Department of Education

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ADULT EDUCATION MEMO NO. 079-24

**DATE:** August 30, 2024

**TO:** Adult Education Program Administrators

**FROM:** Dr. Heidi Silver-Pacuilla, Director

Office of Adult Education

**SUBJECT: Updated Edition of the *Program Manager Responsibilities Manual***

The purpose of this memo is to announce an updated August 2024 edition to the [*Program Manager Responsibilities Manual*](https://www.doe.virginia.gov/home/showpublisheddocument/34750/638594150774602658) for adult education providers in Virginia.

This edition of the *Manual* has several updates to reflect the many changes over the past year, including:

Section II: A new subsection on Copyright and Fair Use

Section IV: Clarification that all federal and the state GAE funds may support the National External Diploma Program (NEDP) student enrollment path and the addition of new resources created by the Virginia Adult Learning Resource Center

Section V: Updated language to reflect the transition to the LACES database and Student Portal for student intake and inclusion of final negotiated Performance Targets for PY2024-25 and PY2025-26

Section VI: Updated language on the program monitoring cycle

Appendix A: Incorporation of the previously released *OMEGA AEFLA and Related Awards Reimbursement Submission Tips* as an appendix to the Manual

Throughout: Updates to reflect the Office of Adult Education organizational change, the new WIOA *Virginia Combined State Plan* and state priorities, and references to recent Adult Education Director's Memos

If you have further questions, please contact Heidi Silver-Pacuilla, Ph.D., Director, by email at [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov) or by telephone at (804) 774-2377.

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