DEPARTMENT OF EDUCATION

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# Adult Education Memo No. 75-24

**DATE:** July 8, 2024

**TO:** Adult Education Program Administrators

**FROM:** Dr. J. Anthony Williams, Director

Office of Career, Technical, and Adult Education

## SUBJECT: Career, Training, and Supportive Services Reporting Guidance

This memo provides guidance to Virginia adult education providers on how to operationalize and report costs associated with career, training, and participant supportive services. This Memo replaces Adult Education Director’s Memo 18-19 and is effective July 1, 2024.

The [Supporting Document](https://www.doe.virginia.gov/home/showdocument?id=55484&t=638549121427381953) includes details on how to plan, expend, and report career, training, and participant supportive service costs. All costs must be necessary, reasonable, and allocable. Providers must implement strong internal controls for all fiscal actions, especially any funds that are distributed to participants, and maintain backup documentation according to the fiscal agent’s records retention schedule.

JAW/HSP