



Carryover Compliance

October 7, 2025

Agenda

- Introductions
- Current Situation
- Moving Forward
- Best Practices
- Invite Wisdom From Colleagues





Presenters:

Dulce Delgadillo

CAEP Technical Assistance Provider

Mandilee Gonzales

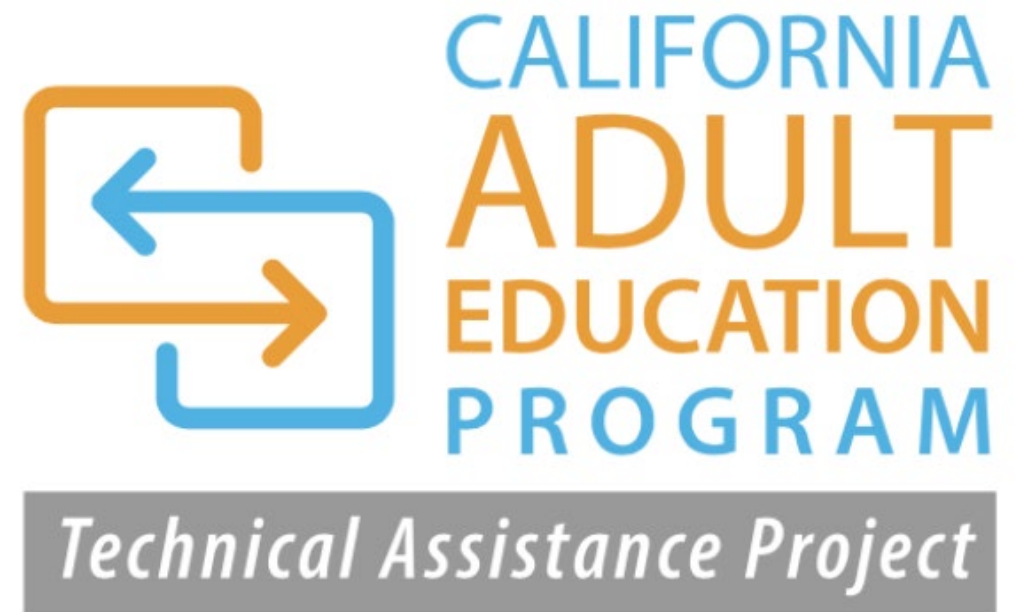
CAEP Technical Assistance Provider

Ute Maschke

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CAEP Technical Assistance Provider



Current Situation

AB 1491 (Carryover Legislation - February 2023)

Authorizes a consortium to reduce a member's allocation by no more than the amount of the member's carryover, as defined, if the consortium makes a finding by a majority vote, based on the member having excessive carryover for at least two consecutive fiscal years beginning with the 2023–24 fiscal year, that the member has been consistently ineffective in providing services that address the needs identified in its adult education plan. There is no percentage threshold mandated in AB 1491 that is specific to member carryover, unless it is determined by the individual consortium.

Current Situation

AB 1491 requires

a consortium with carryover from one or more prior fiscal years exceeding 20% to submit a written expenditure plan, as specified, to the Chancellor and the Superintendent, and would require the Chancellor and the Superintendent to prescribe and assign technical assistance to that consortium to ensure effective use of funds as specified by existing policy, and that the consortium's annual carryover does not continue

CAEP Education Code Sections [84901](#) and [84914](#) have been amended to reflect the definition of carryover, member carryover, and the consortium carryover

[Timeline FY 2023-2025](#)

Carryover TA Timeline	TA Touch points and WEP completion
Flagged for Carryover Timeframe: October (<i>early</i>)	Sent from CAEP Office Flagged status notification sent via email.
Initial Touch from TAP TA Timeframe: (October.)	CAEP TAP SCOE and NOCE TAP to connect and establish point of contact for technical assistance. (Either SCOE or NOCE as assigned). Contact email to introduce the TAP TA that will support your consortia and support WEP if needed.
Begin work on WEP Timeframe: October - November 15th	Consortia to develop actionable spend down plan, work with members, partners, and TAP as needed to submit WEP in NOVA by due date of November 15th.
Written Expenditure Plan Due and reviewed Timeframe: Due Nov. 15th	Written Expenditure Plan (WEP) is due in NOVA November 15th. Review and approval process done at the CAEP Leadership level WEP status is shared within 45 days.
WEP Submitted Timeframe: (Nov./Dec)	CAEP TAP SCOE and NOCE Approved - TA will start to support WEP action plan Conditional Approval - TA will start to support WEP for approval Rejected TA will start to support WEP for approval
CAEP Technical Assistance Timeframe: Ongoing as needed	CAEP TAP SCOE and NOCE Support assigned consortia and members to move into compliance, review a healthy spending cycle, and provide targeted TA.



Technical Assistance Timeline

- What to look forward to
- What tasks to plan for
- Whom to contact



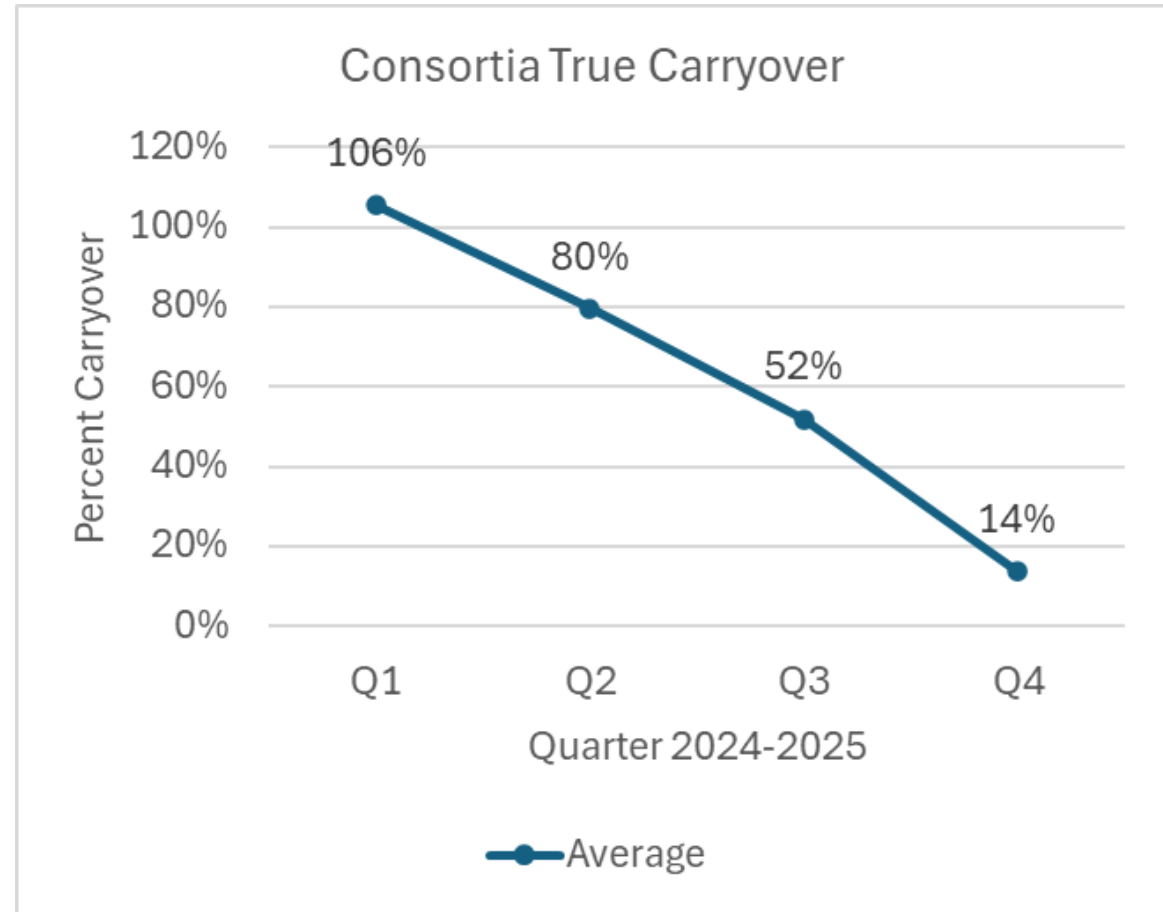
Current Carryover Data Point

Why does it matter?

Equity

Accountability

Visibility



Moving Forward

CAEP leadership sends a notification to all consortia flagged for carryover. The email informs the member of their WEP flagged status and deadline to complete the WEP.

A reminder that the deadline set to submit and approve the Written Expenditure Plans is **November 15, 2025, at 5:00 pm.**

**When the 15th falls over the weekend it will be due the following Monday.*

Consortium Details

Carryover Compliance

Written expenditure plan required for fiscal year 2024-25

Dismiss

Go to Plan



Written Expenditure Plan (WEP)

Updated NOVA Questions

1. In 2024-25, did the consortium **adopt** an internal **member -level carryover** threshold that was captured in the 2024-25 Consortium Fiscal Administration Declaration (CFAD)?
1. List the consortium's funded members and include the percentages of their carryover amounts.
1. If the consortium has more than 20 funded members, and you were unable to record them all in the previous question, please record them in a separate file and upload the file here. If the consortium has 20 funded members or less, skip this question.
1. Describe the **circumstances** that led the consortium to **exceed** the consortium-level 20% carryover threshold. Include specific **details** about individual member-level carryover and provide a **rationale** for their carryover amounts.

WEP

Updated NOVA Questions (continued)

5. Describe the support the consortium has attempted to **provide consortium members** to reduce excess carryover.
6. Provide an in-depth narrative on the proposed consortium-level corrective action plan, including detailed steps and specific timelines to reduce excess carryover among individual members and for the consortium overall.
7. What types of **processes** and **protocols** will be **implemented** to ensure that current and future consortium and member carryover amounts are reduced? How will these processes and protocols **minimize** excess carryover?
8. What type(s) of **support and technical assistance** from the State CAEP Office would be helpful to the consortium to assist with the reduction of excess carryover among individual members or at the consortium level?
9. Please provide the name and contact information of the lead and co-lead representative for this plan.

Best Practices

Be proactive with Financial Reviews

- This allows for informed decision making
- Allows time for changes to occur and be implemented

Create a [Member Expense Tracker](#)

Site:																			
2024/2025 Carryover:		\$	-																
2025/2026 Allocation:		\$	-																
Total 2025/2026 Budget:		\$	-																
Quarter 1 (July 1 - September 30)				Quarter 2 (October 1 - December 31)				Quarter 3 (January 1 - March 30)											
	1000	\$	-		1000	\$	-		1000	\$	-								
	2000				2000				2000										
	3000				3000				3000										
	4000				4000				4000										
	5000				5000				5000										
	6000				6000				6000										
Indirect				Indirect				Indirect											
Total Q1 Expenses		\$	-	Total Q2 Expenses		\$	-	Total Q3 Expenses		\$	-								
Budget Remaining		\$	-	Budget Remaining		\$	-	Budget Remaining		\$	-								
YTD Totals:																			
	1000	\$	-																
	2000	\$	-																
	3000	\$	-																
	4000	\$	-																
	5000	\$	-																
	6000	\$	-																
	7000	\$	-																
Total YTD Expenses		\$	-																
						24/25 funds remaining		\$	-										
						Carryover %		#DIV/0!											
Just a reminder: the consortium has voted to set each site's target at 19.9%.																			



Best Practices

Formalize Governance Structures : Incorporate Carryover Policies in Bylaws

- Include clear procedures on how member carryover thresholds are monitored, reviewed, and addressed.
- Establish language guiding fund reallocation or response to underspending.

Promote Transparency and Accountability

- Maintain transparency by discussing expenditures and carryover status during public consortium or board meetings.

Monitor & Review Member Effectiveness

- Implement tools to track member performance and fund utilization



Best Practices

Establish an **Innovation Fund**:

1. Allocate portion of carryover funds to support member-led projects that align with CAEP goals.
1. Governance and Approval Process
 - Adopt formal review & voting procedures for Innovation Fund proposals through consortium board or leadership committee)
1. Member Collaboration & Impact Evaluation
 - Prioritize proposals that demonstrate cross-member collaboration, address carryover reduction, or promote innovation in student access and equity.



Invite Wisdom From Colleagues

Learning from each other,
sharing best practices or pain
points.

CAEP TAP Webinars & Resources

Resources:

- [AB 1491 Guidance](#) (February 27, 2023)
- [AB 1491 Timeline](#)
- [Updated Program Guidance w/ AB1491 FAQ](#)
- [Webinar Chat Q&A](#) (March 23, 2023)

CAEP Technical Assistance Project Events



Technical Assistance Project (TAP)

The Technical Assistance Project (TAP) is a support service for the AEP consortia members and associates who need assistance related to the Adult Education Block Grant. Members and associates can submit a support request to receive help on AEP funding, governance, planning, policy, reporting and professional development.

Log In required in order to submit a support request.

[Click here to login.](#)
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Request Support from CAEP TAP (SCOPE)





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