



State Board of Education


Marva Johnson, *Chair*
Andy Tuck, *Vice Chair*
Members
Ben Gibson
Tom Grady
Michael Olenick
Joe York

Richard Corcoran
Commissioner of Education

Matt Kirkland, Chief Comptroller
Department of Education

MEMORANDUM

TO: Sub-Recipients of Adult Education and Family Literacy, Corrections Education and Integrated English Literacy and Civics Education Federal Funds

FROM: Matt Kirkland 

DATE: March 20, 2020

SUBJECT: **“REVISED” DOE 499 Project Disbursement Report and DOE 499A Program Income Summary Worksheet (Adult Education Program)**

Due to new requirements of the Workforce Innovation and Opportunity Act (WIOA), the Florida Department of Education (FLDOE) is required to revise the Adult Education DOE 499 Project Disbursement Report form. Annually, FLDOE submits a certified aggregate Federal Financial Report (FFR) to the Office of Career, Technical and Adult Education (OCTAE) summarizing all Adult Education and Family Literacy Act (AEFLA) funds. Effective immediately Fiscal Year (FY 2019), all states are required to submit new financial data elements to the OCTAE.

To ensure that the FLDOE Comptroller’s Office is prepared for FY 2020-21 FFR submission, each local AEFLA awarded agency is required to use the “REVISED” DOE 499 Project Disbursement Report form and the “REVISED” DOE 499A Program Income Summary Worksheet. The new financial data elements provide specific breakouts of expenditures related to Career Services, Training Costs, and One-Stop Infrastructure Costs. The DOE 499A has been modified to include data elements to report Gross Program Income. Effective immediately, the DOE 499A previously utilized to report Program Income will no longer be required or submitted. The revised forms must be used to report project disbursements as of July 1, 2019 to June 30, 2020. The form is located at the following web address:

<http://fldoe.org/finance/comptroller/forms.stml>.

If you have any questions, please contact Kristy Freeman at Kristy.Freeman@fldoe.org or call 850-245-9197.

Thank you.

MK/kf