



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

ADULT CAREER AND CONTINUING EDUCATION SERVICES  
ADULT EDUCATION PROGRAMS AND POLICY  
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**Adult Education Programs and Policy  
COVID-19 Re-opening Plan Fillable Template  
Fiscal Year 2021/2022  
July 1, 2021 through June 30, 2022**

**Due on or before June 4, 2021**

As we enter FY2021/2022 we remain hopeful that all AEPP funded programs will return to pre-COVID contractual expectations. While there may be individual circumstances that will impact that progress, the majority of programs should and will return to serving their students in the traditional, face to face format included in their contractual agreements. It may be necessary for programs to increase the number of times classes meet to accommodate the number of students needed to fulfil those contracts. Based on the AEPP COVID-19 Addendum #2 memo (dated March 31, 2021) all new students as of May 15, 2021 must be pre tested in person within the first 12 hours of contact.

All (current and future) addendum memos must be followed carefully. Barring any negative impacts of the COVID-19 variants under the direction of the Governor's office, the AEPP office will continue to gradually move all programming back to pre-COVID operations.

This Reopening Plan template is meant to capture the work each program is doing to prepare students, staff, and facilities for the reopening of their AEPP funded program. **IF YOU RECEIVE AEPP FUNDING FROM MORE THAN ONE SOURCE, YOU MUST SUBMIT A SEPARATE REOPENING PLAN FOR EACH FUNDING SOURCE RECEIVED.**

When complete, this Reopening Plan must be submitted to the [adulthood@nysed.gov](mailto:adulthood@nysed.gov) mailbox no later than **June 4, 2021**. In the subject line of the email submission, please include the following: Reopening Plan, Program Name and Funding Source. For example, "Reopening Plan- Program ABC- EPE Funding". Please also copy your RAEN director when submitting.

Program: \_\_\_\_\_

Person completing this plan: \_\_\_\_\_

Title \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Funding (check only ONE, **A SEPARATE PLAN MUST BE SUBMITTED FOR EACH FUNDING SOURCE**)

- ALE
- WIOA (Area 1 – ABE/ASE/ESL)
- WIOA (Area 2 – IEL/CE)
- WIOA (Area 3 - Corrections)
- WIOA/WEP Literacy Zones must submit individual reopening plans for each zone
- EPE

**Location(s) where literacy classes are provided under the design in your agency’s contract with NYSED:  
(INCLUDE MULTIPLE LOCATIONS ON A SEPARATE DOCUMENT AND RESPOND TO THE SAME QUESTIONS FOR EACH LOCATION)**

Name of the Location: \_\_\_\_\_

Address of the Location: \_\_\_\_\_

Is this location open for in-person services beginning July 1, 2021?      yes      no

If no, explain the reason(s):

In the space below, list the addresses of all locations where in person (face to face) services will be provided as of July 1, 2021.

If any previously used location is not available for in-person services, have other locations been considered?

yes       no

What alternate location will be used for in person services beginning July 1, 2021? Include the addresses of any alternate sites in the space below:

What is your plan for providing in-person NRS/NYRS assessments? As of July 1, 2021, all students being served must have a valid pre test dated within the first 12 contact hours or a valid pre test carried over from the previous fiscal year (pre tests are valid in FY2021/2022 from January 1, 2021 through June 30, 2022).

How many students are you expecting to serve in FY2021/2022? \_\_\_\_\_

What is your plan for Individual Student Record Forms (ISRF)? Note: new ISRFs are required for every student receiving services in FY20/21.

**For EPE only programs:**

Will you be providing in person instruction beginning July 1, 2021?    \_\_\_ yes        \_\_\_ no

If no, explain the reason(s):

Will you be providing any of the three EPE Distance Education approved programs?

\_\_\_ SMART (NRS Levels 2, 3, 4)        \_\_\_ GRASP (NRS Levels 4, 5, 6)

\_\_\_ Crossroad's Café (NRS Levels 3, 4, 5, 6)

If you are offering any of the three EPE Distance Education programs, will the 3 hours per week per student permitted for tutoring students completing packets be provided in person?

\_\_\_ yes        \_\_\_ no