



July 19, 2017

To: Adult Education Block Grant (AEBG) Consortium Directors and Members

From: Adult Education Block Grant Office

Subject: Adult Education Block Grant Member Reporting in Multiple Consortia

The instructions for this letter apply to AEBG reporting for the 16/17 final reporting due August 1, 2017. For more information on AEBG reporting requirements, see the letter released on July 10, 2017. The following information pertains to AEBG members reporting in multiple consortia.

Background

Adult Education Block Grant members can be members in multiple consortia provided the following conditions are met:

Regional Consortia Membership

The AB104 legislation states that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be a member of a consortium pursuant to this article if it receives funds from any of the following programs or allocations:

- (a) The Adults in Correctional Facilities program.
- (b) The federal Adult Education and Family Literacy Act (Title II of the federal Workforce Innovation and Opportunity Act).
- (c) The federal Carl D. Perkins Career and Technical Education Act (Public Law 109-270).
- (d) Local Control Funding Formula apportionments received for students who are 19 years of age or older.
- (e) Community college apportionments received for providing instruction in courses in the areas listed in subdivision (a) of Section 84913.
- (f) State funds for remedial education and job training services for participants in the CalWORKs program

AB104 Legislation reference: 84903 Regional Consortia Formation, 84904 One Consortium per Region, 84916 (a-f) Membership of Consortia

Membership Requirements

A regional consortia member must follow their consortium's governance plan, by-laws, and abide by AB104 legislative member requirements. Consortium membership alone does not guarantee funding. Failure to follow these requirements can result in a member to be dismissed from the consortium, or a reduction in AEBG funding. *AB104 Legislation reference: 84905, 84906, 84917, and 84920.*

Reporting Requirements for Members in Multiple Consortia

Allowing Members in Multiple Consortia:

If a school district, county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, is located within the boundaries of more than one adult education regional consortium and it receives funds from any of the following programs or allocations (see above or 84916 (a-f)) then it can be a member of each consortium where the local district, county offices of education, or joint powers authority is located. The

member would be expected to follow each consortium's governance plan, by-laws, and abide by AB104 legislative member requirements. Consortium membership alone does not guarantee funding.
AB104 Legislation reference: 84905, 84906, 84914, 84916, 84917, and 84920.

Reporting Student Data into TOPSPRO Enterprise:

For districts or county offices that are members of multiple consortia, CASAS will provide a TE Agency ID for each consortium in which the member belongs as verified by the State AEBG Office. The member will use the specific consortium ID to report student data based on the consortium 3-year plan and annual plan. In addition, the student data reported under the consortium ID will reflect the funding provided by the consortium to the member as certified and submitted to the State AEBG Office via the Consortium Fiscal Administrative Declaration (CFAD), as well as what is reported by the member in the state fiscal system for required expenditure and progress reporting.

For example: County Office X is a member of three consortia (A, B, & C). CASAS will provide this county office three agency IDs – one for each consortium. It is the member's responsibility to report student data and fiscal data accurately for each consortium.

Failure to report the student data accurately or failure to follow these instructions could result in the member and/or the consortium to be deemed ineffective. See the section below on ineffectiveness.

Requirements for Reducing a Member's Funding

For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium, the amount of funds to be distributed to a member of that consortium shall be equal to 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 and reasonable interventions have not resulted in improvements.

AB104 Legislation reference: 84914 (b)

Members Leaving a Consortium

Consortia will follow their governance plan (#14 - How will members join, leave, or be dismissed from the consortium) and any additional language in their agreed upon by-laws regarding terminating membership. For new members, in addition to the governance plan, and by-laws, consortia will follow existing requirements in AB104 legislation.

AB104 Legislation reference: 84905, 84906, 84914, 84916, 84917, and 84920.

If you have any questions regarding this letter, please contact the Adult Education Block Grant Office at the following link: <http://aebg.cccco.edu/ContactUs/Support>.

Thank you.

Carolyn Zachry, Ed.D
California Department of Education
Adult Education Block Grant Office

Javier Romero
California Community Colleges Chancellor's Office
Adult Education Block Grant Office

