

July 8, 2016



The following was sent to the KYAE listserv.

KAERS and personnel changes on behalf of Cody Davidson

All KYAE staff,

As a reminder, KAERS collects important program information that KYAE uses every day. Program staffing (e.g., agency head, chief financial officer, director, etc.) and their contact information are one of these important information items. **Please ensure you fully complete all of your program data in KAERS.** This must be kept up-to-date throughout the fiscal year; therefore, it is no longer necessary to alert Toni Quire of staffing changes, but instead communicate the update to your KYAE Administrative Leadership Associate. Due diligence is needed to make sure KAERS reflects staff accurately on a daily basis.

Thank you,

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