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**TO:** All local programs funded under EPE, WEP, and any one of the four Program Areas of WIOA

**FROM:** Robert Purga, NYS Director, ACCES Adult Education Programs 

**SUBJECT:** Case Management Requirements

**NYSED Case Management Requirements**  
**Adult Education GRANTS/CONTRACTS**

NYSED has set priority case management services for all students enrolled in local programs funded under EPE, WEP, and any one of the four Program Areas of WIOA. (It will also be required under the new request for proposals for the Adult Literacy Education state funding (ALE) with expected release winter, 2019)

The following chart outlines the requirements for each funding source under federal and state grants/contracts.

<b>NYSED Case Management Requirements</b>		
<b>Funding Source</b>	<b>FTE Expectation</b>	<b>Per # of Participants*</b>
WIOA Program Area #1 (Core)	1.0 FTE	200 Participants
WIOA Program Area #2 (IEL/CE)	1.0 FTE	200 Participants
WIOA Program Area #3 (Corrections)	1.0 FTE	200 Participants
WIOA Program Area #4 (Literacy Zones)	1.0 FTE	100 Participants
EPE State Aid Funding	1.0 FTE	600 Participants

\*The numbers of participants is not an aggregate number per fiscal year, it is an average daily attendance metric. Programs should consider the number of active students in their program at any given time of the fiscal year.

NYSED has also provided a Train the Trainer event certifying regional trainers throughout the state. The RAENs will be hosting this newly designed Case Management Training. Any case managers fulfilling this role for any one of the funding sources listed in the table must attend one of these trainings annually. Please refer to the RAEN website to register for any one of these events.

Cc: NYSED Regional Associates  
RAEN Center Directors  
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