



**Office of  
Adult Education  
& Literacy**

**General Adult Education (GAE)  
Application  
2002-2003**



Virginia Department of Education  
Richmond, VA

Original to State

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

General Adult Education  
2002-2003

Attach-Outline of Proposed Program

Division Code \_\_\_\_\_

The following person is the contact for all communications regarding the General Adult Education programs for the year 2002-2003:

Name \_\_\_\_\_

Title \_\_\_\_\_

School Division \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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: (Check one)

- \_\_\_\_\_ 1. Once a year by June 6, 2003.
- \_\_\_\_\_ 2. Twice a year—February 14th for classes that have ended on or before January 31, 2003, and June 6th for classes, which end after January 31, 2003.

\_\_\_\_\_  
Superintendent 's Signature Date

**STATE USE ONLY**

\_\_\_\_\_  
State Funds Approved Date Director, Office of Adult Education and Literacy

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

Program and Classes	For Classes July 1, 2002 through June 30, 2003				
	Total Number Student Slots	Total Cost/Student Slot		Total Cost of Program	
Adult High School					
I. External Diploma Program					
II. Adult High School Credit Courses	Total Number Classes	Total Hours For All Classes	Average Teacher's Salary	Fixed* Cost Per Class Hour	Total ** Fixed Cost for Classes
1. Academic H.S.-Required					
a. English					
b. Math					
c. Science					
d. Social Studies					
2. Elective for H.S. Credit					
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. GED Preparatory					
a. GED Combined (any combination)					
b. Reading					
c. Math					
d. Social Studies					
e. Science					
f. English or Writing Skills					
g. Pre-GED					
2. Foreign Born					
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 No. 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 10 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 10-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.

A final report for the External 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 Education program application;
- b. an enrollment per class of at least 10 persons [for classes with less than 10 students enrolled, reimbursement may be prorated];
- c. a class length of not less than 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 10 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	2,850.00
Times 60% reimbursement	<u>60%</u>
Total amount reimbursable	1,710.00

In the above example, if the enrollment totaled 7, the reimbursement received may be 7/10 or 70% of \$1,710.00, or \$1,197.00. If class enrollment totaled 8, the reimbursement would be 8/10 or 80% of \$1,710.00 or \$1,368.00.

- 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 which plan for reimbursement is preferred on the General Adult Education program reimbursement form.

B. 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.

III. **Calendar for 2002-2003**

**DUE ON OR BEFORE LISTED DATE**

- June 28, 2002 General Adult Education application due
- July 1, 2002 Funding date
- Feb. 14, 2003 First Semester Request for Reimbursement due
- June 6, 2003 Final Request for Reimbursement due