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Division of Career and Adult Education

**MEMORANDUM**

**TO:** Adult Education Directors (districts and colleges)  
Adult Education Community-Based Organizations

**FROM:** Rod Duckworth 

**DATE:** May 23, 2014

**SUBJECT: Adult Education Program Improvement Plans**

The Florida Department of Education is required by the United States Department of Education to establish and utilize performance targets for adult education programs funded through the Adult Education and Family Literacy Act (AEFLA). The Division of Career and Adult Education negotiates state performance targets for each educational functioning level with the Office of Career, Technical, and Adult Education on an annual basis.

All 2013-2014 grant recipients of AEFLA funds are required to develop and implement a local program improvement plan for each applicable measure not meeting at least 90 percent of state targets as negotiated for 2012-2013 year data. This requirement was added to the 2013-2014 grant applications so that we can work towards continuous improvement at both the local and state level, and identify technical assistance and professional development needs. Agencies identified as needing a program improvement plan for the 2012-2013 data year must submit the attached form to receive 2014-2015 funds if allocated through the competitive process.

The attached form has been developed for your convenience so that you can select your agency name in the agency box and your data will appear for each performance measure. If a "Yes" appears in the "Program Improvement Plan Needed" Column by any of the measures, please write a brief description of possible reasons for not meeting the specified state target. If "Yes" appears for any of the measures, you will also need to address all of the items in Section 2, "Agency Level Narrative."

We look forward to receiving your feedback and working with you during the next program year. If you have any technical questions regarding the form, please contact Julie Dillard at [Julie.dillard@fldoe.org](mailto:Julie.dillard@fldoe.org) or 850-245-5011. If you have questions concerning the data presented for your agency, please contact Tara McLarnon at [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org) or 850-245-9005.

RD/tmt

Attachment