

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

Bulletin No. 33
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SUBJECT: ADULT BASIC EDUCATION FUNDS FOR CITIZENSHIP PREPARATION

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I. PURPOSE

The purpose of this memorandum is to acquaint personnel with the Adult Basic Education (ABE) funds appropriated for citizenship preparation. Also, to assist personnel with the implementation of the expanded Citizenship Preparation Program, under the new ABE guidelines, to become effective upon receipt of this memorandum.

II. BACKGROUND

The California Budget Act of 1994 required that \$7.7M of federal education funds be allocated to provide legal permanent residents, who are eligible for U.S. citizenship, with adult basic education to proceed through the naturalization process successfully.

The Division of Adult and Career Education (DACE) has been offering a comprehensive citizenship preparation program since January 1994. As of January 1995, however, it is expanding the scope of this program. The DACE will be able to receive ABE funds retroactive to July 1, 1994 for students who are eligible for citizenship and who meet the state guidelines for these funds. The DACE will be able to receive the ABE funds in addition to the Average Daily Attendance (ADA) for students who meet the ABE guidelines.

To capture enrollment and attendance of students who qualify for ABE funding, schools must follow the state guidelines and comply with the criteria for completion of citizenship preparation training.

III. DEVELOPMENT OF STATE GUIDELINES

The California Department of Education (CDE), working with representatives from the various education providers, developed a definition for ESL-citizenship education and a funding level to cover this education. ABE funds will provide reimbursement at \$250.00 per eligible Hundred-Hour Unit (HHU) of instruction. (Historically, districts have received \$16.00 per HHU in ABE and English as a Second Language (ESL) under ABE.)

The DACE will be able to claim ABE funds, as well as ADA, for students who are eligible for citizenship, as specified by the Immigration and Naturalization Service (INS); and who successfully meet the criteria for

completion of citizenship preparation training, as outlined by the CDE. (Refer to section IV of this memorandum.)

The basic eligibility requirements for citizenship are that the candidates must:

- A. Be 18 years of age or older.
- B. Have been a lawful permanent resident for five years, or
- C. Have been a lawful permanent resident for three years, if married to a person who has been a United States citizen for at least three years and the applicant has been living with the citizen spouse for at least the three-year period just prior to filing an application for naturalization.

Note: All citizenship students qualify for ADA, regardless of whether they qualify for ABE funding. No students will be denied citizenship education services based on whether they qualify for U.S. citizenship. Citizenship education classes are open to all students.

IV. CRITERIA FOR COMPLETION OF THE CITIZENSHIP PREPARATION PROGRAM

A student will have successfully met the completion criteria prescribed by the state, when the school can certify and has documentation that validates the individual's completion of the program. The five criteria that must be certified and documented are:

- A. Evidence that there has been a gain in skill levels for the instructional areas, as measured by pre and posttests administered to students. Every student must successfully complete a pretest and a posttest.
- B. Evidence that the individual has completed at least 12 hours of ESL-citizenship instruction.
- C. Evidence that the individual has completed training to take the INS test.
- D. Evidence that the individual has completed the INS application for naturalization form (N-400) and is able to answer questions about the information provided. Completion of the practice form N-400 alone satisfies this criterion. Completion and submission to the INS of the official form N-400 is not required.
- E. Evidence that the individual has successfully completed a test on the government and history of the United States, using one of the following examinations:
 - a. Comprehensive Adult Student Assessment System (CASAS)
 - b. Educational Testing Service (ETS)
 - c. A DACE-developed practice test composed of 1/3 of the 100 INS questions.

V. INSTRUCTIONAL PROGRAM COMPONENTS

- A. The instructional program must include the following areas:
 - a. U.S. history
 - b. government
 - c. civics
 - d. English as a Second Language (reading, listening, speaking, and writing)
 - e. U.S. culture and institutions
 - f. knowledge of how to use community services and agencies
 - g. instruction in the completion of the INS form N-400
 - h. citizenship test preparation and test-taking skills

All students for whom ABE HHU's for citizenship are claimed, must successfully meet the criteria for completion of citizenship preparation, as outlined in section IV above.

- B. All ESL and citizenship courses have been renamed and revised. All ESL course outlines now include a

citizenship preparation module; likewise, both citizenship courses now include an ESL module. However, all courses retain the course number by which they were previously designated. The new names are as follows:

ESL Beg. Low/Citizenship, course no. 50-01-51, 50-01-71, or 50-01-91

ESL Beg. High/Citizenship, course no. 50-01-52, 50-01-72, or 50-02-92

ESL Interm. Low/Citizenship, course no. 50-01-53, 50-01-73, or 50-01-93

ESL Interm. High/Citizenship, course no. 50-01-54 or 50-01-74

ESL Adv. Low/A/Citizenship, course no. 50-01-55 or 50-01-75

ESL Adv. Low/B/Citizenship, course no. 50-01-56 or 50-01-76

ESL Adv. High/Citizenship, course no. 50-05-57 or 50-01-77

Citizenship/ESL, course no. 50-03-51 or 50-03-71

Citizenship/ESL Basics, course no. 50-01-70

(Formerly known as Preparation for Naturalization)

- C. Schools must print new class schedules to reflect the change in the names for the ESL and citizenship courses as described above for the summer session.

VI. STUDENTS WHO QUALIFY FOR ABE FUNDING

- A. Students who complete a minimum of 12 hours of citizenship preparation training. There is no maximum number.
- B. Citizenship-eligible students who are taking any ESL-designated courses, can qualify for ABE funding beyond their completion of citizenship preparation training.
- C. Students enrolled in selected academic courses (i.e., U.S. history, and government), including those enrolled in individualized instruction (I.I.) labs. They can qualify for ABE funding beyond their completion of citizenship preparation training. (See section IV of this memorandum.)

VII. IDENTIFICATION AND OUTREACH OF ELIGIBLE STUDENTS

The proper identification and outreach of eligible students is critical to the reimbursement process. For educational reimbursement purposes under ABE, schools will be able to claim all students who are eligible for citizenship (see section III) and who meet the criteria for completion of citizenship preparation training (refer to section IV of this memorandum).

In the aftermath of Proposition 187, schools must exercise extreme sensitivity in identifying those individuals who are legal, permanent residents. Students must be informed about the importance of citizenship; also, schools must solicit students' assistance in identifying citizenship eligible individuals to allow the DACE to claim ABE funding. It is important to remember that for outreach to be effective, it must be done in a careful, nonthreatening manner.

VIII. ROLE OF CENTRAL OFFICE

The Citizenship Preparation Program office will:

- A. Develop, print, and distribute the pre and posttests to be administered to students.
- B. Develop, print, and distribute the Citizenship Information Form to gather identifying information on the eligible student; and to serve as a check off form to ensure that all the criteria for completion of citizenship training is met by the student.
- C. Provide an "announcement" for all teachers to read in their classes concerning citizenship and ABE funds. (Please refer to [Attachment A](#) to be reproduced and distributed to all teachers.) Because of our open-entry, open-exit classes, school administrators must ensure that teachers undertake outreach on an

ongoing basis.

- D. Provide schools with all the related, necessary forms and materials in connection with the Citizenship Preparation Program.
- E. Provide ongoing assistance and training to school staff on all aspects of the Citizenship Preparation Program.

IX. RESPONSIBILITIES OF SCHOOLS

- A. Conduct outreach and properly identify students who are eligible for citizenship.
- B. Complete a Citizenship Information Form for every student eligible for citizenship. Schools who are part of the Student Information System (SIS) should enter the information on the Citizenship Information Form in the students' computer records.
- C. Provide students with at least 12 hours of ESL-citizenship preparation training, and ensure that they meet the criteria for completion of the citizenship preparation program (as outlined in section IV).
- D. Score the DACE-developed practice test composed of 1/3 of the 100 INS questions.
- E. Administer pre and posttests to students to measure their gain in skills.
- F. Ensure students complete the INS application for naturalization (form N-400) and are able to answer questions about the information provided on their applications.

X. CITIZENSHIP INFORMATION FORM AND INFORMATION COLLECTION

The Citizenship Information Form, information on registration of eligible students, is to be completed for all students from whom ABE funding will be claimed. (Please refer to [Attachment B](#).) The teacher, or a designated staff member, will be responsible for completing and signing the Citizenship Information Form. At computerized schools, this person will also give the form to the school's computer operator to enter the data in the computer once the student has complied with all the requirements for citizenship preparation training.

Instructions on submission of statistical reports by schools have been provided in separate memoranda.

XI. EVALUATION

This program will provide for comprehensive evaluation procedures to be followed by all schools. Procedures will be developed in accordance with state guidelines, in preparation for future state compliance reviews. Schools will be provided with evaluation guidelines in a separate bulletin.

For assistance, please call Domingo Rodriguez, Coordinator, ESL and Citizenship Programs; Silvia Keefe, or Elsa Zamora, Teacher-Advisors, at (213) 625-6651.

APPROVED: JAMES A. FIGUEROA, Assistant Superintendent

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Division of Adult and Career Education**

[Attachment A](#)

[Attachment B](#)

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