



April 13, 2020

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office (CAEP)

Subject: Following the 2019-20 CAEP Annual Plan

This memo is to remind all CAEP funded consortia, member districts, and fiscal agents that CAEP related education code 84900-84920 and state issued guidance remains in effect during the 19-20 program year.

Consortia and their member districts must continue to follow their approved annual adult education plans. This would include paying all adult education related staff to follow the approved plan. CAEP Regional Consortia have the right under EC84914 to reduce a member district funding if an approved plan is not being followed (see citation below):

EC84914 (2) (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 and reasonable interventions have not resulted in improvements.

An approved adult education plan and its related budget can be modified with consortium approval and member certification in NOVA. The consortium must follow current public meeting requirements in order to agree upon annual plan and budget modifications. For additional details and to check on consortium approved adult education plans, please reference the [CAEP Program Guidance](#), [CAEP Fiscal Management Guide](#), and the [NOVA](#) system via the CAEP website.

If you have any questions regarding this information, please contact the CAEP Technical Assistance Project at tap@caladulthood.org.

Sincerely,

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