

# **Adult Education Cooperating Eligible Entity (CEE) Information and Guidelines Manual**



Connecticut State Department of Education  
Division of Family and Student Support Services  
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## General Eligibility Information

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**Connecticut General Statutes Section 10-67 (4) “Cooperating eligible entity”** means any corporation or other business entity, non-profit organization, private occupational school authorized pursuant to sections 10a-22a to 10a-22o, inclusive, institution of higher education licensed or accredited pursuant to the provisions of section 10a-34, regional vocational-technical school or library which provides classes or services specified under subparagraph (A) of subsection (a) of section 10-69, in conformance with the program standards applicable to boards of education through a written cooperative arrangement with a local or regional board of education or regional educational service center.

According to Connecticut General Statutes Section 10-71a, a cooperating eligible entity (CEE) may apply for state adult education dollars by submitting an application through a local or regional board of education or a regional educational service center which provides adult education services. Please refer to page 14 for the applicable legislation reference.

### **Based on this legislation, the following conditions apply:**

1. The CEE state grant shall equal the eligible expenditures from private source donations multiplied by the support percentage for the providing Local Education Agency (LEA) or Regional Educational Service Center (RESC).
2. The LEA or RESC shall be eligible to receive a CEE grant of up to twenty percent (20%) of its state adult education grant funds for the previous fiscal year.
3. The sum of the LEA’s or RESC’s CEE grants may not exceed twenty percent (20%) of its state adult education grant for the previous fiscal year.
4. The eligible expenditures of the district board or center from local sources in one fiscal year must not be less than seventy percent (70%) of the eligible expenditures from local sources for the previous fiscal year as verified by the audited ED-141- Statement of Expenditure Report for the district.
5. The local board of education and the CEE must submit a written plan describing the collaborative venture for the utilization of the additional funds which includes the program budget and budget narrative, and assurances that both the local board and CEE will adhere to all programmatic and fiscal standards contained in the statement of assurances. This plan is included in the ED-244A Supplemental Application for Adult Education, due on April 15 annually.
6. Written commitment of funds from private sources to be utilized as the local share must be included as part of the ED-244A submission due on April 15. **Private contributions cannot be from any public source.** (This includes federal, state and town (municipal) funds.) Fair market value or in-kind contributions cannot be accepted. **Contributions must be cash, check or credit card only.**
7. The board or center shall provide a schedule of payments for distributing CEE state grant funds to the CEE. A CEE grant of more than \$1,500 shall be paid 2/3 in August and the adjusted remaining balance in

May of the fiscal year the program is offered. Grants of less than \$1,500 shall be paid in a single installment in May of the fiscal year the program is offered.

8. Evidence of actual private source funds must be submitted to the Connecticut State Department of Education via the ED-245A -Revision for Supplemental Application for Adult Education. This evidence may be a copy of a bank statement or other fiscal documentation. Copies of checks and contribution receipts must be kept on file and available upon request.
9. The ED-245A must be submitted by March 15 of the fiscal year the program is offered.
10. The board or center shall submit a report of actual CEE revenue and expenditures through the eGMS Expenditure Report which is due to the Office of Finance and Internal Operations on September 1. The report must include expenditures of both State and Private Source funds.
11. Any underpayment or overpayment of the CEE grant shall be adjusted during the following fiscal year through the board's or center's state grant distribution. Any positive PYA is the property of the CEE and should be refunded to the CEE by the district fiscal office.
12. All funds received under this supplemental grant are subject to verification of previous year funding and shall be adjusted accordingly.
13. **All private source dollars must be maintained in a separate bank account**

## Application Process for CEE Grant

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### Introduction

A Cooperating Eligible Entity (CEE) grant provides mandated adult education services through a collaborative relationship between an eligible organization and the local educational agency (LEA) or regional educational service center (RESC) which provides adult education programs. Adult education services provided by a CEE for local residents must supplement, not supplant, existing adult education services. Examples of enhanced activities might include services to special populations, specific literacy education, additional support services or a unique academic curriculum.

### Operating Guidelines

The provider LEA/RESC and the CEE should develop a formal agreement describing the services and responsibilities of their respective organizations, including recruitment, referral, assessment, instruction, payment schedule, audit activities, documentation and reporting. While the relationship between the provider LEA/RESC and the CEE is cooperative, the LEA/RESC is the agency that is ultimately responsible for the CEE grant. It is the recipient of state funds for the CEE and it must ensure that all grant requirements are met.

Although a provider LEA/RESC may have any number of CEEs (as determined by the amount of its state grant), an individual CEE should form a *single* partnership with its *nearest* and/or most appropriate provider. In a case where a CEE program is located in a town that is not an adult education provider, it should collaborate with the district that provides adult education services to that town.

### Application

Under the terms of legislation, the eligible entity must complete an **ED-244A Supplemental Application for Adult Education**. In preparation, the provider LEA/RESC and the CEE should develop a written plan describing the collaborative venture and the utilization of the additional funds, including a program budget and budget narrative.

The ED-244A is prepared and signed by the CEE authorized agency head and submitted to the provider for review, approval and signature by the provider superintendent. Through the ED-244A, the LEA/RESC and the CEE agree that they will adhere to all programmatic and fiscal standards contained in the statement of assurances.

The ED-244A application must be submitted to the State Department of Education by April 15. The application must contain written commitment of funds from private sources. (Connecticut General Statutes 10-69a and 10-71(3) (b) establish the legal framework for the operation of a Cooperating Eligible Entity.)

### Private Source Matching Funds

The eligible entity must have matching funds from private source dollars to qualify for the CEE Grant. Only cash contributions are acceptable; fair market value or in-kind contributions are not acceptable, and private funds provided by the CEE must be clearly directed to the educational program. To assure that funds are auditable, **all private source funds must be maintained in a separate bank account.**

## Letters of Commitment

Documentation attesting to the commitment of private source donations must be included in the ED-244A.

**Acceptable evidence is a letter of financial commitment from the agency making the private source donation to the CEE** (e.g. United Way). The letter must direct funds to the educational program which is funded by state grant dollars; include assurances that all payments will be made prior to the submission of the ED-245A; and, provide assurances that the private source donations are not from federal, state, or municipal/town funds. If an agency contributes to a CEE on a monthly or quarterly basis, its letter of financial commitment must include a schedule of payments.

If the private source agency (e.g. United Way) has not approved their budget by April 15, the CEE can submit a letter from the private source agency which states that the budget has not been finalized, but that a specific level of funding is anticipated. A complete letter of commitment is still required and must be submitted to the State Department of Education as soon as possible. **Letters from the CEE executive director or board of directors are not acceptable evidence of financial commitment in and of themselves.**

In some instances, a private source donation cannot be confirmed before ED-244A submission. If the eligible entity holds a treasury note or savings account that will retain a specific amount of money until the private source dollars are confirmed, the eligible entity may use that account as collateral. In this instance, the eligible entity must submit a copy of the account statement with a letter from the Board of Directors which guarantees that these funds will remain in the account until the applicable private source donation is secured. When the private source donation is confirmed, the CEE shall submit the letter to the State Department of Education.

Future fundraising activities cannot be included in the ED-244A.

**Evidence of the actual payment of all private source funds must be submitted with the ED-245A in March.**

This evidence will include copies of checks with deposit receipts and/or monthly bank statements. Cash deposited from fundraising activities that take place during the program year may be included in the ED-245A.

## Payment of State Grant

All state funds for the CEE grant go directly to the provider LEA/RESC, which disburses these funds to the CEE. The ED-244A must include a description of the provider's payment schedule to the CEE. Payments of state funds are made in August (2/3 of the CEE's grant), and the following May (the remaining 1/3). The May payment is made after the CEE submits its ED-245A budget modification.

## CARS-Connecticut Adult Reporting System

As a condition of funding, each CEE applying for state and/or federal funds must maintain its own Connecticut Adult Reporting System or have a formal arrangement with the providing LEA/RESC to enter CEE data on a regular basis.

## Overview of the ED-244A Supplemental Grant Application

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### Proposed Budget

The ED-244A requires CEEs to submit a proposed budget summary which includes anticipated revenues from private sources and computation of the state grant amount based on the adult education reimbursement percentage for the provider district. A sample is shown below:

#### SAMPLE

A. Anticipated revenues from private sources	\$20,000
B. LEA/RESC's state adult education reimbursement percentage (0-65%)	40%
C. Anticipated state reimbursement (A x B) *not to exceed 20% of the LEA's or RESC's previous year's State Grant	<u>\$8,000</u>
D. <b>Total</b> CEE project budget (A + C)	\$28,000

### Abstract and Program Quality Plan

The Abstract and Program Quality Plan described in the ED-244A require a detailed description of the following elements:

1. The projected number of students to be served and the anticipated cost per pupil based on the state and private source dollars combined:
  - total CEE Budget \$ 28,000
  - number of students 125
  - cost per pupil \$ 244.00
2. A summary of the project design.
3. A description of the services provided by each agency - the CEE and the provider.
4. An explanation of how the services provided through the CEE grant will enhance and supplement services already provided to the target population through the LEA/ RESC and the CEE agency.
5. An explanation of how the CEE and the LEA/RESC will evaluate the success of the services provided through the CEE grant and the effectiveness of the collaboration.
6. A description of the CEE's plan for managing data through the Connecticut Adult Reporting.
7. The method and schedule that the LEA/RESC will use to distribute CEE grant dollars to the CEE.
8. Measurable objectives, activities and expected outcomes for each of the following areas:
  - Program Planning and Operation;
  - Student Recruitment and Retention;
  - Monitoring Learning Gains;
  - Curriculum and Instruction;
  - Transition and Support Services; and
  - Professional Development.

## Excel Budget Template

### ED-114

The budget is entered in detail in the Narrative of the Excel Budget Template. As the values are entered, the ED-114 populates the amounts in the State/Local Column and Total Column. When the amount allocated to each Budget Object Code is entered into the Private Source Column, that amount is subtracted from the State/Local value but the Total remains constant.

**FISCAL YEAR: 2022**

**ED-114 BUDGET FORM**

<b>GRANTEE NAME:</b>		<b>TOWN CODE:</b>			
GRANTEE TITLE: ADULT EDUC-COOPERATING ELIGIBLE ENTITY (CEE)					
PROJECT TITLE:					
FUND: 11000		SPID: 17030	YEAR: 2022	PROG: 84004	CF1: 170013
GRANT PERIOD: 07/01/2021 – 06/30/2022			AUTHORIZED AMOUNT: \$		
<b>AUTHORIZED AMOUNT BY SOURCE:</b>					
LOCAL:		PRIVATE SOURCE:		STATE:	
<b>AUTHORIZED AMOUNT BY SOURCE:</b>					
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>STATE/LOCAL</b>	<b>PRIVATE SOURCE</b>	<b>TOTAL</b>	
111A	NON-INSTRUCTIONAL	\$0	\$0	\$0	
111B	INSTRUCTIONAL	\$0	\$0	\$0	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	\$0	\$0	\$0	
322	IN SERVICE	\$0	\$0	\$0	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	\$0	\$0	\$0	
400	PURCHASED PROPERTY SERVICES	\$0	\$0	\$0	
500	OTHER PURCHASED SERVICES	\$0	\$0	\$0	
600	SUPPLIES	\$0	\$0	\$0	
700	PROPERTY	\$0	\$0	\$0	
<b>TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

ORIGINAL

\_\_\_\_\_  
 REQUEST DATE  
 \_\_\_\_\_  
 REVISOR  
 STATE DEPARTMENT OF  
 EDUCATION PROGRAM  
 \_\_\_\_\_  
 REQUEST DATE  
 \_\_\_\_\_  
 MANAGER AUTHORIZATION

\_\_\_\_\_  
 DATE OF APPROVAL



## SAMPLE SUMMARY OF FINANCIAL COMMITMENT

### ED-244A Commitment of Private Source Funds

Do not list funds which will be generated through future fund-raising events or activities. Additional revenue generated through fund-raising activities during the program year may be included in the final budget modification (ED-245) submitted on March 15.

The following letters of commitment of private source funds for this current fiscal year for our cooperating eligible entity grant are enclosed:

Source of Private Funds	Funds Committed
United Way of Greater Hartford	\$25,000
Liberty Bank	\$5,000
<b>TOTAL PRIVATE SOURCE FUNDS</b> (Must equal item A on page 1)	<b>\$30,000</b>

**Private contributions cannot be from any public source. This includes federal, state and town (municipal) funds.**

## Application Process to Revise the CEE Grant Budget

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### ED-245A Supplemental Grant Revision

Recipients of CEE funds under the ED-244A must submit the ED-245A, Revision for Supplemental Application for Adult Education Grant Cooperating Eligible Entity (CEE). Through the ED-245A, CEEs may submit a revised budget which includes a revised estimate of private source donations and revised eligible costs for the current fiscal year.

**Whether or not the CEE revises private source donations or eligible costs, submission of the ED-245A is required to verify final costs and collect evidence of private source funds. Evidence of the actual payment of all private source funds will include cancelled checks or deposit receipts. Cash deposited from fundraising activities that take place during the program year may also be included in the ED-245A.**

**The May final payment of state grant funds is based on the ED-245A submission.**

### Submission of ED-245A

Complete the Grant Revision application according to the instructions on the cover letter and within the application itself. Submit **one** (1) hard copy (with original signatures) and one (1) electronic copy (including the completed Excel Budget Template in Excel format) to the State Department of Education.

The revision must have the original authorized signatures of both the superintendent of the school district and the agency head of the cooperating eligible entity. The ED-245A must be received by the State Department of Education **on or before March 15**. Revisions received after that date will not be accepted regardless of the date they were postmarked.

### Specific Instructions

The ED-245A must include the ED-244A authorized budget (ED-114). Any revisions to the line items and/or bottom line must be entered on the budget form (ED-114) and explained on subsequent pages.

### IMPORTANT

**Evidence of Actual Cash Payment of Private Source Money** to the Cooperating Eligible Entity (CEE) in the form of copies of checks with accompanying receipts of deposit and/or bank statements, **must** accompany the ED-245A submission. Please list private source payments on **The Summary Form**. (See following page.)

## SAMPLE ED-245A

### Summary Statement of Actual Cash Payment of Private Source Money

Evidence of Each Payment must be enclosed

**TABLE A**

Private Source	Total Funds Committed	Payment Received		*Evidence Check (✓) all that apply		
		Date	Amount	Copy of Check	Deposit Receipt	CEE Bank Statement
Example 1: J. Doe	\$ 100.00	9/18/2016	\$ 100.00	✓	✓	✓
Example 2: United Way	\$5000.00	2/15/2017	\$2500.00			✓
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
<b>TOTAL</b>						
Totals carried forward from additional pages						
<b>GRAND TOTAL</b>						

PLEASE NOTE: If private source donations are paid on an installment basis, list only those payments received to date in Table A. In Table B, record the number of payments remaining including amounts and anticipated payment dates. The donator’s letter of commitment submitted with the ED 244A should support this payment amount and schedule. Please resubmit a copy of all commitment letters.

**TABLE B**

**Summary Statement of Remaining Cash Payment(s) of Private Source Money**

<b>Private Source</b>	<b>Total Funds Committed</b>	<b>Number of Payments Remaining</b>	<b>Date(s) of Remaining Installments**</b>	<b>Amount to be Received**</b>
Example: United Way	\$5,000**	2	4/5/07 and 6/5/07	\$2500
1.				
2.				
3.				
4.				
<b>TOTAL</b>				<b>\$2500</b>

## Summary of Application Requirements

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**ED-244A supplemental grant application:** The ED-244A must include a program quality plan, a projected budget with narrative explanations, and letters of commitment from each private source contributor. Future fundraising activities cannot be included in the ED 244A (ED-114) budget. This application is submitted to the LEA/RESC for approval and superintendent's signature and must be at the State Department of Education by **April 15th**.

**ED-245A supplemental grant revision:** The ED-245A must include a reflection on the outcomes of the program quality plan, a final budget and proof of all private source contributions that are included in the budget. Completed fundraising activities may be included in this submission. This revision is submitted to the LEA/RESC for approval and superintendent's signature and must be at the State Department of Education by **March 15th**.

**Program Profile:** The Program Profile details the enrollment figures for the program year and shows evidence of matched pairs, gains etc. This document is submitted to the CSDE with both the ED-244A and the ED-245A.

**ED-141 expenditure report:** The ED-141 provides information regarding expenditures for state and private source dollars. This report must be submitted to the LEA/RESC for entry into the State's EDT Grant System by **September 1**.

**If the CEE's ED-141 shows a decrease in expenditures due to a decrease in private source dollars or expenses, an adjustment is made in the subsequent year's payment to the LEA/RESC. This adjustment will, in turn, impact the CEE's payments for the subsequent year.**

Each month the CEE must submit **CARS data** to Computer Associates. If the provider LEA/RESC enters data for the CEE, they must enter and submit the appropriate CEE data each month.

## CEE Budget Calculation Worksheet

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In the grant application (ED-244) for a regular state grant, an LEA/RESC develops a budget for its mandated adult education program. The local funds, which support the adult education program, are reimbursed by the state through a formula based on the grand list. The reimbursement rate ranges from 0-65%, based on the relative wealth of the town.

If a RESC or LEA has cooperators, do not combine the cooperators' grants with the LEA/RESC's.

The LEA/RESC may receive a grant for a CEE for up to 20% of its previous year's state reimbursement (grant).

If there is more than one CEE, the sum of the CEEs' grants may not exceed 20% of the LEA/RESC's previous year's grant.

1. To clarify the budget process, an example for calculating LEA "X's" previous year's grant is shown below. If LEA X's previous year's total adult education program budget was \$114,286 and its state reimbursement rate was 35%, then the LEA received \$40,000 as the state's contribution toward the total cost of its program.

**Amount of previous year's state grant to an LEA/RESC:**

(A) Total LEA/RESC budget for AE program	\$114,286	
(B) State reimbursement rate for LEA/RESC "X"	35%	
(C) Total amount of state grant	\$40,000	(A x B = C)
(D) LEA/RESC contribution	\$74,286	(A - C = D)

2. If the state grant to LEA/RESC "X" was \$40,000, then, for the following fiscal year, up to 20% of that amount, or \$8,000 would be available for a CEE state grant.

**State funds available to a CEE:**

(C) Previous year's state grant for LEA/RESC	\$40,000	
(E) CEE percentage maximum	20%	
(F) Total amount of state resources available for CEE(s)	\$8,000	(A x B = C)

3. A simple formula can be used to determine the minimum amount of private funds that the CEE would need to contribute to leverage the maximum state funds.

**Amount of private revenue required to receive maximum state grant:**

(F) Total state grant available for LEA/RESC's CEE(s)	\$8,000	
(G) LEA/RESC reimbursement percentage rate for new fiscal year (Rate is recalculated every year.)	40%	
Maximum revenue required from private sources	\$20,000	(F ÷ G = H)

4. Finally, the total budget for a CEE can be found by adding the state grant to the local contribution.

**Budget for the total CEE program:**

(H) Revenues from private sources	\$20,000
(E) LEA/RESC reimbursement percentage rate	40%
(I) Total amount of state grant	\$8,000 (H x G = I)
(J) Total CEE budget	\$28,000 (H + I = J)

The CEE would need to contribute \$20,000 from private sources to receive the maximum amount of state funds available to a CEE. This calculation, as stated, describes maximum amounts. A budget for less than the 20% available can be submitted; there is no requirement that all of the available funds be used. Additionally, more than one CEE can exist as long as the 20% maximum is not exceeded.

## **Connecticut General Statutes Pertaining to Adult Education: “Cooperating Eligible Entity”**

Sec. 10-67. **Definitions.** (4) “Cooperating eligible entity” means any corporation or other business entity, nonprofit organization, private occupational school authorized pursuant to sections 10a-22a to 10a-22o, inclusive, institution of higher education licensed or accredited pursuant to the provisions of section 10a-34, regional vocational-technical school or library which provides classes or services specified under subdivision (1) of subsection (a) of section 10-69, in conformance with the program standards applicable to boards of education through a written cooperative arrangement with a local or regional board of education or regional educational service center;

Sec. 10-69. **Adult education.** ...**Instruction:** (1) Shall be provided in Americanization and United States citizenship, English for adults with limited English proficiency and elementary and secondary school completion programs or classes; and (2) may be provided in (A) any subject provided by the elementary and secondary schools of such school district, including vocational education; (B); adult literacy, (C) parenting skills, and (D) any other subject or activity.

Sec. 10-71. **State grants for adult education programs.** (3) (b) Notwithstanding the provisions of subdivision (6) of section 10-67, a local or regional board of education or regional educational service center shall be eligible to receive an amount to be paid pursuant to the provisions of subsection (c) of this section. The amount shall equal the eligible expenditures from funds received from private sources by the local or regional board of education, regional educational service center or cooperating eligible entity multiplied by the appropriate percentage, as determined under subsection (a) of this section, provided such amount shall not exceed twenty percent of the amount received by the local or regional board of education or regional educational service center pursuant to subsection (a) of this section for the previous fiscal year. For payments from private sources to be eligible for reimbursement pursuant to this subsection, (1) based upon estimated eligible costs approved by the Department of Education, the eligible expenditures from local taxes in a fiscal year shall not be less than seventy percent of the eligible expenditures from local taxes for the previous fiscal year, and (2) the local or regional board of education, regional educational service center or cooperating eligible entity shall provide, not later than a date to be determined by the Commissioner of Education, evidence satisfactory to the commissioner of a written commitment of a payment from a private source. Evidence of actual payment shall be submitted to the commissioner not later than a date established by the commissioner. Upon receipt by a board of education or regional educational service center of state funds pursuant to this subsection attributable to expenditures of a cooperating eligible entity, the board or center shall provide for the distribution of such funds to the cooperating eligible entity for the provision of adult education programs and services pursuant to subdivision (1) of subsection (a) of section 10-69.

**Payments** pursuant to this section for each estimated total grant of fifteen hundred dollars or more shall be made during the fiscal year in which such programs are offered as follows: Two-thirds of the grant entitlement based on estimated eligible costs of adult education, included in the approved proposal, in August and the adjusted balance, based on a revised estimate of such eligible costs to be filed with the Commissioner of Education at such time as the commissioner prescribes, in May. Payments pursuant to this section for each estimated total grant of less than fifteen hundred dollars shall be made in a single installment in May of the fiscal year in which such programs are offered, based on a revised estimate of the eligible costs of adult



education filed with the Commissioner of Education at such time as the commissioner prescribes. Each recipient of a grant pursuant to this section shall submit a report of actual revenue and expenditures to the Commissioner of Education in such manner and on such forms as the commissioner prescribes on or before the September first immediately following the end of the grant year. Based on the report data, the commissioner shall calculate any underpayment or overpayment of the grant paid pursuant to this section and shall adjust the grant for the fiscal year following the fiscal year in which such underpayment or overpayment occurred or any subsequent fiscal year.

(c) Notwithstanding the provision of this section, for the fiscal years ending June 30, 2004, to June 30, 2009, inclusive, the amount of the grants payable to towns, regional boards of education or regional educational service centers in accordance with this section shall be reduced proportionately if the total of such grants in such year exceeds the amount appropriated for the purposes of this section for such year.

## **AFFIRMATIVE ACTION STATEMENT**

The Connecticut State Department of Education is committed to a policy of affirmative action/equal opportunity for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, civil air patrol status, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/Americans with Disabilities Act (ADA) Coordinator  
Connecticut State Department of Education  
450 Columbus Boulevard, Suite 505  
Hartford, CT 06103-1841  
860-807-2071  
[Levy.gillespie@ct.gov](mailto:Levy.gillespie@ct.gov)