# 2024-25 AELA Program Income Assurances

## Office of Adult Education Initiatives

### Introduction

To ensure educational and workforce services are provided at the highest levels of quality for Adult Education and Literacy Act (AELA) eligible learners, the Office of Adult Education Initiatives (AEI) has drafted the following assurances.

Applicants are required to sign and agree to these assurances to be eligible and considered for AELA federal funding[[1]](#footnote-1). Therefore, the following must be signed and submitted. Agreement to these assurances ensures applicants commit to follow federal and state laws regarding AELA**.**

### Program Income Assurances

The purpose of the Program Income Policy is to ensure that any fees collected from learners for classes, registration, instructional materials or other fees under AELA-funded programs are necessary and reasonable. Fees must be spent on allowable grant activities, must be expended before requesting federal drawn down of funds, must be expended within the program year in which they are collected and must be independently tracked in the grantee’s accounting system.

**\_\_\_\_\_\_ The grantee does not collect program income under the AELA grant program.**

**\_\_\_\_\_\_ The granteedoescollect program income under the AELA grant.**

The grantee must initial, sign, and agree to all the following assurances to be eligible for AELA funding. A

grantee’s completion of this form indicates that the grantee takes legal responsibility for upholding the

requirements included in these assurances, and that the grantee understands that a violation of these

assurances can result in grant termination.

### Fee Schedule

Before charging any fees, grantees will complete the following local program income procedure:

1. The amount of each fee being charged and explanations of how each fee amount was determined.

*Type response here.*

1. The number of months or blocks of instruction the fee covers and the amount of classes or instructional materials the fee covers.

*Type response here.*

1. The prorated fee or fee schedule for learners who begin after the start of instruction (if applicable).

*Type response here.*

1. A description of any learner populations who are not asked to pay fees.

*Type response here.*

1. The process by which learners can disclose the financial inability to pay fees and the payment plan or payment options for learners that cannot pay the full fee amount at one time.

*Type response here.*

1. The process for waiving learner fees, including scholarships, if offered, and any additional requirements learners who had their fee waived or received a scholarship opportunity must fulfill in order to participate in the program.

*Type response here.*

1. The process by which learners pay fees, including the timeframe in which they are asked to pay fees, payment methods accepted, when learners receive billing statements, and when learners are given pre-numbered receipts upon making fee payments.

*Type response here.*

1. The rationale for charging fees and the evidence and research that supports charging fees.

*Type response here.*

1. A description of how learner fees are used/will be spent. This must align to program income line items reported in the grantee’s budget and any financial reports and requests for funds submitted to CDE.

*Type response here.*

**Initial: \_\_\_\_\_\_**

### Internal Fiscal Structure

Before charging any fees granteeswill complete the following local program income procedure:

1. The process by which grantee staff securely process fees collected.

*Type response here.*

1. The name(s) of any staff members who collect(s) fees from learners and the name(s) of any staff member(s) who deposit(s) the collected fees.

*Type response here.*

1. The process by which fees are tracked independently from other funding streams in the grantee’s accounting system and by which fee revenue and expenditures are clearly coded as program income under the specific grant program in which they were collected.

*Type response here.*

1. The process the grantee uses to ensure program income is expended in the year it is collected.

*Type response here.*

**Initial: \_\_\_\_\_\_**

### Tracking System

The program income tracking system must include:

* Payment date, amount paid, receipt number and purpose
* Pre-numbered receipts in duplicate - one for the learner and one kept on file at the program

### Alternatives to Paying Learner Fees

Before charging any fees grantees must:

* Communicate to all staff members that learners do not have to pay a fee to attend the program.
* Ensure all marketing and program informational materials that display fee information contain a statement that learners will not be denied services due to an inability to pay fees.

During each intake/registration and orientation, grantees must communicate to learners:

* All fees, payment schedules/options, and fee scholarships or waivers.
* That fee payment is not a requirement to attend the program.
* The process by which a learner can disclose an inability to pay.
* What the grantee purchases with fees collected.

**Initial: \_\_\_\_\_\_**

**Program Director Name (Printed) & Signature Date**

1. This assurance applies to program income collected under AELA programming funded by HB21-1264, under Grant Code 9019. This assurance does not apply to AELA funding under Grant Code 3215. [↑](#footnote-ref-1)