DATE: May 30, 2012

TO: Adult Education Directors (District and College)
    Adult Education Community-Based Organizations
    Finance Officers (District and College)

FROM: Rod Duckworth
      Linda Champion

SUBJECT: Questions and Answers, Adult Education Program Income Reporting Requirements

The information attached to this technical assistance note clarifies issues related to recording and reporting Adult Education Program Income as defined in an October 6, 2011, memo from Chancellor Loretta Costin, Division of Career and Adult Education. Attached are questions received from school district and state college grant sub-recipients and the Department of Education’s answers, along with documents referenced in the answers.

Attachments:
Attachment 1: October 6, 2011, Memo from the Chancellor of Career and Adult Education
Attachment 2: Adult Education Program Income, Questions and Answers
Attachment 3: Project Disbursement Report Form, DOE 499
Attachment 4: Program Income Summary Worksheet Form, DOE 499A
Attachment 5: Program Award Notification Form, DOE 200