submit applications and are approved by MDE.

Phase One application timeline:

- For consortia that faced service disruption and would hit the \$30 Gross Revenue per Contact Hour cap: the application process will open by May 22.
- MDE will send an email with application details when Phase One has opens.

Service Disruption application: Phase Two

Phase Two application timeline:

- An initial calculation of funding will be posted on MDE website (typically between mid June and early July).
- In that initial calculation, consortia that faced service disruption and would have a decrease in funding of 10% (or have one or more providers within the consortium that would have a decrease in funding of 15%) can apply for an adjustment.
- MDE will send an email with application details when Phase Two opens.

Service Disruption Application Components

Consortia applying for service disruption will need to include:

- Calculation of the decline in contact hours and the resulting loss in revenue
- Explanation of how the service disruption was caused by factors outside of the control of the program
- Reasonable actions the consortium took to avoid the loss of contact hours

If a service disruption adjustment is approved, this would add up to an estimated 50% of the consortium's lost contact hour revenue.

Service disruption adjustment

If one or more consortia apply and are approved for a service disruption adjustment after the initial calculation is released, we will run a new calculation which will redistribute funding for all consortia.

- The new calculation will increase revenue for consortia approved for a service disruption adjustment.
- To offset this, there will be a small decrease in revenue for other consortia.



Annual ABE Grant Application

Who submits the annual application?

Our Minnesota Adult Education system is organized by consortia.

- Each consortium has a single fiscal agent entity (school district, CBO/non-profit, correctional institution or tribal nation).

The fiscal agent entity is responsible to submit one application for the entire consortium.

Accessing the Application in MEGS



Minnesota's Education Grant System

ANNOUNCEMENTS

Welcome to MINNESOTA EDUCATION GRANT SYSTEM

The Minnesota Education Grant System (MEGS) is replacing the SERVS system. MEGS is a web-based system which supports overall grant business needs. The system supports application submissions, amendments, and approval as well as the issuance of grant award notifications. The system also supports the processing of payments against grant awards through reimbursement requests. SERVS will continue to function as-is until all grants transition to MEGS.

LOGON

LOGON

LOGON WITHOUT EDIAM

INFORMATION

Training materials will be coming soon.

TRAINING

See the [MDE Calendar](#) for training opportunities:

- Accessing MEGS and Completing Central Data
- Completing Continuing McKinney-Vento Homeless
- Completing the ESEA Consolidated Application in MEGS

UPCOMING

May 2024

No events found.

NOTICE OF FUNDING AVAILABILITY

MEGS link: <https://mde.mtwgms.org/MEGS/logon.aspx>

Overview of Annual Application Process in MEGS

1. Complete the Contact Information, Application Narrative and Tables within MEGS, then pass the consistency check.
2. IOwA (Identified Official With Authority) must accept the assurances within MEGS
3. IOwA must (virtually) sign and submit within MEGS by June 1 at 3 pm
(IoWA is typically superintendent or executive director)



MEGS Landing Page



Menu List

You have been granted access to the forms below by your Security Administrator

[MEGS Access / Select](#)

- [Common Assurances](#)
- [Funding Applications](#)
- [Other Data Collections](#)

This website is best viewed using Current Versions of Google Chrome, Microsoft Edge, or Apple Safari

The ABE application is live in MEGS as of April 28.

For MEGS support, please contact MEGS.mde@state.mn.us.

Select Correct Year

Filters - Grant Type: Name: Years: Only Show Available

Central Data Collection

Grant: Central Data

Grant Type: Assurances and Central Data

Create an application for: [2027](#)

[Create Amendment](#)

Adult Basic Education State FIN 322 and Federal FIN 438

Grant: ABE FINs 322 and 438 Data

Grant Type: Assurances and Central Data

Create an application for: [2027](#)

Application Tile

Before the application has been started, the tile will look like this:

Adult Basic Education State FIN 322 and Federal FIN 438

Grant: ABE FINs 322 and 438 Data

Grant Type: Assurances and Central Data

Create an application for: [2027](#)

After the application has been started, the tile will look like this:

Adult Basic Education State FIN 322 and Federal FIN 438

Grant: ABE FINs 322 and 438 Data

Grant Type: Assurances and Central Data

Application: 2027 - ABE FINs 322 and 438 Data - 00

Revision: Original Application

Status: Not Submitted

Submissions due by: 6/1/2026 3:00 PM

[View Grant Application](#)

[View Review Summary](#)

Layout of application in MEGS

Application: 2026-2027 ABE FINs 322 and 438 Data - 00-ABE FINs 322 and 438 Data
Cycle: Original Application

OVERVIEW CONTACT INFORMATION APPLICATION NARRATIVE TABLES ASSURANCES SUBMIT AMENDMENT DESCRIPTION APPLICATION HISTORY COMMUNICATIONS APPLICATION PRINT

PROJECT OVERVIEW STATE FUNDING DETAILS FEDERAL FUNDING DETAILS EXPECTATIONS OF GRANTEES RESOURCES FOR APPLICANTS APPLICATION SCREENING AND REVIEW

Adult Basic Education (ABE) Grant Opportunity

Due Date: Monday, June 1, 2026, 3 p.m. Central Time

Applicants will enter information on the Contact Information, Application Narrative, Tables, Assurances, and Submit tabs

MEGS Overview Tab

OVERVIEW CONTACT INFORMATION APPLICATION NARRATIVE TABLES ASSURANCES SUBMIT AMENDMENT DESCRIPTION APPLICATION HISTORY COMMUNICATIONS APPLICATION PRINT

PROJECT OVERVIEW STATE FUNDING DETAILS FEDERAL FUNDING DETAILS EXPECTATIONS OF GRANTEES RESOURCES FOR APPLICANTS APPLICATION SCREENING AND REVIEW

Adult Basic Education (ABE) Grant Opportunity

Due Date: Monday, June 1, 2026, 3 p.m. Central Time

Purpose: The Minnesota Department of Education (MDE) makes this funding available, in accordance with the federal Workforce Innovation and Opportunity Act the literacy skills necessary to become self-sufficient and to participate effectively as productive workers, family members and citizens.

Eligibility Criteria: Any organization that has demonstrated effectiveness in providing adult education and literacy activities for eligible individuals (as defined in C

1. a local educational agency;
2. a community-based organization or faith-based organization;
3. a volunteer literacy organization;
4. an institution of higher education;
5. a public or private nonprofit agency;
6. a library;
7. a public housing authority;

Contact Information

OVERVIEW CONTACT INFORMATION APPLICATION NARRATIVE TABLES ASSURANCES SUBMIT AMENDMENT DESCRIPTION APPLICATION HISTORY COMMUNICATIONS APPLICATION PRINT

Contact Information

Select to pull information from Agency's Central Data application
 Select to enter Contact Information because Agency does not have a Central Data application

Administrative Offices:

Address 1
Address 2
City State Zip+4
Phone
UEI Vendor ID: Location Code:

Business Manager:

Last Name First Name
Phone Email

Application Narrative

- OVERVIEW
- CONTACT INFORMATION
- APPLICATION NARRATIVE
- TABLES
- ASSURANCES
- SUBMIT
- AMENDMENT DESCRIPTION
- APPLICATION HISTORY
- COMMUNICATIONS
- APPLICATION PRINT

APPLICATION NARRATIVE

Congressional District of Grantee Organization (using address of primary location):

Minnesota County the Grantee Resides In:

Are you a nonprofit organization reporting as a 501(c)(3) organization?

Yes No

Grant Funding Selection

Please check which type of Adult Basic Education (ABE) funds the organization is applying: Federal and/or state funding.

- This entity is applying for federal ABE funding for fiscal year 2027 (FY 2027) and was approved to receive federal ABE Funding in March 2022.
- This entity is applying for state ABE funding for fiscal year 2027 (FY 2027).

Program Status

Select the ONE condition below that best describes your state fiscal year 2027 (SFY 27) FIN 438/322 Grant Application:

- Continuing ABE Consortium: This consortium was approved and funded for SFY 2026 and is seeking continuation for SFY 2027. There are no changes in scho
- Realigned or Restructured ABE Consortium: This consortium was approved and funded for SFY 2026 and is seeking continuation for SFY 2027 or this consort consortium. There are some changes in school district membership or fiscal agency for SFY 2027.
- New Consortium: This consortium is seeking approval as a new ABE consortium.

Tables

Tables A, 7, 14, and B

Four tables, very similar to last year's application:

Table A: Enrollment & Contact Hours

Table 7: Adult Education Personnel

Table 14: Providers by Funding Source

Table B: Providers, Sites and Other Members

- Split across several tabs

Table A: Total Enrollment & Contact Hours

- OVERVIEW
- CONTACT INFORMATION
- APPLICATION NARRATIVE
- TABLES**
- INSURANCES
- SUBMIT
- AMENDMENT DESCRIPTION
- APPLICATION HISTORY
- COMMUNICATIONS
- APPLICATION PRINT

- TABLE A**
- TABLE 7
- TABLE 14
- TABLE B

Table A (May 1, 2025 - April 30, 2026)

Total Enrollment and Contact Hours

Enter the number of enrollees and their total contact hours.



NOTES: The grand total number of contact hours reported in Column C will determine the grantee's contact hours for state Adult Basic Education aid.

The subtotal of lines 1 - 12 on Column C, will determine the grantee's contact hours for federal aid.

Low-Incidence Disability enrollees and hours should be entered only for students whose status has been approved through the PANDA/MDE process.

Educational Functioning Level at Entry A	Number of Enrollees (any # of hrs) B	Total Contact Hours for Enrollees C
1. ABE 1	<input type="text"/>	<input type="text"/>
2. ABE 2	<input type="text"/>	<input type="text"/>
3. ABE 3	<input type="text"/>	<input type="text"/>
4. ABE 4	<input type="text"/>	<input type="text"/>
5. ABE 5	<input type="text"/>	<input type="text"/>
6. ABE 6	<input type="text"/>	<input type="text"/>
7. ESL 1	<input type="text"/>	<input type="text"/>
8. ESL 2	<input type="text"/>	<input type="text"/>
9. ESL 3	<input type="text"/>	<input type="text"/>
10. ESL 4	<input type="text"/>	<input type="text"/>
11. ESL 5	<input type="text"/>	<input type="text"/>

Data from SiD for Table A

Start Date: 
 End Date: 

Site:
 Sub Site:

Class:
 Grant/Keyword Like: NULL

Funding Source:
 Minimum # of Hours:



1 of 1 | 100% |  |  | Find | Next

Table A - Total Enrollment & Contact Hours

Sandbox: 5/1/2025 - 4/30/2026

All SubSites **

All Classes

Funding Source: All Funding Sources,
Grants:

Pre Test EFL		# of Distinct Students	Hours
<input checked="" type="checkbox"/> ABE Level 1		2	13.00
<input checked="" type="checkbox"/> ABE Level 3		3	72.00
<input checked="" type="checkbox"/> ABE Level 6		1	25.75
<input checked="" type="checkbox"/> ESL Level 1		1	8.00
<input checked="" type="checkbox"/> ESL Level 2		1	12.00
<input checked="" type="checkbox"/> ESL Level 3		1	10.00
<input checked="" type="checkbox"/> ESL Level 5		1	3.00
<input checked="" type="checkbox"/> ESL Level 6		1	11.00
Subt Total		11	154.75

Reminders and recommendations for Table A

- This data is crucial because it is directly tied to funding.
- The hours reported on Table A will be used in the official aid calculation for funding, NOT what is in SiD.
- Check your data carefully - data entry errors can result in a loss of funding for your consortium.
- Keep a copy of your Table A report from SiD (PDF or Excel) for your own records
 - *Verify that all April hours have been entered before running the report in SiD*

Enter hours into SiD no later than May 22

Reminder:

- Enter all April attendance into SiD by May 22.
- All April hours must be entered into SiD before the final Table A is completed in MEGS.

Table 7: Adult Education Personnel

TABLE A **TABLE 7** TABLE 14 TABLE B

Table 7 (July 1, 2025 - June 30, 2026)

Adult Education Personnel by Function and Job Status

Enter all personnel by function and job status.

For reporting Local-level Administrative/Supervisory/Ancillary Services, Counselors, and Paraprofessionals:

- Enter an unduplicated count of personnel by function and job status. Count the number of positions, not the number of staff who filled them.
- In Column B, count one time only each part-time position of the program administered under AEFLA who is being paid out of Federal, State, and/or local education funds.
- In Column C, count one time only each full-time position of the program administered under AEFLA who is being paid out of Federal, State, and/or local education funds.
- In Column D, report the number of volunteer positions (personnel who are not paid) who served in the program administered under AEFLA.

For reporting Local Teachers:

- Count and report the number of teachers, not the number of positions. For example, if one local part-time teaching position was filled with three teachers throughout program year, count and report three local part-time teachers.
- Report adult education experience and certification for paid teachers only, not volunteers. The total number of teachers for which experience is reported must equal the total number of teachers reported in Columns B and C.
- For certification, report all certifications a teacher has. Multiple responses are allowed. Report teachers who lack certification in the 'No Certification' category.

	Adult Education	Personnel	
Function (A)	Total Number of Part-time Personnel (B)	Total Number of Full-time Personnel (C)	Unpaid Volunteers (D)
Local-level Administrative/Supervisory/Ancillary Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local Counselors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local Paraprofessionals	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Please Note the Teacher count is a cumulative HEAD COUNT</i>			
Local Teachers	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reminders and recommendations about Table 7

- Run Table 7 report in SiD
- Check to make sure your staff and volunteer numbers are in the ballpark
 - *If not, you may need to add end dates for old staff and volunteers*
- Enter the data into MEGS
- *Watch for: consistency check between number of teachers and the number of teachers reported in "Teachers' Years of Experience" section*

Table 14: Providers and Funding

TABLE A **TABLE 14** TABLE B

Table 14 (July 1, 2025 - June 30, 2026)

Local Providers by Funding Source

Enter the type of fiscal agent entity, number of each type of additional provider receiving state and federal ABE funds, number of each type of IELCE grantee, and the amount of state and federal (including IELCE) ABE funding received.

Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)	Number of IELCE Grantees (D)	Federal Funding (including IELCE) Amount (E)	Federal Funding (including IELCE) % of Total (F)	State Funding Amount (G)	State Funding % of Total (H)
Local Education Agencies (school districts)				\$	%	\$	%
Public or Private Nonprofit Agencies							
Community-based Organizations				\$	%	\$	%
Faith-based Organizations				\$	%	\$	%
Libraries				\$	%	\$	%
Institutions of Higher Education							
Community or Technical Colleges				\$	%	\$	%
Four-year Colleges or Universities				\$	%	\$	%
Other Institutions of Higher Education				\$	%	\$	%
Other Agencies							
Correctional Institutions				\$	%	\$	%
Other Institutions (non-correctional)				\$	%	\$	%
Tribal Government or Organization				\$	%	\$	%
All other Agencies				\$	%	\$	%
Totals				\$	%	\$	%
Provider Total for Consortium							

Reminders and recommendations for Table 14

Include on Table 14: State (FIN 322) and Federal (FIN 438) ABE funds *plus* IELCE funds (FIN 801) for the time period July 2025 - June 2026

Column E: Federal funding

- Total should match:
 - FY26 Federal ABE award amount (*UPDATED amount from April 2026*) +
 - Budgeted October 2025 - June 2026 spending for IELCE award amount for all providers in the consortium

Column G: State funding

- Total should match FY26 State ABE award amount

Table B – Providers and Sites

TABLE A TABLE 7 TABLE 10 TABLE B

TABLE B - ABE PROVIDERS 1-5 TABLE B - ABE PROVIDERS 6-10 TABLE B - ABE PROVIDERS 11-15 OTHER MEMBERS

Table B - ABE Providers 1-5 (Program Year 2026-2027)

Consortium Providers, Sites and Other Members

Enter all consortium member organizations/districts that are ABE PROVIDERS* and the regular programming sites they staff and operate. Indicate which sites are NON-PUBLIC**.

NOTE: list any sites anticipated to have ABE programming within the 26-27 program year (July 2026 - June 2027).

* ABE PROVIDERS are districts, CBOs or other entities that use ABE funds to hire at least one ABE instructor.

** NON-PUBLIC SITES are places where ABE services are delivered only to a specific group of people, such as employees of that company or people incarcerated at that facility. **PUBLIC sites are places where ABE services are delivered to any eligible adult who wishes to attend.

District/Organization Name	District number (if applicable)	Programming Site	Programming Site Address	Site Type (Public or Non-Public)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="ADD ADDITIONAL SITES"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="ADD ADDITIONAL SITES"/>		

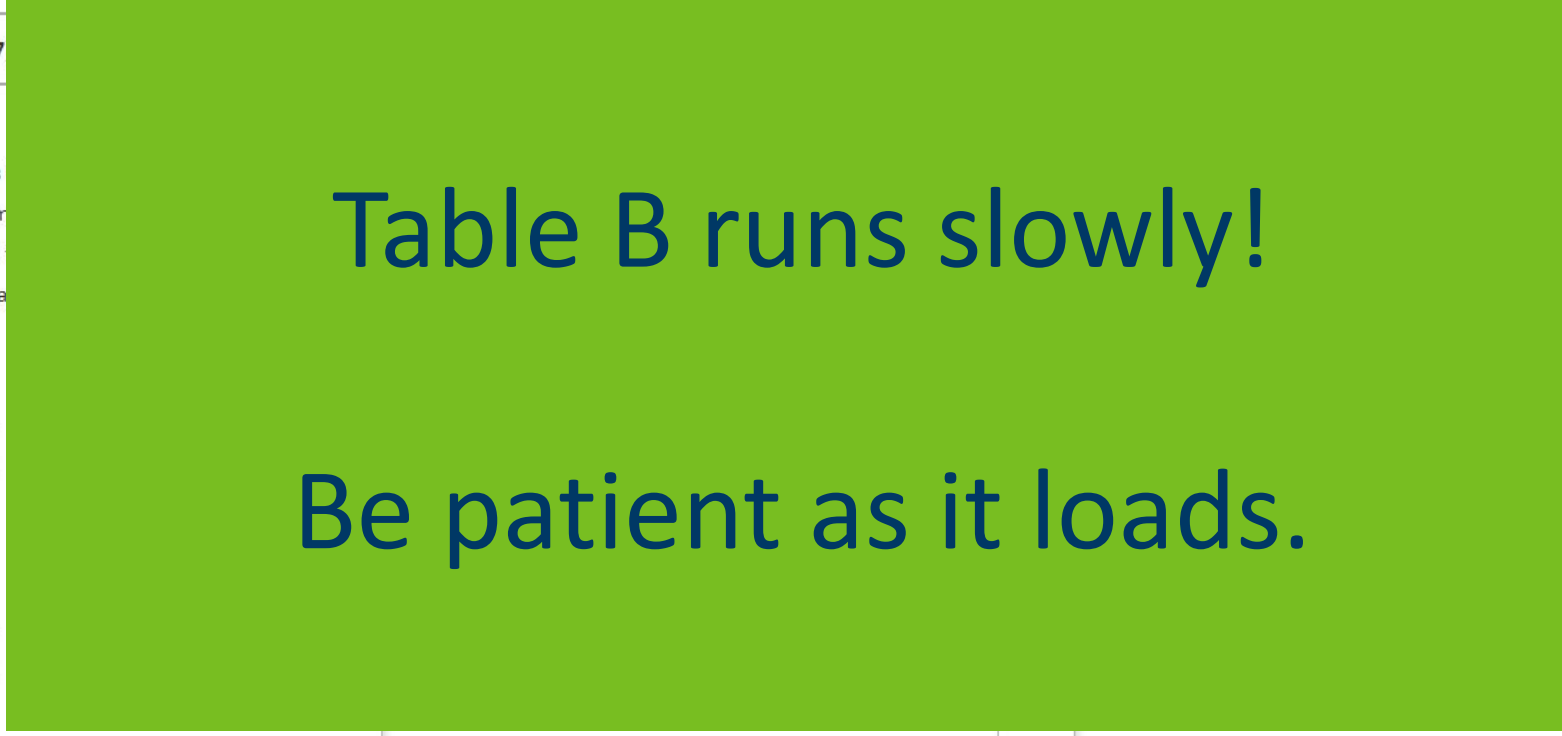
IMPORTANT NOTE: Table B

TABLE A TABLE 7 TABLE 14 TABLE B

TABLE B - ABE PROVIDERS 1-5 TABLE B - ABE PROVIDERS 6-10 TABLE B - ABE PROVIDERS 11-15 OTHER MEMBERS

Table B - ABE Providers 1-5 (Program Year 2026-2027)

Consortium Providers, Sites and Other Members
Enter all consortium member organizations/districts
NOTE: list any sites anticipated to have ABE programming
* ABE PROVIDERS are districts, CBOs or other entities
** NON-PUBLIC SITES are places where ABE services are delivered to any eligible adult who wishes to attend.



District/Organization Name

Site Type (Public or Non-Public)

ADD ADDITIONAL SITES

Reminders for Table B Providers and Sites

- Any entity that pays for one or more ABE instructors is an ABE PROVIDER and should be listed in first section
- Programming Site should be name of building as known by the public
- Use complete, mappable address (including Zip code)
Format: 123 Main St, City, MN 55555

Consistency check for Tables B and 14

District/Organization Name	District number (if applicable)
West Overshoe	123
East Example	456
Total Number of Providers	2

Provider Agency (A)	Fiscal Agency Entity (B)	Number of Additional Providers (C)
Local Education Agencies (school districts)	1	1
Public or Private Nonprofit Agencies		
Community-based Organizations		
Faith-based Organizations		
Libraries		
Institutions of Higher Education		
Community or Technical Colleges		
Four-year Colleges or Universities		
Other Institutions of Higher Education		
Other Agencies		
Correctional Institutions		
Other Institutions (non-correctional)		
Tribal Government or Organization		
All other Agencies		
Totals	1	1
Provider Total for Consortium	2	

Consistency check:
The number of providers listed on Table B must match the number of providers reported on Table 14

Table B – Other Members

TABLE A	TABLE 7	TABLE 1	TABLE B
TABLE B - ABE PROVIDERS 1-5	TABLE B - ABE PROVIDERS 6-10	TABLE B - ABE PROVIDERS 11-15	OTHER MEMBERS

Table B - Other Members (Program Year 2026-2027)

Enter all other member organizations/districts that are not ABE PROVIDERS*.

District/Organization Name	District number (if applicable)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

List all consortium members that are NOT ABE providers (they do not hire ABE teachers).

Questions about the Annual Application and Tables?

August Reports

August Reports

After the annual application, the next key reports will be due August 3.

Form link and additional details will be sent to grantees in **early June**.

More discussion on the August reports at a [SiD webinar on June 25 at 9:00 am](#) and at the [WebChat on July 22 at 1 pm](#).

9 Sections:

1. Level Gains with Post-Test Report for All ABE Participants (*NEW simplified SiD report*)
2. Annual Volunteer Information Report
3. Volunteer Required Training Report
4. Staff Required Training Report
5. Effectiveness in Serving Employers
6. IET Workforce Training Costs
7. Career Service Costs
8. Consortium's one-stop (CareerForce center and system) contributions
9. Verification of your consortium's FY27 state ABE aid calculation

Annual Volunteer Report

MN Adult Education Volunteer Training Policy:

Volunteers who work with adult learners are required to receive either Foundations of Adult Education Tutoring (12 hours) or Foundations of Volunteering in the Adult Education Classroom (4 hours), depending on their role.

Learn more:

www.literacymn.org/volunteer-foundations-training

Webinar: Completing the Annual Volunteer Report

Wednesday, June 3

10:00-12:00

- Receive guidance on completing the Annual Volunteer Report, entering volunteer trainings into SiD, and running the training report.

[Register](#) now!

Transitions

Short Term Pell

**Workforce Pell 2026-2027
Program Determination Policy
Open for Public Comment
(until tomorrow - May 7!)**

[Workforce Pell Program
Determination Policy](#)



Recredentialing Pathways (RCP) for Internationally Trained Professionals

Recredentialing Pathways for Internationally Trained Professionals

Simply email CareerForce@state.mn.us with the information below.

Please include this information in your email to the CareerForce Information and Assistance Line staff:

- What is your first name? (First name only please.)
- What is your phone number?
- Will you need language assistance?
 - If so, what is your preferred language?
- Are you an employment career support counselor or other service provider?

Minnesota State Colleges and Universities Ability-to-Benefit (AtB) State Plan

- The Minnesota state plan has received approval for another year.
- We need participants. Students have been completing their diplomas before enrolling in college.
- If you are an Adult Ed program working with a college on AtB with diploma/HSE students, please check with the college to make sure they submitted one Eligible Pathway for approval.

Career-Focused and Specialized Online Statewide Classes

- We are evolving to a new model for career-focused and specialized online statewide classes starting July 2026. Learn more on [this flyer](#).
- Consortia can enroll learners from across the state in career focused and specialized online classes.
- More information will be provided during the [May 19, 2026 webinar from 1-2:00pm](#).



High School Equivalency (HSE)

New Test Minimum Scores for HSE Age Waiver

High School Equivalency (HSE) Age Waiver

- For 17- or 18-year olds that want to take GED or HiSET tests
- (Outdated) form on MDE website; people can use the new test minimum scores now
- Condition F is for testers that are working with Adult Education programs to show they are ready for HSE testing

TABE 13/14 (Forms D or A):

- **Reading Score: 563**
- **Math Score: 537**

CASAS GOALS 2 (Forms D or E):

- **Reading Score: 244**
- **Math Score: 229**

Assessment

Reminder: Approved NRS Assessments

CASAS GOALS Reading and TABE 11/12

- will sunset June 30, 2026
- cannot be used for official NRS pre- and post-testing starting July 1, 2026.



CASAS GOALS 2 (Reading and Math), CASAS STEPS (Reading and Listening), TABE 13/14 (Reading, Math, and Language), and BEST Plus 3.0 are the approved tests for official NRS pre- and post-testing currently approved for the 2026–27 year.

Remote Assessment Hub

Eligible Students

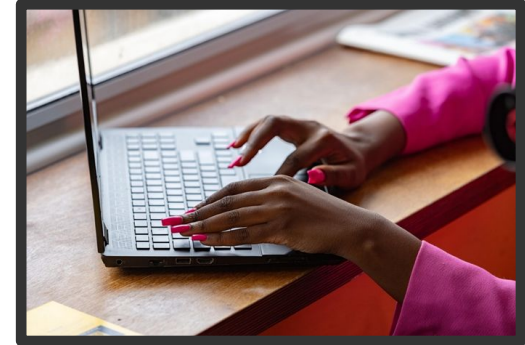
- CASAS tests only
- Should have previously completed a CASAS eTest (Or student verifies ability to access/use Zoom)
- All ABE/ASE students
- ESL students must be NRS level 4 or higher
- For intake, students must meet eligibility detailed on website

Program Responsibilities

- Make referral to the Hub - provide requested info
- Provide student with information preparing them for testing remotely
- Ensure students have the appropriate technology needed

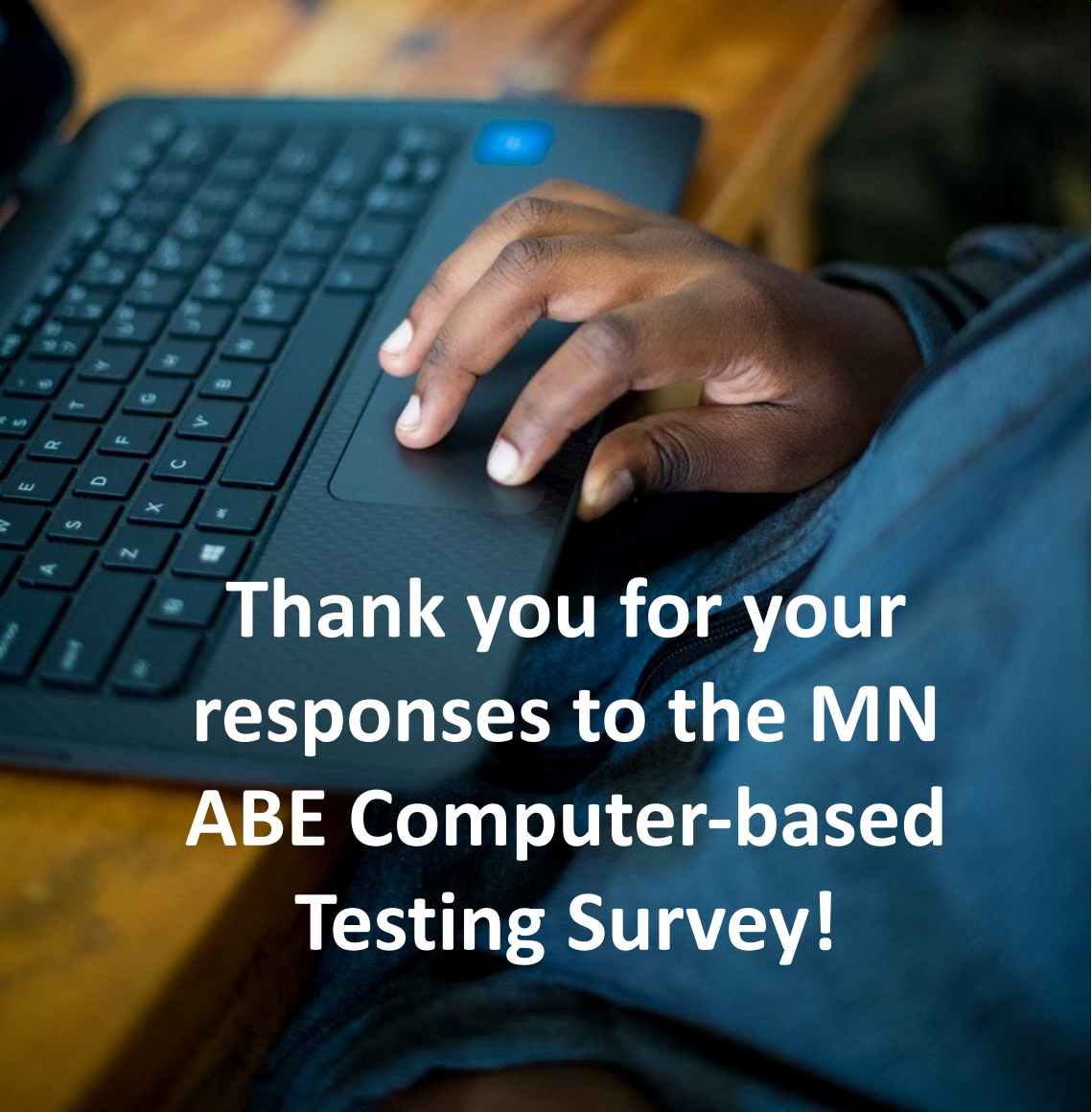
The Hub provides:

- Scheduling and reminders through Calendly.com
- Free testing
- Trained Proctors
- Completed test information and reports sent to program contact



[More info](#)
[and student](#)
[registration](#)

Computer-based test administrations



**Thank you for your
responses to the MN
ABE Computer-based
Testing Survey!**

TABE - 12 Consortia requested TABE
Online - 3,320 tests purchased

CASAS - 28 Consortia requested eTests
- 10,550 tests purchased

Marty Olsen is in the process of
working with the publishers to get the
tests distributed.

Any questions? Contact [Marty Olsen](#)

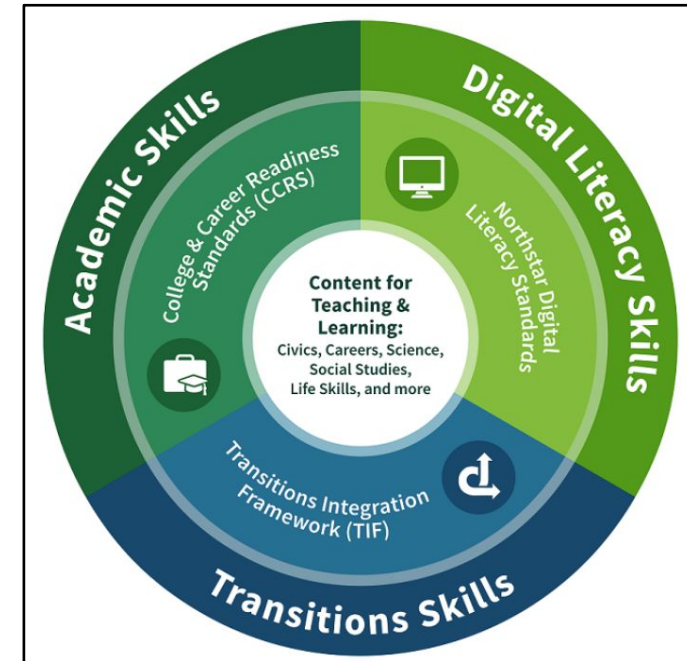
Professional Development

NEW! Content Standards Integration (CSI) Cohort

Explore how CCRS, TIF, and Northstar can work together within meaningful, contextualized instruction.

Come to an informational meeting to learn what the upcoming (2026-2027) CSI cohort is all about and how to apply.

Individuals can apply for the CSI Cohort! No team requirement.



[Register today](#) for the VIRTUAL May 11, 2026 (2:30-3:30pm) informational webinar and learn more about the pilot fall 2026 cohort (Nov 2026 - February 2027).

PAGE Training Cohort

- New cohort opportunity through the Racial Equity in Adult Education Supplemental Services Grant
- Based on the Science Museum's flagship **PAGE (Transforming Educational Systems Through Equity and Leadership) initiative** is designed to support educational leaders in creating lasting organizational change toward greater equity and inclusion.
- Open to teams and leaders from MN adult education who are motivated to ground their leadership practices in equity

Learn more and apply:

[MN Adult Education PAGE Cohort Information](#)

[PAGE Cohort Application](#) *(Limited slots, so apply now!)*

Advisory Team Applications

Join an Advisory Team and Help Guide
Professional Development in MN Adult Ed!
[Applications due](#) June 5, 2026

Applications being accepted for:

- Administrator PD Advisory Team
- Numeracy Instruction Advisory Team
- Statewide PD Committee



Statewide Virtual Conference

Did you miss the conference?

Find of the session recordings are on the [2026 Spring Statewide Virtual Conference playlist](#) on the MN Adult Education PD YouTube Channel!

- Developmental Ed, Placement, & Ability-to-Benefit Updates from Minnesota State
- SNAP, MFIP and Healthcare in Minnesota
- Registered Apprenticeships 101
- Getting Started with Distance Learning
- Onboarding Beginning English Learners to Online Learning
- HyFlex Teaching: Moving from Overwhelmed to Optimistic and MORE!!

Self-Paced Canvas Courses

Teaching Reading to Adults - FY26

How to teach evidence-based reading to adults, including methods of diagnostic assessment and instruction around the four components of reading.

ACES TIF Foundations - FY26

Learn the basics of the Transitions Integration Framework (TIF) and the Academic, Career, and Employability Skills (ACES) initiative in MN ABE.

ABE FOUNDATIONS - FY26

This course is for anyone new to Minnesota Adult Education and meets the state PD policy requirement for staff training.

Understanding Post Traumatic Stress Disorder - FY26

Understand symptoms and causes of Post-Traumatic Stress Disorder (PTSD) and other traumas which can impact adult student learning.

Reducing the Stigma of Mental Illness - FY26

Understand mental health disorders common to the adult population. Learn how to reduce the stigma of mental illness by understanding what it is like and

Suicide Prevention for Adult Educators - FY26

This course will help ABE teachers and volunteers learn about suicide and prevention.

The 3 Ls: The Difference between Learning Disability, Low Ability and Low Literacy - FY26

Learn how to distinguish between a learning disability, low ability, and low literacy.

Universal Design for Learning - FY26

Universal Design for Learning (UDL) minimizes barriers and maximizes success for all students. UDL guides the design of inclusive instruction and accessible

Teaching Students about Mental Health

This course will help ABE teachers and volunteers learn how to teach students about mental health.




CCRS Foundations - FY26

An introduction to the College & Career Readiness Standards (CCRS) for Adult Education. ELA and/or Math content available.

Distance & Blended Learning Basics for MN Adult Education - FY26

Required for all staff involved with distance (asynchronous) learning - instruction, support, and data management. Module 6 optional.

Northstar Digital Literacy Foundations - FY26

   Learn how to implement the Northstar standards in any adult education class or context!

De-Escalation Techniques for Student Behavior Problems

Register: pandamn.org/pd

- Understand the conflict cycle, the function of problem behaviors, and the stages of behavior escalation.
- Gain practical de-escalation skills, strategies for resolving conflict with students, and access to essential mental health resources.
- Intended to address the re-licensure area for Positive Behavioral Intervention Strategies and offers 1.5 CEUs.

Save the Date!

Math Institute 2026

Friday, October 9th

Virtual

Guest Speaker:

Heidi Schuler from TERC, and our
CALM cohort facilitator!

Watch the PD Connect Newsletter for info about FREE access to and PD support for CALM and BeCALM curricula implementation.

*It's not just about the curriculum.
It's about teaching math
conceptually and having the tools
to do so.*

Statewide Mentorship

Interested in receiving or providing 1:1 mentoring?!

Join an upcoming Cohort -

Fall and spring next school year!

Applications* accepted on ongoing basis.

Open to instructors, administrators, coordinators, support staff...any MN ABE practitioner!

Fall 2026 Orientation:

October 2, 2026 9am-2pm *(virtual)*

Spring 2027 Orientation:

February 12, 2027, 9am - 2pm
(virtual)

Digital Learning PD

Next week! *Integrating AI Literacy Across Adult Education Classes and Levels* with Rachel Riggs

- Thursday, May 14 and Thursday, May 21, 3:00-4:00

Save the dates for the **FY27 Digital Learning Institute!**

- February 19 (will include DL Basics training)
- February 26

DL site visits and custom training available!

As you plan for next year, remember that the DL Team will do site visits and custom training/PD for your program **at no additional cost!**

- **Distance learning topics:** Ellii, MobyMax, Edmentum, TVM certification or refresher...
- **Digital literacy topics:** Online or HyFlex teaching, using an LMS, Google apps, AI literacy, technology routines...

[Contact the state DL team](#) with questions or requests!

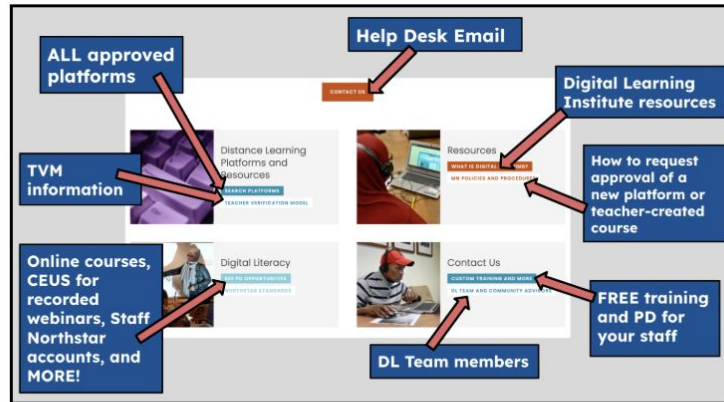
Digital Learning Resources and FAQs

Digital & Distance Learning Resources



The Statewide Digital & Distance Learning Team supports ABE teachers, managers, and support staff with all aspects of digital and distance learning at **no additional cost** through our supplemental services grant.

Website: literacymn.org/distancelearning



Helpdesk: support@mnabedistancelearning.zendesk.com

Customized Training and Coaching

DL Team staff can come to your site or give online presentations at **no additional cost**. This could be a great option for your program PD days, PLCs, staff meetings, or August workshop week!

Topics could include:

- ★ Choosing DL platforms and supporting learner persistence
- ★ New user, refresher, or "level 2" training for DL platforms
- ★ Integrating digital skills / developing digital literacy routines for ESL or other content classes
- ★ Teaching online or HyFlex classes with Google Meet/Google Classroom or other platforms
- ★ Supporting digital literacy for volunteers / implementing Digital Navigation in your program

Email support@mnabedistancelearning.zendesk.com to discuss training for your program.

This handout was updated in April 2026.

Digital Learning FAQs

How do I get a staff account for Ellii, MobyMax, or Edmentum?

Go to the platform page on the DL website and complete the form and/or training listed under "Key Information."

★ [Ellii page](#)

★ [MobyMax page](#)

★ [Edmentum page](#)

Where can I find support for teaching HyFlex or online classes?

Check out the One-Stop Doc for Distance and Remote Learning Support in 2026: tinyurl.com/onestop2026

Can my program do paper-based distance learning?

Yes! Platforms with paper-based options include: [ReadWorks](#), [CommonLit](#), [Marshall Reading Program](#), [NewsELA](#), [Putting English to Work](#), and [ReadTheory](#). TVM Certified teachers can also assign paper-based TVM lessons.

Can learners do distance learning on their phones?

Yes! Platforms that generally work well on mobile devices include: [Ellii](#), [MobyMax](#), [Burlington English](#), [Duolingo](#), [GogyUp Reader](#), [Khan Academy](#), [Marshall Reading Program](#) (quizzes in Google Forms), [Quill.org](#), and [ReadTheory](#).

What training do staff need to implement distance learning?

ALL staff involved with any aspect of distance learning need to complete [Distance & Blended Learning Basics](#). This course will be updated soon. Staff can also satisfy this requirement through completion of the [Best Practices in Digital Learning](#) cohort (usually offered in the fall/winter each year).

Can I get the resources from Summer Institute and the Digital Learning Institute sessions?

Yes! Here's the [Summer Institute Padlet](#) and the [Digital Learning Institute flyer](#).

What are some easy ways to start teaching digital skills in ESL and other content-area classes?

Try these [digital skill routine slide decks](#). You can also explore the [BRIDGES Digital Resilience Toolkit](#), use the free [DART](#) or [ELDES](#) curricula, introduce keyboarding practice on [typing.com](#) (which is also a DL platform), teach [digital skill vocabulary](#), and have learners use common apps on their smartphones ([ideas here](#)). Consider participating in the [Best Practices in Digital Learning](#) cohort and/or the new [Content Standards Integration](#) cohort.

Help! AI scares me. What can I do?

Check out the [AI Crash Course webinar series](#). Each video has a resource handout, and you can [complete this form](#) to request a CEU certificate for viewing. Watch the [MN ABE Connect newsletter](#) for additional AI learning opportunities.

This handout was updated in April 2026.

Get the handout!

Save the date for FY27 PD events!

Summer Institute (virtual) - August 12-13, 2026

Fall Manager Meeting (in-person) - October 7, 2026

Math Institute (virtual) - October 9, 2026

Support Services Conference (virtual) - Nov. 12-13, 2026

MN English Learner Conference (in-person) - Nov. 20-21, 2026

Volunteer Management Conference (virtual) - Dec. 11, 2026

Language & Literacy Institute (in-person) - Jan. 28-29, 2027

Digital Learning Institute (virtual) - Feb. 19 and Feb. 26, 2027

Manager Retreat (in-person) - March 3, 2027

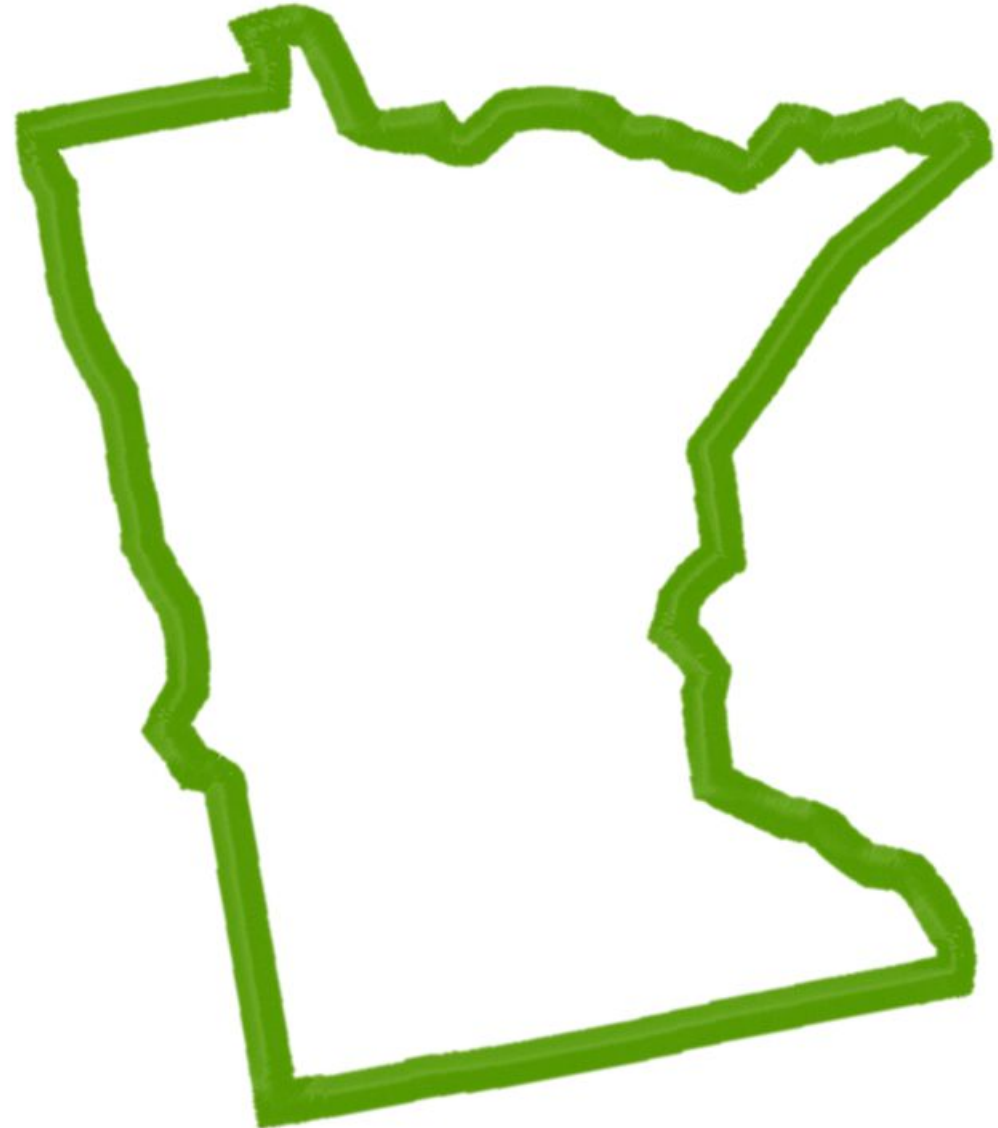
South Regional (Mankato) - April 9, 2027

North Regional (Bemidji) - April 22-23, 2027



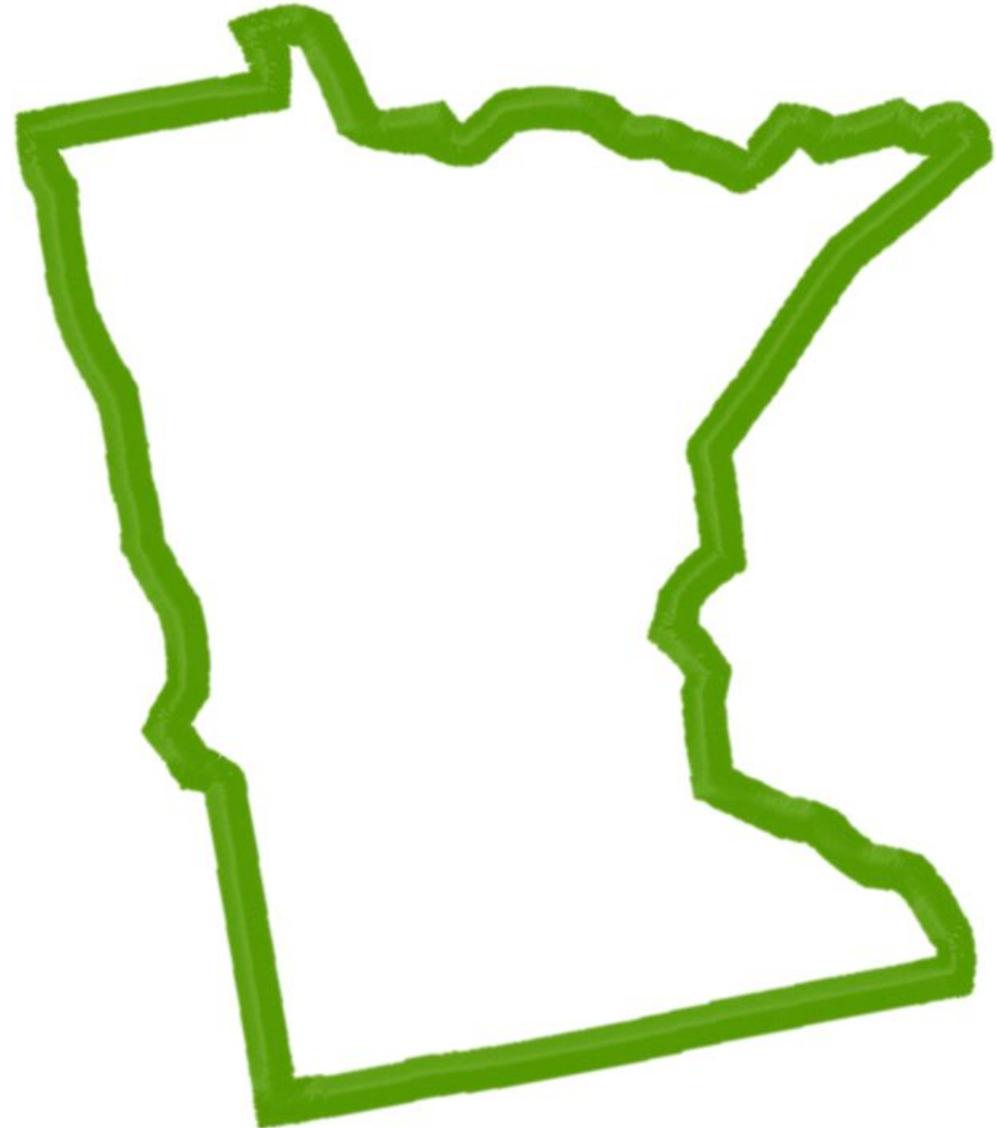
Questions

Materials



The recording and slides will be posted on the [Literacy Action Network website](#) and mnabe.org.

2026-27 WebChats



Wednesday, July 22, 2026

September 16, 2026

February 10, 2027

May 5, 2027

(All from 1-2:30pm)

Questions?

mde.abe@state.mn.us

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Brad Hasskamp (Brad.hasskamp@state.mn.us)

Astrid Liden (Astrid.liden@state.mn.us)

Hailey Swanson (Hailey.swanson@state.mn.us)

Jodi Versaw (Jodi.versaw@state.mn.us)