



State Board of Education

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Division of Career and Adult Education

MEMORANDUM

TO: Adult Education Directors (district and college)

FROM: Rod Duckworth 

DATE: January 9, 2015

SUBJECT: Adult Education Program Income Request for Program Year 2014-2015

This serves as a reminder to all agencies requesting Adult Education Program Income (addition) method approval for the program year 2014-2015. According to the Green Book, program income may be added to the project only when prior written approval is obtained from the Florida Department of Education. Agencies must submit their written request on or before **June 30, 2015**, by the close of business to:

Florida Department of Education
Attn: Janice Brown, Bureau Chief
325 West Gaines Street, Room 344
Tallahassee, FL 32399-0400

For background information related to Adult Education Program Income, a series of documents are posted at <http://www.fldoe.org/academics/career-adult-edu/funding-opportunities> to assist you with implementation of this policy. All program income requests must be submitted to the department on or before June 30, 2014.

If you have any questions regarding Adult Program Income, please contact Zelda Rogers, director of Adult Education, at 850-245-9906 or Zelda.Rogers@fldoe.org.

RD/gsb