



**Office of  
Adult Education  
& Literacy**

**General Adult Education (GAE)  
Application  
2004-2005**



Virginia Department of Education  
Richmond, VA

**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 Superintendent's 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 the 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 2004-2005**                      **DUE ON OR BEFORE LISTED DATE**

August 31, 2004	General Adult Education application due
July 1, 2004	Funding date
Feb. 14, 2005	First Semester Request for Reimbursement due
June 1, 2005	Final Request for Reimbursement due

Original to

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

General Adult Education  
2004-2005

The following person is the contact for all communications regarding the General Adult Education programs for the year 2004-2005:

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 1, 2005.
- \_\_\_\_\_ 2. Twice a year—February 14, 2005, for classes that have ended on or before January 31, 2005, and June 1, 2005, for classes that have ended after January 31, 2005.

\_\_\_\_\_  
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

<b>Program and Classes</b>	<b>For Classes July 1, 2004 through June 30, 2005</b>				
Adult High School	<u>Total Number of Student Slots</u>		<u>Total Cost Per 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>
A. Academic High School Required					
1. English	_____	_____	_____	_____	_____
2. Math	_____	_____	_____	_____	_____
3. Science	_____	_____	_____	_____	_____
4. Social Studies	_____	_____	_____	_____	_____
B. Elective for High School Credit					
1. Foreign Language	_____	_____	_____	_____	_____
2. English	_____	_____	_____	_____	_____
3. Math	_____	_____	_____	_____	_____
4. Science	_____	_____	_____	_____	_____
5. Social Studies	_____	_____	_____	_____	_____
6. Career/Technical	_____	_____	_____	_____	_____
7. Fine Arts	_____	_____	_____	_____	_____
8. Health & Physical Education	_____	_____	_____	_____	_____
9. 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

CLASS REPORT SUMMARY

List each class on a separate line. List only classes for which no other State or Federal funds have been requested.

1	2	3	4	5				6	7	8	9	10	11
Type of Class	Class Code	Teacher's Last Name & Initials	Social Security Number	Enrollment				Average Attendance per Class	Credit	Total Hours	Teacher's Hourly Salary	*Fixed Cost per Class Hour	Total Cost
				M	F	T	PERSONS OVER 60						
		PAGE TOTALS						XXXX	XXXX		XXXX	XXXX	
		GRAND TOTALS (If last page)						XXXX	XXXX		XXXX	XXXX	

\*Fixed cost per class = 1.5 X Teacher's hourly salary.

EXTERNAL HIGH SCHOOL DIPLOMA PROGRAM

Date \_\_\_\_\_

List each student on a separate line. Check each student activity completed this school year.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Student Number	Student's Last Name & Initials	Original Registration Date	Student Activities										Total Activities Completed	Graduation Date	Termination Date
			Diagnostic Hours			Generalized Assessment			Post-Task Assessment			Individual Assessment			
PAGE TOTALS		XXX												XXXX	XXXX
GRAND TOTALS		XXX												XXXX	XXXX

_____ Students _____ Graduated _____ Terminated _____ Candidates			Grand Total of Activities Completed:			STATE USE ONLY:		
Total Cost of Program:			Allowable Cost Per Activity:			State Reimbursement Approved		
Total Cost per Student:			Total Allowable: _____ Reimbursement Requested:					

VIRGINIA DEPARTMENT OF EDUCATION  
GENERAL ADULT EDUCATION

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

REQUISITION FOR REIMBURSEMENT

\_\_\_\_\_  
Date

Submit the Requisition for Reimbursement for the General Adult Education classes to the Virginia Department of Education, Office of Adult Education and Literacy, P. O. Box 2120, Richmond, VA 23218-2120. Reimbursement for approved classes is made at a rate of 60% of a fixed-cost per class hour of instruction. Reimbursement will be based on the prior approved application and cannot exceed the school division's allocation for the year.

The fixed-cost per class hour is the teacher's hourly salary plus a maximum of 50% of the teacher's hourly salary. This can be computed by multiplying the teacher's hourly salary by 1.50. There is no maximum hourly salary.

\_\_\_\_\_  
This requisition covers: (Check one)

\_\_\_\_\_ Classes ending between July 1, 2004 and January 31, 2005 - Due Date **February 14, 2005**

\_\_\_\_\_ Classes ending between February 1, 2005 and June 30, 2005 - Due Date **June 1, 2005**

\_\_\_\_\_ Classes for the entire fiscal year (July 1, 2004 through June 30, 2005) - Due Date **June 1, 2005**

Request for reimbursement is made for:

Total number of classes \_\_\_\_\_

Number of hours of instruction \_\_\_\_\_

Total fixed-cost for instruction \_\_\_\_\_

State reimbursement requested \_\_\_\_\_

\_\_\_\_\_ students received a high school diploma through the adult high school. (Do not include those who received a GED Certificate.)

This is to certify that the expenditures listed in this reimbursement have been paid in accordance with the Federal/State policies and/or regulations of the Department of Education. It is further certified that documentation is retained and available in the office of the school division upon request to support the claim, which is subject to Federal and/or State audits, as required.

\_\_\_\_\_  
Person Preparing Report - Telephone No.

\_\_\_\_\_  
Division Superintendent

**STATE USE ONLY**

Payee Code	Project Code		Amounts Approved for Payment:
	42805	High School Credit	
	42805	Transitional Courses	
	42805	External Diploma	
		<b>TOTAL</b>	

\_\_\_\_\_  
Authorized for Department of Education