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January 27, 2023

**TO:** All NYSED Funded Adult Education Projects  
**FROM:** Fiormelissa Johnson, Director of Adult Education Program and Policy  
**SUBJECT:** Updated Information Regarding the GED

This memo is intended to provide guidance to all AEPP funded projects transitioned to the GED test leading to a New York State High School Equivalency Diploma; this includes all funded projects WIOA Areas 1, 2, 3, and 4, WEP, EPE, and ALE funding. This memo aims to clarify questions related to GED and GED Manager. As customary, information relating to the High School Equivalency Department of NYSED, can be found on their communication website: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse>

### 1. **GED Ready:**

The usage of the GED Ready Practice Test is an optional choice based on the preparation project's assessment of each student's needs. Projects may choose to use the GED Ready Practice Test as an assessment for readiness for their students however, the test is not a prerequisite to a referral to the GED HSE test for an AEPP funded projects. The purchase of the GED Ready Tests, should a project choose to use this assessment, may be included in AEPP funded budgets for review and approval. AEPP does not require projects to utilize specific HSE preparation materials. Projects may choose those materials they believe are best suited for their students. We encourage all preparation projects to continue using the comprehensive resources supported by AEPP and developed through a joint project with CUNY. These resources are provided at no cost to any AEPP funded project and can be found on the [www.CollectEdNY.org](http://www.CollectEdNY.org) website. All the materials found on this website are downloadable, and additional resources and materials are in the works.

### 2. **GED Manager & Claiming Students: Additional guidance & tutorial is forthcoming**

As we have learned over the past several months, it is essential that all projects familiarize themselves with [GED Manager](#), as we rely on the information entered to match students to their respective projects. When a student indicates that he or she is interested or affiliated with a project, the site is notified. Once the site is notified, it must select that the student is enrolled; this part is critical, as this is the only method for which GED Manager can match the student with the project, and this information is later transferred to the Accountability Website, ASISTS. GED Manager also allows projects to print reports to indicate the number of students contacted/enrolled versus that number of students that demonstrate interest but have not been contacted. Many projects have benefited significantly from this system and have turned interested students into enrolled students.

### 3. **HSE Test Delivery Reimbursement: Message From: Ruth Singer, Director HSE**

"The new contract period for HSE test delivery reimbursement is (1/1/23-12/31/25). While new contracts cannot be executed until the RFP Procurement Record is approved, we anticipate final approval will occur relatively soon. You may administer GED testing in January 2023 and submit for test administration reimbursement after the new contract is finalized. Please note that while there is always a slight risk a contract could eventually be non-approved, such occurrences are rare and most vendors are willing to begin the work associated with the contract. Also, please continue to regularly check the HSE Announcements page for upcoming trainings and all new information: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse> The NYSED HSE office will soon schedule and post the HSE test center coordinator and examiner mandatory renewal training (probably to be held the second week in February). The changes related to submitting reimbursement vouchers under the new contract will be reviewed during the training and any changes to the current process for 2022 will also be reflected on our website. The [Request For Proposal \(RFP\) #23-004a for "Funding for Public High School Equivalency \(HSE\) Test Administration"](#) has been posted. *Only HSE test centers located in the 9 Test Service Areas (TSA) for which there were no eligible submissions in response to RFP 23-004 are eligible to apply to this RFP.*"

cc: ACCES-Adult Education Regional Staff  
Rosemary Matt, Accountability  
RAEN Directors