CEP Memo 14-09

June 11, 2014

TO: CTE Transitions Project Directors

FROM: Debra Jones, Ed.D.
Dean, Career Education Practices
Division of Workforce and Economic Development

SUBJECT: CTE Transitions 2013-14 Final Claim Instructions

Submission Requirements: CTE Transitions 2013-14 Final Claims process requires an electronic submission of the program narrative and the online certification of the 2013-14 final expenditures in the year-to-date quarterly reporting database.

Program Narrative: The final program narrative report consists of four questions that provide descriptions of how the CTE Transitions allocation focused on:

1. Transition between secondary and postsecondary education;
2. Successful progress through their community college career technical education program;
3. Transition into the world of work; and
4. Identifying and describing those aspects of the project that were unique, and/or particularly effective.

The narrative must be submitted electronically by Friday, August 29, 2014 to: cte-transitions@cccco.edu

2013-14 Final Expenditure Report: The Final Claim of Expenditure will be certified online by your CBO by Friday, August 29, 2014* in the Career Technical Education (CTE) Transitions Year-to-Date Expenditures and Progress report system located at:

https://misweb.cccco.edu/ctetransitions/Prod/logon.cfm

*Legal terms and conditions: If the above reporting dates fall on a weekend or a holiday the report shall be due by close of business on the last working day prior to the reporting deadline. Extensions of reporting deadlines require written approval of the Project Monitor.
NOTE:

(1) Any allocation recipient needing “pre-approved” budget changes must file those using the Career Technical Education (CTE) Transitions Year-to-Date Expenditures and Progress report system before June 30, 2014.

(2) If monitor approval was not required for budget changes between the 4th quarter report and the Final Claim of Expenditures in the Career Technical Education (CTE) Transitions Year-to-Date Expenditures and Progress report system, please explain the changes at the end of the Program Narrative section requested above.

After completion of the two submission requirements listed above, your final claim for CTE Transitions will be complete and ready for review by your monitor.

Please contact your project monitor with any questions. Contact information for regional project monitors can be found at:

http://extranet.cccco.edu/Divisions/WorkforceandEconDev/ContactUs/AreasofResponsibility.aspx

Cc: Administrators of Occupational Officers
Title I-C Project Directors
Workforce & Economic Development Division Staff