

**Revisions and Additions for the Employment Preparation Education (EPE) Manual
Revised March 2017**

Revisions and Additions	Section	Page #
<p><u>Definition of EPE:</u> Students who have earned an HSE diploma within the previous fiscal year are ineligible to generate contact hours. This restriction has been lifted as of March, 2017.</p>	101	5
<p><u>New Intake Specifications:</u> Students generate EPE state aid through an intake process when they begin with a program. Should the student be exited through ASISTS, if that same student returns for a second Period of Participation (POP) within the same fiscal year, the program must provide another intake process aimed specifically at updating the student’s record. The time spent in a subsequent second or possibly third intake process must be recorded in Instructional Activities coded as POP 2 Intake or POP 3 Intake.</p>	206.1	9
<p><u>NEDP Increase in Generation of EPE Contact Hours:</u> <u>Claiming EPE contact hours for NEDP:</u> Hours are claimed for a one-time only intake assessment (TABE and CASAS) to determine student readiness for NEDP. Reimbursement uses the traditional EPE formula and should be recorded in a traditionally coded class named as “Intake”. Hours are claimed for the NEDP orientation. Enter a 1 (one) for attendance in the week when the orientation occurs; the 1 (one) will automatically reflect 6 contact hours in ASISTS. Hours may be claimed for weekly Face-to-Face Generalized Assessment sessions. Enter a 1 (one) for attendance in the week when the meeting occurs; the 1 (one) will automatically reflect 6 contact hours in ASISTS. This should happen only once. When the NEDP program staff have completed a review of a student’s work in each of eight competency categories and it is determined that the student has successfully mastered the competencies associated with each category, the program will claim ten (10) contact hours for that completed category. These ten hours will be recorded in a traditionally coded class in ASISTS. When a student has mastered the competencies associated with all eight (8) categories, the program will have earned a total of eighty (80) contact hours.</p> <p style="padding-left: 40px;"><u>Eight Competency Categories</u></p> <ol style="list-style-type: none"> 1. Communication and Media Literacy 2. Information and Communication Technology 3. Cultural Literacy 4. Health Literacy 5. Civic Literacy and Community Participation 6. Geography and History 7. Consumer Awareness and Financial Literacy 8. Twenty-First Century Workplace <p>6 (six) hours per week are claimed for continued Face-to-Face Assessment</p>	303.4	13

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<p>if the Portfolio Reviewer has determined that all competencies are not demonstrated at 100 percent mastery. Enter a 1 (one) in ASISTS. Process continues until the second and Final Portfolio Review is conducted. Students enrolled in the NEDP can receive a maximum of 6 (six) hours per week for tutoring. These hours are recorded in ASISTS and coded as a traditional class. Tutoring instruction cannot be provided by NEDP staff who serve as the assessor/advisor to the student.</p>		
<p><u>REIMBURSEMENT SCHEDULE:</u></p> <p>EPE aid is reimbursement for services rendered in the previous period. The first period runs from July 1 through December 31. The second period runs from January 1 through June 30. All contact hours to be reimbursed must be entered into the ASISTS database (except for certain adult CTE hours, approval must be provided by NYSED).</p> <p>The ASISTS database freezes program data in February and September on a date determined by NYSED annually. A SA 160.1 printed from ASISTS for the first period must be faxed or emailed on a date set by NYSED in February. Within ten business days the original SA160.1 must be signed by the Superintendent or District Superintendent and must be received by the adult education program office. Payments will be paid after April 1 by the State Aid office. In addition, the program must project the number of contact hours for the entire fiscal year through June 30th. NYSED then adjusts each program’s allocation based on these figures in mid-March.</p> <p>Beginning March of 2017, NYSED will expect all EPE funded programs to enter into ASISTS all EPE eligible attendance from January and February by March 15. This is an effort on the part of NYSED to re-allocate excess contact hours.</p> <p>Beginning FY2017-18, NYSED will undertake a second reallocation process to ensure that all EPE funding is spent appropriately. NYSED will identify any EPE funded programs that are “at risk” for possible significant decreases/increases in student attendance. These programs will be notified and will be required to record all attendance for January and February in ASISTS by April 1. NYSED will review these program’s data a second reallocation. This new process will enable programs to use re-allocated funding to provide instruction to students prior to the close of the fiscal year. Big 5 School Districts (New York City, Yonkers, Syracuse, Rochester, Buffalo) will automatically be included in this second reallocation process.</p> <p>A SA 160.2 claim form for the second period must be faxed or emailed by a date in September set by NYSED. Within ten business days an original SA160.1 must be signed by the Superintendent or District Superintendent and must be received by the adult education program office. The second</p>	<p>305.1</p>	<p>15</p>

**Revisions and Additions for the Employment Preparation Education (EPE) Manual
Revised March 2017**

<p>claim will be paid after October 1 by the State Aid office. Claims received after the due dates may not be reimbursed.</p>		
<p><u>Reminder:</u> HSE testing cannot generate EPE aid. However, if SED determines that there is a severe shortage of public HSE testing in a region of the state, then SED may grant a waiver to an EPE provider who is both a) a public testing center, and b) operates an adult HSE preparation program. Such waiver will allow the EPE provider to generate EPE hours on eligible HSE preparation students referred from their own preparation program, or public testing students, or HSE preparation students referred from other preparation programs in their local proximity. The limit for generation of EPE hours is .3 of 1.0 percent (.3 percent) of the EPE providers' prior years' EPE allocation. Such waiver will also allow the EPE provider to claim EPE expenses for HSE test administration. Both this policy and any approved waivers will be reviewed by NYSED annually. If the TASC Readiness assessment is administered during the traditional classroom instruction, EPE can be generated.</p> <p>NOTE: The limit for generation of EPE hours is .3 of 1.0 percent (.3 percent) of the EPE providers' prior years' EPE allocation. An example: EPE contact hours = 1,000 the waiver would allow up to 10,000 x .003 = 30 contact hours meet the criteria for the waiver.</p>	<p>306.3</p>	<p>18-19</p>
<p><u>TASC Readiness test:</u> Beginning July 1, 2017, students will only be referred to the HSE test if they have a readiness score from the official TASC Readiness Assessment recorded in ASISTS.</p>	<p>402.1</p>	<p>21</p>
<p><u>Electronic Attendance</u> Programs have the option of recording attendance data electronically in ASISTS. In addition, should the program wish to record and maintain student attendance records electronically, the following protocols must be followed: Program provides an Excel electronic attendance spreadsheet to each teacher per class Teacher records daily attendance on the Excel spreadsheet, electronically Teacher certifies the spreadsheet at the conclusion of each week with their electronic signature. An electronic signature is a statement in an email indicating for example, "I certify that this email and its attachments are accurate". Once data has been verified by central administration and entered into ASISTS, the electronic Excel spreadsheet is locked with password protection and stored on a server maintained by the adult education program Electronic spreadsheets must be saved and stored for a minimum of seven (7) years.</p>	<p>410.2</p>	<p>36</p>
<p><u>Contact Hour/Attendance Data in ASISTS:</u></p>	<p>410.2</p>	<p>36</p>

**Revisions and Additions for the Employment Preparation Education (EPE) Manual
Revised March 2017**

Contact hours must be entered into ASISTS by the end of the following month. Example: September contact hours must be entered no later than October 31 st .		
<p><u>Data Entered Quarterly:</u> Programs must enter all other data in ASISTS on a quarterly basis. Quarter I (7/01-9/30) data entered and reviewed by 10/31; Quarter II (10/01-12/31) data entered and reviewed by 1/31; Quarter III (1/01-3/31) data entered and reviewed by 4/30; Quarter IV (4/01-6/30) data entered and reviewed by 7/31</p>	410.2	37
<p><u>Geographic Range Policy:</u> Significant changes in the application process for BOCES or school districts seeking to provide services to neighboring constituencies. Memorandum of Understanding now required for all such agreements (Appendix IV)</p>	416	41-43