



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY  
12234**

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Adult Career & Continuing Education Services (ACCES)  
Adult Education Programs & Policy (AEPP)  
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<http://www.acces.nysed.gov/aepp/>

July 12, 2023

**TO:** All NYSED Funded Adult Education Programs

**FROM:** Fiormelissa Johnson, Director of Adult Education Program and Policy

**SUBJECT:** Educational Service Plan for Hybrid Instruction – (July 1, 2023, through June 30, 2024)

AEPP requests that each Program Manager read through this entire document before submitting the fillable portion and submit the **FY24 (July 1, 2023 to June 30, 2024) AEPP Hybrid Instruction Application (Pages 4-5)**. There will be no alterations or exceptions made to the structure and intent of the Hybrid Instruction for FY24.

All completed and signed applications must be submitted via email to [AdultEd@nysed.gov](mailto:AdultEd@nysed.gov) with a copy to the AEPP Regional Associate for the region where the program is operating:

- NYC Region – Kimberly Malcolm [Kimberly.Malcolm@nysed.gov](mailto:Kimberly.Malcolm@nysed.gov)
- Hudson Valley – Diane Schrader [Diane.Schrader@nysed.gov](mailto:Diane.Schrader@nysed.gov)
- Long Island – Diane Schrader [Diane.Schrader@nysed.gov](mailto:Diane.Schrader@nysed.gov)
- Capital North Country – Lisa Pearson [Lisa.Pearson@nysed.gov](mailto:Lisa.Pearson@nysed.gov)
- Central Southern Tier – Robert Renda [Robert.Renda@nysed.gov](mailto:Robert.Renda@nysed.gov)
- Finger Lakes – Lisa Pearson [Lisa.Pearson@nysed.gov](mailto:Lisa.Pearson@nysed.gov)
- West – Sigrid Coons [Sigrid.Coons@nysed.gov](mailto:Sigrid.Coons@nysed.gov)

Programs will be notified of approval through the NYSED funding mailboxes: [WIOA@nysed.gov](mailto:WIOA@nysed.gov), [ALE@nysed.gov](mailto:ALE@nysed.gov), or [EPE@nysed.gov](mailto:EPE@nysed.gov).

AEPP requires that only those programs that intend to employ the AEPP Hybrid Instruction model apply for approval. This application should not be used if a program is not certain they intend to offer this service to students in FY24. Additional opportunities to add this option will be made available in November 2023 for the second half of FY24 for those programs intending to offer Hybrid Instruction from January 1, 2024 – June 30, 2024.

If you apply in July for FY24, your approval, when received, will be in place for the entire FY24 (July 1, 2023, through June 30, 2024). You do not need to apply again for the second half of the fiscal year.

**Terms and Conditions for Hybrid Approval (WIOA & ALE only):**

Like all participants, participants enrolled in Hybrid Services must have at least 12 hours of contact with the program before they can achieve student status for Federal and State reporting. The initial 12 contact hours for hybrid learners (intake) can be any combination of in-person contact (required for pretesting) and contact through electronic platforms that can support video, teleconference, or any other **synchronous learning** (online course held with real time correspondence). Furthermore, the participants identity must be verifiable and the interaction with the program staff is documented and recorded.

This option pertains only to those students associated with the Hybrid Instruction programming. A reminder that all pre and post testing must be administered in person. Please note that all funded AEPP programs, approved for AEPP Hybrid Instruction must provide in-person instruction (both students and teacher are face to face within a classroom setting) at a minimum of 25% of total scheduled class time. The AEPP Hybrid Instruction applies to ABE, HSE, or ESL literacy classes; 25% pertains to each class scheduled.

**A. Student Eligibility:**

Adult Hybrid Education Students

Students must be 16 years of age or older for WIOA/ ALE and 21 years of age or older for EPE, not enrolled or required to be enrolled in a secondary school.

- ABE/ASE students must be at least NRS Level 2 on the TABE 11/12 and above to participate in hybrid educational services.
- ESOL students must be at least NRS Level 2 on the BEST Plus 2.0 or the BEST Literacy 1.0 and above to participate in hybrid educational services

**B. Program Responsibilities and Guidelines:**

- Classes included in the Hybrid Instruction model must be scheduled for a minimum of 25% class time to be delivered by the same teacher in person in a traditional classroom setting; up to 75% of the class may be scheduled for remote synchronized classes delivered by the same teacher on an electronic platform such as Zoom, WebEx, Google, or some other electronic platform where the teacher may conduct instruction and see student participating (for verification)
- Students must agree to attend both the in-person class in addition to the remote class sessions. If a student misses 3 consecutive in-person class sessions, the student must be removed from the Hybrid Instruction class
- Student attendance, regardless of the modality in educational services being provided, student records must adhere in accordance with NYSED's data entry policy, and must be recorded in ASISTS, backed by written documentation signed by the teacher. All programs must use the class rosters generated from ASISTS for attendance purposes. Those documents must be signed by the teacher that conducted the course instruction
- The program must follow the data entry protocol, [Hybrid Setup in ASISTS Instructions](#), outlined and attached for entering the class and attendance information in ASISTS
- Conduct outreach, recruitment, comprehensive intake, and enrollment for all students, regardless of their enrollment in: EPE Distance Education, Hybrid Instruction students, or in-person instruction.
- Conduct pre- and post-testing for all participants in-person, regardless of the modality in educational services being provided, in accordance with NYSED's Assessment Policy (attached)
- Must have a signed [Individual Student Record Form](#) (ISRF FY24)
- Must include a copy of the [Hybrid Education Screening Tool](#), as attached (completed and collected during the intake process) in the student's folder indicating the student has the capacity to participate in remote, synchronous instruction
- In-person educational services must be provided to those participants who have little or no access to technology

- In-person educational services must be provided to those lower-level learners, as outlined above
- For remote synchronous instruction classes, teachers must maintain a separate roster for each class. Students must have their cameras on during remote instruction to assure that teachers may verify their identity, attendance, and participation
- In-person instruction is the only modality permitted for the vocational training component of WIOA IET/IELCE and EPE approved vocational or CTE programming
- Vocational training/CTE classes are not eligible for Hybrid Instruction
- Student files must contain all required documentation per modality of educational services enrolled in. It is the program's responsibility to ensure that they are familiar with the required documentation per the modality of service being provided as determined by the respective funding source and the guidelines outlined in this document
- All tutoring must be done either in-person or synchronously (Teacher led at a particular date & time) per the same 25/75% structure as outlined above.

**C. AEPP Performance Benchmarks:**

- a. All AEPP funded programs expected deliverables are contingent on the AEPP Performance Benchmarks in the areas of: Measurable Skill Gain, Post Test Rates, Follow Up Outcomes, and Enrollment
- b. Programs should refer to their individual funding grants/contracts for compliance with proposed services enrollment per project
- c. Monitoring of Hybrid Instruction classes (both in-person and synchronous remote) will be ongoing. AEPP staff, RAEN staff, STAC staff (ALE funded only), and/or Accountability Staff will monitor classes on a continuous basis
  - i. Programs approved for Hybrid Instruction must provide their class schedule, both remote and in person, along with corresponding web links (regardless of the platform used, Zoom, WebEx, Google, etc.) monthly to their RAEN and STAC (ALE only) office. Attached is a [collection spreadsheet](#) used for this purpose. No other submission modality is permitted. This document is due by the 20<sup>th</sup> of each month indicating the schedule for the following month. If any changes or alterations are made to a scheduled class either by the teacher or the program, AEPP, RAEN, and STAC must be notified immediately. Changes to schedules should not be habitual and only made when necessary
  - ii. When monitoring, the monitor will not speak or activate their camera. They will observe the class but will not participate in any activities; the monitoring schedule will not be preannounced.

## **AEPP Hybrid Instruction Application**

(July 1, 2023 - June 30, 2024)

**Program:** \_\_\_\_\_ **AEPP Project Number:** \_\_\_\_\_

**Superintendent / Chief Administrative Officer:** \_\_\_\_\_

**Program Manager:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Funding** (check ONLY the project in which Hybrid Instructional services are requested). If there is more than one project, a separate application must be submitted for each project:

\_\_\_\_\_ **WIOA Area 1;**

Project Number: \_\_\_\_\_

\_\_\_\_\_ **WIOA Area 2** (Contextualized literacy classes only, no vocational or CTE training can be included);

Project Number: \_\_\_\_\_

\_\_\_\_\_ **ALE** (if program holds more than one ALE funded project, a separate application must be submitted for each project);

Project Number: \_\_\_\_\_

\_\_\_\_\_ **EPE\*** (Distance Education packet program only)

\* For EPE Distance Education, programs must have applied via the FY24 EPE application to provide Distance Education as outlined in the EPE Manual. If approved, per the program's EPE allocation letter, the program must be administered as directed in the current EPE Manual. The only portion of EPE Distance Education that may be provided in this Hybrid Instruction model (and included in this application) is the tutoring required for each EPE Distance Education program (GRASP, SMART, or Home Study ESL). Remote, synchronous tutoring may be a part of this application. The same 25/75% applies.

In the following table, please provide the projected number of students to be served with the AEPP Hybrid Instructional services and projected number of contact hours expected.

<b>Hybrid Instructional Literacy Services</b>	<b>Number of Hybrid Students to be served</b>	<b>Number of Contact Hours projected (include both remote and in-person)</b>
<b>Adult Basic Education (ABE)</b> (NRS Levels 2 – 4)		
<b>Adult Secondary Education (ASE)</b> (NRS Levels 5 – 6)		
<b>English as a Second Language (ESL) Beginning Levels</b> (NRS levels 2 – 4)		
<b>English as a Second Language (ESL) Intermediate &amp; High Levels</b> (NRS levels 5 – 6)		
<b>Total</b>		

**Program Attestation:**

Please note that if any portion of this application is left blank, the application will not be approved. The Chief Administrative Officer must attest to the following specifications in this application.

- for a NYS School District, that would be the Superintendent
- for a NYS BOCES, that would be the District Superintendent
- for a Community Based Organization, that would be the Program Director/Manager

I hereby certify that I am the agency's Chief Administrative Officer (Program Director, Program Manager, District Superintendent, Superintendent) and on behalf of the contracted agency I agree to the requirements and guidelines as stated above (Pages 1 – 3). I acknowledge that all the specifications and guidelines, as stated above, will be adhered to and my agency will remain in compliance. I understand that instances of non-compliance could result in AEPP revoking my request to provide Hybrid Educational Services.

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**Program** \_\_\_\_\_

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**Chief Administrative Officer's Signature**

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**Print Name**

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**Title**

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**Date**