Fiscal Year 2025–26 Expenditure Claim Report General Information and Guidelines

Key Deadlines & Payment Requirements

Quarterly Submissions: Expenditure Claim Reports (ECR) are mandatory and must be submitted within the month following the end of each quarter: October, January, April, and after June 30. Extensions require approval from your Regional Consultant.

Good Standing Requirement: To remain eligible for Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act (AEFLA) reimbursements, agencies must maintain a good standing with the California Department of Education (CDE) by keeping required deliverables current and ensuring there are no outstanding liabilities for reimbursement of funds. Failure to meet federal or state-imposed requirements for this grant constitutes noncompliance and may result in conditions or actions per Title 2 Code of Federal Regulations, Section 200.339.

Quarterly Reimbursement Limits: Quarterly reimbursement limits may not exceed 25% of the Total Award per Resource Code (RC) and are cumulative. Quarter 1 – 25%, Quarter 2 – 50%, Quarter 3 – 75% and Final Claim – 100%. Report expenditures as incurred each quarter. Claims exceeding the reimbursement limit will automatically carry over to the next quarter.

Timely Reporting: Report expenditures as incurred each quarter. Provide adequate justification and maintain supporting documentation. Claims showing zero expenditure or lacking adequate justification may be returned for revision.

Eligible Costs & Reporting

Administrative Costs: Include costs for professional development, planning, administration, and performance accountability requirements. Do not include assessment, pretest, and student placement costs. Justification is required when administrative costs exceed 5% of the total grant award. Your Regional Consultant may approve higher percentages for justified reasons.

Non-Federal Funding: Reporting for Non-Federal Sources of Funds Expended for AEFLA Grant-Related Activities will only be captured on the Final ECR. Report non-federal sources of funding including state funding, grants, cash contributions, and in-kind contributions fairly evaluated, such as volunteer services, donated materials, utilities, equipment sharing, and classroom space. The CDE may establish thresholds for reporting. Maintain documentation for all expenditure activities.

Workforce Training & Infrastructure Costs (Final ECR Only): Track and report AEFLA and non-federal funds spent on workforce training and one-stop infrastructure costs. Some fields are capped to align with state-imposed non-federal reporting limits.

ECR Application and Reporting Site

Access Requirements: First Quarter claims require a CDE Accepted Grant Award Notification and Approved Grant Budget. Subsequent quarters require CDE approval of the previous claim. Complete all deliverables timely to avoid access issues.

Budget Changes: Submit budget revisions within the ECR application if changes are necessary throughout the year. Budget values automatically populate each quarter, and entries will flag if adjustments are needed.

Budget Shifts: When shifting funds between Object Codes, a justification is required when the change is over/under the previously approved amount by more than 10%. Explain the reason for the shift in the Budget Shift Justification section of the application and document all adjustments in your files. Funds may not be shifted between Resource Codes.

Claim Revisions: Address CDE-requested revisions within three business days. Once approved by the CDE, claims are locked. Necessary adjustments may be shown in the next quarter using negative numbers to shift entries between Object Codes. Should a revision to a Final ECR be necessary, notify your CDE Fiscal Analyst promptly as these revisions impact federal reporting, as well as state and agency accounting activities.

Resources: Additional assistance with using the Grant Budget and ECR applications is available in the [Resources](#) section of the reporting site.

Submission Notes: The application accepts whole numbers only (no cents). The reporting site utilizes individual user logins with Admin, Approver, Editor, and Read-Only permissions. Confirm your access level with your agency's OAR Admin if you experience issues.

Questions? Contact the Adult Education Office at 916-322-2175 or adulteducation@cde.ca.gov