



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

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ADULT CAREER AND CONTINUING EDUCATION  
SERVICES ADULT EDUCATION PROGRAMS AND  
POLICY

89 WASHINGTON AVE. ROOM 460 EBA  
ALBANY, NY 12234

Tel. 518 474-8940 Fax 518 474-0319

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TO: All NYSED EPE Funded Adult Education Programs

FROM: Marisa Boomhower, Director of Adult Education Program and Policy Unit

SUBJECT: Changes/Additions to the EPE Manual

Since the last edition of the EPE manual, there are a few significant changes and additions to the EPE Programing which have been made through subsequent memos and applications. This memo serves as an overview of that information. All EPE programs are encouraged to review the complete manual thoroughly and respond accordingly to those areas that apply to their organization. All details pertaining to each of these changes can be found in the manual. Any questions or concerns should be directed to the EPE mailbox: [EPE@nysed.gov](mailto:EPE@nysed.gov).

**General EPE Updates:**

- The 2021-2022 EPE application and all new fiscal year application (2022-2023 and beyond) will be due May 31 of the application year. Should the due date fall on a weekend or state holiday, it will automatically be moved to the next business day.
- EPE programing changes can be applied for two times a year, once with the initial application and then a second time in November, for programing which will commence in the second half of the year (beginning January 1<sup>st</sup>), if approved. No other amendments will be accepted during the FY.
- Incomplete applications, which are missing pertinent documents or information needed for specific EPE program approval, will not receive initial approval. The program will have the opportunity to resubmit a complete application during November for approval and implementation in the second half of the year.
- EPE approvals, are for the FY in which a program is applying. Approvals for EPE programing pertain to each fiscal year, the approval does not overlap fiscal years.

**The following sections of the EPE manual contain new or updated information of importance:**

**\$20 Million has been repurposed to support new initiatives, students served under one of these programs will follow the NYRS compliance guidelines:**

- Fast Track High School Equivalency (HSE)
  - *Fast Track GRASP Math Distance Education packets (paper or electronic) utilizing NYSED/CUNY sixteen (16) HSE math modules.*

- *Six (6) hour intense math instruction sessions made available evenings and/or Saturdays*
  - *Two x Two sessions where two sub test (one math and one other sub area) areas of instruction will be offered, all following the NYSED/CUNY model for instruction*
  - *Test taking skills and strategies, including reduction of test anxiety*
  - *Computer based testing skills appropriate for the TASC exam*
  - *Community Outreach to inform new TASC test takers*
- National External Diploma Program (NEDP)
    - No TABE testing required once student enters NEDP program; CASAS assessments required. All NEDP programming will now fall under Fast Track accountability measures, not NRS.
  - NRS Level 1 ABE students
    - For all EPE programs, this cohort of students will no longer be included in NRS reporting.

#### Geographic Waivers:

- New criteria have been added describing when programs may apply for additional waivers. *Geographic waivers are not intended for individual student services, they are intended to allow for services to be provided on an annual basis. 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, if approved, the start date will be January 1<sup>st</sup>.*

#### Distance Education:

- Crossroad's Café has been replaced by ESL Distance Education. Programs may continue to use Crossroad's Café if they desire; it is no longer mandatory.
- The first two Distance Education packets may now be generic; programs are no longer permitted to enter 9999 to signify that packets were not returned for reimbursement purposes.
- Student eligibility relates to NRS Educational Functioning Levels rather than grade equivalents
- Maximum two packets per month regardless of the month
- New training implemented in FY2022, required for all teachers providing distance education
- All students must be screened for appropriateness of distance education. The Screening tool must be provided, and a copy signed by the student must be kept within the student's permanent folder.

#### Intake Requirements:

- Comprehensive intake services are expected to be provided at intake for students.

#### Career and Technical Education Courses:

- Approval for Local CTE programming:
  - 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](#).*
- CTE Approval by NYSED's K-12 CTE Office:

*School District or BOCES approved by NYSED's CTE Office, <http://www.p12.nysed.gov/cte/ctepolicy/approved.html> may also be approved to generate EPE reimbursable contact hours for the following Career and Technical Education programs.*

**If a program is approved for EPE reimbursement for CTE programs, this DOES NOT infer that these CTE programs will count under WIOA funded IET or IEL/CE credentials**

HSE Waivers:

- HSE exam waivers to generate EPE contact hours on eligible HSE preparation students referred from their own preparation program and waivers for EPE provider to claim EPE expenses for HSE test administration has been increased from .6 of 1% to 1% of the EPE program's contact hour accrual.

EPE Budgets:

- To receive reimbursement for EPE contact hours, all data must be in ASISTS. No hand entered hours will be reimbursed.
- Instructional costs, without adjustments, are at least 80% of budget total, and other costs, including indirect costs, without adjustment, are no more than 20% of budget total.
- Some Case Management services are reimbursable, guidance provided on allowable vs non-allowable services.
- Additional guidance provided related to allowable and non-allowable expenditures.

Fast Track Math GRASP packets:

- Clarification for distribution of these packets and documentation required for students using them. The manual explains these processes in more detail.

Required Assessments must be administered in person:

- Program staff administering assessments must be either NYSED Adult Education certified, or K-12 certified. All educational program staff must receive training on each assessment and be certified through the RAEN center in order to administer the tests.

EPE Programing Networks:

- **High School Equivalency Network:**
  - All EPE programs providing HSE preparation services must attend and support the HSE Network meetings that will be convened by the local RAEN center.
- **Apprenticeship Network:**
  - All EPE programs must attend and support the Apprenticeship Network meetings that will be convened by the local RAEN center.

Work Experience:

- Both new and existing work experience programs must submit full documentation in their application which includes: program design, program curriculum, MOU with employer for the year in which application is filed, expectation of services, follow up, and job placement. Incomplete applications, missing the pertinent documents /information as indicated above, the program will not receive initial approval. The program will have the opportunity to resubmit a complete application during November for approval and implementation in the second half of the year.

RAEN Directors