



STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendents of Schools

FROM: Charlene M. Russell-Tucker, Commissioner of Education *CRJ*

DATE: February 27, 2023

SUBJECT: Application for State Adult Education Funds for 2023-24: 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 2023-24 school year will be provided to adult education directors and are also available on the CSDE website 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 receives the ED-244 and ED-244A forms in the Academic Office on or before **April 15, 2023**.

Applicants should review the Adult Education Program Profiles of the previous fiscal year as a guideline when developing *Program Quality Activities* and *Measurable Outcomes* required in the ED-244 and ED-244A forms. Applicants can access the Adult Education Program Profiles from the CSDE website: [Adult Education Reports: Adult Education Program Profiles and Program Profiles of the Previous Fiscal Year](#)

If there are questions regarding the application process, please contact Marcy J. Reed, Program Manager, at Marcy.Reed@ct.gov.

CRT:mr

cc: Charlene M. Russell-Tucker, Commissioner of Education, CSDE
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Adult Education Directors
CEE Agency Heads