EDUCATION AND WORKFORCE DEVELOPMENT CABINET

Office of Adult Education (Kentucky Skills U)

(Amended at ARRS Committee)

13 KAR 3:040. GED® Incentives Program.

RELATES TO: KRS ***151B.402,*** 151B.408[~~KRS 151B.023(1)~~][***~~, 151B.402~~***][~~151B.127~~][***~~, 151B.408~~***][~~151B.410~~]

STATUTORY AUTHORITY: KRS 151B.402[~~KRS 151B.127(1)~~]

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 151B.402[~~KRS 151B.127~~] requires the Office of Adult Education[~~Department for Adult Education and Literacy~~], in conjunction with the Education and Workforce Development Cabinet[~~Council on Postsecondary Education~~], to promulgate administrative regulations for an incentive program provided to full-time employees [***~~(and their employers)~~***] who complete a ***High School Equivalency Diploma***[~~general education development~~][***~~GED® diploma~~***][~~(GED)~~] within one (1) year***, and their employers***[~~, and to their employers~~]. This administrative regulation prescribes the policies, activities, and procedures required for participants in this incentive program.

Section 1. ***Definitions.***

***(1)*** ***"GED® Diploma" means the High School Equivalency Diploma required by this administrative regulation.***

***(2)*** ***"Kentucky Skills U" means the adult education program within the Office of Adult Education.***

***Section 2.*** 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.402***(2)(a)***[~~KRS 151B.127(1)(a)~~]. The local adult education program shall:

(1) Ensure that ***a*** learning contract [***~~form KYSU-29~~***][~~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) Kentucky Skills U[~~The Department for Adult Education and Literacy~~].

***Section 3.***[***~~Section 2.~~***] Attendance Reports. A local ***Kentucky*** Skills U[~~adult education~~] program official shall submit monthly attendance reports[***~~, using form KYSU-30~~***][~~DAEL-30~~], [***~~incorporated by reference,~~***] to the Office of Adult Education[~~Department for Adult Education and Literacy~~] and the employer, in compliance with KRS 151B.402***(2)(b)***[~~KRS 151B.127(1)(b)~~]. The local Skills U[~~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 Office of Adult Education[~~Department for Adult Education and Literacy~~] staff upon request.

***Section 4.***[***~~Section 3.~~***] Final Report.

(1) The local Skills U[~~adult education~~] program shall:

(a) Complete a final report[***~~, using form KYSU-31~~***][~~DAEL-31~~], [***~~incorporated by reference,~~***] in compliance with KRS 151B.402***(2)(c)***[~~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 Office of Adult Education[~~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 151B.402[~~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.402[~~KRS 151B.127(3)~~].

[***~~Section 4.~~***] [***~~Incorporation by Reference.~~***]

[***~~(1)~~***] [***~~The following information is incorporated by reference:~~***]

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

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

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

[***~~(2)~~***] [***~~This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Adult Education~~***][~~Department for Adult Education and Literacy~~],[~~Capital Plaza Tower~~][***~~, Fifth~~***][~~Third~~][***~~Floor, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.~~***]

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