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To: EPE Adult Education Providers
From: Mark Leinung, Director AEPP
Subject: EPE Manual Revisions

In order to ensure that adult education programs have current information regarding the EPE program, the EPE Manual has been revised for the 2012-2013 program year. Changes to the Manual reflect existing EPE program practice, including those changes included in this year's EPE application. In addition to small editorial modifications, the changes to the Manual are reflected below. Italicized language represents new language. Language crossed-out has been deleted.

All office name references, website addresses and phone numbers have been updated.

Section 102 – Exceptions to student eligibility requirements- Students with high school diplomas must be identified *in ASISTS*.

Section 201 – Traditional Adult Education Programs- Academic Programs - Others – Other programs will be required to undergo a pilot period, *which includes data analysis***.**

Section 201 – Traditional Adult Education Programs- Academic Programs - *A minimum of 50% of course content in classes in which a student is enrolled in a given week must be academic. This policy does not apply to adult occupational programs.* (Italicized language represents modification in last paragraph of section).

Section 203 – High School Credit Courses – Section has been modified as follows:
Any high school credit-bearing course in which an adult (21 years of age and over) participates ~~to pursue his/her high school diploma~~ can be used to generate EPE aid *(e.g. algebra for admittance to adult occupational education would be allowable.)*

Section 206.01 - Support Services – Intake- Section has been modified to include the following: *Students may generate EPE aid through intake* ***only once****. Students who stop out of programming and return however, may be reassessed.*

Section 303.01 - Active Enrollment - Modified as follows: Critical to ~~this calculation~~ the *Distance Learning formula* calculation is the application of the term active enrollment. The term represents the actual number of students in a given week that fulfill the requirements for being active as described below. The number of students enrolled in the program may be higher than the active enrollment. The active enrollment may vary from week to week because not all students enrolled

will complete required work every *two weeks*. Required work means work assigned by the teacher as prescribed by the curriculum design of the particular program. *Completion (emphasis added)* of required work is necessary for a student to be counted as actively enrolled in a given week. *The recording of a code of a 2 or a 4 that is required in ASISTS may only be recorded upon receipt of the completed packet from the student.*

These programs are designed so that each student completes a packet representing two weeks' work. The instructor receives, corrects and sends packets on a two-week cycle. For paper packets, the physical packet travels from the student to the teacher via the library mail system, the postal service, or, in some cases, they are hand delivered. The preparation and sending of a new packet to a distance learning student after the previous packet has been received and corrected, enables the agency to consider the student as active for two weeks. These students can never be considered active by virtue of a phone contact alone.

*For any student that has been screened and deemed eligible for distance learning programming, the program staff may prepare the first two distance learning packets and record a "4" representing those two packets in ASISTS regardless of whether the student returns either of the first two packets. However, if the student does not respond after receiving the second packet and therefore is considered "inactive" in the program, the "4" that was previously entered into ASISTS should be deleted and the cue 9999 entered in its place. By doing so, the program will continue to be eligible for EPE reimbursement for the 24 contact hours that were represented by the "4" but the student will not count on any NRS reporting documents." Chapter 5 of the Program Manager and Instructor Guide for Distance Learning (*http://www.acces.nysed.gov/aepp/docs/Distance_Learning_Guide-Final-1-2-07.pdf *) provides more detailed directions for this process.*

Section 303.02 - National External Diploma Program (NEDP) – The following language is added *Only programs that have received training in NEDP may operate the program.*

Section 303.03 – Calculating contact hours and EPE that can be claimed in distance learning programs – Section modified by removing the sentence "In no event can more instructional hours be claimed than the maximum."

305.01 – Reimbursement Schedule – Language updated to reflect the creation and submission of the SA 160 from ASISTS. *"All contact hours to be reimbursed must be entered into the ASISTS*

database (except for certain adult occupational hours). The ASISTS database freezes program data on February 16 and September 16. An unsigned SA 160.1 claim form for the first period must be faxed or emailed ON February 16 (or on the following first business day). Within 10 business days an original signed copy must be received by the adult education program office. The first claim will be paid after April 1. An unsigned SA 160.2 claim form for the second period must be faxed or emailed ON September 16 (or on the following first business day). Within 10 business days an original signed copy must be received by the adult education program office."

305.05 – Claims in Excess of Allocation – Section modified as follows: "~~While typically there have been sufficient EPE funds to reimburse agencies that have exceeded their allocations,~~ *There is no guarantee that contact hours in excess of the initial or revised allocation will be reimbursed."*

401 – General Requirements – The third bullet has been expanded. Following the last sentence, "The complete file consisting of all of a student's records must be accessible for review and verification." The following clarification has been added:

- *The mandatory elements that should be found in a student's file include:*

  Individual Student Record Form (ISRF)

  - ✓ *Check for a match to data entered into ASISTS*
  - ✓ *Assessment Score sheets (for all Pre and Post tests)*
  - ✓ *BEST Plus score sheet (individual by student)*
  - ✓ *BEST Literacy scoring booklet*
  - ✓ *TABE Test score sheet*
  - ✓ *Official Practice Test score sheet (if applicable)*
  - ✓ *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*

401 – General Requirements – The fifth bullet has been modified as follows:

No class register will exceed 20 students unless a waiver is granted in writing *or the annual application indicates a variance. For those for whom a waiver has been approved, Average Daily Attendance should not exceed 25.*

402.03 – GED ® Preparation Students - The third bullet has been expanded to include the following sentence: *"Official Practice Test scores must be recorded in ASISTS."*

403.01 – EPE comprehensive Plan of Service Approval Process – The following sentence from the first bullet has been modified. "The effectiveness of the proposed program components based on past program data using the National Reporting System performance measures *as compared to NYS benchmarks*. "

403.04 – Approval for Increased EPE Aid – The following sentence has been removed: ~~Requests for additional EPE hours that are not made through the interim report should be made after consulting with the SED regional staff.~~

405.06 – Child Care – Paragraph revised as follows:
EPE providers are encouraged to seek other sources for child care such as the local Department of Social Services. Child care for the children of EPE-eligible students is an allowable expense as a last resort. Records must be kept documenting that the children in care are the children of EPE-eligible students while they are attending class. If the children of EPE-eligible students make up only a portion of the total children in child care, than EPE funds can be used only to support the pro rated share of the total cost.

405.07 – Food and Incidentals – Paragraph revised as follows:
EPE providers are encouraged to seek other sources for snacks and incidentals.
EPE funds may be used to pay for the cost of snacks and incidentals such as certificates of achievement at EPE-related meetings such as GED ® graduation ceremonies or marketing meetings.

405.10 – Transportation – Paragraph revised as follows:

EPE providers are encouraged to seek other sources for transportation such as the local Department of Social Services. EPE funds may be used to pay reasonable costs for transportation. This may include tokens, the cost of a van or bus, or cab fare.

407.03 – Distance Learning Programs - The following sentence has been added: "*Requests to offer distance learning programs not currently approved should be made in writing to the regional liaison by April 15th prior to the program year in which the agency wishes to offer the program; the submission request to offer a new distance learning program should not be submitted as part of the annual EPE application process.*"

407.04 – Traditional programs – The following sentence has been added: "*Requests to offer new traditional programs not currently approved should be made in writing to the regional liaison by April 15th prior to the program year in which the agency wishes to offer the program; the submission request to offer a new traditional program should not be submitted as part of the annual EPE application process.*"

408.04 – Attendance Rosters – The following sentence has been added: "*The original documentation used to create the ASISTS attendance records must be certified by the teacher and retained for records retention purposes.*"

408.05 – Computerized Attendance - The following section has been revised as follows: "*Some attendance rosters are kept on computer. It is imperative that computerized versions of attendance documents contain the same information as the paper rosters. They must include specific days and hours of attendance for each student. <u>The computerized records must be certified as accurate by the classroom teacher or attendance certifying officer as if they were the original documents. The date of the teacher's certification of attendance must be noted.</u>*

The original documentation used to create the ASISTS attendance records must be certified by the teacher and retained for records retention purposes."

408.07 – Records Retention – The following section has been modified to include the following sentence: *Programs should refer to* *Records Retention and Disposition Schedule ED-1* *from the New York State Archives available at http://www.archives.nysed.gov/a/records/mr_pub_ed1.shtml for complete information regarding records retention.*

In addition, the section has been modified to include the italicized section below:

- ✓ Actual standardized test-*score sheets* (TABE, BEST Plus, BEST Literacy)

410.01 – Traditional Program Waivers - first bullet has been revised as follows:

The **maximum** number of students who will be on the class register or the **maximum** number of hours the class will operate each week. Waivers will not be granted for a class roster to exceed 35 students or for more than 40 hours each week. In cases where a waiver is requested to provide instruction for fewer than six hours per week, the **minimum** number of hours must be identified.

410.02 - Over-enrollment – has been revised as follows:

A number of agencies have requested permission to "over-enroll" (i.e., enroll more than 20 students) in a class during the first two weeks in order to achieve an *acceptable* average daily attendance ~~of twenty or less~~. In such instances, written waivers are not required as long as the enrollment does not exceed ~~twenty students~~ *the established approved number of students on the roster* by the beginning of the third week. In all cases, it is the responsibility of agencies to fully document enrollment and attendance of EPE-eligible students. These waiver requests must be submitted for approval annually.

410.03 – Occupational Course Waivers – has been revised as follows:

Occupational courses supported by EPE are required to be at least 100 hours in length and must provide sufficient training so that a student completing the course will have the requisite skills to obtain employment in the field (see section 407.01). The minimum 100-hour requirement may be waived only if it can be demonstrated that the course provides sufficient training for entry-level employment in the field and that the program has a satisfactory record of employment for program completers. The request for a waiver should be submitted along with the curriculum for

review. ~~This waiver does not have to be renewed annually.~~ *This curriculum does not have to be submitted annually but the request for a waiver must be submitted for approval annually.* **Under no circumstances should a verbal assurance be considered a valid waiver; all waiver requests must be approved in writing.** ~~**These waiver requests must be submitted for approval annually**~~**.**

411.03 – Other Geographic Range Issues – has been revised to include italicized words:

- **Regional Distance Learning Committees** – The State Education Department will convene regional committees *on an as needed basis,* comprised of all distance learning providers in each of the seven RAEN areas chaired by the RAEN Directors to review the need and availability of distance learning programs in the region. These committees will make recommendations to the SED Technology Group regarding the level and type of distance learning programs offered throughout the region.

EMPLOYMENT PREPARATION EDUCATION (EPE) STATE AID CLAIM FORM - INSTRUCTION SHEET **has been modified to include:** *Students who have received the GED within the previous 12 months are not eligible to generate EPE contact hours even if they score below a level 5 in the National Reporting System as described above.*

In addition, the following was revised: *The SA- 160.1 is used to claim EPE Aid for the period July 1, through December 31, and is due on February 16 or the following business day. The SA- 160.2, for the period January 1 through June 30, is due on September 16 or the following business day. Claims received after the due date may not be processed or paid.*

Questions regarding the Manual should be directed to Pat O'Neil at poneil@mail.nysed.gov.