



**TECHNICAL ASSISTANCE NOTE** No. 2012-02

*Division of Career and Adult Education*

*And*

*Division of Finance and Operations*

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Department of Education  
Gerard Robinson  
Commissioner

**Adult Education and Family Literacy Act of 1998  
Program Income Reporting Requirements  
Questions and Answers**

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**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