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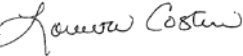
Lucy D. Hadi, Chancellor
Division of Career and Adult Education



July 1, 2009

MEMORANDUM

TO: District Adult Education Directors

FROM: Loretta Costin 

SUBJECT: Reporting Instructional Hours for Eligible Workforce Education Programs

This memo is intended to provide guidance to district adult education directors on reporting enrollment in Program #9900100, Adult General Education for Adults with Disabilities Educational Plan. The information included in this framework can be found at the following Web link: <http://www.fldoe.org/workforce/dwdframe/rtf/9900100ad.rtf>.

The Department of Education has been reviewing the data reported for this program in order to ensure compliance with Florida Statutes. A survey conducted regarding the reporting of enrollment in this program revealed that some districts may be reporting students whose courses and programs have been funded by an external agency, specifically the Vocational Rehabilitation Adults with Disabilities Grant. Reporting student enrollment to the Department for these students may not be allowed under Florida Statutes. According to section 1011.80(5)(d), Florida Statutes:

“State funding and student fees for workforce education instruction shall be established as follows: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding.”

While districts do not report data in an FTE data element, instructional hours are reported and converted to FTE for state funding purposes. This data is reported in the Workforce Development Information Systems (WDIS).

LORETTA COSTIN, VICE CHANCELLOR FOR CAREER AND ADULT EDUCATION

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In summary, any course or program whose direct instructional costs have been fully funded by an external agency should not report any instructional hours for the students enrolled in these courses to the Department. For clarification purposes, listed below are data reporting guidelines for Program #9900100, Adult General Education for Adults with Disabilities Education Plan:

- If a course or program is fully funded by the Adults with Disabilities Grant for the direct instructional costs, students enrolled in this courses or program shall not be reported in WDIS.
- If multiple funding sources are used (including partial or total Workforce Development funds), students enrolled in the course or program may be reported in WDIS as long as the direct instructional costs are not fully funded by an external agency.

Please review the reporting procedures for your district. If your district has reported students whose courses or programs were fully funded by the Adults with Disabilities Grant for 2008-09, please contact your local management information staff about re-submitting corrected records for 2008-09 year. Attached is a data report from the 2008-08 reporting year with reported enrollments and instructional hours in program #9900100.

If you have any questions, please contact Tara Goodman at tara.goodman@fldoe.org or (850) 245-9002 or Michelle Schmidt at michelle.schmidt@fldoe.org or (850) 245-9005.

Attachment

LC/sms

Cc: District Reports Coordinators
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