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April 7, 2010

MEMORANDUM

TO: Adult Education Providers

FROM: Loretta Costin 

SUBJECT: National Reporting System for EL/Civics Education

It was recently brought to our attention by the United States Department of Education (USDOE) that the manner in which instructional expenditures for English Literacy and Civics (EL/Civics) Education are reported for the National Reporting System is not correct.

The current DOE 499 Project Disbursement Report used for interim and year-end reporting of instructional expenditures reflects a breakout for programs of instruction 0 – 8 and programs of instruction 9 – 12. Based on guidance received from the USDOE, adult education providers should only report expenditures for EL/Civics Education instruction in the programs of instruction 0 – 8 category. Instructional expenditures in the programs of instruction 9 – 12 category are not applicable.

To rectify the above situation, a revised DOE 499 form has been developed. The attached form emphasizes that only instructional expenditures for EL/Civics Education in the programs of instruction 0 – 8 category should be reported. Effective immediately, please use the attached form for reporting instructional expenditures in adult education.

You may contact Ken Plummer, Senior Educational Program Director, with any questions. Ken can be reached at (850) 245-9047 or via e-mail at ken.plummer@fldoe.org.

Thank you for your cooperation.

LC/gsb

Attachment