

DEPARTMENT OF EDUCATION
P. O. BOX 2120
Richmond, Virginia 23218-2120
ADULT EDUCATION MEMO NO. 003-17

DATE: November 13, 2017

TO: Adult Education Program Administrators

FROM: Lolita B. Hall, Director
Office of Career, Technical, and Adult Education

SUBJECT: Budget Codes for Instructors Participating in Professional Learning Communities (PLCs)

This memo provides notice that adult education programs may charge staff time to participate in local and regional Professional Learning Communities (PLCs) to Instructional Funds under Object Codes 1000 and 2000.

PLCs should be focused on understanding, problem-solving, and planning for local instruction and service delivery and are, therefore, not considered professional development, which is charged to Administrative funds.

If you have any questions, please contact Heidi Silver-Pacuilla, Ph.D., Adult Education Coordinator, by email at oael@doe.virginia.gov or by telephone at (804) 786-3347.

LBH/HSP/haj