

Division of Adult Education Monthly Webinar

June 16, 2022

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Agenda

- Division staff updates
- Budget revisions
- Year-end reminders
- FER
- 2022-23 Kickoff
- Data entry for agencies with IET

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Division staff updates

- New in 2022
 - Lori Bratcher, fiscal officer
 - Whitney Newhouse, clerical assistant
 - Heather Cecil, educational research associate
- Mary Kay Peters is retiring.

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Budget revisions

- Review expenditures before doing FER
- Move total of >10% of grant among FC & OC
 - Add up all increases
- Under-expenditure alone does not lead to a budget revision



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Budget revisions: examples

- Example for a \$200,000 grant
 - Move \$30,000 from 1691/101 to 1691/102
 - Within same FC & OC series; budget revision NOT required
 - Move \$21,000 from 2160/103 to 2122/103
 - From one FC to another FC; budget revision required
 - Move \$25,000 from 1691/600 series to 1691/44
 - From one OC series to a different OC series; budget revision required
 - Move \$11,000 from 1691/102 to 2600/441
 - From one FC to another AND from one OC series to another means a total shift of \$22,000; budget revision required



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Budget revisions: process

- Not requiring budget revisions in eGrants
- If shifts meet threshold for budget revision, email advisor for approval
- Include approved shifts in FERs
- FERs with shifts that meet budget revision threshold without prior email communication and division approval may be disallowed



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Year end reminders

- 4th Qtr. Division Quarterly Expenditure Reports due July 15
- eData closes July 15
- Data Quality Validation forms due July 25
- Postsecondary Enrollment Certification
 - No official due date
 - If enrolled prior to June 30, please try to submit by mid-August
- IELCE Final Report: due August 1



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Final expenditure reports (FER)

- Available July 5
- Can submit any time up to August 15
- Part II Total receipts must match FAI
- Totals in the following sections must match the total in the budget summary
 - Part II Total Expenditures
 - Agency Activity Summary: Actual Expenditures column
 - Counties Served: Actual Expenditures column



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FER reminders

- Descriptions of expenditures should provide detail
- Equipment: Must include explanation for the purchase
- Additional funds for assessment section
 - Only for agencies that did a funding adjustment for additional assessment funds



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FER: cost caps

- State 064 and Family Literacy 054
 - FC 2160 and 2300 – 10% cap
 - No waivers; do not exceed
- Federal 064, IELCE 061, 099
 - FC 2300 + 5000 – 5% cap or approved negotiated higher amount
 - If total exceeds 5% or approved negotiated amount, must submit new request to negotiate BEFORE submitting FER



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FER: local match reminders

- Must be supported by local documentation
- Cash vs. 3rd party in-kind
- Space rental value
 - Enter locations separately or break out in description
- Staff time: include person, # hrs x \$/hr or % of time
- Volunteers: include # volunteers, # hours and \$/hr



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FER: Agency Activity Summary

- Budgeted amount column
 - Numbers should match the proposed amounts from the PY 2021-22 grant
- Actual Expenditures column
 - Should reflect how you actually used the grant funds
 - We use this for federal fiscal reporting



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FER: Infrastructure costs section

- Only report the amount from that grant
 - Should match the total of infrastructure cost entries in contracted services
 - If subgrantees use some of subgrant for infrastructure costs, include that
- Only include infrastructure costs
 - Do not include shared personnel costs



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2022 23 Kickoff

- August 9-11, PaTTAN, in-person, required
- Successful applicants from competitions
 - Adult Basic Education Direct Service
 - Family Literacy Direct Service
 - Tutoring Program for Adults
 - Statewide Distance Learning Project
- Section 243 IELCE 3rd year
- Federal State Leadership 2nd year



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Data entry for agencies with IET

- Class must have Special Program Type
 - IET with credential OR
 - IET without credential
- Agency-Specific Goal
 - Complete IET
 - All IET participants incl. set date (1st day of IET)
 - IET participants who complete have met date of last day of class



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Data entry for agencies with IET (cont.)

- IET/WPL/PS Credentials Outcomes tab
 - Measurable Skill Gain>Passage of an exam or progress in attaining skills
 - If student passes occupational exam in program year, can enter as an MSG; add date student passed exam
 - Must retain documentation locally
 - Postsecondary credential
 - Must be necessary to obtain employment or advance in an industry or occupation
 - CPR, OSHA 10, ServSafe, NRF certification do NOT count as postsecondary credential
 - Must retain documentation locally

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Contact/Mission

For more information on adult basic and family literacy education, please visit PDE's website at www.education.pa.gov

The mission of the Department of Education is to ensure that every learner has access to a world-class education system that academically prepares children and adults to succeed as productive citizens. Further, the Department seeks to establish a culture that is committed to improving opportunities throughout the commonwealth by ensuring that technical support, resources, and optimal learning environments are available for all students, whether children or adults.

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