



**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  
Workforce and Economic Development Division

**RE: California Adult Education Program (CAEP) 2024-25 Preliminary Allocations**

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This memorandum advises local recipients and fiscal agents of the fiscal year (FY) 2024-25 Preliminary CAEP Allocations. CAEP [Education Code](#) Section 84909 mandates the release of the FY 2024-25 Preliminary Allocations for each consortium, which includes an additional \$4.911M COLA. The COLA re-benches the total annual statewide CAEP appropriation for future years to \$651,133,000.

The first step of this process is the release of the annual preliminary allocations schedule. To view the FY 2024-25 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 no later than **5:00 PM on May 2, 2024**. 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 2nd due date.

Please note, the CFAD includes AB 1491 carryover compliance implementation questions that requests the consortium to identify how it will be addressing this statute. 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 additional information, you may access the [AB 1491 CAEP policy 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.

**California Adult Education Program (CAEP) 2024-25 Preliminary Allocations**

February 21, 2024

If you have any questions regarding this 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).

cc: Gary Adams, Dean  
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