

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.115

Title: PROGRAM ADMINISTRATION

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The Adult Education and GED Testing Program shall be administered by the Louisiana Community and Technical College System (LCTCS) and operated by eligible entities as stipulated in the authorizing federal legislation. The LCTCS shall certify adult education sites of instruction using procedures as approved by the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS).

Data must be entered at least monthly during a program year. Adult Education program directors/supervisors are responsible for timely entry into the state approved adult education data management system of local program data and ensuring its accuracy. Louisiana Community and Technical College staff will review data for errors and contact supervisors or program directors to discuss needed corrections to local program data at least quarterly. Local program data, for the prior month should be entered by the tenth day of each month.

Program Income

In accordance with the Education Department General Administrative Regulations (EDGAR) 34 CFR80.25; subsection 80.25(b) and 34 CFR 76.534, tuition monies and/or fees collected must be used for classes, coordination, supervision, and general administration of full- and part-time adult basic education programs, including responsibilities associated with the management of the finances of these programs.

Program income is defined as “gross income received by the grantee or sub-grantee directly generated by a grant supported activity or earned as a result of the grant agreement during the grant period.” Program income is governed by the terms of the agreement between the state and local sub-grantee. Program income must be accounted for in program records and used only for costs allocable under Adult Education and Family Literacy Act (AEFLA). Program income may only be used to provide local adult education and literacy services. This can include the payment of salaries and purchase of materials.

Grant recipients must verify planned collection of program income in their grant application. Any grant recipient collecting program income must complete a Program Income Report form, detailing by object code all collections and expenditures, and certify that all program income was spent for costs allowable under AEFLA.

Grant recipients will report program income once during the grant award year for review by the state. The Program Income Report will be due at the end of the fourth quarter of the grant cycle. Certification of no program income is also due by the due date from any locality not collecting program income. Information about collecting and reporting program income will be included in all technical-assistance training related to grant reimbursements throughout the year. Program income will be monitored by LCTCS during collection times. Grant recipients not using program income in the appropriate and specified manner will receive written notification from LCTCS and may be subject to an on-site review. The Program Income Report form is available on the LCTCS website.