



TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
Regional Consortium Chairs
CTE Deans
Adult Education Consortium Members and Directors

FROM: Anthony Cordova, Vice Chancellor of Workforce and Economic Development

RE: California Adult Education Program (CAEP) 2025-26 Preliminary Allocations

This memorandum advises local recipients and fiscal agents of the 2025-26 CAEP preliminary allocations. CAEP [Education Code Section 84909](#) mandates the release of the annual preliminary consortium allocations once the proposed state budget for the upcoming fiscal year is released.

The Governor's proposed budget for 2025-26, includes a \$15.871M cost-of-living adjustment (COLA) increase for CAEP. The COLA re-benches the total annual statewide CAEP appropriation to \$669,008,000. Follow the [2025-26 CAEP Preliminary Allocations schedule](#) link to view. The CAEP State Leadership and the Technical Assistance Provider (TAP) will offer a webinar on **Wednesday, March 5, 2025, from 12 to 1 p.m.**, to review the proposed for the 2025-26 budget and preliminary allocations for CAEP. The session will also provide a detailed overview of the Consortium Fiscal Administration Declaration (CFAD) process and how to complete it in NOVA. You may register for this webinar through the [CAEP website](#).

Completing the CFAD

CAEP consortia and their members are required to submit their CFAD via the Chancellor's Office [NOVA](#) system no later than **5 p.m. on Friday, May 2, 2025**. The CFAD captures member allocations for each consortium as well as the consortium's chosen disbursement method. The CAEP State Office uses the information from the CFAD process to determine the payment schedules for the disbursement of CAEP funding. There will be no extensions granted for the May 2 due date. Failure to submit the CFAD by the deadline will result in the State defaulting to the prior year's final allocation distribution.

Please note that under [Education Code Section 84914](#), which governs an increase or decrease of CAEP funding from the prior year, all CAEP members are eligible for the COLA. Consortia cannot

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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 may use the allocation amendment process in NOVA to transfer CAEP funding in alignment with consortium approved by laws.

Consortia will also be requested to identify in the CFAD how it intends to address AB 1491 carryover compliance to ensure excessive carryover is carefully managed as outlined by statute. For additional information, you may access the [AB 1491 CAEP policy guidance](#).

Technical Assistance

If you have any questions regarding this memo, please contact the CAEP helpdesk at CAEP@CCCCO.edu. For technical assistance, please contact the CAEP Technical Assistance Project at TAP@CalAdultEd.org.

cc: Gary Adams, Dean of Workforce and Economic Development Division
Carolyn Zachary, Director of California Department of Education