



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Superintendents of Schools

**FROM:** Charlene Russell-Tucker, Deputy Commissioner 

**DATE:** January 22, 2020

**SUBJECT:** Application for State Adult Education Funds for 2020-21: Funding and Application Procedures

To comply with Section 10-69 of the Connecticut General Statutes (C.G.S.), each local and regional board of education must offer Americanization and United States citizenship, English for adults with limited English proficiency, elementary (basic skills), and secondary completion programs. A school district may provide its own adult education programs or it may cooperate with another school district for the provision of its adult education programs. All school districts, whether providers or cooperators, must submit their district's adult education program plan and operating budget to the Connecticut State Department of Education (CSDE) on Form ED-244, Grant Application for Adult Education. Provider school districts must complete the ED-244 in its entirety. Cooperator school districts must complete and authorize the required information on the provider district's ED-244 application form.

Applicants for the Cooperating Eligible Entity (CEE) grant must complete Form ED-244A, Supplemental Grant Application for Adult Education. CEE applicants must provide letters of commitment for private source funds with the submission of the ED-244A. Additionally, a separate bank account must be established for these funds. In accordance with Section 10-71(b) of the C.G.S., the cap for the total CEE grant is 20 percent of the provider district's state grant for the previous year.

The ED-244 and the ED-244A forms for the 2020-21 school year can be accessed from the CSDE Web site at [Adult-Education-State-Grants](#). Detailed directions for completing and submitting the grant applications are provided on the cover page of each form.

Section 10-71a of the C.G.S. requires that the CSDE receive the ED-244 and ED-244A forms in the Bureau of Health/Nutrition, Family Services and Adult Education on or before **April 15, 2020**. The CSDE will not accept applications after that date regardless of postmark.

Applicants should review Connecticut's State Plan for the Core Indicators of Performance as a guideline when developing *Program Quality* activities and outcomes required in the ED-244 and ED-244A. Applicants can access the State Plan, established for Title II, Adult Education and Family Literacy Act, from the CSDE Web site at [Federal/WIOA-CT](#).

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If there are questions regarding the application process, please contact Marcy J. Reed,  
Program Manager, at [marcy.reed@ct.gov](mailto:marcy.reed@ct.gov) or 860-807-2130.

CRT:mr

cc: Dr. Miguel A. Cardona, Commissioner of Education  
Glen Peterson, Division Director  
Marcy Reed, Program Manager  
Adult Education Directors  
CEE Agency Heads