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July 31, 2009

**TO:** Adult Education Program Managers in Agencies Funded with Employment Preparation Education (EPE) State Aid

**FROM:** Thomas A. Orsini 

**SUBJECT:** Reporting reimbursable contact hours

As we move into Fiscal Year 2009/2010, a reminder of changes in the Employment Preparation Education (EPE) funding requirements is in order. The most significant change is the required use of ASISTS to record all expected reimbursable contact hours for literacy programming in all New York State adult education programs. There will be no exceptions.

In preparation for this change, the New York State Education Department (NYSED), through its Information Technology Services Unit, has conducted an accuracy review of EPE reports with the cooperation of the ASISTS staff. In May 2009 all programs were asked to review their EPE calculations and report any discrepancies, using the EPE Discrepancy form, to their NYSED Regional Liaison. Those reports have been investigated and any corrections needed in the software are being addressed. Therefore, on February 15, 2010, the submission of the SA160.1 (covering all eligible EPE contact hours from July 1, 2009 through December 30, 2009) will be calculated through ASISTS. An agency may request less than the amount indicated by ASISTS if they do not have expenditures that meet or exceed revenues.

Please be advised that once that report has been submitted on February 15, 2010 it will be secured (locked in ASISTS) and may not be amended. Any additions or deletions, discovered after February 15<sup>th</sup>, may be reported on the September 15, 2010 Report with appropriate explanation. Please be advised, this procedure does not apply to FY08/09; accordingly, it becomes effective on July 1, 2009 and forward.

Additional policies announced previously and effective July 1, 2009 are as follows:

- All students funded under EPE must have a valid Pre Test recorded in ASISTS on or before the 35<sup>th</sup> contact hour. In the absence of a valid Pre Test, any hour beyond 35 will not be eligible for reimbursement. Likewise, a student funded under EPE must have a valid Post Test recorded in ASISTS on or before the 300<sup>th</sup> contact hour. In the absence of a valid Post Test, any hour beyond 300 will not be eligible for reimbursement. ASISTS is now coded to calculate EPE reimbursable contact hours based on these criteria.

- In preparation for these changes, the ASISTS staff is beta testing additional Funding Reports that will identify those students with greater than 30 hours and no Pre Test as well as those students with greater than 300 hours who have a valid Pre Test but no valid Post Test. These reports will be available after August 14, 2009.

In our review of programs across the state, we have found instances where programs have continued to serve developmentally disabled populations. While this population tends to be avid attendees, they often do not demonstrate the ability to benefit from literacy services and it is our opinion that these populations will be better served by social service providers outside of adult education.

As most of you are aware, we are rapidly approaching the implementation of Performance Based Funding. A task force of your peers has been established and is engaged in researching the best approach to this adjustment. Meeting performance benchmarks set by New York State will have significant impact on funding decisions going forward. For those programs funded entirely or in part by EPE, please also review the revised EPE Manual

c: Robert Purga  
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