Department of Education

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ADULT EDUCATION MEMO NO. 63-23

**DATE:** November 6, 2023

**TO:** Adult Education Program Administrators

**FROM:** Dr. J. Anthony Williams, Director

Office of Career, Technical, and Adult Education

**SUBJECT: Ad Hoc Fiscal Request for Unreported Local Match to Adult Education Awards**

This memo explains the purpose of the request for an ad hoc fiscal report of unreported local match and the process and timeline by which the Virginia Department of Education (VDOE) requests providers to submit the information.

The VDOE seeks a more informed accounting of how much additional funding is invested in adult education programs by fiscal agents and hosting communities above and beyond what is required to be reported as part of the grantees’ local match. This amount was an unknown factor in the 2023 legislation that proposed to move the adult education state eligible agency from the VDOE to the Virginia Community College System (VCCS). Any further discussions on this proposed move should be informed with an estimate of the cost to run the adult education program as it is functioning now.

As background, the *Workforce Innovation and Opportunity Act* (WIOA) title II, Adult Education and Family Literacy Act (AEFLA), award requires a 25 percent state match. The state funds invested in adult education over the years by the General Assembly as the state match (General Adult Education at $1,051,800 and State Lead Coordinating Agency at $2,255,000) has required the VDOE to require a local match of 15 percent to be able to report the full requirement. Expenditures of the grantees’ 15 percent local match are reported quarterly to the VDOE, as is program income collected from participants, and submitted as part of the annual federal fiscal reporting.

The VDOE recognizes that many adult education providers receive and rely on additional investments from their fiscal agents, localities, and partners that cover costs related to personnel and infrastructure (such as office and classroom space, equipment, supplies, local travel, IT support, and printing). These additional investments make services more robust, consistent, and responsive to community needs.

The VDOE requests that fiscal agents submit the [Unreported Local Match](https://www.doe.virginia.gov/home/showdocument?id=50527&t=638343536383701150) report for program year 2023-2024 by December 20, 2023 to [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov) in order to share the additional planned investments from fiscal agents, localities, and partners to inform the VDOE’s response to expected proposed legislation. These funds will not impact grantee’s current year local match reporting and should not duplicate the funds reported in such quarterly reports. The VDOE recognizes that this is the first time such a request has been made and that infrastructure investments, in particular, will likely be estimates.

If you have further questions, please contact Heidi Silver-Pacuilla, Ph.D., Adult Education Coordinator, by email at [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov) or by telephone at (804) 774-2377.

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