



# STATE OF CONNECTICUT

## STATE DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** John Frassinelli, Bureau Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** January 13, 2014

**SUBJECT:** Adult Education Operational Memorandum #02-14

- Statewide Policy Forum, Friday, January 24, 2014
- FY 2013-14 Adult Education State Grant Application Revision - Forms ED-245 and ED-245A
- FY 2014-15 Preliminary Adult Education Support Percentages
- FY 2014-15 Adult Education State Grant Application – Forms ED-244 and ED-244A
- Program Improvement Projects Mid-Year Report and Budget Revision
- GED® Update
- FY 2013 Final State and Local Program Profile Reports
- CARS Data Entry Timelines

### **Statewide Policy Forum, Friday, January 24, 2014**

The next policy forum will be held **on Friday, January 24, 2014**, from 9:00 a.m. to 12 noon at the Courtyard by Marriott, 4 Sebeth Drive Cromwell, CT 06416. Directions are available at [www.marriott.com/hotels/maps/directions/bdlhc](http://www.marriott.com/hotels/maps/directions/bdlhc). Directors are encouraged to bring at least one Program Facilitator to the forum. Refreshments will be provided.

In the event of delays/cancellations due to the weather, please call 860-807-2130 after 7:00 a.m. on the morning of January 24, 2014, and listen to the voice mail message for the latest updates.

A tentative agenda is presented below:

- GED® Update
- Federal Grant
- State Grant
- FY 2013 Provider Performance Summary
- Adult Education Teacher Evaluation

All handouts **will be e-mailed** to directors by Wednesday noon during the week of the policy forum. Please bring a copy with you. **No copies of handouts will be distributed at the policy forum.**

### **FY 2013-14 Adult Education Grant Application Revision - Forms ED-245 and ED-245A**

The Adult Education Grant Revision Application, form ED-245 and the Supplemental Application, form ED-245A for FY 2013-14 will be due to the Bureau of Health/Nutrition, Family Services and Adult Education by **Monday, March 17, 2014**. These forms along with the Excel **Budget Narrative Template** that includes the Budget Revision Form ED-114 are available on the Adult Education Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684). Be sure to include these forms, a copy of the current FY 2014 Program Profile and any outstanding lease agreements with the ED-245 and ED-245A submissions. **Cooperating Eligible Entity (CEE) grantees are reminded that evidence of private source funds must be included with the submission of the ED-245A.**

### **FY 2014-15 Preliminary Adult Education Support Percentages**

The Adult Education Preliminary Support Percentages for fiscal year 2014-15 are located on the Adult Education Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320684). These percentages are based on current law and are considered preliminary in nature until approved by the General Assembly. The RESC support percentages are based upon FY 2013-14 membership and are subject to change. If you have any question or concerns please contact Valerie Marino at 860-807-2130 or at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov).

### **FY 2014-15 Adult Education State Grant Application - Forms ED-244 and ED-244A**

The FY 2014-15 Adult Education State Grant Application, form ED-244 and the Supplemental Application for Adult Education Cooperating Eligible Entity (CEE), form ED-244A will be due to the Bureau of Health/Nutrition, Family Services and Adult Education not later than **April 15, 2014**, in accordance with Section 10-71a of the Connecticut General Statutes. Any new, amended or updated lease agreements should accompany the submission of these forms. Additionally, letters of commitment from private source contributors must accompany the submission of the ED-244A. Notification will be emailed to all superintendents, adult education directors and CEE Agency Heads as soon as these forms are made available on the Adult Education Web site.

### **Program Improvement Projects Mid-Year Report and Budget Revision**

Recipients of Federal Program Improvement Projects (PIPs) are required to complete a mid-year self-monitoring report. **Any necessary budget revisions must also be submitted.** These modified 2013-14 reports and the **revised** Excel budget templates were e-mailed to program directors on December 31, 2013. All reports and budget revisions are **due to the Bureau by February 14, 2014**, by the end of the business day. Be sure to follow directions if you have a budget revision. Please note that some of the priority area questions have been revised. The report forms and budget templates can also be found at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320696&sdePNavCtr=|45472|#45552](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=320696&sdePNavCtr=|45472|#45552).

### **GED® Update**

The 2013 program year was very rewarding and challenging as we transitioned to computer based testing (CBT) and encouraged and supported students in completing the paper-based GED® Tests before December 31, 2013. Thank you all for your support and cooperation in this effort. Currently there are thirteen fully functioning CBT centers. We look forward to adding more testing centers during this coming year to provide flexibility of schedule and location for Connecticut residents seeking the GED® credential. We will continue to update you as additional testing centers come on board.

The registration process for the 2014 GED® is also computer based and can be found at [www.ged.com](http://www.ged.com). Resources for educators and test-takers are also available at [www.ged.com](http://www.ged.com).

Sabrina Mancini will gradually assume responsibility for managing the GED® for the Connecticut State Department of Education. She can be reached at [sabrina.mancini@ct.gov](mailto:sabrina.mancini@ct.gov) or at 860-807-2110.

### **FY 2013 State and Local Program Profile Reports**

The final FY 2013 State and Local Program Profile reports for all state and federal adult education program providers may be accessed from the Adult Education Web site at [www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=321924&sdePNavCtr=|45570|#45575](http://www.sde.ct.gov/sde/cwp/view.asp?a=2620&Q=321924&sdePNavCtr=|45570|#45575).

### **CARS Data Entry Timelines**

**Reminder:** CARS data entry for the first semester including attendance, achievements, credits earned, assessment, etc. for the first semester is to be completed by **Friday, January 24, 2014**. Please ensure that all data are error free. If you have any questions or issues regarding data entry, please contact the CARS helpdesk at [ewhelpdesk@ca.com](mailto:ewhelpdesk@ca.com).