



ADULT EDUCATION AND WORKFORCE DEVELOPMENT TEAM  
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TO: Adult Education Directors and Program Managers

FROM: Robert L. Purga, Adult Education Supervisor

SUBJECT: EPE Manual Revisions

In order to ensure that adult education programs have current information regarding the EPE program, the EPE Manual has been revised for the 2010-2011 program year. Changes to the Manual reflect existing EPE program practice, including those changes included in this year's EPE application. One month ago the revised Manual was released; however SED has determined that it is premature to require staff development hours to be entered into the ASISTS database (Section 409). As a result, that requirement will no longer be part of the EPE Manual nor will it be required as part of the EPE Program until further notice. Please note that the change to Work Experience Programs, Sections 205 and 304, sets a lifetime limit of participation in work experience programs to 50 weeks per student. In addition to small editorial modifications, the changes to the Manual are as follows:

**Section 102 Exceptions to Student Eligibility**

Students who have received the GED within the last 12 months are ineligible to be served under the eligibility exception. ASISTS will not count hours associated with those students.

**Section 201 Traditional Adult Education Program**

The academic program, Basic Education in the Native Language (BENL), will no longer be allowed as a stand alone program. In addition, the non-academic programs Action for Personal Choice (APC), and Career, Family and Life Skills (CFALS) will no longer be allowed to generate EPE. Effective July 1, 2011, computer literacy will be allowed only if it is contextualized within a literacy program or is an approved CTE program.

**Section 202.01 In-Person Tutoring**

Coding in ASISTS must clearly identify the class that is providing the in-person tutoring for the Distance Learning program.

**Section 205 Work Experience Program**

There is a lifetime limit of 50 weeks per student in Work Experience programs.

**Section 206.01 Support Services, Evaluation, Intake/Assessment**

The class code in ASISTS must clearly indicate which classes are for Intake.

Section 303                    Distance Learning Formula  
Describes how EPE for distance learning is calculated in ASISTS.

Section 304                    Work Experience Formulas  
There is a lifetime limit of 50 weeks per student in Work Experience programs.

Section 305.04                Reimbursement Method  
SA 160's are now produced in ASISTS. Amendments to the first period will be reflected on the SA 160.2. Agencies must use the EPE amendment log in ASISTS to explain changes.

Section 401                    General Requirements  
All staff are required to receive at least 12 hours of staff development per year.

Section 403.04                Approval for increase in EPE aid  
Agencies are not guaranteed that they will receive an increased allocation and should only proceed after they have received a revised EPE allocation.

Section 406.01                Adult Education Certificate Titles  
The following programs are not approved for EPE funding: Basic Education in the Native Language (BENL), Action for Personal Choice (APC), Career, Family and Life Skills (CFALS), and Home Study Health Promotions.

Section 408.05                Computerized Attendance  
Original paper documents must be kept as backup for 6 years plus the current fiscal year.

Section 409                    Staff Development  
All staff are required to receive at least 12 hours of staff development per year.

#### Claim Form Instruction Sheet

Students who have received the GED within the last 12 months are ineligible to be served under the eligibility exception. ASISTS will not count hours associated with those students.

The Manual may be accessed at <http://www.aewd.nysed.gov/aepp/epe.shtml>. Questions regarding the Manual may be directed to Pat O'Neil at [poneil@mail.nysed.gov](mailto:poneil@mail.nysed.gov) or (518) 474-8940.

c:     Howard Goldsmith  
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