



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

May 31, 2024

Dear Adult Education Superintendents:

FUND 11: ADULT EDUCATION

I hope this letter finds you well. I am writing to remind you of an important compliance matter regarding the management of funds allocated to Adult Education Programs within your district.

As you are aware, the funding designated for Adult Education Programs commencing with [California Education Code \(EC\) Section 84900](#) is subject to specific financial regulations. It is imperative that state, local, and federal funds that are restricted or committed for adult education programs are deposited into a separate account specifically dedicated to Adult Education purposes. Local education agencies are required to use Fund 11: Adult Education Fund. This ensures transparency and accountability in the use of these funds, which are crucial for supporting our adult learners and the overall success of our education initiatives.

The separation of these funds is not merely a best practice but a legal requirement. The designated funds must be utilized exclusively for the purposes outlined in the Adult Education Program guidelines. This includes, but is not limited to, instructional costs, program development, resources for adult learners, and any other expenditures directly related to adult education and outlined in the California *EC* sections [52616](#) and [52616.4](#).

EC Section [84913](#) outlines the allocable use for state adult education funds. *EC* Section [84914](#) sets forth the process for the allocation of these funds through the consortium annual plan and budget development which each district agrees to through the annual fiscal approval certification. Furthermore, *EC* Section [84901](#) defines an “Adult” to mean a person 18 years of age or older and that these funds shall only be used to support adult students in the outlined programs. Students under the age of 18 may be enrolled in adult education per *EC* [52500.1](#). A school district shall clearly demonstrate that the costs of instruction for pupils under 18 years of age enrolled in an adult education program, course, or class described in *EC* [84913\(a\)](#) are from another allowable fund source or sources.

Proper management and allocation of these funds not only comply with statutory requirements but also reflect our commitment to maintaining the integrity of our educational programs. Ensuring that these funds are used appropriately is essential for sustaining the quality and effectiveness of the Adult Education Programs we offer.

May 31, 2024

Page 2

I urge you to review your current financial practices to ensure that they align with these requirements. Should you need any assistance or further clarification regarding the management of Adult Education Program funds, please do not hesitate to reach out to Carolyn Zachry, Education Administrator, Adult Education Office, by phone at 916-322-2175 or by e-mail at adulthoodeducation@cde.ca.gov.

Thank you for your attention to this matter and for your continued dedication to providing quality education to all members of our community.

Sincerely,

A handwritten signature in black ink that reads "Pete Callas". The signature is written in a cursive style with a horizontal line extending to the right.

Pete Callas, Director
Career and College Transition Division

PC/cz