

QK.015-A

COMMONWEALTH OF VIRGINIA School Division/Code  
OFFICE OF ADULT EDUCATION AND LITERACY  
DEPARTMENT OF EDUCATION  
RICHMOND, VA 23218-2120 \_\_\_\_\_/\_\_\_\_\_

Original to State

Attach-Outline of  
Proposed Program

**General Adult Education**

**2001-2002**

The following person is appointed as Supervisor of the General Adult Education Program for 2000-2001 program year:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Mailing Address)

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I hereby apply for funds to provide instructional services to meet the needs of adults as set forth in the General Adult Education's Outline of Proposed Program.

The projected total cost of our program will be \$ \_\_\_\_\_.

State allocation requested is \$ \_\_\_\_\_.

Reimbursement will be requested:

- \_\_\_\_\_ 1. Once a year by June 3rd.
- \_\_\_\_\_ 2. Twice a year -- February 15<sup>th</sup> for classes that have ended on or before January 30, 2002, and June 3rd for classes which end after January 30, 2002.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

**STATE USE ONLY**

\_\_\_\_\_  
State Funds. App.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director for Adult Education and Literacy

QK.015-B (Original To State)

VIRGINIA DEPARTMENT OF EDUCATION  
 OFFICE OF ADULT EDUCATION AND LITERACY  
 P. O. BOX 2120  
 RICHMOND, VIRGINIA 23218-2120

Date

School Division

GAE Supervisor

**GAE OUTLINE OF PROPOSED PROGRAM**

Program and Classes	For Classes July 1, 2000 through June 30, 2001				
Adult High School	<u>Total Number Student Slots</u>		<u>Total Cost/Student Slot</u>		<u>Total Cost of Program</u>
I. External Diploma Program	_____	_____	_____	_____	_____
!!					
II. Adult High School Credit Courses	<u>Total Number Classes</u>	<u>Total Hours For All Classes</u>	<u>Average Teacher's Salary</u>	<u>Fixed* Cost Per Class Hour</u>	<u>Total** Fixed Cost for Classes</u>
1. <u>Academic H.S.</u> - Required					
a. English	_____	_____	_____	_____	_____
b. Math	_____	_____	_____	_____	_____
c. Science	_____	_____	_____	_____	_____
d. Social Studies	_____	_____	_____	_____	_____
2. <u>Elective for H.S. Credit</u>					
a. Foreign Language	_____	_____	_____	_____	_____
b. English	_____	_____	_____	_____	_____
c. Math	_____	_____	_____	_____	_____
d. Science	_____	_____	_____	_____	_____
e. Social Studies	_____	_____	_____	_____	_____
f. Vocational	_____	_____	_____	_____	_____
g. Fine Arts	_____	_____	_____	_____	_____
h. Health & Physical Education	_____	_____	_____	_____	_____
i. General Instruction	_____	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____	_____
Transitional Studies	_____	_____	_____	_____	_____
1. <u>GED Preparatory</u>					
a. GED Combined (any combination)	_____	_____	_____	_____	_____
b. Reading	_____	_____	_____	_____	_____
c. Math	_____	_____	_____	_____	_____
d. Social Studies	_____	_____	_____	_____	_____
e. Science	_____	_____	_____	_____	_____
f. English or Writing Skills	_____	_____	_____	_____	_____
g. Pre-GED	_____	_____	_____	_____	_____
2. <u>Foreign Born</u>					
a. Americanization	_____	_____	_____	_____	_____
b. ESOL	_____	_____	_____	_____	_____
<b>Total</b>	_____	_____	_____	_____	_____

\* Fixed Cost Per Class Hour = The Average Teacher's Salary x 1.50.

\*\* Total Hours For All Classes x Average Fixed Cost Per Class Hour = Total Fixed Cost For Classes

Revised 3/96

**INSTRUCTIONS FOR PREPARING PROGRAM APPLICATION  
AND REQUEST FOR REIMBURSEMENT  
FOR GENERAL ADULT EDUCATION PROGRAMS**

**I. Application Procedures**

- A. Each school division wishing to receive financial assistance for the operation of General Adult Education Programs is to submit for approval one copy of the following:
  - 1. General Adult Education Program Application (Form QK.015-A)
  - 2. General Adult Education Outline of Proposed Program (Form QK.015-B)
- B. In preparing your General Adult "Outline of Proposed Program", special attention should be given to Regulations Governing Adult High School Programs, December 9, 1987 (attached to Superintendents' memo number 247-Standards for Adult High School Diploma Programs).
- C. To the extent that the funds are available, funding will be given to support the following:
  - 1. Adult High School Credit Courses leading to a Diploma or External Diploma Program;
  - 2. General Educational Development Testing Preparatory Courses; and
  - 3. English for Speakers of Other Languages and Americanization Classes.
- D. Funds are not available for funding Lifelong Learning Skills and Special Interest Classes.

**II. Reimbursement Procedures**

- A. Reimbursement is available twice each year. Reimbursements will be based on a fixed cost of the program.

- 1) External Diploma Program

Reimbursement will be available to local school divisions with approved External Diploma Programs. The amount of reimbursement is based on student performance in successfully completing the ten sequential steps that lead to the External Diploma.

Two funding scales are used to determine fixed-cost-per-student-slot (amount per student for each step completed). Due to the funds needed to initiate the External Diploma Program, the fixed-cost-per-student-slot will be \$110.00 for each step completed for the first year of operation. In subsequent years, the fixed-cost-per-student-slot will be \$90.00 for each step completed.

Using the ten step student performance record cited before, the school division submitting an application for an External Diploma Program for reimbursement may do so at the appropriate rate for each student activity completed (i.e., 60% x \$110 = \$66, 60% x \$90 = \$54). Tuition may be charged to recover the additional costs.

**Attachment A to Supt. Memo No. 51**

A final report (QK.016-D) for the External High School Diploma Program must be submitted along with the final request for reimbursement.

2) **Adult Education Classes**

Reimbursement eligibility for Adult Education classes will be determined by the following factors:

- a. an approved General Adult Program Application;
- b. an enrollment per class of at least ten (10) persons [for classes with less than ten (10) students enrolled, reimbursement may be prorated];
- c. a class length of not less than ten (10) instructional hours; and
- d. certified teachers in accordance with the certification regulations of the State Board of Education.

The following formula is to be used in determining the fixed-cost-per-class:

Fixed-Cost-Per-Class-Hour = Teacher's Salary plus 50% of the teacher's hourly salary.

Fixed-Cost-Per-Class = Fixed-Cost-Per-Class-Hour times the number of hours the class operated.

Example: (class enrollment of ten or more)

Teacher's hourly salary	19.00
Plus 50% of teacher's hourly salary	<u>9.50</u>
Fixed-Cost-Per-Class-Hour	28.50
Times number of hours class operates	100
Total Fixed-Cost-Per-Class	2850.00
Times 60% reimbursement	<u>60%</u>
Total amount reimbursable	1710.00

**In the above example, if the enrollment totaled seven, the reimbursement received would be 7/10 or 70% of \$1710.00, or \$1,197.00. If class enrollment totaled eight, the reimbursement would be 8/10 or 80% of \$1710.00 or \$1368.00.**

- 3) **Reimbursement will be made on a semi-annual or annual basis upon request for those classes that have been completed. The local school division should indicate on the General Adult funds form which plan for reimbursement is preferred.**

**B. One copy of the following must be submitted to the Adult Education**

**Attachment A to Supt. Memo No. 51**

Service, Department of Education for reimbursement.

1. QK. 016- A Requisition for Reimbursement
2. QK. 016- B GAE Class Reports Summary

The GAE Class Reports (QK. 016- C) should be kept on file by the local GAE supervisor for at least five years for audit purposes.

- C. Reimbursement cannot be provided for (1) library service, or (2) any class for which reimbursement is paid through other State (including ADM) or Federal programs.

<b>III. <u>Calendar for 2001-2002</u></b>	<b><u>DUE ON OR BEFORE LISTED DATE</u></b>
May 18, 2001	General Adult Education application due
July 1, 2001	Funding date
Feb. 15, 2002	First Semester Request for Reimbursement due
June 3, 2002	Final Request for Reimbursement due