

March 2019

Did you know...

Three Year Planning Template

Did you know you could unlock the 3-year planning template? Contact TAP if you need help or the steps. In addition, it is ok to add to the template. Feel free to add tables, photos, charts, etc. Remember, your 3-year plan is your roadmap for the region and will be utilized by local partners and stakeholders. Please include information that helps to explain the plan and tell your story.

Closing Out 16-17 Funds

Member close outs for 16-17 funds are due (in NOVA) at the end of the month. Please contact TAP prior to certification, if you think you have members that may have 16-17 remaining balances. TAP will facilitate the various options with the consortium and the member to liquidate any remaining balances of 16-17 CAEP funding. If you do certify a remaining 16-17 balance, it will generate an invoice from the State CAEP Office for that member to remit funding. So carefully examine what you are submitting and certifying for the 16-17 close out in NOVA.

Allowable Uses (Course Approval Required)

California Adult Education Program (CAEP) funds, if used for classroom instruction, can only be used for instructional programs within the seven program areas approved by the California Department of Education (CDE), through its course-approval process for K12/COEs, or by the Chancellor's Office, through its noncredit course-approval process for community colleges.

CAEP funds also can be used to support the goals and outcomes of the instructional programs.

CAEP funds provided to community college districts (CCDs) cannot be used to supplant existing noncredit apportionment. CCDs need to be mindful that they comply with full funding prohibitions (Title 5 sections 58050(a) (4) and 58051.5).

Allowable Uses (Gift of Public Funds)

Please remember that using CAEP funds to purchase promotional items (like coffee mugs, t-shirts, pens, water bottles, etc.) to give away to students and/or the public is considered a gift of public funds and is not allowed under CAEP. If you have any specific questions about a gift of public funds – always check your local district policy first.