

**2023-2024  
EMPLOYMENT PREPARATION EDUCATION (EPE)  
STATE AID PROGRAM APPLICATION**

**This 2023-2024 EPE application due date is June 9, 2023.**

**New York State Education Department  
Adult Education Programs and Policy Team**

**EPE APPLICATION 2023-2024**

**Email must be received by June 9, 2023 at the EPE mailbox: [EPE@nysed.gov](mailto:EPE@nysed.gov)**

**Hard copy with signature mailed to:**

**New York State Education Department  
AEPP Office – EPE  
89 Washington Avenue  
Room 460 EBA  
Albany, NY 12234**

## **Overview of the Employment Preparation Education (EPE) Program**

School districts and BOCES may operate an Employment Preparation Education (EPE) State Aid program to provide services for persons aged 21 and older who have not received a high school diploma or its equivalent (see section below regarding serving individuals with a high school diploma or high school equivalency diploma). Agencies requesting approval to operate an EPE State Aid program in **FY2023-24** must submit a completed application by **June 1, 2023**.

## **Services to Individuals with a High School Diploma or High School Equivalency Diploma**

The New York State legislature has enacted legislation authorizing the Commissioner of Education to set aside up to \$2.5 million to serve individuals 21 years and older who have a United States high school diploma or a high school equivalency diploma but "fail to demonstrate basic educational competencies." Commissioner's Regulations define failure to "demonstrate basic educational competencies" as scoring below National Reporting System (NRS) Level 5 in Reading, Mathematics, or English as a Second Language. The score must be achieved on the NYS Assessment eligible for each population, ABE, ASE, or ESOL. Students who have earned an HSE diploma within the previous fiscal year are also eligible to generate contact hours providing they meet the score criteria. Note that students in this category are not eligible for Fast Track programming.

- If the EPE set aside for serving individuals 21 years and older as described above is included in the New York State budget for the program year 2023-24, an agency's allocation of State Aid available to be claimed for these students is capped at 3 percent of total EPE funds accrued by each individual agency from students without a high school diploma. **This will not affect the total amount of EPE aid allocated to your agency.** Contact hours must be tracked separately for those with and those without a diploma or equivalency. This is accomplished automatically through the Adult Student Information System and Technical Support (ASISTS) when students' profiles indicate they have a high school diploma or equivalency diploma. Agencies choosing to serve these individuals will submit separate claims for those with and without a diploma or equivalency. These claim forms are auto-populated through ASISTS.
- It's the program manager's responsibility to adhere to the 3% limit. Any contact hours accrued beyond the 3% will not be reimbursed. To assist programs in monitoring this cohort of contact hour accrual, we have developed and deployed a data check report found under the EPE funding report menu in ASISTS. The report, "EPE for Students with a High School Diploma Data Check" will display a running total of the number of contact hours accrued and the percentage to compare to the 3% maximum.

## **Repurposing of EPE State Aid:**

\$20 million in EPE State Aid has been removed from the match for federal Workforce Innovation Opportunities Act (WIOA) funds and will be used to focus on three (3) distinct initiatives:

- Fast Track High School Equivalency (HSE) preparation,
- National External Diploma Program (NEDP) High School Equivalency programming,
- NRS Level 1 ABE students as determined on the TABE 11 & 12 assessment.

Proportionate distribution of these monies for these initiatives will be determined by NYSED.

Program managers should note that while these three specific initiatives are supported by EPE State Aid, students enrolled in any one of these programs are exempt from National Reporting System (NRS) guidelines.

Program managers must also be reminded that should students in any one of these three areas be additionally enrolled in any portion of traditional programming that falls under the NRS guidelines, those students will then be included in all NRS reports. This situation can occur when a WIOA or EPE funded student is co-enrolled in either Fast Track, NEDP, or is an NRS Level 1 student enrolled in some other NYSED funded activity.

### **Accountability and the National Reporting System (NRS) for Adult Education**

The law and regulations governing the EPE program require that the New York State Education Department (NYSED) evaluate the effectiveness of all programs receiving EPE State Aid. Agencies failing to perform at an adequate level are required to submit corrective action plans in order to continue receiving EPE State Aid and may lose funding entirely if performance does not improve. All agencies receiving EPE State Aid are required to record and report data using the NYSED web-based data system, ASISTS. Contact the Literacy Assistance Center (LAC) at (212) 803-3300 for information on ASISTS or at <https://www.asists.com>.

NYSED has negotiated core performance targets with the United States Department of Education. All EPE program participants must have the goal of advancing with a measurable skill gain or obtaining a high school equivalency diploma. Those students who achieve the NYS High School Equivalency Diploma in FY2023/2024 are no longer eligible for EPE contact hour reimbursement unless they were enrolled in an EPE supported CTE course(s), where they may complete that one or any course they were enrolled at the time the diploma was earned. Appendix 2 refers to New York State's targets for FY2023-24.

### **Data on Distance Education Programs**

In order to evaluate the effectiveness of distance education programs, agencies approved by NYSED to offer these programs must identify the programs in ASISTS. Please contact your designated ASISTS support person; if you need technical assistance on how to enter this information. In addition, all of the information that is reported for traditional programs, such as demographic information, enrollment, contact hours, measurable skill gains and follow up outcomes, must also be included for distance education students. EPE programs must seek and achieve permissions from NYSED to provide Distance Education as defined in the annual EPE Manual.

### **Data on Career and Technical Education**

Agencies offering Career and Technical Education (CTE) courses must include data to assist NYSED in evaluating the effectiveness of these programs. Scores on pre testing, which is done to determine whether the student possesses sufficient basic skills to succeed in the course, must be entered. Students enrolled in any CTE training course must be actively co-enrolled in an EPE funded literacy class. All students must be both pre and post tested based on the guidelines found in the NYS Assessment Policy. Student demographics and contact hours for attendance must also be entered. Follow-up for employment for all CTE students must be done after the student exits the program according to current NRS guidelines.

Programs serving students who have a high school diploma or a NYS equivalency diploma meeting EPE eligibility criteria may be enrolled in AEPP approved CTE courses however, the program must indicate alternate funding for these courses when/if the program exceeds the maximum 3% EPE contact hours associated with these services.

### Requirement for Program Administration and Data Entry Staff

Many difficulties with program accountability are caused by insufficient staff dedicated to administration and data entry responsibilities. As a result, requirements are set to ensure program accountability. The FTEs listed below are for administrators and data staff dedicated to the EPE Program. This distribution of FTEs must allow for the individual staff to be 100% committed to this portion of their job.

EPE Dollars	Staff FTE-Administrator	Staff FTE-Data Staff
\$100,000 or less	at least .25 FTE	at least .25 FTE
\$100,001 - \$160,000	at least .3 FTE	at least .3 FTE
\$160,001 - \$220,000	at least .4 FTE	at least .4 FTE
\$220,001 - \$300,000	at least .5 FTE	at least .5 FTE
\$300,001 - \$380,000	at least .6 FTE	at least .6 FTE
\$380,001 - \$460,000	at least .7 FTE	at least .7 FTE
\$460,001 - \$540,000	at least .8 FTE	at least .8 FTE
\$540,001 - \$620,000	at least .9 FTE	at least .9 FTE
\$620,001 and over	at least 1 FTE	at least 1 FTE

The minimum staff that an EPE program must have is .25 FTE for administration and .25 FTE for data entry regardless of the size of the EPE allocation. Agencies with an allocation of over \$620,000 must have a full-time administrator dedicated exclusively to the Adult Education program as well as a full time data entry person dedicated exclusively to the EPE program. This time **must** be fully dedicated to the EPE program without additional duties unrelated to EPE responsibilities. Note that administrative and data entry salaries may be paid under a current WIOA grant contract which your EPE application must clearly indicate. The EPE budget narrative, submitted with this application, must explain how the position is funded through a WIOA Title II funded project and will provide full support to the extent of EPE funding required per the schedule listed above. The administrative and/or data responsibilities associated with the EPE program must be comprehensively supported and articulated in the budget narrative. The administrator salaries must be entered in Code 15 of the budget and the data entry salaries in Code 16.

**Please Note:** If Administration and Data Staff are not paid from the EPE Budget, the AEPP office will require a written commitment from the program that qualified staff will be dedicated to the EPE Program to meet the required FTE.

Administrator and teacher qualifications will be governed by Part 157.1 of the Regulations of the Commissioner of Education.

The facilities used to provide instruction for EPE programs are covered by fire and liability insurance and meet all applicable State or local fire and safety standards.

The agency will comply with Title IX, Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991.

### Attendance Policy

EPE State Aid reimburses the school or BOCES for contact hours of service provided, making it imperative that agencies document student attendance accurately. Attendance must be documented so that every hour of attendance claimed for every student can be verified. Attendance

can only be credited when the student is physically in attendance for the time documented. Attendance rosters must be certified and signed by the respective classroom teachers. Original documentation must be kept on file for audit purposes for a period of seven (7) years.

**Standardized Half-Hour Rounding Policy**

All programs must follow NYSED rounding protocol. All rounding for EPE contact hours must be done on a half-hour schedule. This rounding can be up or down depending upon whether the student arrives late and/or leaves early.

The following chart demonstrates examples of the opportunity to round up or down as contact hours are entered into attendance documents and then entered into ASISTS. All programs must round their student contact hours based on NYSED’s policy and enter the hours manually in ASISTS.

In addition, programs are required to maintain documentation of this rounding. The following chart is a sample of how the half hour rounding should be maintained:

<b>Time Class Scheduled</b>	<b>Time Student Arrives to Class</b>	<b>Round Up or Down</b>	<b># of contact hours to record for attendance roster providing the student remains in class until 12:00 pm</b>
9:00 am – 12:00 pm	9:01 am – 9:14 am	9:00 am	3 hours
	9:15 am – 9:30 am	9:30 am	2.5 hours
	9:31 am – 9:44 am	9:30 am	2.5 hours
	9:45 am – 10:00 am	10:00 am	2 hours
<b>Time Class Scheduled</b>	<b>Time Student Leaves Class</b>	<b>Round Up or Down</b>	<b># of contact hours to record for attendance roster providing the student entered the class on time at 9:00 am</b>
9:00 am – 12:00 pm	11:00 am – 11:14 am	11:00 am	2 hours
	11:15 am – 11:30 am	11:30 am	2.5 hours
	11:31 am – 11:44 am	11:30 am	2.5 hours
	11:45 am – 12:00 pm	12:00 pm	3 hours

Policies must also be in place regarding enrollment and absenteeism. Describe your agency’s attendance policy and method for keeping records in the EPE application.

**Electronic Attendance**

Programs have the option of recording attendance data electronically in ASISTS. This is done through the Teacher Support System (TSS) in ASISTS. Programs desiring to have teachers record electronic attendance in ASISTS must have prior permission from AEPP.

**Contact Hour/Attendance Data in ASISTS**

Contact hours must be entered into ASISTS by the end of the month following the month when the attendance occurred. Example: September contact hours must be entered no later than October 31<sup>st</sup>.

### **Geographic Range of EPE Programs**

For information regarding geographic range please go to the EPE Manual, section titled, Programs Operated in Other School Districts. The policy has been modified to include a Memorandum of Understanding (MOU) requirement. The signed MOU must accompany the program's EPE application. The MOU can be found in Appendix 4 of this application. Any prior arrangements made for geographic arrangements are null and void. Geographic waivers are not intended for individual student services, they are intended to allow for services to be provided on an annual basis to a cohort of students. Geographic waivers are issued by NYSED two times annually; the first opportunity is when applications are reviewed and the initial allocation letter is issued and the second opportunity will be in November of each fiscal year. An EPE funded program may request additional geographic waivers in November, for NYSED approval, to be effective in the second half of the fiscal year, beginning January 1<sup>st</sup> of the fiscal year. No other geographic waivers will be considered outside of these two opportunities.

### **Non-Credit Full Time Equivalency (FTE) Arrangements**

Some community colleges, BOCES, and school districts have coordinated programs combining EPE State Aid and non-credit remedial FTE funding through SUNY. EPE funds may be generated if the teacher is employed by the school district or BOCES and the arrangement for EPE reimbursement has been approved by NYSED. These arrangements are reviewed and approved on a case by case basis by NYSED management.

### **EPE Manual**

The EPE Manual is available online at NYSED <http://www.acces.nysed.gov/aepp/employment-preparation-education> EPE programs are governed by policy set within the EPE manual.

### **Program Information Form**

All funded agencies are required to submit a Program Information Form (PIF) prior to September 30<sup>th</sup> every fiscal year. This form reports information regarding class location, teacher's name, course title, number of students projected, number of students enrolled, as well as days, dates, and times the class is offered. The PIF is generated directly from ASISTS under the Data Management menu. The PIF must be updated in ASISTS if there are any changes in class offerings or locations and the revised copy must be sent to the appropriate NYSED regional for approval. This Program Information Form must indicate accurate information in real time.

### **Use of ASISTS to Generate EPE Claims**

All agencies must use ASISTS to generate the SA160.1 and SA160.2 claim forms. An agency can claim less than indicated by the ASISTS-generated claims if, for example, there are not enough expenditures to meet the revenues generated in a given year. The State Aid office will reimburse EPE funded agencies for the amount of the accrued contact hours **or** the amount of expenses reported by the agency, whichever is less. An agency which decides to submit for less hours than indicated by the ASISTS-generated claim should notify their AEPP Team regional liaison in writing. Every hour that is to be claimed for EPE must be entered into ASISTS. This includes all contact hours collected for students enrolled in CTE courses approved for EPE funding. Should the amount of accrued, eligible contact hours exceed the program's NYSED allocation, the hours may be reimbursed on the discretion of the AEPP department and availability of funds.

### **Policy on Testing and Contact Hours**

NYSED policy states that ASISTS will not allow the claiming of contact hours for students enrolled in the program for more than 35 hours who have not been pretested (pretest scores must be within valid ranges). Hours recorded beyond 35 will not be counted on the claim forms until

the student is pretested. Furthermore, ASISTS does not allow the claiming of contact hours for students who are enrolled in the program for more than 300 hours after the pretest without being posttested. Posttest scores must be within valid ranges. After the student is posttested, subsequent hours claimed for the student will be allowed. Please refer to NYSED assessment policy for further direction: [Mandated Tests | Adult Career and Continuing Education Services | NYS Education Department](#)

REVIEW ONLY

**Fees and tuition**

Combining funding sources to cover the actual expenses of operating a program is acceptable. It is acceptable to charge tuition to generate additional revenue; must have approval from NYSED. If the combined total of the tuition plus the EPE aid plus all other sources of revenue for the program exceeds the actual cost for the year, then the excess EPE must be returned to NYSED. NYSED does not encourage charging tuition for any program supported by EPE, with the exception of CTE programs, which tend to be more expensive to operate than the amount reimbursed by EPE.

REVIEW ONLY



## **Instructions for Completing the Application For Employment Preparation Education (EPE) State Aid Programs**

### **Agency Eligibility**

Local school districts or Boards of Cooperative Educational Services (BOCES) that have been approved previously by NYSED to operate an EPE State Aid program are eligible to apply. Local school districts and BOCES that have not been previously approved to operate an EPE State Aid program should refer to of the EPE Manual.

### **Participant Eligibility**

Participants who are 21 years of age or older who do not have a high school diploma or the equivalent issued by any state, Puerto Rico, or any other US territory of the United States can generate EPE aid. Participants who have a high school diploma or a high school equivalency diploma but fail to demonstrate basic educational competencies (as described earlier in this application) can also generate EPE aid within a limited amount, refer to the EPE Manual.

### **Instructions**

All agencies must complete and submit the sections of the application described below:

- **Cover Sheet:** This fillable form must be completed and submitted as a pdf document.
- **Program Component Worksheet:** Complete the individual worksheets for each program component for which the agency is requesting approval in 2023-2024. The seven (7) component worksheets can be found in the EPE application. The seven component worksheets are: Traditional Adult Education Instruction, Distance Education, Career and Technical Education, NRS Level 1, NEDP, Work Experience, and Fast Track.
- **EPE Program Components Summary Sheet:** Please provide the total number of projected contact hours and students for each program component that the agency is requesting approval for in 2023-24. This information must be taken from the individual program component worksheets.
- **Waivers:** Agencies seeking to waive requirements of the Commissioner's Regulations concerning class size and length of program must request a formal waiver annually. See Appendix I – Waiver Process and the EPE application. All waivers must be requested annually.
- **Attendance Policy:** Please include a description of the agency's attendance policy by completing this section of the application. Be sure your program's attendance policy adhere's to the NYSED guidance as stated above.
- **Programs Operating in BOCES component school districts:** Applicants will list all the component schools districts served.
- **Fast Track Initiative** an optional section necessary if the program intends to provide Fast Track services.
- **Non-Credit FTEs:** If applicable, complete this section of the application. Include the name of the community college in which the agency has entered into an agreement.
- **Budget Summary:** Complete the non-binding budget section of the application. It is non-binding because the amount of the total budget will be based on the final allocation provided by NYSED. Include estimates of all anticipated EPE expenditures for 2023-24.

This is not a binding document (i.e., it does not prevent the agency from spending more or less in any budget category). It provides information on fiscal planning for the upcoming year. The total should equal the EPE funding requested. Only EPE eligible expenses will be considered. Include information on program administration and data entry staff.

- **Statement of General Assurances:** This form requires an original signature of the Superintendent or Chief Administrative Officer.

### **Financial Process**

Agencies will submit an EPE Interim Report, Claim Form and a Final Claim Form using the forms generated from the ASISTS database.

- **EPE Claim Form SA 160.1 and Interim Report.** This form must be submitted (emailed or faxed) to the AEPP Team on **February 1, 2024**. An original signature copy is due 10 business days (**February 15, 2024**) after the electronic submission. The form determines the EPE hours through December 31, 2023 that a program can claim for EPE aid **and the projected total (FULL YEAR) EPE hours through June 30, 2024**. This form is only available through the ASISTS database. As of February 1, 2024, this form will be stationary in the ASISTS database, such that any amendments to the period from July 1, 2023 to December 31, 2023 must be documented, in full detail, in the EPE amendment log also found in ASISTS. Programs must include **FULL YEAR PROJECTIONS** in their submitted SA 160.1 in February 2024.
- **EPE Claim Form SA 160.2.** This form must be submitted (emailed or faxed) to the AEPP Team on **August 15, 2024**, to claim EPE hours through June 30, 2024. This form is only available through the ASISTS database. An original signature copy is due 10 business days (**August 29, 2024**) after the electronic submission.
- If a due date falls on a Saturday, Sunday, or legal holiday, the date moves to the next business day.

### **Description of Program Components**

Students must be co-enrolled in an academic literacy programming designed to result in measurable skill gain or a high school equivalency diploma for at least 50 percent of the time. This means that no student should be enrolled in a stand-alone non-academic/literacy program.

**Assessment Requirement** – The regulations require that all students enrolled in EPE programs be assessed (with special directions for Fast Track and NEDP students). Students enrolled in traditional and distance education programs must be pretested and posttested in person. All testing must be provided in person by NYSED adult education certified teachers or K-12 certified teachers. Assessments cannot be mailed to students or provided remotely online; neither are acceptable. Test administrators must be trained and certified through NYSED’s Regional Adult Education Network (RAEN) network to administer each of the required assessments: TABE 11/12, BEST Plus 2.0, and BEST Literacy 1.0.

All instruction in EPE classes must be delivered by an adult education certified teacher (or K-12 certified teacher) employed by the school district or BOCES.

**For the 2023-24 school year, the seven (7) EPE program components are**

**1. Traditional Adult Education Instruction** includes the following programs:

Academic programs

- Adult Basic Education (ABE)
- Adult Secondary Education (ASE)
- High School Equivalency (HSE) preparation,
- English as a Second Language (ESL)

**2. Adult Distance Education:** Programs approved by NYSED in which students are not present in a classroom but where instruction is facilitated by a teacher. All distance education programs must conform to the two-week packet model whether a program is comprised of physical packets or delivered electronically.

Academic programs:

- National External Diploma Program (NEDP) Fast Track
- Skills to Make Adults Ready to Succeed (SMART)
- Giving Ready Adults a Study Program (GRASP)
- ESL Distance Education Packet Program
- Fast Track Math GRASP packets

Agencies offering distance education programs must meet or exceed the same Measurable Skill Gain and Follow Up Outcome targets and New York State high school equivalency test pass rates as traditional classroom programs.

All distance education classes must be coded appropriately in ASISTS. Each Instructional Offering must have the name of the approved distance education program in the identification code for the class as indicated during required training through the RAEN centers.

Agencies requesting approval for any distance education programs for which they were not approved in the 2022-23 fiscal year must provide the following information:

- Justification of the need for the program in the geographic area served by the school district or BOCES;
- A detailed plan of operation for the program during the 2023-24 school year; and
- Assurances that all teachers and any newly hired teachers who will be providing distance education programming will attend the RAEN 6-hour training for EPE Distance Education to generate EPE distance education contact hours for your program.
- Assurance that all pre and post testing provided to distance education students will be in person
- Assurance that in person tutoring (maximum 3 hours per week per student) will be offered to all distance education students

Agencies seeking approval for Distance Education programs that were previously approved must meet the guidelines for operating the program as stated in the Statement of General Assurances. The AEPP Team must approve any changes in hours of service or program design. The formula for claiming contact hours for distance education adult

education programs can be found in the EPE Manual. A separate traditional class must be established for each tutoring class. Each weekly tutoring class must be provided in person. These classes may be individual or small group. These Instructional Offerings must also have the name of the Distance Education program plus the word “tutoring.” It should be noted that NYSED has no expectation for tutoring classes to be one on one. Classroom settings with multiple students meeting together are acceptable and encouraged.

Students in distance education programs may attend up to three hours of in-person face-to-face tutoring each week. The National External Diploma Program (NEDP) may generate up to six hours of in-person tutoring in a week. All tutoring hours must be recorded in ASISTS as traditional hours in a traditional class code that is labeled as “tutoring”.

**For school districts or BOCES that are existing NEDP providers or are interested in becoming an NEDP provider:**

There is no requirement to TABE test students before entering an NEDP program. These students are not subject to NRS performance measures. However, if a program chooses to adhere to NRS guidelines for NEDP students, they may do so and these students would then be included in the program’s NRS reporting. The decision for inclusion must be made when the student is initially enrolled.

If interested in NEDP, please send the following information via an email to the EPE mailbox at [EPE@nysed.gov](mailto:EPE@nysed.gov).

- Approval for adding NEDP to EPE programming, the AEPP Office will need the following answers and information:
  - Provide NYSED with assurance that your program expects to attend training referencing ASISTS and data entry specifically provided for NEDP programming.
    - Contact your Regional RAEN Director for information about these trainings.
  - Completed section of the EPE application with NEDP programming information provided.
  - Confirmation that NEDP staff has been identified and those staff have participated in NEDP specialized training provided by the HSE department at NYSED.
  - Additional information about NEDP and necessary requirements can be found at <http://www.acces.nysed.gov/hse/national-external-diploma-program>

**3. Fast Track HSE Preparation Initiative:** For the 2023-24 application, programs must project the number of contact hours and students they intend to serve under this section.

The four objectives of this initiative are to:

1. Connect more examinees who were unsuccessful on the HSE test with HSE preparation programs
2. Build short-term, intense (“Fast Track”) instructional opportunities for test takers or students who are not successful on any HSE subtest
3. Significantly raise math sub-test pass rates across the state, and
4. Significantly increase the effectiveness of HSE preparation throughout the state.

For FY2023/2024, a portion of the repurposed \$20 million has been reserved to support this effort. National Reporting System (NRS) guidelines will not be applied to this portion of EPE funding and alternate performance metrics will be used to better assess the effectiveness of this initiative. These metrics can be found in the updated FY2023-2024 EPE Manual.

For Fast Track students only:

1. No NRS requirement that students must attend 12 hours before they count;
2. No valid pre or post-test requirement;
3. No Measurable Skill Gain calculated;
4. No TABE testing requirement;
5. No employment follow-up for students/test takers;
6. No HSE diploma will count on NRS reports, and
7. No requirement for HSE diploma recipients to have employment or postsecondary training within the first year after exit.

**Fast Track Math GRASP**

NYSED invested CUNY to create eight math modules which are divided into Part I and Part II sections for a total of sixteen (16) packets. The packets can be found at: [www.Collectedy.org](http://www.Collectedy.org). These packets may be utilized in traditional classroom settings or in a specific Fast Track GRASP Math Distance Education class facilitated remotely and utilizing these specially designed packets. The Fast Track GRASP math packets are downloadable or can be printed for the program or students' use.

EPE programs are responsible for recording and documenting the contact hours associated with each completed packet returned by students. Teachers signal that the student has mastered the skills within the packet by the teacher's signature on Appendix 6. When Appendix 6 is signed and submitted to the program manager, the program will claim 24 contact hours; a "4" will be recorded in ASISTS for the distance education formula. Students will also be allowed to attend tutoring sessions in traditional settings for up to 6 hours per week, face to face and in person. Students in the GRASP Math Fast Track may be concurrently enrolled in traditional instruction or in either of the NYSED distance education programs, GRASP or SMART. More information on the tracking of these data is found in the 2023-2024 EPE Manual. The students recruited to participate in this initiative will be coded and tracked separately in ASISTS. It should be noted that once a teacher has signed an Appendix 6 for any student representing one of the packets, signaling the student has mastered the skills contained in that packet, that same packet may not be claimed a second time at any point in that student's enrollment. It should be noted this criteria crosses over fiscal years.

Programs must screen students before offering Fast Track programming. The outcomes, including the attainment of the HSE diploma, will not be counted on any National Reporting System reports for students enrolled exclusively in Fast Track programming.

Note: If ESL students are preparing to take the HSE exam, they may also receive Fast Track services.

**Additional Fast Track information and options:**

Possible Fast track instruction options:

- Fast Track Math GRASP Distance Education packets (paper or electronic) utilizing the NYSED/CUNY eight (8) HSE math modules for students choosing to learn

from a distance education model. The eight modules are divided into Part I and Part II sections for a total of sixteen (16) sections. These sections may be sent electronically to students or provided in paper format. Students receiving these Fast Track Math GRASP packets may be enrolled exclusively in Fast Track programming OR the student may be also enrolled in traditional EPE programming; in those cases, the student will be included on the NRS reports;

- Test taking skills and strategies, including reduction of test anxiety;
- Computer based testing skills and strategies;

**For the following Fast Track options, the student cannot be co-enrolled in traditional EPE programming:**

- Six (6) hour intense instruction sessions made available evenings and Saturdays in math, writing, reading, science, or social studies;
- Two x Two sessions where two subtest areas of instruction will be offered to assist students in focusing on passing those related subtests;
- Other customized Fast Track strategies designed by program staff (must have prior NYSED approval)

Programs must demonstrate the ability to provide intense case management services to adults included in any of these initiatives.

The following performance metrics are used to report student outcomes and to render an addendum NYS Report Card focused on Fast Track programming.

**Customized performance metrics include:**

- the number of instructional hours offered to students
- the number of contact hours accrued per student
- the number of case management hours dedicated to supporting students
- the demographic data collected on each student
- the number of participants passing the HSE Math sub test
- the number of participants passing any HSE sub test
- the number of participants achieving the NYS HSE diploma

**NRS ABE Level 1 students:**

This cohort of students are also excluded from NRS guidelines and WIOA enrollment obligations under the repurposed Fast Track EPE funding. All programs that are supporting NRS Level 1 ABE under EPE funding in FY2023/2024 will be exempt from Measurable Skill Gain and Follow Up Outcome benchmarks. These students must be pre tested to document their NRS Level 1 status.

Note: These students will not count toward contracted enrollments for funding under any Workforce Innovation Opportunities Act (WIOA) project.

**4. Career and Technical Education Courses: For the 2023-24 application, all courses that were approved for FY2022-23 need to be listed in the application section “Career and Technical Education Courses”.**

- This section has been revised to capture current CTE offerings and new CTE courses being proposed.

**5. Case Management Requirement for EPE funded students:**

Programs must fund case management according to the following minimum Full Time Equivalent (FTE) calculation: one full time Case Manager for every 600 EPE funded active students. This metric also includes all active Fast Track students. More comprehensive direction regarding the work of case management and when/if the contact hours are reimbursable, can be found in the EPE manual. Case managers should provide referrals to address participants' specific needs including, but not limited to, literacy instruction, employment, training and apprenticeship programming, access to community benefits, physical and mental health services, legal services, financial services, and housing.

6. **Work Experience Programs:** Unpaid, structured, and supervised appropriate work activities/tasks for a specified period of time in a public or private, profit or not-for-profit setting that enhance and support a written educational and employment plan for the adult students. Agencies wishing to offer a work experience program, regardless of any previous approvals, must submit a detailed program description and curriculum. The guidelines for work experience programs are described below and can also be found in the current EPE manual.

#### **Basic Requirements for an EPE funded Work Experience Program**

- There is a student lifetime limit of 50 weeks of EPE-funded Work Experience per student. Regardless whether students are in attendance, if they are scheduled for Work Experience, the scheduled time will be measured against the 50 week lifetime maximum.
- Work Experience attendance must be entered into ASISTS and the class ID must reflect Work Experience
- Total program hours are defined as the total hours of classroom instruction, plus the total hours of work for each individual in this component. Programs offering between 20-40 hours of classroom instruction per week, plus work, must request written permission from the AEPP Team. Total program hours may not exceed 40 hours per week.
- Supervision: All Work Experience components must be coordinated, supervised, and directed by an individual who meets the following qualifications and who is employed by the local school district or BOCES claiming the EPE State Aid:
  - For public school programs other than in New York City and Buffalo, the individual must have a valid New York State teaching certificate (Initial or Professional) or a New York State adult education teaching certificate.
  - For programs operating within New York City or Buffalo, the individual must have a New York City or Buffalo teacher's license.
- Work Site Visitation: Each student must be visited by a Work Experience coordinator, supervisor or director on a regular basis (no less than once per week) throughout the entire Work Experience component. These visits should be documented in the student folder. In addition, each student must be supervised on the job by an appropriate individual (employee, supervisor, manager, owner, etc.) at the work site who will monitor the student's progress towards specific skills and goals, and will be responsible for recording the student's daily attendance.
- Employer agreements: Each Work Experience employer must demonstrate their willingness to participate in this program with a Memorandum of Understanding

(MOU). The employer must also express their interest in providing employment to those students who complete the program.

In addition to the above criteria, agencies must ensure that:

- All participants meet the criteria for generating EPE;
  - Individual student folders are kept documenting Work Experience, attendance and related information such as work site visits and student progress;
  - The agency has a system in place to track job placements or other outcomes that may result from Work Experience;
  - All contact hours are documented in ASISTS and coded as Work Experience.
- Generation of EPE Aid for Work Experience Programs: Instructional hours and Work Experience hours completed in Work Experience components that are offered as a part of Traditional Adult Education programs may generate EPE State Aid as follows:

Classroom instruction must be provided comprising at least 30 percent of total program hours (total program hours are defined as the total number of Work Experience hours, plus hours of classroom instruction per week). Classroom instruction may be any traditional (AEPP approved) academic program. Classroom instruction generates EPE at the full contact hour rate. Work Experience generates EPE at a 50 percent contact hour rate (i.e., for every hour of Work Experience, one-half contact hour of EPE aid is generated). All programs must submit the curricula or program design expected to be used in FY2023/2024. All required items must be submitted at the time of the EPE application due date; incomplete applications will not be approved.

## **7. Regional RAEN HSE networks**

Each of the seven RAENs will convene all test centers and preparation programs in their RAEN regions to begin sharing referrals, creating regional outreach to potential test takers. All approved EPE programs providing HSE preparation must commit to participating in their respective RAEN HSE networks.

### **Creation of Regional Apprenticeship networks**

Each of the seven RAENs will convene a network of agencies associated with Apprenticeship opportunities. This effort will be an opportunity to create regional communication between programs and apprenticeship agencies and cultivate effective communication that will lead to more opportunity for students. All approved EPE programs must commit to participating in their respective RAEN Apprenticeship networks when available.



### **Intake Requirements:**

Programs must offer a comprehensive intake and orientation process to new students as they enter the program in FY2023/2024. The following is a summary list of the expectations for an EPE funded intake process. It is the responsibility of the program to cover each of these items during the intake process. The process may be separated into sections to accommodate scheduling, however each item must be included:

- Individual Student Record Form (ISRF), a new ISRF must be signed by every active student every fiscal year
- Barriers to Employment explained and selected as appropriate
- Assessments – purpose and need for testing explained
- Funding - how are programs fiscally supported (not free - no cost to student) first learning experience for students
- Four Pathways to HSE (include HSE website and CollectED website), Attachment R, NEDP, college credit.
- Fast Track opportunities
- Provide one of the Fast Track Math GRASP packets to ABE/ASE students
- Why HSE? What does it lead to?
- Student Contract/Attendance Agreement (what to do if you cannot make it to class)
- Resources available through case management (community referrals)
- Programming available in addition to classes (CTE, Literacy Zones, IEL/CE)
- Training available (BOCES, School Districts, community colleges) vocational training, possible credentials
- Learning disability awareness and resources
- Meet the staff - still-pictures or short recorded video with a brief bio for each teacher and case manager
- Menu of classes available (where and when)
- Offer the possibility of Distance Education (GRASP, SMART, ESL)
- Include student ambassadors to meet and greet with new students while they are waiting for their assessment to be completed

The maximum number of contact hours permitted for this comprehensive intake process is twelve (12). Programs must have detailed records of the time spent and the activities offered to students.

## Appendix 1

### 2023-24 Annual Waiver Process for Employment Preparation Education (EPE) State Aid

The instructions in this appendix must be followed if your agency wishes to modify the limits set in Commissioner's Regulations. **The Waiver Worksheet (found in application section) must be completed annually and submitted for approval with your EPE application.**

#### Class Size

- For changes to the class size, indicate the **maximum** number of students who will be enrolled in the class and the anticipated Average Daily Attendance (ADA). Written waivers must be requested annually for classes with rosters exceeding 20 students but not larger than 35. The waiver will only be granted if the projected ADA does not exceed 25 students. A class roster, with a waiver, may maintain up to 35 on their roster; however, on any given day, there cannot be more than 25 students meeting in a classroom.
- On the Waiver Worksheet, describe how instructional quality will be maintained in light of the increased number of students

#### Class Hours

- For changes to the number of hours the class will operate each week, indicate the minimum or maximum number of hours the class will operate. Waivers will not be granted for classes meeting for more than 40 hours per week. Waivers for classes meeting less than 6 hours per week must be requested and approved annually; at no time will a waiver for less than 4 hours per week be approved.

#### HSE Testing Waiver

- If NYSED determines that there is a severe shortage of public HSE testing in a region of the state, then NYSED may grant a waiver to an EPE provider who is both a) a public testing center, and b) operates an adult HSE preparation program. Such waiver will allow the EPE provider to generate EPE hours on eligible HSE preparation students referred from their own preparation program, or public testing students, or HSE preparation students referred from other preparation programs in their local proximity. **The limit for generation of EPE hours is 1.0 percent (1%) of the EPE providers' prior years' EPE accrual. Such waiver will also allow the EPE provider to claim EPE expenses for HSE test administration; the limit is also 1.0 percent (1%) of the EPE provider's contact hour accrual from the previous year. Both this policy and any approved waivers will be reviewed and approved by NYSED annually.**

**All written waivers must be renewed annually. Written waiver requests must be included in the Waiver Worksheet included in this application.**

## Appendix 2

### New York State's Proposed Performance Targets Measurable Skill Gain

<b>Educational Functioning Level</b>	<b>2023-2024</b>
Beginning Literacy ABE	TBD
Beginning ABE	TBD
Low Intermediate ABE	TBD
High Intermediate ABE	TBD
Low ASE	TBD
High ASE	TBD
Beginning Literacy ESL	TBD
Low Beginning ESL	TBD
High Beginning ESL	TBD
Low Intermediate ESL	TBD
High Intermediate ESL	TBD
Advanced ESL	TBD
<b>Follow Up Outcomes</b>	<b>2023-2024</b>
Employment (2 <sup>nd</sup> Quarter)	TBD
Employment (4 <sup>th</sup> Quarter)	TBD
Credential Attainment	TBD

**Note: The targets in the table are under negotiation with the US Department of Education. Final targets will be sent to all EPE programs in late June 2023.**

## Appendix 3

### Adult Education Programs and Policy Team County Assignments

<u>Upstate Team</u>	
Albany	Niagara
Allegany	Oneida
Broome	Onondaga
Cattaraugus	Ontario
Cayuga	Orleans
Chautauqua	Oswego
Chemung	Otsego
Chenango	Rensselaer
Clinton	Saratoga
Columbia	St. Lawrence
Cortland	Schenectady
Delaware	Schoharie
Erie	Schuyler
Essex	Seneca
Franklin	Steuben
Fulton	Tioga
Genesee	Tompkins
Greene	Warren
Hamilton	Washington
Herkimer	Wayne
Jefferson	Wyoming
Lewis	Yates
Livingston	
Madison	
Monroe	
Montgomery	

<u>Downstate Team</u>	
Dutchess	Putnam
Orange	Sullivan
Nassau	Nassau
Rockland	Suffolk
Ulster	New York City
Westchester	

**Contact Information:**

All Regional staff can be reached at (518) 474-8940 or at [EPE@nysed.gov](mailto:EPE@nysed.gov)

## Appendix 4

### Geographic Range Memorandum of Understanding

This MOU must be completed when a BOCES is proposing to operate an adult literacy program, including Distance Education, in a BOCES or in a school district outside their component school districts OR when a school district is proposing to operate an adult literacy program, including Distance Education, in another school district outside their BOCES component school districts. If the school district is within the proposed adult literacy program, including Distance Education, is part of a BOCES, then in addition to the school district superintendent's signature, the BOCES district superintendent must also agree and sign. NYSED must approve the MOU before any services are provided.

Date of Request: \_\_\_\_\_

Program Year: \_\_\_\_\_

There are four possible geographic agreement options, the program making the request must select ONE option:

- Option #1 BOCES to BOCES
- Option #2 BOCES to an independent School District (not part of another BOCES)
- Option #3 School District to a BOCES
- Option #4 School District to School District

In the table below, complete all the fields that apply to the desired option:

	Adult Education Manager or Director	BOCES District Superintendent requesting the waiver	Component School District Superintendent requesting the waiver	Independent School District Superintendent requesting the waiver
<b>Full Name</b>				
<b>Street Address</b>				
<b>Phone #</b>				
<b>Email</b>				
<b>Services the BOCES or school district is proposing to provide:</b>			<input type="checkbox"/> ABE <input type="checkbox"/> ASE <input type="checkbox"/> ESL	
<b>Number of classes to be provided at the proposed site</b>			<input type="checkbox"/> ABE <input type="checkbox"/> ASE <input type="checkbox"/> ESL	

**SIGNATURES REQUIRED:**

**Option #1 Signatures Required**

\_\_\_\_\_ BOCES agrees to provide adult literacy services to the School District,

\_\_\_\_\_ from July 1, 2023 through June 30, 2024

\_\_\_\_\_  
Signature BOCES District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_ BOCES District Superintendent agrees to have the  
\_\_\_\_\_ BOCES provide adult literacy services as prescribed above.

\_\_\_\_\_  
Signature BOCES District Superintendent Date  
**Option #2 Signatures Required**

\_\_\_\_\_ BOCES agrees to provide adult literacy services to the School  
District,  
\_\_\_\_\_ from July 1, 2023 through June 30, 2024

\_\_\_\_\_  
Signature BOCES District Superintendent Date

\_\_\_\_\_ School Superintendent agrees to have the  
\_\_\_\_\_ BOCES provide adult literacy services as prescribed above.

\_\_\_\_\_  
Signature School Superintendent Date

**Option #3 Signatures Required**

\_\_\_\_\_ school district agrees to provide adult literacy services to the  
BOCES, \_\_\_\_\_ from July 1, 2023 through June 30, 2024

\_\_\_\_\_  
Signature School Superintendent Date

\_\_\_\_\_ BOCES District Superintendent agrees to have the  
\_\_\_\_\_ school district provide adult literacy services as prescribed  
above.

\_\_\_\_\_  
Signature BOCES District Superintendent Date

**Option #4 Signatures Required**

\_\_\_\_\_ school district agrees to provide adult literacy services within  
the  
school district, \_\_\_\_\_ from July 1, 2023 through June 30, 2024 (NYSED  
will approve up to a three year time frame).

\_\_\_\_\_  
Signature School Superintendent Date

\_\_\_\_\_ School Superintendent agrees to have the  
\_\_\_\_\_ school district provide adult literacy services as prescribed  
above.

\_\_\_\_\_  
Signature School Superintendent

\_\_\_\_\_  
Date

**Any prior arrangements made for geographic arrangements are null and void.**

REVIEW ONLY

## Appendix 5

### School Districts or BOCES applying for Employment Preparation Education (EPE) Aid for the first time

In addition to the current year application component information, please submit the following:

#### **Comprehensive Plan of Service (narrative form), which must include the following:**

- summary of your agency's overall adult education EPE program within your district (not community education);
- an evaluation plan for determining the effectiveness of all program components;
- professional development plans including coordination with the Regional Adult Education Network (RAEN);
- agreement to use the ASISTS system for recording student contact hours, student progress, student outcomes, and all EPE fiscal reports;
- a description of student intake, assessment, and evaluation procedures;
- a description of the plan to coordinate programming regionally to assure maximum effectiveness and avoid duplication of services;
- support for initiatives identified annually by AEPP (see current application); and,
- signed Statement of General Assurances demonstrating compliance with required program and fiscal reporting.

#### **Submit as Appropriate**

- list of teachers' names and dates training took place for Distance Education component models;
- list of names and dates ASISTS training took place; and,
- narrative description of your work experience component program that includes assessment, case management, student supervision, attendance procedures, and post-case management (job retention) activities.

If you have questions on any of the above, please contact your Adult Education Programs and Policy Team (see Appendix 3).



**Appendix 6**

**FAST TRACK Math GRASP Packets**

Student Record of Mastery of Packet Skills

School District or BOCES: \_\_\_\_\_

Student Name: \_\_\_\_\_

Packet was assigned: \_\_\_\_\_  Electronic  Paper

**Packet Name:**

Density	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
Rigid Transformations: Shapes on a Plane	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
Lines, Angles, & Shapes: Measuring Our World	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
The Power of Exponents	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
Tools of Algebra: Expressions, Equations, and Inequalities	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
Being Counted: Probability & Statistics	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
Tools of Algebra: Linear Functions	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II
Tools of Algebra: Nonlinear Functions	<input type="checkbox"/> Part I	<input type="checkbox"/> Part II

Student should list the dates and approximate amount of time spent on the material in the packet:

Teachers note: A packet can be claimed once per student including previous fiscal years.

Date	Time (hours) Worked	Date	Time (hours) Worked
_____	_____ Hours	_____	_____ Hours

Date	Time (hours) Worked	Date	Time (hours) Worked
_____	_____ Hours	_____	_____ Hours

Approximate Total time spent on the packet: \_\_\_\_\_ hours

**STUDENT COMMENTS/CONCERNS ON THIS PACKET:**

Teacher Signature: \_\_\_\_\_ Date \_\_\_\_\_

*By signing this document, the teacher is confirming the student has mastered the skills in the packet noted on this document. This means that students may not need to complete the entire packet of work.*

## Appendix 7

### Fast Track Math GRASP Programming

- Fast Track Math GRASP Packets conforms to a two-week packet model.
- Documentation of student work must be kept for work completed in each packet. Refer to Appendix 6.
- The instructor is responsible for reviewing the student’s work and assessing mastery.
- Only ESL students preparing to take the HSE Math subtest may receive Fast Track GRASP Math Packets.
- All teachers providing Fast Track GRASP Math packets must be adult education certified or P-12 certified and employed by the BOCES or school district administering the EPE program.
- All students receiving Fast Track GRASP Packets may have a modified intake process. The intake must include the 5 demographic data elements: Name, Birth Date, Gender, Ethnicity, and Employment Status. These data must be entered into ASISTS.
- A student roster must be maintained containing the names of all enrollees who are receiving Fast Track Math packets.
- Each teacher providing Fast Track Math GRASP packets must have a separate class code in ASISTS where Appendix 6 results are recorded.

### Contrast of Traditional GRASP versus Fast Track Math GRASP

NYSED Distance Education GRASP or SMART	NYSED Fast Track Math GRASP
The program must have approval by AEPP to provide GRASP or SMART Distance Education	The program must have approval under EPE application to utilize the Fast Track Math GRASP packets
The teacher must be certified in GRASP (completed 6-hour training through the RAEN)	All teachers certified in adult education or P-12 may employ the use of Fast Track Math GRASP packets providing the program has received NYSED approval to do so
NRS Levels 4, 5, & 6	No minimum grade level required
Teacher customizes each GRASP packet per the needs of the student	Fast Track Math GRASP packets cannot be altered, they are complete at issue and cannot be manipulated
Student must be pre and post tested	Fast Track students do not need a pre or post test;
A “2” is entered into ASISTS for each completed GRASP packet	A “4” is entered into ASISTS for each completed Fast Track Math GRASP packet
Student may attend 3 hours of in person, face to face tutoring each week	Student may attend 6 hours of in person, face to face tutoring each week*
Student cannot be co-enrolled in Distance Education and Traditional Education concurrently	Student is free to attend Traditional Educational classes while receiving Fast Track Math GRASP packets. Classroom instruction cannot include the same materials included in the Fast Track Math GRASP packets assigned
<p><b>*Students receiving Fast Track Math GRASP packets may also be enrolled in Distance Education GRASP or SMART concurrently. If they are concurrently enrolled in both then <u>the maximum tutoring contact hours is six (6) per week per student. This tutoring time must be face to face, in person.</u></b></p>	

**Appendix 8**

**Career and Technical Education (CTE) Courses**

BOCES or local school districts are eligible for EPE funding for adult occupational programs that do not have an approved K-12 cognate provided that such programs have been approved by the local board of education, are under the supervision of the District Superintendent or local school superintendent and comply with section Education Law [§ 4602](#) and [Part 141.4](#).

**Table 7a: Locally Approved Career and Technical Education (CTE) Courses**

**Note: All information in this table must be completed before AEPP will review for possible approval.**

CTE COURSES Course Title	Career and Technical Education Area	Projected # Students	Required Course Hours	Projected # Contact Hours	Date of Board of Education Approval	High School Diploma Required Yes/No

By initialing each item below, the signatory attests that each CTE course identified in Table 7a:

\_\_\_ has been approved by the local board of education (documentation required).

\_\_\_ meets the requirements of Part 141.4 of Commissioner’s regulations.

\_\_\_ the content and duration of the course is adequately designed to meet its occupational and educational purposes.

\_\_\_ employs properly certified directors, supervisors, principals, teachers and counselors that have education and experience that are properly matched to the occupational and educational purposes of the program.

\_\_\_ meets the industry standards or other standards required for employment within the occupation or occupational cluster for which the course is designed to lead.

\_\_\_ leads to the requisite credential necessary for obtaining employment within the occupation area for which the course is designed.

\_\_\_ High School Diploma or its equivalent is not a prerequisite for any of the courses listed above

\_\_\_ is under the direction and supervision of the District Superintendent or local superintendent of schools.

**I hereby certify that I am the applicant institution’s Chief Administrative Officer, and on behalf of the school district I agree to the requirements and terms of approval.**

\_\_\_\_\_  
*Superintendent’s Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

New York State Education Department  
Office of Adult Career & Continuing Education Services  
Adult Education Programs and Policy Team  
89 Washington Avenue, 460 EBA  
Albany, NY 12234

**EMPLOYMENT PREPARATION EDUCATION (EPE)  
STATE AID PROGRAM  
APPLICATION 2023-24  
(Cover Sheet)**

Name of Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

Program Manager \_\_\_\_\_  
(please print – this should be the person to whom email announcements should be sent)

\_\_\_\_\_ Email Address \_\_\_\_\_ Telephone No.

Address \_\_\_\_\_  
(if different from above)

Business Office Manager \_\_\_\_\_ Telephone No.

Address \_\_\_\_\_  
(if different from above)

Person completing this application if different from above:

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_  
(if different from above)

Email Address \_\_\_\_\_  
(if different from above)

**Please submit an original and one copy of this application by June 9, 2023 to the address listed at the top of this page to the attention of your NYSED regional. Applicants must use the fillable form. It is advised the application be downloaded first before completing.**

**WAIVER WORKSHEET FOR  
ADULT EDUCATION CLASSES for FY2023-2024**

Waiver	Criteria	Request by Program
Class Size	Indicate the <b>maximum</b> number of students expected to be enrolled in the class. Indicate projected Average Daily Attendance (ADA). (Request for classes with registers exceeding <b>20</b> students but not larger than <b>35</b> )	Max # of students per class = _____  Projected ADA per class = _____
	Explanation for need of increase in class size:	
	Does your program assure that class quality and expected educational outcomes will not be adversely affected:	
_____ Yes    _____ No		
Class Hours	Indicate the minimum or maximum # of hours the class will operate. (waivers will not be granted for classes meeting for more than 40 hours per week)  Waivers for classes meeting less than six hours per week must be requested (no approval for hours less than 4 per week).	Min # of hours per class = _____  Max # of hours per class = _____
	Justification Narrative for Min # of hours:	
	Justification Narrative for Max # of hours:	
HSE Testing	Waiver to generate EPE contact hours on eligible HSE preparation students referred from their own preparation program, or public testing students, or HSE preparation students referred from other preparation programs in their local proximity.	Amount of waiver request = _____  (limit is 1.0 percent (1% of the EPE providers' prior years' EPE accrual)
	Waiver to allow the EPE provider to claim EPE expenses for HSE test administration.	Amount of waiver for expense request = _____  (limit is 1.0 percent 1% of the EPE providers' prior years' EPE accrual)
	Justification for waiver request:	

**PROGRAM COMPONENT WORKSHEET**  
**for**  
**ADULT EDUCATION INSTRUCTION**

Please indicate in the following tables the programs offered, the projected number of students to be served and projected number of contact hours. Total amounts from each of the following seven tables will then be entered into the Program Component Worksheet. Each of the tables, 1 through 7, represent subsets of the total number of students projected to be served and the total number of contact hours projected for EPE accruable, reimbursable contact hours.

**Table 1**

<b>Traditional Academic Instructional Programming</b>	<b>NUMBER OF STUDENTS PROJECTED FOR 2023-24</b>	<b>NUMBER OF CONTACT HOURS PROJECTED FOR 2023-24</b>
<b>Academic Programs</b>		
<b>Adult Basic Education (ABE)</b> NRS Levels 2 - 4		
<b>Adult Secondary Education (ASE) HSE Test Preparation</b> NRS Levels 5 & 6		
<b>English as a Second Language (ESL)</b> NRS Levels 1 – 6		
<b>TOTAL (Place on Line 1 of Program Component Worksheet)</b>		

**Table 2\***

<b>ABE NRS Level 1 Students</b>	<b>NUMBER OF STUDENTS PROJECTED FOR 2023-24</b>	<b>NUMBER OF CONTACT HOURS PROJECTED FOR 2023-24</b>
<b>Academic Programs</b>		
ABE NRS Level 1 Students		
<b>TOTAL (Place on Line 2 of Program Component Worksheet)</b>		

**Table 3**

<b>Distance Education Programming</b>	<b>NUMBER OF STUDENTS PROJECTED FOR 2023-24</b>	<b>NUMBER OF CONTACT HOURS PROJECTED FOR 2023-24</b>
<b>Adult Basic Education</b>		
SMART NRS Levels 2, 3, and 4		
GRASP NRS Levels 4, 5, and 6		
<b>English as a Second Language (ESL)</b>		
ESL NRS Levels 2, 3, 4, 5, and 6		
<b>TOTAL (Place on Line 3 of Program Component Worksheet)</b>		

**Fast Track HSE Preparation Initiative**

Programs applying for a portion of their EPE allocation to be in support of the Fast Track HSE preparation must consider the following sections:

<b>Outreach to HSE testing centers to recruit adults (age 21 or older) who do not succeed on one or more of the TASC subtests:</b>	<b>Program’s proposed activities</b>
Using customized flyers to recruit examinees unsuccessful on the HSE test	
Network with NYS HSE Test centers to offer services to examinees	
Other custom strategies	

**Options for HSE Fast Track Programming (data should be recorded in Table 4 below)**

- Fast Track Math GRASP packets (paper or electronic) utilizing NYSED/CUNY eight (8) HSE math modules (distance education model)
- Six (6) hour intense instruction sessions made available evenings and Saturdays in math, science, social studies, reading, or writing
- Two x Two sessions where two different subjects are offered
- Test taking skills and strategies, including reduction of test anxiety
- Computer based testing skills and strategies as an option
- Other customized Fast Track strategies designed by program staff (with NYSED approval)

**Table 4\***

<b>Fast Track Programming</b>	<b>NUMBER OF STUDENTS PROJECTED FOR 2023-24</b>	<b>NUMBER OF CONTACT HOURS PROJECTED FOR 2023-24</b>
<b>Academic Programs</b>		
Fast Track Math GRASP Packets		
Six (6) Hour Intense Instruction		
Two x Two Sessions		
Test Taking Skills and Strategies		
Computer Based Testing Skills and Strategies		
Community Outreach Campaigns		
<b>TOTAL (Place on Line 4 of Program Component Worksheet)</b>		

**Table 5**

<b>Work Experience Programming</b>	<b>Approximate Number of Hours per Student</b>	<b>Total Projected Number of Work Experience Hours Expected</b>	<b>Projected # Students</b>	<b>EPE Eligible Contact Hours (1/2 of total work experience hours)</b>
Work Experience Program				
<b>TOTAL (Place on Line 5 of Program Component Worksheet)</b>				

**Table 6\***

<b>National External Diploma Programming (NEDP)</b>	<b>NUMBER OF STUDENTS PROJECTED FOR 2023-24</b>	<b>NUMBER OF CONTACT HOURS PROJECTED FOR 2023-24</b>
<b>Academic Programs</b>		
NEDP Students		
<b>TOTAL (Place on Line 6 of Program Component Worksheet)</b>		



**Table 7: Career and Technical Education (CTE) Courses:**

Please complete the table below indicating all career and technical education classes that your program plans to offer in FY2023-24. **The classes listed below should be those that have already been approved by NYSED/K-12 CTE Office for your BOCES or School District. CTE courses that have current NYSED/K-12 CTE Office approval can be found on <http://www.nysed.gov/career-technical-education/cte-program-approval-faq>** Include the CIP code, projected number of students to be served, and projected contact hours. (CIP codes can be found on <http://www.p12.nysed.gov/cte/Data/CIPcodes.html>)

Students enrolled in approved CTE classes may also be dual enrolled in literacy classes to generate EPE. This dual enrollment is encouraged especially when students present with skills lower than NRS Level 5.

CTE courses may be proposed for EPE funding two times per fiscal year; the initial application completed annually in May or in the month of November for approval and implementation in the second half of the fiscal year. These are the only two opportunities for programs to add CTE courses for EPE funding.

It should also be noted that credentials achieved through approved CTE programming will not count toward Measurable Skill Gain unless/until those same credentials are approved under separate WIOA funding.

**Table 7 Career and Technical Education (CTE) Courses approved by NYSED/K-12 CTE Office:**

CTE COURSES Course Title	CIP Code	New in 2022/2023	Career and Technical Education Area by CIP Code	Projected # Students	Required Course Hours	Projected # Contact Hours	Hgh School Diploma Required Yes/No
<b>TOTAL (Place on Line 7 of Program Component Worksheet)</b>							

**Locally Accredited CTE Course Requests**

For programs that are including CTE course(s) that have not been approved by NYSED/K-12 CTE Office:

Your BOCES or local school district has the statutory and regulatory authority to offer occupational/career programs to adult populations under the oversight and accreditation of the local boards of education (without the need for additional NYSED program-level approval or oversight). The AEPP office is prepared to provide EPE funding to support these courses.

Appendix 8 must be completed and signed by the Superintendent or District Superintendent as part of the application process.

CTE courses may be proposed for EPE funding two times per fiscal year; the initial application completed annually in May or in the month of November for approval and implementation in the second half of the fiscal year. These are the only two opportunities for programs to add CTE courses for EPE funding.

It should also be noted that credentials achieved through approved CTE programming will not count toward Measurable Skill Gain unless/until those same credentials are approved under separate WIOA funding.

**Table 7a: Locally Approved Career and Technical Education (CTE) Courses**

CTE COURSES Course Title	Career and Technical Education Area	Projected # Students	Required Course Hours	Projected # Contact Hours	Date of Board of Education Approval	High School Diploma Required Yes/No
<b>TOTAL (Place on Line 7a of Program Component Worksheet)</b>						

**2023-24 EPE PROGRAM COMPONENT  
SUMMARY SHEET**

	Program Components		Totals From Each Table Listed Above	
			Projected Number of Students	Projected Number of Contact Hours
1.	Traditional Adult Education Instruction	Total from Table 1.		
2.	ABE NRS Level 1 Students*	Total from Table 2.		
3.	Distance Education Adult Education Instruction	Total from Table 3.		
4.	Fast Track Programs*	Total from Table 4.		
5.	Work Experience	Total from Table 5.		
6.	NEDP*	Total from Table 6.		
7.	Career and Technical Education (those approved by NYSED/K-12 CTE Office)	Total from Table 7.		
7a.	Career and Technical Education (those accredited by local BOCES or school districts)	Total from Table 7a.		
8.	Total			

\* Program managers should note that while these specific initiatives are supported by EPE State Aid, students enrolled in any one of these programs are exempt from National Reporting System (NRS) guidelines and will not be included on the New York State Report Card. It is also the responsibility of program managers to monitor the accrual of these hours to ensure they are not generating contact hours over the approved allocation for Fast Track Programming, as NYSED will not reimburse those hours.

<p><b>Contact Hours x 2022-2023 (last year's) EPE rate = <u>estimated EPE aid</u> to be generated</b></p> <p><b>Line 8 _____ x _____ = \$ _____</b></p>
---

Total projected EPE expenditures for 2023-24 \$ \_\_\_\_\_ (must be greater than or equal to estimated EPE aid to be generated).

Each year, all school districts and BOCES are contacted by SED's State Aid Unit regarding expenditures made on the EPE program in the prior year. This requirement is mandated by Section 3602.24(g) of Education Law, which requires the Education Department to reduce the following year's EPE aid when the total revenues from all sources from the EPE program exceed the total expenditures for the program. Expenditure figures submitted to the State Aid Unit should be consistent with figures submitted on your annual financial report: ST3 or SA111.

## Attendance Policy

Provide a description of how attendance is documented below. Specifically describe:

- The agency's attendance policy.
- The format in which attendance is maintained (e.g. physical registers, electronic records).
- Adherence to NYSED's half-hour rounding policy.
- Verification procedures and other policies on enrollment and absenteeism
- Programs have the option of recording weekly attendance data electronically in ASISTS. If the program chooses to record and maintain student attendance records electronically, they need to request approval from their AEPP Regional Coordinator. Approval requests can be made on this page.



REVIEW

### Programs Operating in a BOCES

**BOCES** – Please list below all component school districts in which EPE programs are located. For Distance Education programs, list all BOCES and school districts in which students reside.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

If a BOCES and/or School District operates programs located in another BOCES district and/or School District, please complete Appendix 4 and include your signed MOU for any Geographic Waivers.

## FTE Arrangements with Community Colleges

**Requirement:** Non-Credit Full Time Equivalency (FTE) Arrangements must be entered in the ASISTS data base. All classes and students funded with FTE arrangements must be coded as such in ASISTS. Both classes and students must have the FTE funding code attached to each file.

List below any community colleges in which the applicant has made arrangements to jointly operate a program using a combination of EPE State aid and Non-Credit FTEs. To generate EPE State aid, the instructor must be employed by the school district or BOCES and on the school district or BOCES payroll.

The program applying for these arrangements must include a copy of any contractual agreement between the EPE funded program and the community college.

Please describe the following:

- Type of program
- Roles and responsibilities of the two agencies
- Students being served and generating FTEs and EPE State aid
- Revenues expected to be generated by the respective funding sources
- Expected expenditures from each source, administrative costs and any other details of the contractual arrangement.

Name of Community College: \_\_\_\_\_

	<b>EPE</b>	<b>Non-Credit FTE</b>
<b>No. of Students Served</b>		
<b>Revenues/EPE Generation</b>		
<b>Expenses (including administrative costs)</b>		
<b>Administrative Costs</b>		

Several community colleges, BOCES and school districts have coordinated programs combining EPE State Aid and Non-credit Remedial FTE funding. It may be possible for EPE funds to be generated if the teacher is employed by the school district and the arrangement has been approved by NYSED. These arrangements are reviewed and approved on a case by case basis by NYSED management. Please refer back to the FTE section in the EPE Manual.

**BUDGET**  
**FY2023 - 2024**

Projected EPE state aid (from page 3 of the application) \_\_\_\_\_

Administrative salaries listed in code 15 and data entry salaries listed in code 16 must conform to the requirements on page 3 of the Overview and Instructions. The application will not be approved unless the minimum administrative staffing requirement is met. Funds to support program administration can be from sources other than EPE aid; however, would need to be explicitly identified.

While an FS10 is not required for State aid programs, SED is requiring this information to enable staff to review the appropriateness of expenditures. This is a non-binding budget, i.e., funds that are allocated to one cost category can be moved to other categories and the total amount allocated may be greater or less due to a lower allocation than requested, a reallocation, or higher or lower EPE generation than anticipated.

REVIEW ONLY

**SALARIES FOR PROFESSIONAL STAFF: Code 15**

Include only staff members that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff members that are considered to be indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week each week of the project. Express partial FTE's in decimals, e.g., a teacher working one day per week equals .2 FTE. It is necessary to include the FTE in order for staff to determine that minimum requirements for program administration and data staff have been met. Hourly staff may be listed using hourly calculations as long as there is evidence in the previous section entitled Program Administration and Data Entry that confirms that the minimum requirements for staffing are being met. **A full-time program director equals 1.0 FTE. Program director is a required position and should be reflected below.**

As applicable, the EPE budget narrative, submitted with this application, must explain how the position is funded through a WIOA Title II funded project and will provide full support to the extent of EPE funding required per the schedule listed above.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Subtotal - Code 15			



**SALARIES FOR SUPPORT STAFF: Code 16**

Include salaries for data management/ data entry staff, teacher aides, secretarial and clerical assistance, and building operation and maintenance. Do not include central administrative staff members that are considered to be indirect costs, e.g., account clerks. **A full-time data staff person equals 1.0 FTE, data staff is a required position and required FTE should be reflected below**

As applicable, the EPE budget narrative, submitted with this application, must explain how the position is funded through a WIOA Title II funded project and will provide full support to the extent of EPE funding required per the schedule listed above.

Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Subtotal - Code 16			

**PURCHASED SERVICES: Code 40**

Include consultants (indicate per diem rate), rentals, tuition, and other contractual services. Copies of contracts may be requested by the State Education Department. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Subtotal - Code 40			

REVIEW ONLY

**SUPPLIES AND MATERIALS: Code 45**

Include computer software and equipment, textbooks, assessment materials and equipment items under \$5,000 per unit.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Subtotal - Code 45			

**TRAVEL EXPENSES: Code 46**

May include conference costs and travel for staff between instructional sites. Specify agency approved mileage rate for travel by personal car or school-owned vehicle.

Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
Subtotal - Code 46			

**EMPLOYEE BENEFITS: Code 80**

Rates used for project personnel must be the same as those used for other agency personnel.

Benefit		Proposed Expenditure
Social Security		
Retirement	New York State Teachers	
	New York State Employees	
	Other	
Health Insurance		
Worker's Compensation		
Unemployment Insurance		
Other (Identify)		
Subtotal – Code 80		

**INDIRECT COST: Code 90**

A. Modified Direct Cost Base – Sum of all preceding subtotals (codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds)

\$	(A)
	%
\$	(C)

B. Approved Restricted Indirect Cost Rate

C. (A) x (B) = Total Indirect CostSubtotal – Code 90

**PURCHASED SERVICES WITH BOCES: Code 49**

Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Subtotal – Code 49			

**MINOR REMODELING: Code 30**

Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites.

Description of Work To be Performed	Calculation of Cost	Proposed Expenditure
Subtotal – Code 30		

**EQUIPMENT: Code 20**

All equipment to be purchased in support of this project with a unit cost of \$5,000 or more should be itemized in this category. Equipment items under \$5,000 should be budgeted under Supplies and Materials, Code 45. Repairs of equipment should be budgeted under Purchased Services, Code 40.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Subtotal – Code 20			

## BUDGET SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	
Support Staff Salaries	16	
Purchased Services	40	
Supplies and Materials	45	
Travel Expenses	46	
Employee Benefits	80	
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
<b>Grand Total</b>		

## **STATEMENT OF GENERAL ASSURANCES**

### **Employment Preparation Education Program**

The Superintendent or Chief Administrative Officer of the applying agency certifies that:

- The officer signing the application is officially empowered to act on behalf of the agency.

For the Employment Preparation Education (EPE) programs, other than credit-bearing high school courses, the following program approval requirements will be met:

- A curriculum approved by NYSED will be used.
- Instruction will be individually prescribed and paced in each class.
- Education and Employment Preparation plans will be developed for individual adult students.
- Individual student folders will be kept in a central location in a cabinet locked for security. The folders must include information concerning:
  - Attendance
  - Individual Student Record Form (ISRF) issued annually by NYSED
  - Assessment score sheets (for all pre and post-tests)
    - BEST 2.0 score sheet or electronic report (individual by student)
    - BEST Literacy scoring booklet
    - TABE 11 & 12 test score sheet
  - For students participating in Distance Education programming, sample evidence of work completed at home
  - Americans with Disabilities Act declaration
    - Original signature from student
  - Education and Employment Plan (EEP)
    - Customized to student's entry literacy levels and goal selection
    - Updated at least quarterly
- Class registers may not exceed 20 students unless a written waiver is granted by NYSED.
- Classes will operate at least six and not more than 20 hours per week, unless a written waiver is granted by NYSED. Written waivers will not be granted for more than 40 hours per week.
- A total of at least 150 hours of instruction will be made available to individual students.
- Each professional staff member serving in the Employment Preparation Education programs will attend a minimum of fourteen (14) hours of professional development annually exclusively through the Regional Adult Education Network.
- English-speaking students will be given NYSED assessments in reading and mathematics to determine their approximate skill level.

- English-speaking students in need of basic skills will be provided instruction in reading, mathematics, verbal and written communication.
- English-speaking students will be given NYSED approved assessments which do have forms for post-testing as per NYSED assessment policy.
- Students with limited English proficiency will be given NYSED approved assessment before being placed in appropriate level instructional programs.
- Students with limited English proficiency will be provided instruction in listening, reading, verbal and written communication.
- Students with limited English proficiency will be given NYSED approved assessments for post-testing as per NYSED assessment policy.
- Each ABE and ASE student must be pre and post tested in person on the NYSED approved assessment in both Math and Reading.
- Students preparing for the High School Equivalency test will be referred to the test when they demonstrate readiness, as indicated by the readiness assessment or other NYSED approved instrument.
- Programs will submit required data to NYSED via the electronic data system ASISTS on a monthly basis.
- Attendance must be recorded in ASISTS on a minimum of a monthly basis. Attendance data will be entered by the end of the month following the month when attendance accrued.

Agencies will apply minimum requirements for program administration and data staff per the requirements below:

<b>EPE Dollars</b>	<b>Staff FTE-Administrator</b>	<b>Staff FTE-Data Staff</b>
\$100,000 or less	at least .25 FTE	at least .25 FTE
\$100,001 - \$160,000	at least .3 FTE	at least .3 FTE
\$160,001 - \$220,000	at least .4 FTE	at least .4 FTE
\$220,001 - \$300,000	at least .5 FTE	at least .5 FTE
\$300,001 – \$380,000	at least .6 FTE	at least .6 FTE
\$380,001 - \$460,000	at least .7 FTE	at least .7 FTE
\$460,001 - \$540,000	at least .8 FTE	at least .8 FTE
\$540,001 - \$620,000	at least .9 FTE	at least .9 FTE
\$620,001 and over	at least 1 FTE	at least 1 FTE

Administrator and teacher qualifications will be governed by Part 157.1 of the Regulations of the Commissioner of Education.



The facilities used to provide instruction for EPE programs are covered by fire and liability insurance and meet all applicable State or local fire and safety standards.

The agency will comply with Title IX, Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991.

I have completed this application accurately to the best of my knowledge and have read and understood the entire Statement of General Assurances. I understand that Employment Preparation Education aid generated by these programs must be expended only on EPE programs.	
Signature of Superintendent or Chief Administrative Officer (original)	Date
Print or type name:	
Email Address:	
Agency Address:	
Telephone No:	

REVIEW ONLY