



February 25, 2025

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

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

Gary Adams, Dean  
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D., Director  
California Department of Education

**SUBJECT: CAEP 2025-26 Preliminary Allocations**

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This memorandum advises local recipients and fiscal agents of the Fiscal Year (FY) 2025-26 CAEP preliminary allocations. CAEP Education Code Section 84909 mandates the release of the annual preliminary consortium allocations once the proposed state budget for the upcoming fiscal year is released.

The Governor's proposed budget for 2025-26, includes a \$15.871M cost-of-living adjustment (COLA) increase for CAEP. The COLA re-benches the total annual statewide CAEP appropriation to \$669,008,000. To view the FY 2025-26 CAEP Preliminary Allocations schedule, [click here](#). The CAEP State Leadership and the Technical Assistance Provider (TAP) will offer a webinar on **Wednesday, March 5, 2025, from 12:00 p.m. to 1:00 p.m.**, to review the proposed FY 25-26 budget and preliminary allocations for CAEP. The session will also provide a detailed overview of the Consortium Fiscal Administration Declaration (CFAD) process and how to complete in NOVA. You may register for this webinar through this [link](#).

### **Completing the CFAD**

CAEP consortia and their members are required to submit their CFAD via the Chancellor's Office [NOVA](#) system no later than **5:00 PM on Friday May 2, 2025**. The CFAD captures member allocations for each consortium as well as the consortium's chosen disbursement method. The CAEP State Office uses the information from the CFAD process to determine the payment schedules for the disbursement of CAEP funding. There will be no extensions granted for the May 2nd due date. Failure to submit the CFAD by the deadline will result in the State defaulting to the prior year's final allocation distribution.

Please note under Education Code Section 84914, which governs an increase or decrease of CAEP funding from the prior year, that all CAEP members are eligible for the COLA. Consortia cannot vote to exclude or prevent a member from receiving a COLA, provided that the member received funding in the prior year. However, after the CFAD is submitted, consortia may use the allocation amendment process in NOVA to transfer CAEP funding in alignment with consortium approved by-laws.

Consortia will also be requested to identify in the CFAD how it intends to address AB 1491 carryover compliance to ensure excessive carryover is carefully managed as outlined by statute. For additional information, you may access the [AB 1491 CAEP policy guidance](#).

### **Technical Assistance**

For questions related to the information outlined in the memo, and/or to request technical assistance, please contact the CAEP Technical Assistance Project (TAP) at [tap@caladulthood.org](mailto:tap@caladulthood.org).