



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, August 9, 2023 (8:00 a.m. – 10:00 a.m.)

(<sup>Ⓜ</sup>Materials in Board Packet)

**In-Person at Barstow Adult School, 720 E. Main St., Barstow, CA 92311**

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President’s Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at [erivera@barstow.edu](mailto:erivera@barstow.edu) at least two days before the meeting date.

Call to Order: 8:00am

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Cecil Edwards	<input type="checkbox"/> Milan Stijepovic	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input checked="" type="checkbox"/> Jennifer Rodden	<input type="checkbox"/>
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Douglas Beaton	<input checked="" type="checkbox"/> Michelle Colleoc
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Jacqueline Diaz	<input type="checkbox"/> Katherine Matta
Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. <sup>Ⓜ</sup>Approval of Minutes – June 6, 2023

Motioned to approve by *S.Godfrey* ; 2<sup>nd</sup> by *J. Youskievicz* *Passed Unanimously*

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Closed Session – None Requested

4. Guest Speakers – None

5. Consortium Director’s Report

5.1 Director’s Updates:

- CASAS National Summer Institute – June 12-15, 2023 - Garden Grove, CA
  - o In Attendance: Amy McLaren, Michelle Colleoc, Amy Bawden, Emily Escajeda, and Elena Rivera
- GED National Conference – July 18-20, 2023 – NYC
  - o In Attendance: Michelle Colleoc and Elena Rivera
- 6<sup>th</sup> Consortia Regional Professional Development Day – August 1, 2023 at San Bernardino Valley College
  - o In Attendance: Michelle Colleoc and Elena Rivera

5.2 CAEP Upcoming Deadlines & Other Dates –

- June 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3)
- June 30: End of Q4
- July 15: Student Data due in TOPSPro (Q4) FINAL
- Aug. 15: Annual Plan for 2023-2024 due in NOVA
- Sept. 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- Sept. 1: 22/23 Certification of allocation Amendment is due in NOVA
- Sept. 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4)
- Sept. 30: 23/24 Member Program Year Budget and Work Plan due in NOVA
- Sept. 30: End of Q1
- Oct. 30: 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- Oct. 31: Student data due in TOPSPro (Q1)
- Oct. 31: Employment and Earnings Follow-up Survey
- Dec. 1: July 1, 2022 to July 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec. 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- Dec. 31: 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec. 31: End of Q2

5.3 Member Program Update: BAS

- *3 new teachers have been hired for the new school year; 1 ESL & 2 Gen. Ed.*
- *Currently CASAS testing for the new semester*
- *135 students registered, 116 in High School Diploma, 15 in GED & 3 ESL*
- *ESL will be provided in the evenings & on Saturdays, filling a community need and student requests.*

5.4 Member Program Update: BCC

- *3 New CTE non-credit programs are pending approval at the Chancellor's Office*
- *Success with BSEP class at the Ft. Irwin base has increased interest from other states*
- *Working with the Chancellor's office to approve certificate program for students completing Ft. Irwin BSEP program*
- *Workforce Workshops & Job Counseling services will continue this new academic year*
- *GED Prep continues to be offered in both English & Spanish*
- *CASAS testing participation continues to increase*
- *Tracking transfer students from the K12 AE schools transferring to BCC*
- *Probation program is will continue this school year.*

5.5 Member Program Update: BVUSD – No Report

5.6 Member Program Update: SVUSD

- *Conducting CASAS testing for the new semester*
- *Currently 200 students have enrolled in the SV AE program*
- *Continues to schedule GED testing*

5.7 BCC Fiscal Agent Report:

- *All payments for 2022-2023 have cleared*
- *Waiting for BACAE board approval for the 2023-2024 disbursement schedule to issue payments for July and August 2023. The Chancellor's Office has already begun disbursement of funds.*

5.8 Marketing & Social Media Update: June 2023 by Phoenix Design

- *The District Members will be meeting with Sander Phoenix via Zoom to plan social media monthly posts*


## 6. Discussion Items

### 6.1 CAEP Federal and State Update June 2023

## 7. Action Items

7.1 Approval of BACAE 2023-2024 Annual Plan  
 Motioned to approve by *S. Godfrey*; 2<sup>nd</sup> by *E. Bagg* **Passed Unanimously**

7.2 Approval of BACAE 2023-2024 Final (May Revise) CAEP Budget with COLA as follows:  
 Motioned to approve by *J. Youskievicz*; 2<sup>nd</sup> by *S. Godfrey* **Passed Unanimously**

					
<b>2023-24 Preliminary Allocation</b>		<b>\$1,110,994</b>			
<b>May Revise</b>		<b>\$926</b>			
<b>Final 2023-24 Allocation</b>		<b>\$1,111,920</b>			
Agency	2022-23 CFAD	% of Allocation		Portion of COLA based on % of Allocation	2023-24 CFAD
Baker Valley Adult School					
<b>Total</b>	\$71,922	7%		\$65	\$77,834
Barstow Community College					
<b>Total</b>	\$339,062	33%		\$306	\$366,934
Barstow Adult School					
<b>Total</b>	\$380,161	37%		\$343	\$411,410
Silver Valley Adult School					
<b>Total</b>	\$236,316	23%		\$213	\$255,742
		100%			
<b>TOTAL</b>	<b>\$1,027,461</b>				<b>\$1,111,920</b>

## 8. Announcements

### 8.1 Conferences/Webinars

- CAEP Webinar: Budget and Work Plan and Quarterly Expenditure Reports for 2023-24 August 18, 2023, 12pm to 1:30pm. To Register: <https://register.caladulthood.org/>
- OTAN Webinar: Artificial Intelligence – August 28, 12pm to 1pm. To Register: <https://caadulthoodtraining.org/>
- CAEP Summit 2023, Oct. 24-26 – Hilton Universal City – To Register: <https://summit.caladulthood.org/Registration/>
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### 8.2 2022-2023 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1<sup>st</sup> Tuesday of the Month)

<b>2023-2024</b>	
August 9, 2023 - Annual Plan Vote	September 5, 2023
October 3, 2023	November 7, 2023

December 3, 2023	January 2, 2024
February 6, 2024	March 5, 2024
April 2, 2024	May 7, 2024
June 4, 2024	July 2024 - DARK

9. Adjournment: 9:11am

Motion to approve by *J. Youskievicz*; 2<sup>nd</sup> by *E. Bagg*

*Passed Unanimously*



**BARSTOW**  
**AREA**  
**CONSORTIUM**  
FOR **A**DULT **E**DUCATION

# **SOCIAL MEDIA REPORT**

Sep 2023

# FACEBOOK PAGE SUMMARY



Reach



**4,679**

[View details](#)



Post engagement



**603**

[View details](#)



Link clicks



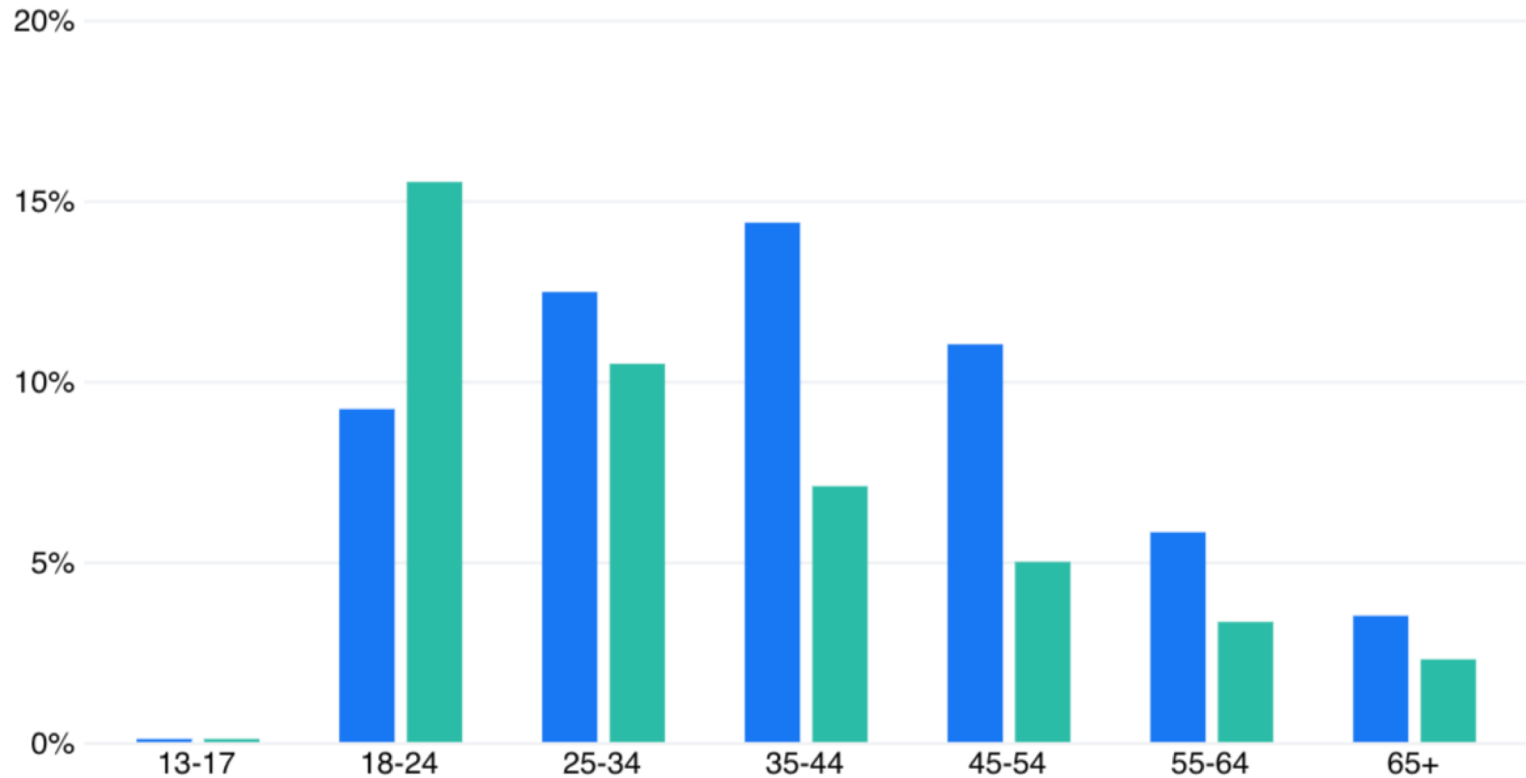
**33**

[View details](#)

# Social Media Audience

– Gender and Age –

56.4% Women 43.6% Men



# BARSTOW WEBSITE TRAFFIC



**August 27, 2023**

**Views** 27

**Visitors** 8

**Views Per Visitor** 3.38



# BARSTOW WEBSITE TRAFFIC AND PAGE PER VIEW

Posts & pages	Views
Home	103
Programs & Classes	44
High School Equivalency – GED	15
Consortium Meetings	14
Technology Courses	14
High School Diploma	13
Career Technical Education (CTE)	12
English as a Second Language	9
Inglés como segundo idioma	6
Member Schools	4
Consortium Documents	3
In the News	2
Citizenship Preparation	1
Escuelas miembros	1
Diploma de secundaria	1
Home page / Archives	1
Preparación para la ciudadanía	1

# BARSTOW WEBSITE LINKS CLICKS

Referrers	Views
Facebook	41
Search Engines ▾	15
barstow.edu	8
WordPress Android App ▾	4
caladulted.org	3
barstowaebg-org.cdn.ampproject.org ▾	3
Instagram	2
nova.cccco.edu/caep/consortia/4058/330	1
alinasblog.xyz	1
yolandablog.store	1



August 14, 2023

**To:** Adult Education Consortium Directors and Members

**From:** The California Adult Education Program (CAEP) State Leadership

**Subject:** Fiscal Year 2023–24 Program and Accountability Requirements for Student Outcome Data Collection and Submission

This memorandum is to advise local recipients of the California Adult Education Program (CAEP) funds of accountability requirements in the 2023–24 Program Year. This letter and the supporting documents outlining data collection and reporting are located in the [Student Data Collection and Reporting](#) section of the adult education website ([www.caladulthood.org](http://www.caladulthood.org)) and will provide further clarification and details on program accountability requirements. Due dates for data deliverables can be accessed on the [AEP Due Dates](#) section. Failure to comply with any requirements or deliverable deadlines will be cause for withholding Adult Education Program apportionment payments until requirements are met and performance is considered satisfactory.

### **Data Accountability Requirements**

Consortia receiving Adult Education Program funding from the California Department of Education (CDE) and the California Community College Chancellor's Office (CCCCO) for the 2023–24 program year must submit the required student data. The CDE and CCCCCO require all Adult Education Program agencies to use the following systems to track adult learner progress in the seven authorized program areas and report achievements from the seven-outcome areas designated by Education Code Section 84913.

- K12 agencies, County Offices of Education (COE), and Joint Powers Authority (JPA) are required to use TOPSpro® Enterprise to collect and report adult learner demographics, instructional hours, barriers, and program outcome information. Agencies are required to survey quarterly adult learners for whom a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is not available for data matching. For further information regarding the follow-up survey, please see detailed guidelines on the [California Employment and Earnings Follow-Up](#) or contact CASAS by phone at 1-800-255-1036 or by email at [caep@casas.org](mailto:caep@casas.org). K-12/COE/JPA agencies also need to report information on all classes related to the CAEP reporting areas, and should also record a course code for all classes in Career and Technical Education (CTE). Non-WIOA agencies will have access to the CTE course codes on the front page of the [California Adult Education Online Application and Reporting](#) site under "For more information: California – Course Approvals".
- California Community College Districts (CCDs) are required to use the Chancellor's Office Management Information System (MIS) to enter their adult learner demographics, instructional hours, barriers, and program outcome information.

Note: CCDs that receive WIOA, Title II funding for services under the Adult Education and Family Literacy Act (AEFLA) are required to collect and report all adult learner demographics, barriers, and program outcomes for all adult learners enrolled in their WIOA, Title II funded programs using TOPSpro Enterprise. In addition, CCDs receiving WIOA, Title II funding must enter all adult learner demographics, barriers, and program outcomes into their MIS system. Finally, CCDs that are WIOA Title II grantees will continue to collect and report CASAS assessment results using TOPSpro Enterprise.

### **Data Accountability Training**

The CAEP State Leadership has contracted with the Sacramento County Office of Education (SCOE) and North Orange Continuing Education (NOCE) to create the CAEP Technical Assistance Project (TAP), which offers online and in-person trainings regarding a variety of topics, including meeting Adult Education Program accountability requirements, implementing approved assessments, and using the two data collection systems. The CAEP State Leadership strongly encourages local agencies to attend all available online and in person accountability training, and to adopt a team approach for trainings and continuous improvement in managing student data outcomes. Positive student learning outcomes drive future grant funding in California's delivery system. More details regarding training sessions are available on the [Events](#) page of the CAEP website. Look for updates in the CAEP weekly newsletter.

### **Technical Assistance Contact Information**

For questions related to the CAEP or fiscal information and/or technical assistance on professional development topics, please contact the CAEP (TAP) by phone at 1-888-827-2324 or by e-mail at [tap@caladulthood.org](mailto:tap@caladulthood.org).

Sincerely,

Gary Adams  
Dean  
Adult Education Program Office  
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D.  
Director  
Adult Education Program Office  
California Department of Education

Enclosure: 2023–24 CAEP Data Collection, Reporting, and Due Dates for Data Deliverables

## 2023–24 CAEP Data Collection, Reporting, and Due Dates for Data Deliverables

### Due Dates for CAEP Data Submission Using TOPSpro® Enterprise

1. Submit quarterly and end-of-year data in TOPSpro® Enterprise. Complete all data entry and review to identify any potential problems on or before the submission due date. All data submissions must be received on or before the due date.
2. Agencies using Third-Party Attendance Software must export data from their system and import into TOPSpro® Enterprise. Please see the instructions regarding exchanging data with TOPSpro® Enterprise posted on the Comprehensive Adult Student Assessment Systems (CASAS) website at [3rd Party Import/Export Wizard](#).
3. Agencies will submit their quarterly TOPSpro® Enterprise data and CAEP Data Integrity Report (DIR) using the Quarterly Data Submission Wizard (QDS). Agencies will also complete sending the Employment and Earnings Survey to appropriate exit populations.

Data Submission	Due Date	Submit Electronically
First Quarter Data, TOPSpro® Enterprise	October 31, 2023	Enter all information into TOPSpro® Enterprise for this quarter on or before this date.
First Quarter CAEP Data Integrity Report	October 31, 2023	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – <a href="#">refer to the help document</a> .
Employment and Earnings Follow-up Survey	October 31, 2023	Complete sending <a href="#">Employment and Earnings Survey</a> to exit populations. The following tasks should be completed during Quarter 1 (July through September): <ul style="list-style-type: none"> <li>• Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise</li> <li>• Send Employment and Earnings Survey to appropriate exit population</li> </ul>
Second Quarter Data, TOPSpro® Enterprise	January 31, 2024	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Second Quarter CAEP Data Integrity Report	January 31, 2024	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – <a href="#">refer to the help document</a> .
Employment and Earnings Follow-up Survey	January 31, 2024	Complete sending <a href="#">Employment and Earnings Survey</a> to exit populations. The following tasks should be completed during Quarter 2 (October through December):

		<ul style="list-style-type: none"> <li>• Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise</li> <li>• Send Employment and Earnings Survey to appropriate exit population</li> </ul>
Third Quarter Data, TOPSpro® Enterprise	April 30, 2024	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Third Quarter CAEP Data Integrity Report	April 30, 2024	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – <a href="#">refer to the help document.</a>
Employment and Earnings Follow-up Survey	April 30, 2024	Complete sending <a href="#">Employment and Earnings Survey</a> to exit populations. The following tasks should be completed during Quarter 3 (January through March): <ul style="list-style-type: none"> <li>• Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise</li> <li>• Send Employment and Earnings Survey to appropriate exit population</li> </ul>
End-of-Year Data, TOPSpro® Enterprise	July 15, 2024	Enter all information into TOPSpro® Enterprise for this quarter on or before this date
Fourth Quarter Data Integrity Report	July 15, 2024	Complete the Quarterly Data Submission Wizard in TOPSpro® Enterprise – <a href="#">refer to the help document.</a>
Employment and Earnings Follow-up Survey	July 15, 2024	Complete sending <a href="#">Employment and Earnings Survey</a> to exit populations. The following tasks should be completed during Quarter 4 (April through June): <ul style="list-style-type: none"> <li>• Run the “Core Performance Wizard” under Tools in TOPSpro® Enterprise</li> <li>• Send Employment and Earnings Survey to appropriate exit population</li> </ul>

### Critical TOPSpro® Enterprise Reports

The TOPSpro® Enterprise reports listed below are designed to guide you in the process of submitting complete and accurate data.

1. [CAEP Data Integrity Report](#)

On the Reports menu, go to **State Reports – California – CAEP Data Integrity.**

This report provides comprehensive information on key items associated with data collection requirements, data completeness, and program performance indicators.

2. CAEP Summary Report

On the Reports menu, go to **State Reports – California – CAEP Tables**. The CAEP Summary Report provides enrollment and outcome data for all CAEP program areas.

If you have any questions regarding these quarterly requirements or data submission process, please e-mail [caep@casas.org](mailto:caep@casas.org). If you need help using TOPSpro® Enterprise, please contact CASAS Technical Support, by phone at 1-800-255-1036 or by e-mail at [techsupport@casas.org](mailto:techsupport@casas.org).

## MIS Reporting Parameters

Colleges should capture all data relevant to their students and ensure it is entered completely into their local MIS system. Colleges will submit their adult education data through their college's regular data uploads to the Chancellor's Office. There is no separate submission of MIS data to the Chancellor's Office for adult education students. An outline of due dates for MIS reporting may be accessed in the [MIS Data Submission Timeline 2023-24](#).

Regardless of whether colleges report data through TOPSpro® Enterprise for WIOA Title II, colleges are also expected to capture and enter all student data elements into their MIS system.

Enrollment, demographics, barriers, and most student outcomes for noncredit adult education students rely almost exclusively on data entered into the MIS system to populate the LaunchBoard Adult Education Pipeline and the adult education metrics in the Student Success Metrics dashboards. Failure to enter all student data into MIS could result in underreporting of student data in the Adult Education Pipeline, the Student Success Metrics, and in end of year reporting to the legislature. For more details, please see the FAQs section of this document.

Please refer to the documents listed below for additional details on Adult Education Program data and accountability requirements, which are available in the [Student Data Collection and Reporting](#) section of the California Adult Education website:

Adult Education Data Collection Reporting and Due Dates for TE (see enclosure)

[Adult Education Pipeline Metric Definition Dictionary](#)

[Adult Education Pipeline Dashboard Coding Guide](#)

[Adult Education Pipeline Frequently Asked Questions](#)

[Measuring Our Success: Data and Accountability](#)

[Understanding the Export Feature of the Adult Education Pipeline \(AEP\) Dashboard](#)

Launchboard Adult Education Pipeline: MIS Coding (April 20, 2021 - [Slides](#) and [Recording](#))

## AB1491 Timeline FY 2023-2025

Date	Activity Description	Timing
February 2023	<ul style="list-style-type: none"> <li>➤ Preliminary Allocations are released for FY 2023-24</li> <li>➤ <b>AB1491 guidance is released</b></li> </ul>	
March-April 2023	<ul style="list-style-type: none"> <li>➤ Regional Consortia host public meetings to make financial &amp; programmatic decisions</li> <li>➤ FY 2022-23 Q2 expenditure reports are certified (March)</li> <li>➤ <b>AB1491 guidance webinar held</b></li> </ul>	
May 2023	<ul style="list-style-type: none"> <li>➤ CFAD is certified by the regional consortia               <ul style="list-style-type: none"> <li>○ Excessive member carryover will be defined by individual consortiums and included in the CFAD. CFAD will be revised to capture this information.</li> </ul> </li> <li>➤ May Revise</li> </ul>	
June 2023	<ul style="list-style-type: none"> <li>➤ State budget is approved &amp; signed</li> <li>➤ CAEP funds are scheduled for release</li> <li>➤ FY 2022-23 Q3 expenditure reports are certified</li> </ul>	
August 2023	<ul style="list-style-type: none"> <li>➤ FY 2023-24 Annual Plan Due</li> </ul>	
September 2023	<ul style="list-style-type: none"> <li>➤ FY 2022-23 Q4 expenditure reports are certified</li> <li>➤ FY 2023-24 Budget &amp; work plans are submitted</li> <li>➤ <b>Carryover tracking begins as soon as FY 22-23 Q4 expenses are certified (starting for the 2023-2024 program year)</b></li> <li>➤ <b>Consortia will be required to determine and implement their definition of the excessive member carryover percentage beginning with the 2023-24 program year</b></li> </ul>	<p><b>AB 1491 effectively begins</b></p> <p>Year 1 Member tracking begins</p> <p>Annual Consortia tracking begins</p>
September 2024	<ul style="list-style-type: none"> <li>➤ FY 2022-23 Q4 expenditure reports are certified</li> <li>➤ <b>Any member that exceeds the consortia determined unique excessive carryover percentage for the FY 2023-24 will be documented and tracked in 2024-25 by the consortia towards meeting the “at least 2 consecutive fiscal years” criteria in the AB1491 legislation.</b></li> <li>➤ Any consortia with more than 20% carryover starting with the 2023-24 program year must submit a written expenditure plan, as specified, to the Chancellor and the Superintendent, and will require the Chancellor and the Superintendent to prescribe and assign technical assistance to that consortium to ensure that adequate adult education services are provided to the region in proportion to the region’s available funding.</li> </ul>	<p>Year 1 Member tracking complete:</p> <ul style="list-style-type: none"> <li>• For those with carryover in FY 23-24, 2<sup>nd</sup> year Member tracking begins with FY 24-25.</li> <li>• For those with no carryover in FY 23-24, then FY 24-25 begins a new 1<sup>st</sup> year of tracking.</li> </ul> <p>Annual Consortia review and action</p>



Date	Activity Description	Timing
September 2025	<ul style="list-style-type: none"> <li>➤ <b>A consortium can make a finding by member vote to reduce and redistribute a member’s carryover allocation to other members by no more than the amount of the member’s carryover for any member that exceeded the individual consortium-determined excessive carryover percentage for “at least 2 consecutive fiscal years” (FY 2023-24 &amp; 2024-25)</b></li> <li>➤ <b>Member assessment continues...</b> If a member’s carryover in FY 2023-24 did not exceed the consortium-determined excessive carryover percentage, but it did exceed carryover in FY 2025-26, this finding will be documented and tracked in FY 2025-26 by the consortia as a new first year of carryover towards meeting the “at least 2 consecutive fiscal years” criteria in the AB1491 legislation.</li> <li>➤ Any consortia with more than 20% carryover for the prior program year must submit a written expenditure plan, as specified, to the Chancellor and the Superintendent, and will require the Chancellor and the Superintendent to prescribe and assign technical assistance to that consortium to ensure that adequate adult education services are provided to the region in proportion to the region’s available funding.</li> </ul>	<p>Member tracking complete:</p> <ul style="list-style-type: none"> <li>• For those who had carryover in FY 23-24, the first 2-Year carryover cycle is complete and proceeds to review and action. A new 1<sup>st</sup> year of tracking begins in FY 25-26.</li> <li>• For those who started a new 1<sup>st</sup> year of tracking in FY 25-26, this marks completion of that 1<sup>st</sup> year and the beginning of the 2<sup>nd</sup> year.</li> <li>• For those who didn’t have carryover in FY 23-24 or in 24-25, a new 1<sup>st</sup> year of tracking begins in 25-26.</li> </ul> <p>Annual Consortia review and action</p>

## AB1491 Frequently Asked Questions (FAQ)

### 1. What is carryover?

“Carryover” means the amount of unspent CAEP funds from the prior fiscal year, certified in NOVA on or before September 1 of the current fiscal year, expressed as a percentage of the prior fiscal year’s allocation.

For example, if a member’s allocation was \$500,000 each year, and they *carried over* \$250,000 into the current year giving them a total budget of \$750,000 then they would have a carryover of \$250,000 or 50% of their fiscal year’s allocation. Another example would be if a member has carryover from multiple years: a member’s allocation was \$500,000 each year, and they also had \$200,000 from the prior year, and \$50,000 from the year before that, then they would have a carryover of \$250,000 or 50% of their fiscal year’s allocation.

Note: The carryover amount that may be reduced is a total amount covering multiple years, not a specific annual amount or percentage. The percentage is used only to determine if the carryover meets or exceeds the consortium determined excessive member carryover threshold.

### 2. Is member carryover the same as consortium carryover?

No. Consortium carryover is **one** or more prior fiscal years exceeding 20% and is assessed and acted upon annually. Consortium carryover includes the carryover of all its members.

For example, a consortium receives \$8M a year with four members each receiving \$2M a year for a total of \$8M. When Q4 was certified in NOVA, the consortium had \$2M in carryover or 25% (2M divided by 8M). The carryover was made up of each member having \$500K in carryover (500K X 4 = 2M). This would exceed the consortium 20% threshold as called out in AB1491 legislation.

### 3. What is excessive member carryover?

Excessive member carryover is not defined in the legislation. Therefore, each individual consortium may uniquely define “excessive member carryover” as a specific percentage of any unspent funds from the prior fiscal year. This percentage becomes that consortium’s threshold for determining which members meet or exceed the excessive carryover.

### 4. Who is the “consortium”?

The consortium is considered an adult education region as defined by the Chancellor and the Superintendent which contains a specific list of members (K-12, county office, community college, and/or joint powers authority). The consortium must follow the rules and procedures laid out in Education Code Section 84905, in addition to any local determined by-laws. All members of the consortium shall participate in any decision made by the consortium.

## **5. What is a majority membership vote?**

Education Code Section 84914 (d)(1) was amended to state that a finding to reduce carryover made by a consortium shall require a majority vote (more than half) of its membership to vote and approve.

Membership is defined in Education Code Section 84905(a) as: any community college district, school district, or county office of education, or any joint powers of authority located within the boundaries of the adult education region.

This means each member will have one vote when voting on reducing member carryover.

## **6. What happens if a member has carryover funds?**

AB 1491 authorizes a consortium to reduce a member's allocation by no more than the amount of the member's carryover, if the member has excessive carryover for at least two consecutive fiscal years. This is effective beginning with the 2023–24 fiscal year. There is no percentage threshold mandated in AB1491 for member carryover unless determined by the individual consortium.

## **7. How do we qualify actions to reduce a member's funding based on AB 1491 legislation?**

Listed below are the following steps to take if a consortium decides to vote on reducing a member's funding due to excessive carryover. Please note, excessive member carryover is defined by each individual consortiums and is outlined in the annual Consortium Fiscal Administrative Declaration (CFAD).

1. Beginning in the 2023-24 fiscal year, the consortium must track member carryover to determine if the member has excessive carryover for at least two consecutive fiscal years.
2. Excessive carryover, as determined by the individual consortium, would be based on the certification of Q4 in NOVA on or before September 1 (with the consortium certification by September 30).
3. The consortium must offer members technical assistance to help prevent them from having two consecutive fiscal years of carryover funds.

Note: Technical assistance and reasonable interventions are locally determined. It is recommended that these be defined, agreed to, and added to the consortium's governance documentation.

4. If the consortium determines that a member has excessive carryover for at least two consecutive fiscal years, and a reasonable intervention has not eliminated the carryover, then the consortium can reduce the member's carryover with the required majority vote.

Note: Consortia need to ensure their voting structure on carryover reflects the AB1491 legislation which requires a majority votes of its membership. This would mean one member, one vote. Your governance and by-laws should reflect this voting structure especially if your consortium has a different decision-making/voting process (i.e., consensus, multi-vote members, etc.).

**8. How much can we reduce a member’s carryover?**

AB1491 legislation authorizes a consortium to reduce a member’s allocation by no more than the amount of the member’s carryover. However, **the bill does not mandate a specific amount**, just no more than the amount of the carryover. Consortia will decide how much of a reduction is appropriate, but no more than the amount of the carryover.

**9. If a member’s funding gets reduced due to having exceeded, for two consecutive fiscal years, the consortia determined threshold for excessive member carryover, will this reduction affect the future allocation amount for that member?**

No, there will not be a reduction in the member’s future allocation. The vote to reduce a member’s agreed carryover amount will affect the prior year carryover, not future years’ allocation.

**10. Do we need to change our consortium by-laws?**

A consortium may need to evaluate their by-laws to ensure that they can accommodate or include changes in the law/education code. Listed below are a few examples of by-laws that may need to be evaluated.

1. Consortium decision-making / majority voting process to reduce the carryover.
2. Consortium technical assistance / reasonable intervention to make a finding.
3. Consortium tracking of excessive carryover at the member level and the sharing of that information as part of the reasonable intervention.
4. Consortium agreement on the percentage of carryover that will be defined as excessive.
5. Consortium decision on how to consider carrying over funding for consortium-wide projects and/or consortium-approved projects.

**11. What happens if our consortium doesn’t implement a member carryover reduction plan?**

Consortia that fail to address excessive member carryover could result in the consortium having more than 20% carryover during any fiscal year, which would result in a state review of the consortium (see below for consortium carryover).

**12. When will consortium carryover clock go into effect?**

Carryover tracking will begin in the FY 2023-2024. Due to the time needed to develop

appropriate tracking tools and reports in NOVA to accommodate AB 1491 requirements, the CAEP Office will request expenditure plans from consortia with 20% or more carryover beginning in the 2023-2024 program year (based on Q4 certified data in September 2024).

**13. What actions will the State take if my consortium has 20% or more of carryover?**

Consortia with 20% or more carryover will be required to submit a written expenditure plan to the State showing how the consortium will work to reduce their carryover below the 20% threshold. The State will also assign technical assistance to those consortia to ensure effective use of funds as specified by policy, and to ensure that the consortium’s annual carryover does not continue to exceed the 20% threshold so that it continues to provide adequate adult education services to the region. Additional details on the technical assistance and the State level review to ensure adequate services related to funding received will be forthcoming.

**14. How can I track carryover funds in NOVA?**

NOVA provides the following resources to assist consortia and members with tracking carryover:

- Forecasting tool – this tool allows members to set spending targets and track their progress.
- Governance - consortia must explain their carryover by-laws/process when certifying their Consortium Fiscal Administration Declaration (CFAD) in the NOVA Governance section (#16, #17). In general, these governance questions in NOVA may also address other areas related to carryover (i.e. decision making, voting structure, public meetings, etc.).
- Annual Plan - consortia must respond to the carryover question in the CAEP Annual Plan’s Fiscal Management section.
- NOVA Reports - consortia can use the NOVA Fiscal Reports to track carryover at the member level.

**15. In addition to the current NOVA resources and professional development offerings, what other tools and training can consortia and members expect to assist with implementing AB1491?**

- Expenditure threshold percentage tool for each consortium and their members – this would allow the consortium to set their own percentage threshold for carryover that would trigger a required corrective action response.
- Corrective action plans – these are plans submitted by members to the consortium when they have exceeded the state level, or the consortium defined carryover threshold.
- Ability to generate NOVA reports throughout the year to identify member’s carryover status.
- Ability to generate NOVA reports throughout the year to identify consortia that may exceed the 20% threshold at the end of the year.

- State-generated NOVA reports that identify consortia that met the AB1491 criteria for carryover (to be released in October/November each year).
- Ability to separate out or flag in NOVA consortium wide budget and expenses in quarterly expenditure reports to allow members to see the difference between member-level spending and consortium-level spending.
- For those consortia that exceed 20% of carryover for one or more fiscal years, the ability to submit a written expenditure plan to CCCCO/California Department of Education (CDE) via NOVA.
- Ability for the CCCCO/CDE to track in NOVA the prescribed and assigned technical assistance to the consortia that exceed 20% of carryover to ensure adequate adult education services are provided to the region in proportion to the region's available funding.
- Training webinars on how to draft by-laws to address carryover.

## 16. What are the CAEP Education Code Changes for AB1491?

Note: Changes are highlighted in **blue and brackets**.

SECTION 1. Section 84901 of the Education Code is amended to read:

**84901.** For purposes of this article, the following definitions shall apply, unless otherwise specified:

- (a) "Adult" means a person 18 years of age or older.
- (b) [*"Carryover" means the amount of unspent adult education program funds from the prior fiscal year, certified on or before September 1 of the current fiscal year, expressed as a percentage of the prior fiscal year's allocation.*]
- (c) "Consortium" means an adult education consortium approved pursuant to this article.
- (d) "Executive director" means the executive director of the State Board of Education.
- (e) "Program" means the Adult Education Program established by Section 84900.

SEC. 2. Section 84914 of the Education Code is amended to read:

### **84914.**

- (a) As a condition of receipt of an apportionment from the program, a consortium shall approve a distribution schedule that includes both of the following:
  - (1) The amount of funds to be distributed to each member of the consortium for that fiscal year.
  - (2) A narrative justifying how the planned allocations are consistent with the adult education plan.
- (b)
  - (1) For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior

fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan, *[including having excessive carryover for at least two consecutive fiscal years beginning with the 2022–23 fiscal year, and each fiscal year thereafter, and]* reasonable interventions have not resulted in improvements.

(2) For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium less than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall not be reduced by a percentage greater than the percentage by which the total amount of funds allocated to the consortium decreased, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced further:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) The member has been ineffective in providing services that address the needs identified in the adult education *[plan, including having excessive carryover for at least two consecutive fiscal years beginning with the 2022–23 fiscal year, and each fiscal year thereafter, and]* reasonable interventions have not resulted in improvements.

(c) A distribution schedule shall also include preliminary projections of the amount of funds that would be distributed to each member of the consortium in each of the subsequent two fiscal years. The preliminary projections shall not constitute a binding commitment of funds.

*(d)*

*(1) [For purposes of this section, a finding made by a consortium shall require a majority vote of its membership.]*

*(2) [A consortium that makes a finding by majority vote pursuant to subparagraph (C) of paragraph (1) of subdivision (b) or subparagraph (C) of paragraph (2) of subdivision (b) based on a member having excessive carryover for at least two consecutive fiscal years*

*may reduce the member's allocation by no more than the amount of the member's carryover.]*

*(e)*

*(1) [A consortium with carryover from one or more prior fiscal years exceeding 20 percent shall be required to submit a written expenditure plan, including future corrective actions to reduce the consortium's carryover to below 20 percent, to the chancellor and the Superintendent.]*

*(2) [ For each fiscal year that a consortium has carryover of more than 20 percent, the chancellor and the Superintendent shall prescribe and assign technical assistance to that consortium to ensure that adequate adult education services are provided to the region in proportion to the region's available funding.]*

*(3) [The chancellor and the Superintendent shall ensure that the consortium funding remains dedicated to that consortium's region.]*





# Budget and Work Plan and Quarterly Expenditure Reports for 2023-24



# Presenters:

**Mayra Diaz**

Chancellor's Office

**Neil Kelly**

California Department of Education

**Renee Collins**

CAEP TAP – Sacramento County of Education

**Mandilee Gonzales**

CAEP TAP – Sacramento County of Education

# Agenda

- Presentation Outcomes
- Sequence of CAEP Deliverables
- Reporting Requirements
- Budget and Work Plan
- Technical Assistance
- Resources
- Live Demonstration in NOVA
- Q & A



Understand the sequence of CAEP deliverables, the importance of timely reporting, and how each component is a building block to the next step as it pertains to the Budget and Workplan and Quarterly Expenditure Reports.



# Sequence of CAEP Deliverables



## Allocation

### Allocation Amendments & Budget Changes

- Preliminary Allocations released by February 28th.
- Consortia certification via the CFAD by May 2nd.
- May Revise (mid-May) and/or Trailer bill (late June) adjustment.
- State submits CAEP schedules to DOF (July 15th)
- State begins CAEP fund disbursement (August 15th)
- Consortium members certify amendments (September 1st)

## CFAD

### Consortium Fiscal Administrative Declaration CFAD

- The CFAD must be Consortium Approved by May 2 of each year.
- The CFAD consists of four main components, which include the Fiscal Declaration, Agencies & Certifiers, Member Allocations, and the Preview sections.


## Annual Plan

### Annual Plan - August 15<sup>th</sup>

*This must be approved in NOVA before the **Budget and Work plan opens.***

- Identify the strategies/activities and metrics from the three-year plan.
- Formulate and implement strategies.
- Identify plans of action to increase student outcomes

## Sequence of CAEP Deliverables (cont.)



### Budget and Workplan

#### **Budget & Workplan**

- Once the member submits their work plan and budget, the consortium membership will review, approve, and certify for the upcoming year.
- If the member has changes to their work plan and/or budget, they will go back through NOVA and update.
- Consortia Lead will use the same process of consortium membership review, approval or reject, and certification.  
*If rejected, a change of \$1 must be made before resubmitting.*



### Program Area Report

#### **Program Area Report**

- All members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total **operational cost** by fund source and **instructional hours** in the seven CAEP program areas (adult education/noncredit). Fund sources also include any fee revenue collected.



### Expenditure Report

#### **Expenditure Reports; quarterly reporting**

- Consortium members are required to submit their expenses in NOVA. Expenditure reports are year to date (**cumulative**) and expenses cannot be less than what was reported in the previous quarter.



# Expense Reporting Cycle



## Q1 Report Due

**Member**  
December 1

**Consortium**  
December 31

## Q2 Report Due

**Member March 1**  
\*Close out of prior, prior year  
Member Funds due in NOVA

**Consortium Certified March 31**  
\*Close out of prior, prior year  
Member funds in NOVA certified by  
Consortia in NOVA

Reminder: The Quarter 2 certification also includes the closeout of the 2020-21 funds. After the certification process, any 2020-21 funds that have not been expended will be **returned** to the State.

## Q3 Report Due

**Member June 1**  
(prior year)

**Consortium June 30**  
(prior year)

Reminder:  
The target spend down date for 2021-22 funds is June 30, 2023. With a corrective action plan, funds can be spent through December 31, 2023. However, the corrective action plan must include clear, concise, and actionable steps to spend down by December 31, 2023.

## Q4 Report Due

**Member**  
September 1 (prior year)

**Consortium**  
September 30 (prior year)



## Quarterly Expense Reporting

Quarter	Member Deadline	Consortia Deadline
First Quarter	December 1	December 31
Second Quarter	March 1	March 31
Third Quarter	June 1	June 30
Fourth Quarter	September 1	September 30

Once the member expense report is submitted, the consortium must review, approve, and certify.

*\*If the due date falls on a weekend or a holiday, the report shall be due by close of business on the last working day prior to the reporting deadline.*

Members or consortia that need assistance to submit their reports on time can reach out for targeted technical assistance through CAEP TAP.





## Q4 Expense Report Reminders

### Due Dates:

<b>September 1:</b>	21/22 and 22/23 Member Expense Report due in NOVA
<b>September 30:</b>	21/22 and 22/23 Member Expense Report certified by Consortia in NOVA

- ❖ Once the Q4 Expense Report is closed, it cannot be reopened.
- ❖ Quarter 4 must be closed out to reflect accurate available funds in the 2023-24 Budget and Workplan.
- ❖ If Quarter 4 is not closed out, members will see double allocations in their “Available Funds”.
- ❖ Best practice is to complete the Quarter 4 expense report prior to completing the 2023-24 Budget and Work Plan.

# AB 1491 Reminders!



- Tracking begins FY 2023-24
- Member carryover impacts consortia carryover
- FY 2023-24 Q4 will be certified September 30<sup>th</sup>, 2024
- AB 1491 authorizes the consortium to reduce a member’s “excessive” carryover funding (EC 84914). Consistent with:
  - The member no longer wishes to provide services consistent with the adult education plan.
  - The member cannot provide services that address the needs identified in the adult education plan.
  - The member has been ineffective in providing services that address the needs identified in the adult education plan, **including having excessive carryover for at least two consecutive fiscal years** beginning with the 2023–24 fiscal year, and each fiscal year thereafter, and reasonable interventions have not resulted in improvements.

**NOVA Enhancements Webinar will be announced soon!**



## Consortium Responsibilities & Accountability

Consortium should verify that expenditures are aligned to the annual and Three-year plans.

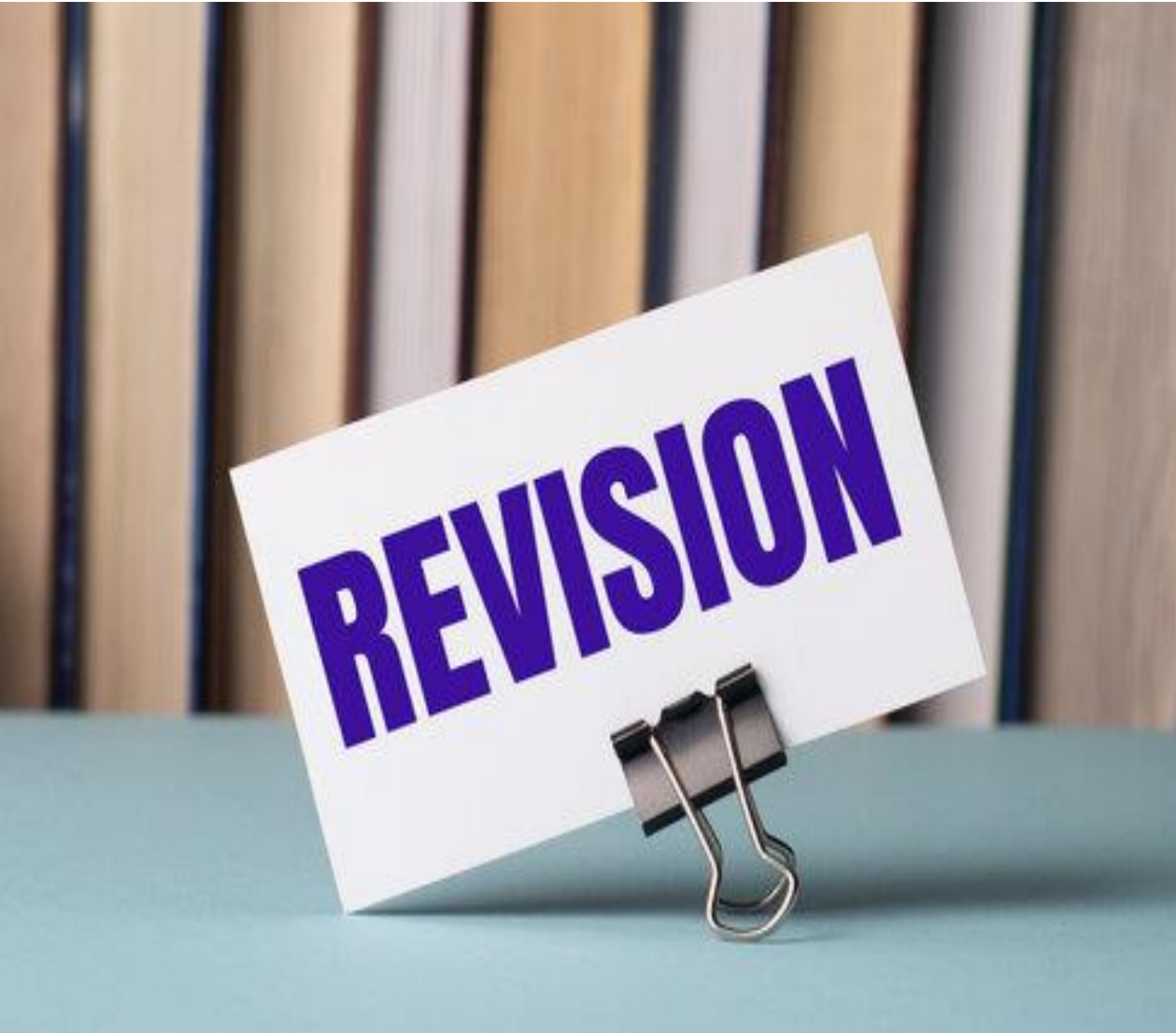
Understanding of the expenditure reporting requirements, including reconciling expenditures and completing budget revisions (if needed) prior to completing the report.



## Related Fiscal or Administrative Activities

- Develop consortium and member budgets based on CAEP planning.
- Documenting member and consortium activities as it relates to CAEP funding.
- Reviewing each member's budget & expenditures for State reporting.
- Administering a review process of financial budget & expenses to CAEP planning (Three-year plans & Annual plans).
- Preparing and setting up fiscal / administrative oversight related meetings.
- Working with members to submit budget & expenditures reports.
- Coordination and tracking of consortium & member spending.
- Coordinating budgets in collaboration with consortium members, district administrators, and accounting staff.





## Budget Modifications

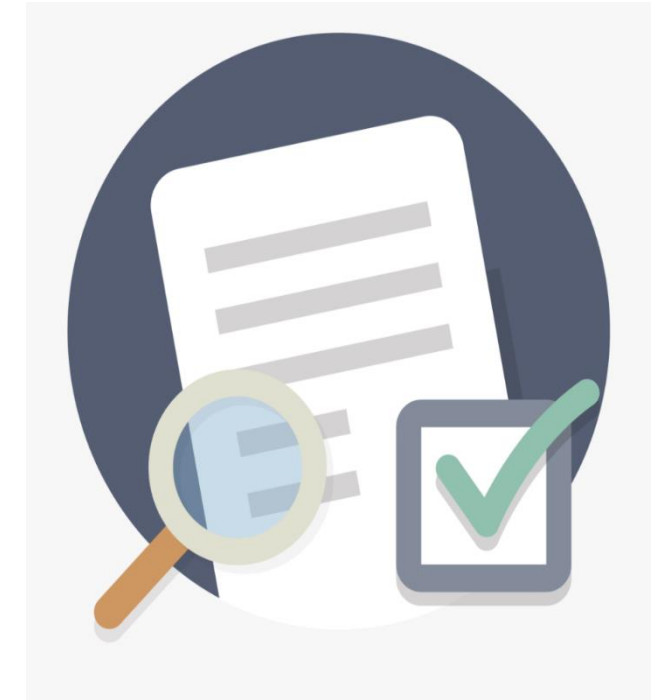
Budget modifications must be submitted in NOVA prior to the submission of the quarterly expenditure report.

- In order to submit a budget revision, the consortium primary contact must un-certify the budget and the member representative un- submits, in order to allow changes to be made.
- The member representative enters their changes and re-submits the budget, upon which the consortium primary contact will need to re-certify.



## Budget and Workplan Overview

- Based on the annual plan strategies (*submitted by August 15th*) and the CFAD (*submitted by May 2nd*), each member creates a **budget and work plan** for the new fiscal year (July 1 to June 30).
  - The member budget is by object code, which aligns with the member work plan to spend all active funding during that 12-month fiscal year period.
- ❖ ***Active funding includes all carryover and new funding combined into one budget.***



### Due Dates:

<b>September 30:</b>	23/24 Member Program Year Budget and Work Plan due in NOVA
<b>October 30:</b>	23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA



## Budget and Workplan Overview (cont.)



- The member work plan aligns with the strategies of the annual plan. Members will check off which strategies from the annual plan they are covering with their 12- month budget.
- Once the member submits their work plan and budget, the consortium membership will review, approve, and certify for the upcoming year.
- If the member has changes to their work plan and/or budget, it will go back through NOVA using the same process of consortium membership review, approval, and certification.
- Member Budget and Work Plan from prior year can be modified until submission of Q4 Expenditure Report



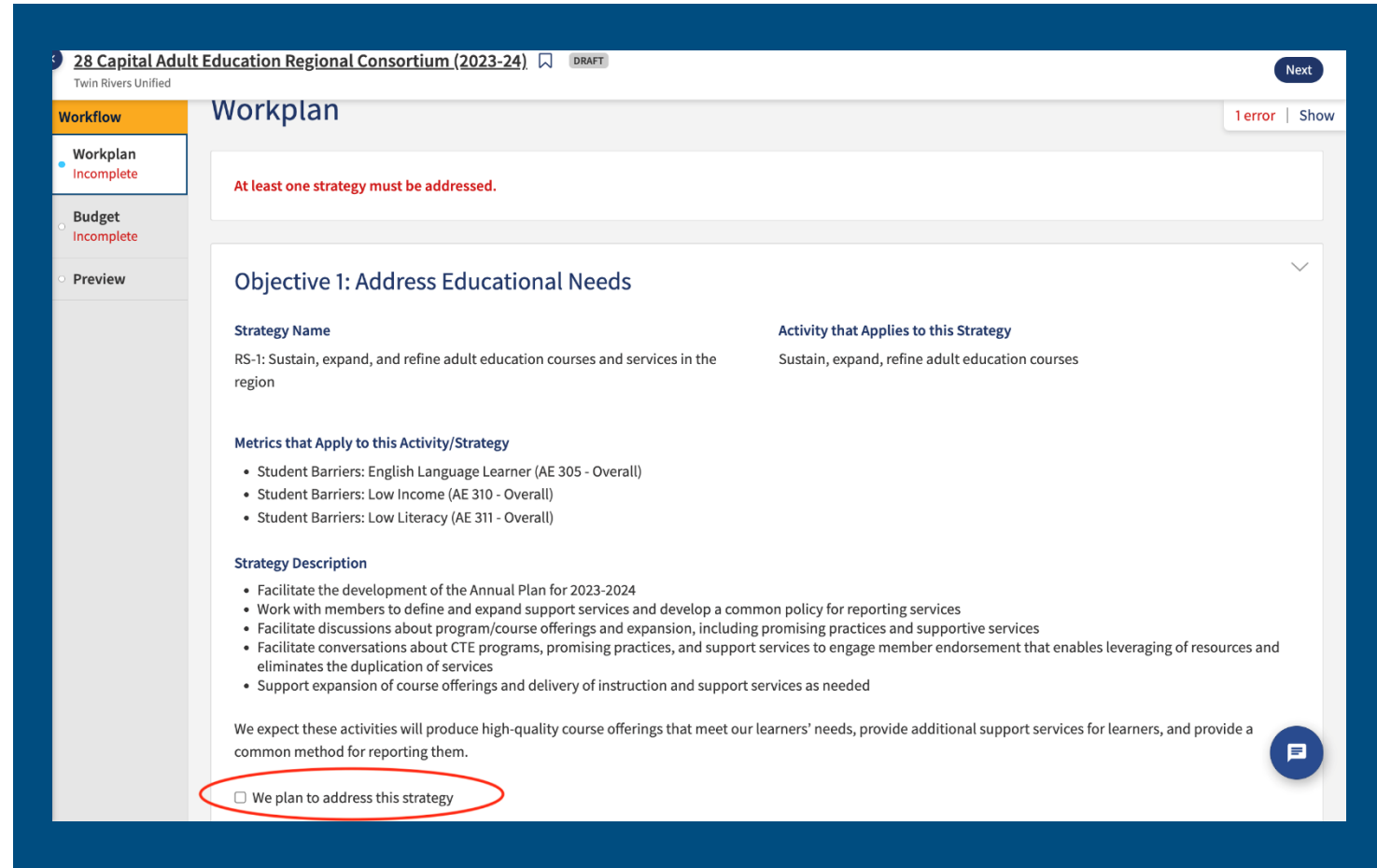
# Member Work Plan

Identify strategies that will be addressed within the 3 objectives (must address at least 1 strategy)

1. Address Educational Needs
2. Improved Integration of Services and Transitions
3. Improve Effectiveness of Services

Remember: Objectives, metrics, and strategies are pre-populated in the Workplan.

Objective and strategy language is an automatic import from the Annual Plan. Members select Objectives and Strategies that they will address.



28 Capital Adult Education Regional Consortium (2023-24) DRAFT

Twin Rivers Unified

Workflow

- Workplan Incomplete
- Budget Incomplete
- Preview

Workplan

1 error | Show

Next

At least one strategy must be addressed.

Objective 1: Address Educational Needs

Strategy Name	Activity that Applies to this Strategy
RS-1: Sustain, expand, and refine adult education courses and services in the region	Sustain, expand, refine adult education courses

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)
- Student Barriers: Low Income (AE 310 - Overall)
- Student Barriers: Low Literacy (AE 311 - Overall)

Strategy Description

- Facilitate the development of the Annual Plan for 2023-2024
- Work with members to define and expand support services and develop a common policy for reporting services
- Facilitate discussions about program/course offerings and expansion, including promising practices and supportive services
- Facilitate conversations about CTE programs, promising practices, and support services to engage member endorsement that enables leveraging of resources and eliminates the duplication of services
- Support expansion of course offerings and delivery of instruction and support services as needed

We expect these activities will produce high-quality course offerings that meet our learners' needs, provide additional support services for learners, and provide a common method for reporting them.

We plan to address this strategy



# Allocation Summary

- The amount showing in red as available on the 23-24 Budget work plan includes 21/22 funds as well as 22/23 available funds.
- Once Q4 is certified, the amount will decrease to reflect current available funds.

*Reminder: Q4 will need to be completed prior to the Budget and Work Plan opening in NOVA.*

**28 Capital Adult Education Regional Consortium (2022-23)** DRAFT
Next

El Dorado Co. Office of Education
1 error | Show

**Workflow**

- Workplan Completed
- Budget Incomplete
- Preview

## Member Budget

### Allocation Summary

Total Available Funds	\$344,520	Direct Costs Total	\$319,538
Total Budget	\$335,515	Indirect Costs Total	\$15,977 (5.0% of Direct Costs Total)
Remaining Amount	\$9,005	Consortium Fiscal/Admin Expenses	\$0

### Instructional Salaries 2022-23

Budget items may contain clusters of related expenditures. This should be a high level summary of the budget that indicates how funds will be utilized to accomplish the plan objectives.

**Budget Item Title \***

**Expenditure Type \***

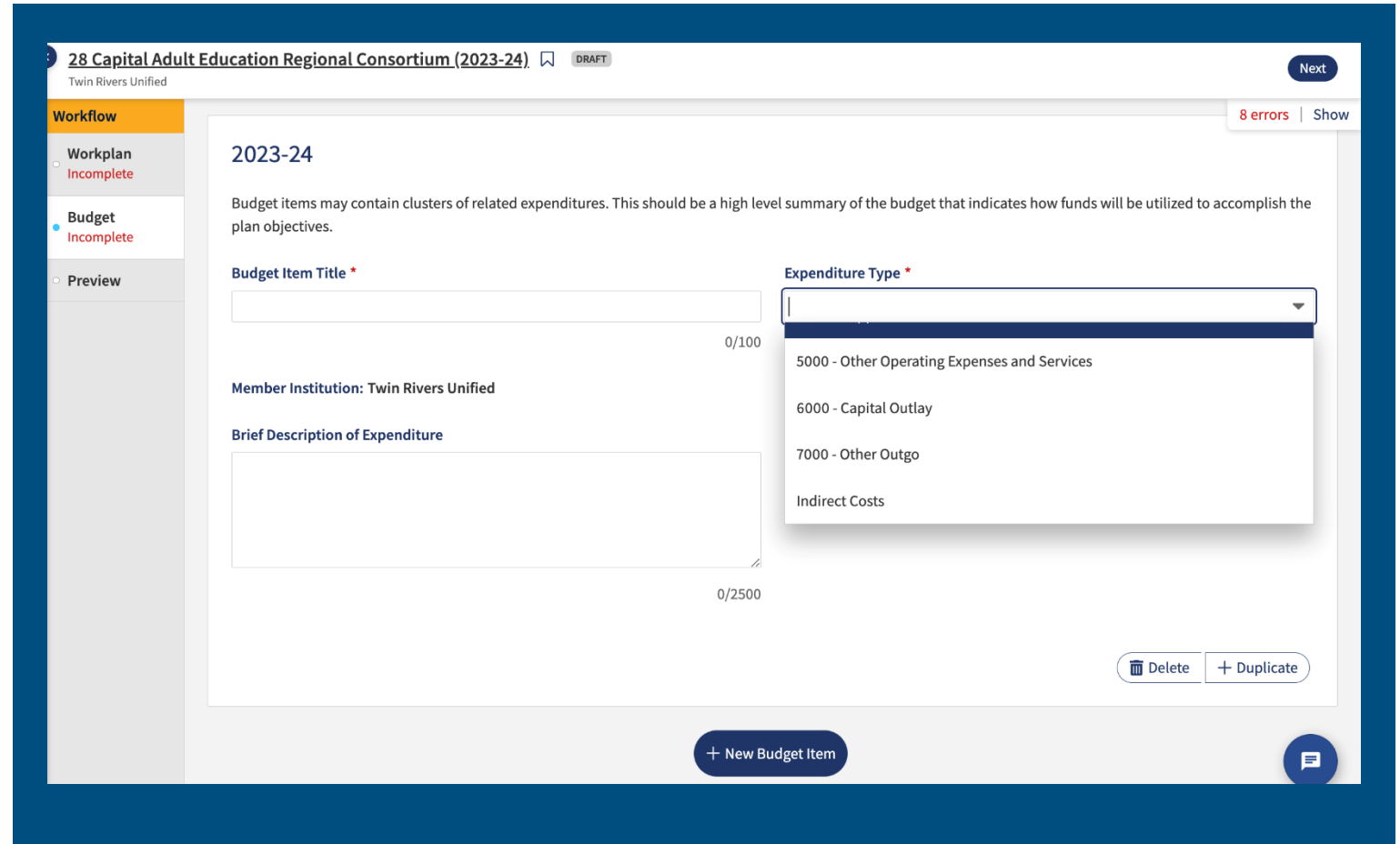
22/100

**2022-23 Amount \***

Member Institution: El Dorado Co. Office of Education

# Budget Development

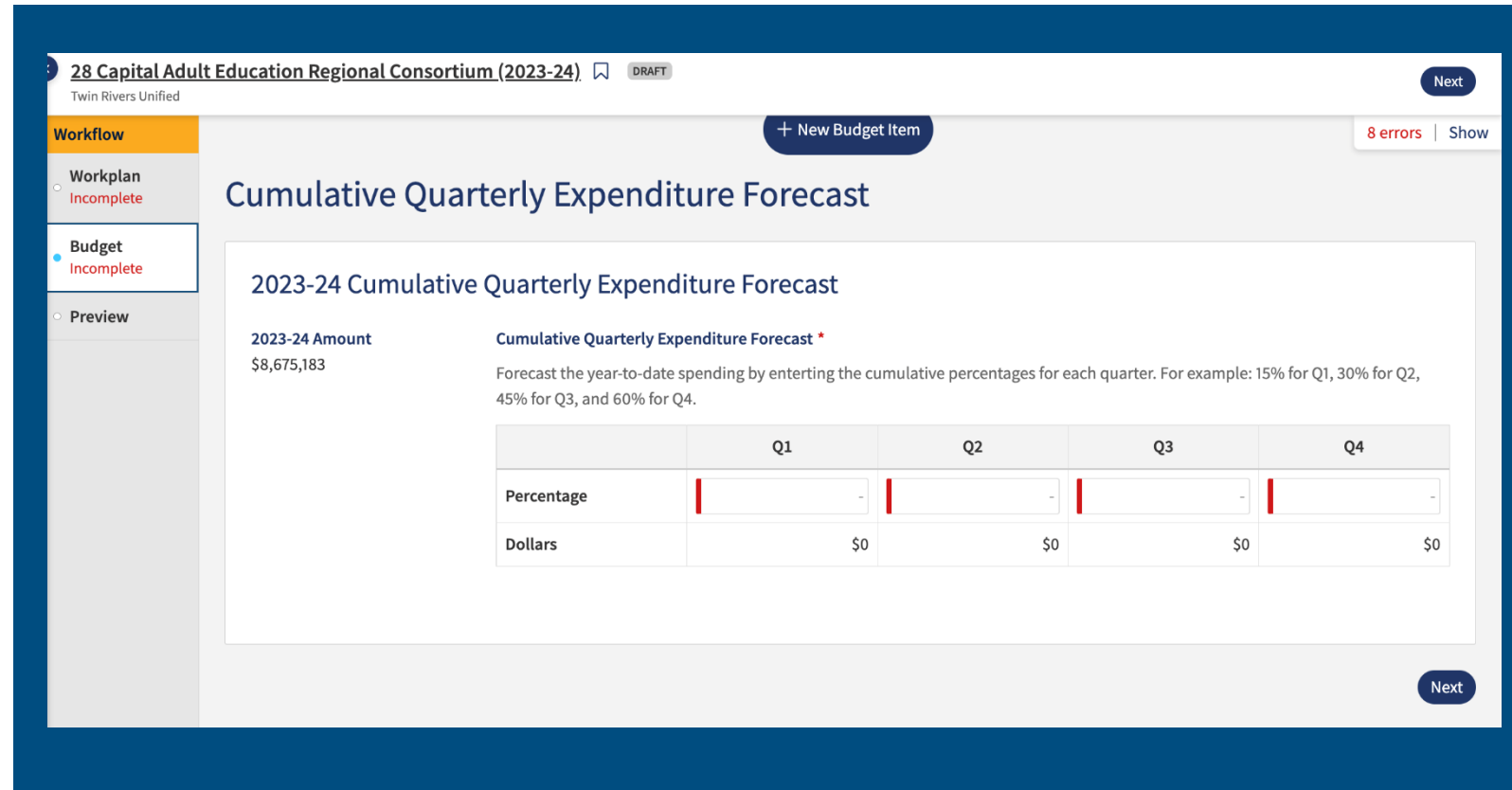
- Budget items are entered by Object Code
- Total must match the total in the Allocation Amendment.
- Include a brief description for each object code.
- Indirect cost cannot be greater than 5%.



The screenshot shows a web-based budget development interface. At the top, the title is "28 Capital Adult Education Regional Consortium (2023-24)" with a "DRAFT" status and a "Next" button. Below the title, there's a "Workflow" sidebar with three items: "Workplan Incomplete", "Budget Incomplete" (selected), and "Preview". The main content area is titled "2023-24" and contains a text box for a high-level summary. Below this, there are two input fields: "Budget Item Title" (with a 0/100 character count) and "Expenditure Type" (a dropdown menu). The dropdown menu is open, showing options: "5000 - Other Operating Expenses and Services", "6000 - Capital Outlay", "7000 - Other Outgo", and "Indirect Costs". Below the input fields, there's a "Member Institution: Twin Rivers Unified" label and a "Brief Description of Expenditure" text area (with a 0/2500 character count). At the bottom right of the form, there are "Delete" and "+ Duplicate" buttons. At the very bottom of the interface, there is a "+ New Budget Item" button and a chat icon.

# Cumulative Quarterly Expenditure Forecast

- Enter cumulative targets for Q1-Q4
- You can enter a member forecast of any percentage so long as by Q4 the minimum remaining expenses are 20% or below



28 Capital Adult Education Regional Consortium (2023-24) DRAFT

Twin Rivers Unified

+ New Budget Item

8 errors | Show

## Cumulative Quarterly Expenditure Forecast

2023-24 Cumulative Quarterly Expenditure Forecast

2023-24 Amount  
\$8,675,183

Cumulative Quarterly Expenditure Forecast \*

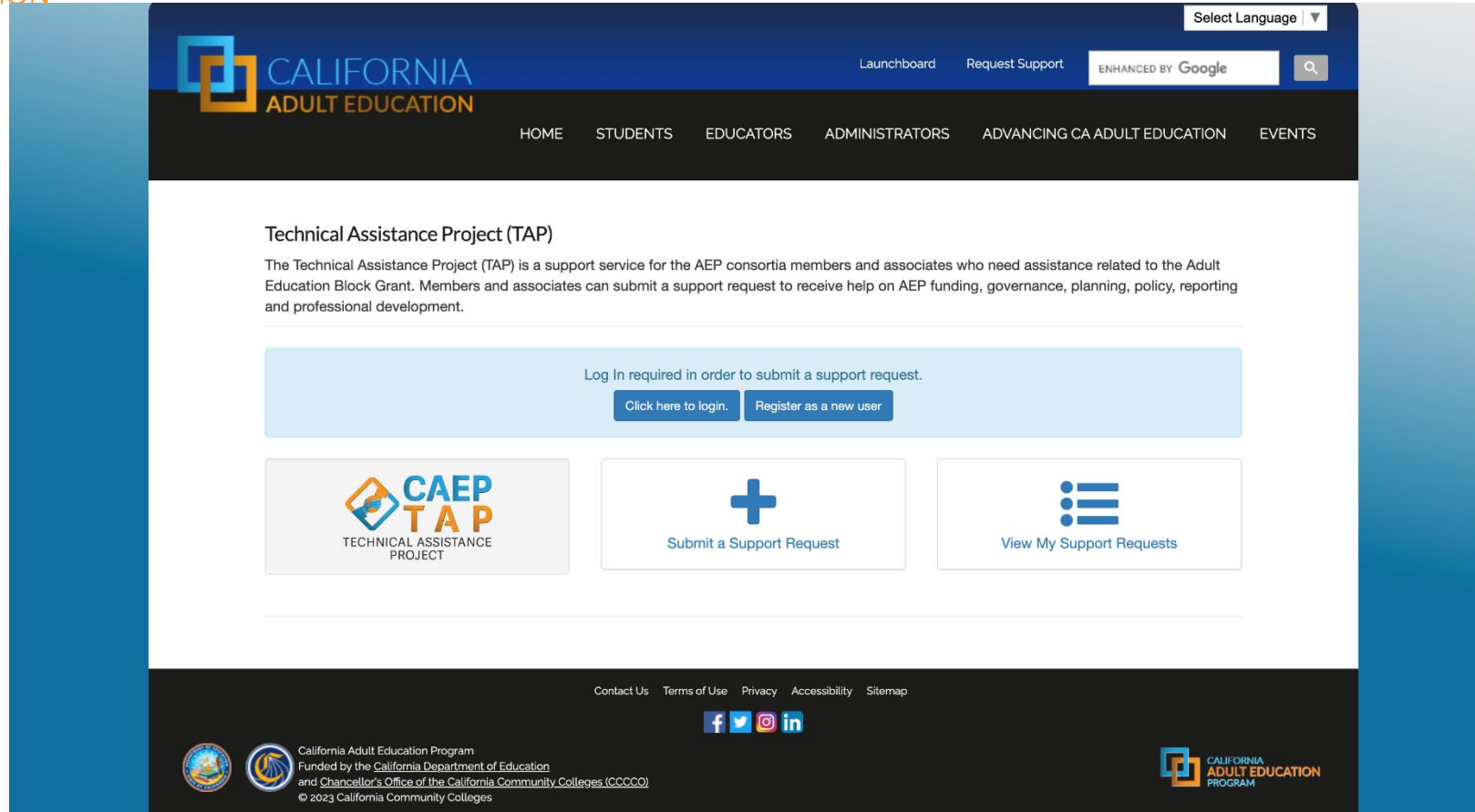
Forecast the year-to-date spending by entering the cumulative percentages for each quarter. For example: 15% for Q1, 30% for Q2, 45% for Q3, and 60% for Q4.

	Q1	Q2	Q3	Q4
Percentage	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>
Dollars	\$0	\$0	\$0	\$0

Next



# Live NOVA Demonstration



The screenshot shows the website for the California Adult Education Program's Technical Assistance Project (TAP). The page features a dark blue header with the program's logo and navigation links: HOME, STUDENTS, EDUCATORS, ADMINISTRATORS, ADVANCING CA ADULT EDUCATION, and EVENTS. A search bar with the text "ENHANCED BY Google" is also present. The main content area is titled "Technical Assistance Project (TAP)" and includes a paragraph explaining that TAP is a support service for AEP consortia members and associates. Below this, a light blue box contains the text "Log In required in order to submit a support request." with two buttons: "Click here to login." and "Register as a new user." Underneath, there are three white boxes: the first contains the CAEP TAP logo and the text "TECHNICAL ASSISTANCE PROJECT"; the second contains a blue plus sign and the text "Submit a Support Request"; the third contains a blue list icon and the text "View My Support Requests". The footer includes links for "Contact Us", "Terms of Use", "Privacy", "Accessibility", and "Sitemap", social media icons for Facebook, Twitter, Instagram, and LinkedIn, and logos for the California Department of Education and the Chancellor's Office of the California Community Colleges (CCCCO). Copyright information for 2023 California Community Colleges is also provided.

If you need assistance with this process, please contact CAEP TAP at [tap@caladulthood.org](mailto:tap@caladulthood.org) or (888) 827-2324.





Adult Education Program Fiscal Management Guide Allowable Uses of Adult Education Program Funds:

<https://caladulted.org/DownloadFile/1300>

Due Dates:

<https://caladulted.org/DueDates>

Support Request:

<https://caladulted.org/TAP?id=TAPLink>

AB 1491 Guidance Memo:

<https://caladulted.org/DownloadFile/1295>

AB 1491 Frequently Asked Questions (FAQ):

<https://caladulted.org/DownloadFile/1298>

AB 1491 Timeline:

<https://caladulted.org/DownloadFile/1297>

