**05-071 DEPARTMENT OF EDUCATION**

**Chapter 221: ADULT EDUCATION ADMINISTRATIVE COST REIMBURSEMENT**

**SUMMARY**: This rule specifies the elements of adult education administrative costs for which school administrative units, regions and centers may claim reimbursement.

**1. Definitions**

Administrative costs included in 20-A MRS §8601-A(1) are defined as follows:

A. “Administrative salaries” means the salaries and fringe benefits of Administrators and Directors of adult education programs that meet the definition of adult education in 8601-A.1. and of high school equivalency assessment Examiners and supervisors.

B. “Supervisory salaries” means the salaries and fringe benefits of recruiters, section or unit heads of all adult education programs that meet the definition of adult education in 8601-A.1.

C. “Clerical salaries” means the salaries and fringe benefits of all personnel involved in clerical activities that support adult education programs that meet the definition of adult education in 8601-A.1.

D. “Citizens’ advisory committee costs” means expenditures for:

(1) Travel for committee members excluding travel to committee meetings~~.~~;

(2) Salary for clerical personnel excluding committee members~~.~~;

(3) Supplies used in the operation of committee meetings; and

(4) Staff development activities for committee members.

E. “State-approved data collection system costs” means the costs of training and technical assistance for a unit’s, region’s or center’s State-approved data collection system.

F. “State assessment (non-high school equivalency assessment ) costs” means the costs of tests required under State assessment policy.

**2. Prior Approval**

A. **Citizens’ Advisory Committee Costs**

Expenditures in excess of $1000 in any fiscal year require prior approval from the Department of Education.

STATUTORY AUTHORITY: Title 20-A MRS §8602

EFFECTIVE DATE:

June 21, 1979 (EMERGENCY)

August 30, 1979

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 19, 1996

AMENDED:

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