

### **13 KAR 3:040. GED Incentives Program.**

RELATES TO: KRS 151B.023(1), 151B.127, 151B.410

STATUTORY AUTHORITY: KRS 151B.127(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 151B.127 requires the Department for Adult Education and Literacy, in conjunction with the Council on Postsecondary Education, to promulgate administrative regulations for an incentive program provided to full-time employees who complete a general education development diploma (GED) within one (1) year, and to their employers. This administrative regulation prescribes the policies, activities, and procedures required for participants in this incentive program.

Section 1. Learning Contract Requirement. A learning contract between an eligible employee, the employer, and the adult education instructor shall be developed, in accordance with KRS 151B.127(1)(a). The local adult education program shall:

- (1) Ensure that learning contract form DAEL-29, incorporated by reference, is fully completed and signed by the parties;
- (2) Retain the original learning contract form for a period of three (3) years after the employee's completion of the program;
- (3) No later than ten (10) days after the final signature is obtained on the learning contract, submit a copy to:
  - (a) The employee;
  - (b) The employer; and
  - (c) The Department for Adult Education and Literacy.

Section 2. Attendance Reports. A local adult education program official shall submit monthly attendance reports, using form DAEL-30, incorporated by reference, to the Department for Adult Education and Literacy and the employer, in compliance with KRS 151B.127(1)(b). The local adult education program shall:

- (1) Use sign-in and sign-out sheets to verify the information reported on attendance reports;
- (2) Retain copies of sign-in and sign-out sheets for three (3) years following the employee's completion of this program; and
- (3) Provide copies of sign-in and sign-out sheets to Department for Adult Education and Literacy staff upon request.

Section 3. Final Report. (1) The local adult education program shall:

- (a) Complete a final report, using form DAEL-31, incorporated by reference, in compliance with KRS 151B.127(1)(c);
- (b) Retain the original final report; and
- (c) No later than ten (10) days after the final report is created, submit a copy of the final report to:
  1. The employee;
  2. The employer;
  3. The Kentucky Revenue Cabinet; and
  4. The Department for Adult Education and Literacy.
- (2) The employee shall provide the final report to a public postsecondary institution when applying for a tuition discount as provided in KRS 151.127(2)(b).
- (3) The employer shall provide the final report to the Kentucky Revenue Cabinet when applying for a tax credit as provided in KRS 151B.127(3).

Section 4. Incorporation by Reference. (1) The following information is incorporated by reference:

(a) "GED-Incentive Program Learning Contract (DAEL-29)", 10/26/00 edition, Cabinet for Workforce Development, Department for Adult Education and Literacy;

(b) "GED-Incentive Program Attendance Record (DAEL-30), 7/10/01 edition", Cabinet for Workforce Development, Department for Adult Education and Literacy; and

(c) "GED-Incentive Program Final Report (DAEL-31), 7/10/01 edition", Cabinet for Workforce Development, Department for Adult Education and Literacy.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department for Adult Education and Literacy, Capital Plaza Tower, Third Floor, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (27 Ky.R. 3471; Am. 28 Ky.R. 441; 628; eff. 9-5-2001; Recodified from 785 KAR 1:120; eff. 9-13-2013.)