



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Business Officers  
Chief Student Services Officers  
Career Technical Education Deans  
Regional Consortia Chairs

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

**CC:** Dr. Aisha Lowe, 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: California Adult Education Program (CAEP) FY 2023-24 Consortium Allocations**

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This memorandum is to advise local recipients and fiscal agents of adult education funds that the FY 2023-24 final CAEP allocation amounts are now available. You may access this [link](#) to view the final allocations schedule. Earlier this week, the 2023-24 additional CAEP allocations from the May Revise were posted in NOVA as an allocation amendment. Consortium members have until September 1, 2023, to submit and certify their amended allocation amounts in NOVA. The CAEP State Leadership and the Technical Assistance Provider (TAP) will offer a CAEP Allocation Amendment webinar on **Wednesday, July 19, 2023, from 12:00 p.m. to 1:30 p.m.** to review the final allocation amounts, walk members through the NOVA process, and answer any questions. You may register for this webinar through this [link](#).

July 10, 2023

### **State Budget Bill**

The State Legislature has passed the 2023-24 budget bill that provides a \$49 million Proposition 98 increase to support an 8.22% cost-of-living adjustment (COLA) for the California Adult Education Program. The CAEP baseline apportionment total for FY 2023-24 is now \$646,222,000. The signed budget reflects a COLA increase from the initially proposed January budget.

### **NOVA Instructions**

Each consortium will process the May Revise allocation increase as an allocation amendment in NOVA, which requires a new allocation amount for each member, and certification in NOVA by all consortium members. Keep in mind, that due to State Budget Bill requirements, the State CAEP Office has already calculated allocation amounts for direct funded member districts. Please see the 2023-24 direct funded member amounts by districts (along with fiscal agent amounts) [linked here](#). These allocation amounts are the dollar amounts given to the State Controller's Office for disbursement within 45 days of the enactment of the 2023-24 State Budget. Therefore, any deviation from these amounts would not align with the amounts being disbursed. CAEP allocation amendment certification by the consortium and its members must be completed by September 1, 2023.

### **CAEP Funds Are Restricted Funds**

CAEP funds were issued under AB104 legislation and are in ARTICLE 9. Adult Education Program [84900 - 84920] of the education code. CAEP funds are apportionment, they are not a grant, and currently are not subject to flexibility. CAEP funds are restricted to adults 18 years and older, can only be used in the seven CAEP approved program areas, and must have an approved regional consortium plan specific to K12 adult education and community college noncredit programs.

### **Questions:**

For questions regarding this memo, please contact the Adult Education program staff at [caep@cccco.edu](mailto:caep@cccco.edu). For technical assistance, please contact the CAEP Technical Assistance Project (TAP) by phone at 1- 888-827-2324 or by e-mail at [tap@caladulthood.org](mailto:tap@caladulthood.org).