PROGRAM MEMORANDUM 26-5

DATE: October 9, 2026
TO: Adult Education Program Directors
FROM: Nick Moore, Chief Adult Education and Learning Officer
SUBJECT: Issuance of the Adult Education Policy and Operations Manual

I. Purpose

The purpose of this memorandum is to issue the Adult Education Policy and Operations Manual (the "Manual") and to establish the requirement that all Alabama Community College System (ACCS) Adult Education Division sub-grantee programs administer their programs in accordance with the Manual. This memorandum identifies the scope and applicability of the Manual, the responsibilities of program directors and staff for its implementation, and the process by which future revisions will be issued and communicated.

II. Background

The Manual consolidates the policies, procedures, and technical guidance governing the administration of adult education programs funded under Title II of the Workforce Innovation and Opportunity Act (WIOA) and the Adult Education and Family Literacy Act (AEFLA), including eligibility and intake, instructional and assessment standards, data collection and National Reporting System (NRS) reporting requirements, and fiscal management and monitoring procedures. The Manual is maintained by the ACCS Adult Education Division and is revised periodically to reflect changes in federal and state statute, regulation, and guidance.

III. Policy

Effective as of the date of this memorandum, all ACCS Adult Education Division sub-grantee programs shall administer their programs in accordance with the Manual.

A. Applicability

- The Manual applies to all local adult education providers, fiscal agents, instructors, and support staff funded through the ACCS Adult Education Division.
- Local program directors are responsible for ensuring that all program staff have access to, and are familiar with, the provisions of the Manual applicable to their duties.

B. Supersession

- The Manual supersedes all prior editions of the Adult Education Policy and Operations Manual and any previously issued program memoranda to the extent those memoranda conflict with the Manual.
- Where a subsequently issued program memorandum conflicts with the Manual, the program memorandum shall govern until the Manual is formally revised to incorporate the change.

C. Availability and Revisions

- The current edition of the Manual will be posted on the ACCS Adult Education Division's website and distributed to program directors electronically.
- Substantive revisions to the Manual will be issued under a subsequent program memorandum identifying the affected sections and the effective date of the change.

IV. Rationale

Issuance of a single, consolidated Policy and Operations Manual:

- Ensures consistent administration of adult education programs statewide;
- Supports compliance with federal WIOA Title II/AEFLA requirements and applicable state law;
- Reduces the risk of audit findings and monitoring deficiencies by clarifying expectations; and
- Provides program directors and staff a single point of reference for policy, data reporting, and fiscal procedures.

V. Responsibilities

A. Local Program Directors

Local program directors shall ensure that program staff have access to the Manual, incorporate its requirements into local training and orientation, and administer their programs in accordance with its provisions.

B. Instructors and Program Staff

Instructors and program staff shall comply with the policies and procedures set forth in the Manual applicable to their assigned duties.

C. ACCS Adult Education Division

The Division shall maintain and periodically revise the Manual, communicate substantive revisions to program directors, and provide guidance and technical assistance regarding its implementation. The Division may review program compliance with the Manual through desk review, onsite monitoring, and data validation.

VI. Effective Date

This memorandum, and the Manual it issues, are effective upon issuance.

VII. Questions or Technical Assistance

Questions and requests for technical assistance regarding the Manual should be directed to Dana Wolfe, Director of Training, Technical Assistance, and Assessment Branch.