UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF VOCATIONAL AND ADULT EDUCATION

THE ASSISTANT SECRETARY

PROGRAM MEMORANDUM OVAE/DAEL FY 2005-02

TO: State Directors of Adult Education

FROM: Susan Sclafani
Assistant Secretary for Vocational
And Adult Education

SUBJECT: Extension of the Adult Education and Family Literacy Act

DATE: December 21, 2004

This memorandum describes our policy in implementing an extension of the Adult Education and Family Literacy Act (AEFLA). This action is necessary to give states as much advance notice and flexibility as possible in submitting any revisions needed in their current state plans, including establishment of performance levels for the coming program year.

Need for Revising Current State Plans

The FY 2005 appropriations statute, Public Law 108-447 [118 Stat. 2809], extends currently operating education programs, including AEFLA's adult education state grant program, for one year. State plans are required for states to receive allotments under AEFLA. Last year, OVAE approved a one-year extension of operating plans but those extensions will expire on June 30, 2005. States and OVAE need to agree upon new performance targets for the coming year and the new targets must be incorporated into the existing state plans as a revision.

As you know, adult education has experienced great variation in state performance. We have put in place a data quality checklist that state directors must use to certify the accuracy of data submitted to OVAE. Our expectation, and the requirement of the law, is that each state will continuously improve its performance levels in a substantive way. Therefore, performance levels proposed for a future year must exceed the actual performance of a current year.

Requirements for Revising Current State Plans

The process for state plan revisions is established in Section 224 (c) and (d) of AEFLA. States are expected to follow this process in addition to any state-imposed requirements for submitting state plan revisions:

1. Revisions, including the new performance targets we agree on, must be submitted to OVAE no later than April 1, 2005. In their revisions, states must indicate whether they intend to extend current grants or conduct a one-year competition. Performance targets proposed must exceed actual performance measured in the prior year. It is advisable to discuss proposed targets with OVAE prior to submission to ensure that levels are appropriate and approvable. Your area coordinator will contact you by telephone during the period from January 31 through February 11 to discuss the performance levels proposed by your state for Program Year 2005-2006.

2. Revisions must be submitted to the Governor and any comments made by the Governor must be submitted to OVAE with the plan revisions.

3. Revisions must include any new uses of funds that were not incorporated in the existing state plan.

4. Revisions must include updated certifications and assurances with original signatures.

Please feel free to contact your area coordinator for technical assistance in meeting these requirements. We look forward to working with you.

Attachments