Dear Adult Education Administrators:

2020–21 Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education Family Literacy Act (AEFLA)

As we near the middle of December, traditionally many agencies close for a few weeks during the holidays. The Adult Education Office (AEO) wishes you all a happy, safe and fun holiday season; and hope that you will continue to celebrate traditions, or make new traditions, that will make this odd year a very special time.

**First Quarter Deliverables**

To date we have received 91% of Expenditure Claim Reports (ECR) for the first quarter. Timely ECR submittals assist the AEO with completing reviews and processing payments quickly for all California WIOA, Title II: AEFLA grantees. Thank you to those agencies that submitted a first quarter claim and other deliverables timely.

Before closing up for the holidays, please take a moment to review the WIOA Dashboard within your reporting site account. If something is showing as incomplete or outstanding, please take a moment to attend to it before heading out on break. Should your dashboard be displaying incorrect information, contact your California Department of Education (CDE) Fiscal Analyst so we can look into it.

**Second Quarter Deliverables**

As we are less than 90 days from the due dates for all Second Quarter Deliverables, these items will appear on the WIOA Dashboard. The Second Quarter ECR module is expected to open on January 4, 2021. Please check back early in January to prepare and submit a claim. Budget modifications should be made directly in the ECR module.

**Continuous Improvement Plan**

A comprehensive guide to the new Continuous Improvement Plan (CIP) has posted. Access to the CIP module will be through the WIOA Navigation menu of the reporting site. Review the guide and stay tuned for further details, including webinars, in early 2021. While the CIP is not due until April, ample time for drafting, planning and submittal is needed.

**Payments & Apportionments**

October and November brought an overlap of both the 2019 fourth quarter and the 2020 first quarter claims. The AEO has been a little busier than usual processing approximately four hundred claims, which is double our usual quarterly amount. At this time, we have finished processing all eligible 2019 WIOA payment requests and are moving on to 2020. Payments issue two weeks from the date the request was sent to the State Controller. The expected issue dates are posted to the Award and Claim Payments page in the reporting site.
California Adult Education Program Apportionments (CAEP) for June through November have been issued. December CAEP Apportionments are still in process but are expected to issue soon. Though staff continue to work remotely, the CDE is open during the new regional stay at home orders. Staff in our office are best reached by email. Contact information and a current staff directory are available in the Resources page of the reporting site. If you have any questions, please contact the AEO by email at adulteducation@cde.ca.gov.

Sincerely,
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