



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers  
Regional Consortium Chairs  
CTE Deans

**FROM:** Sandra Sanchez, Interim Vice Chancellor  
Workforce and Economic Development Division

**CC:** Marty Alvarado, Executive Vice Chancellor  
Office of Equitable Student Learning, Experience and Impact

Gary Adams, Dean  
Workforce and Economic Development Division

Carolyn Zachary, Director  
California Department of Education

**RE: 2023-24 Preliminary California Adult Education Program (CAEP) Allocations**

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This memorandum is to advise local recipients and fiscal agents of the 2023-24 Preliminary CAEP Allocations. CAEP Education Code Section 84909 mandates the release of the FY 2023-24 Preliminary Allocations for each consortium, which includes an additional \$48.5M Cost of Living Adjustment (COLA). COLA re-benches the total annual statewide CAEP appropriation for future years to \$645,684,000.

The first step of this process is the release of the annual preliminary allocations schedule. To view the FY 2023-24 Preliminary CAEP Allocations schedule, [click here](#). The second step requires the CAEP consortia, and their members to submit their Consortium Fiscal Administration Declaration (CFAD) via the NOVA system by COB on May 2, 2023. The CFAD captures member allocations for each consortium as well as the consortium's chosen disbursement method. The CAEP Office uses the information from the CFAD process to determine the payment schedules for the disbursement of these CAEP funds. There will be no extensions granted for the May 2nd due date.

Please note that the CFAD will be updated to reflect AB1491 implementation (CAEP carryover). This new statute includes consortia defined excess member carryover and the process by which consortia will offer technical assistance and/or reasonable intervention to its members prior to making a finding of excessive member carryover. All this information must be included in the certified CFAD. For more information, please access the [AB1491 CAEP guidance](#).

All CAEP members are eligible for the COLA. Please see [Education Code](#) Section 84914 governing an increase or decrease of CAEP funding from the prior year. Consortia cannot vote to exclude or prevent a member from receiving a COLA, provided that the member received funding in the prior year. However, after the CFAD is submitted, consortia can use the allocation amendment process in NOVA to move CAEP funds based on consortia agreed upon by-laws.

If you have any questions regarding this guidance memo, please contact the CAEP helpdesk at [caep@cccco.edu](mailto:caep@cccco.edu). For technical assistance, please contact the CAEP Technical Assistance Project at [tap@caladulthood.org](mailto:tap@caladulthood.org).