

FY2023

Calculating EPE Projections

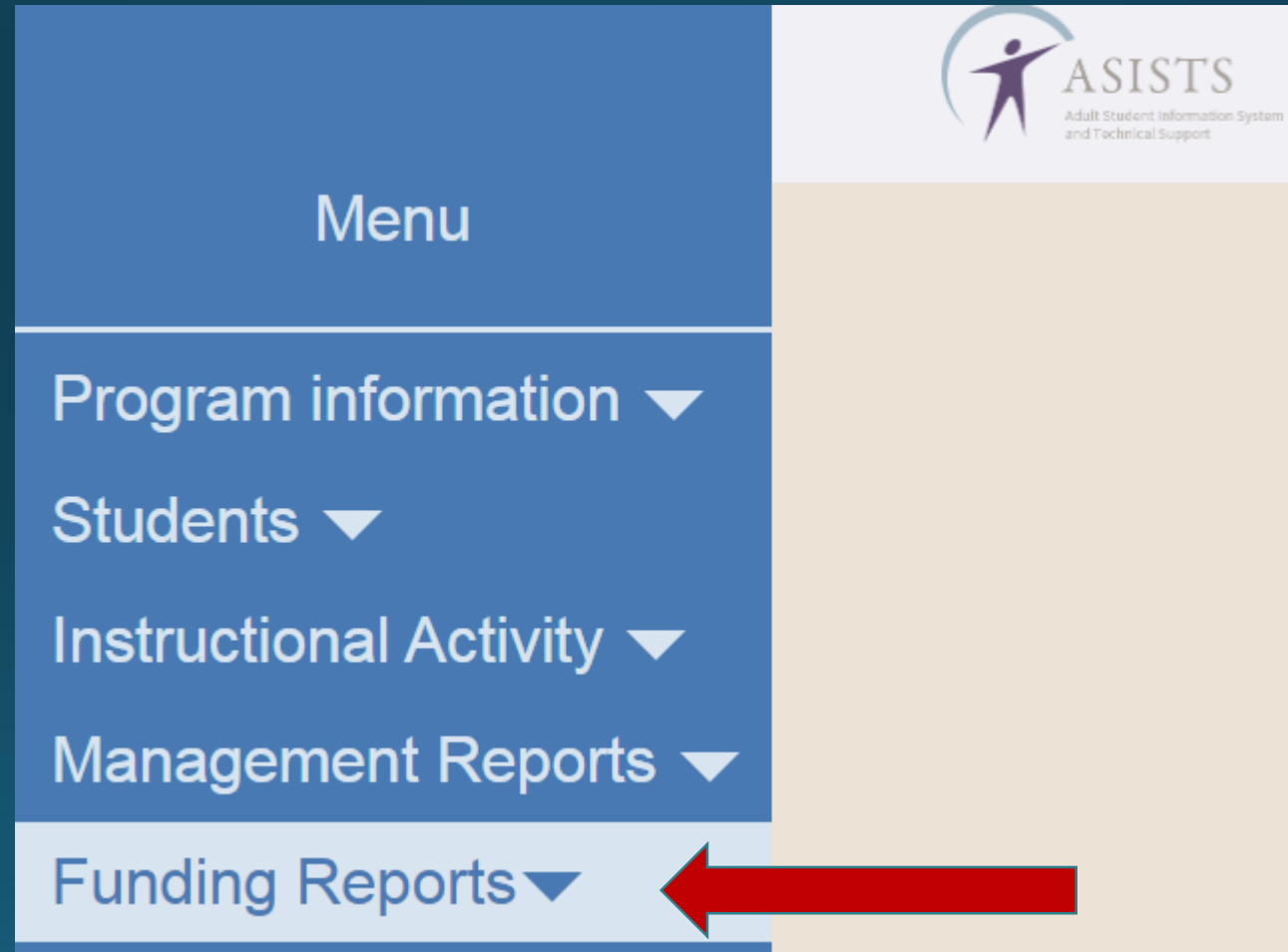
Rosemary Matt
Director of Accountability

EPE Deadlines

- The last day to enter or modify EPE related data for the period July 1, 2022 through December 31, 2022 is Wednesday, February 1, 2023
- EPE data in ASISTS will be frozen as of 10:00 pm on Wednesday, February 1, 2023
- EPE SA160s must be generated from ASISTS and submitted via email to EPE@nysed.gov on Thursday, February 2, 2023, (SA160s dated prior to February 2nd will not be accepted)
 - These SA160's must include **Full Year Projections**
- ASISTS will be offline on Friday, February 3, 2023
- Hard copy SA160s signed by the Superintendent or District Superintendent received by February 16, 2023

EPE SA160.1

Part 2 and Part 3



EPE SA160.1

Part 2 and Part 3

Funding Reports

Elements in red are required

Fiscal year:

2023

Report group:

WIOA Program Evaluation Reports

Report title:

WIOA Program Evaluation Reports

Class funding:

WIOA Reports

NYRS Program Evaluation Reports

NYRS Reports

WIOA Tables Data Check

WIOA Data Check Reports

Report category:

EPE Reports

Generate report

Export to Excel

EPE SA160.1

Part 2 and Part 3

EPE Claim Part 2 160.1 (Jul 01 - Dec 31)

EPE Claim Part3 160.1 (Jul 01 - Dec 31)

Students Included in EPE Reports (Jul 01 - Dec 31)

Students Included in EPE Reports by Class (Jul 01 - Dec 31)

Students Under 21 (Jul 01 - Dec 31)

EPE Class Analysis by Age & Hours (Jul 01 - Dec 31)

Students Enrolled not Counted (Jul 01 - Dec 31)

EPE Claim Part 1 160.2 (Jan 01 - Jun 30)

EPE Claim Part 2 160.2 (Jan 01 - Jun 30)

EPE Claim Part3 160.2 (Jan 01 - Jun 30)

Students Included in EPE Reports (Jan 01 - Jun 30)

Students Included in EPE Reports by Class (Jan 01 - Jun 30)

Students Under 21 (Jan 01 - Jun 30)

EPE Class Analysis by Age & Hours (Jan 01 - Jun 30)

EPE Amendment Log

EPE Student Amendment Summary

EPE Claim Part 2 160.1 (Jul 01 - Dec 31)

**Part 2 of the SA160.1
captures all eligible
contact hours for
students who do not have
a high school diploma or
its equivalent**

EPE SA160.1

Part 2 and Part 3

EPE Claim Part 2 160.1 (Jul 01 - Dec 31)
EPE Claim Part3 160.1 (Jul 01 - Dec 31)
Students Included in EPE Reports (Jul 01 - Dec 31)
Students Included in EPE Reports by Class (Jul 01 - Dec 31)
Students Under 21 (Jul 01 - Dec 31)
EPE Class Analysis by Age & Hours (Jul 01 - Dec 31)
Students Enrolled not Counted (Jul 01 - Dec 31)
EPE Claim Part 1 160.2 (Jan 01 - Jun 30)
EPE Claim Part 2 160.2 (Jan 01 - Jun 30)
EPE Claim Part3 160.2 (Jan 01 - Jun 30)
Students Included in EPE Reports (Jan 01 - Jun 30)
Students Included in EPE Reports by Class (Jan 01 - Jun 30)
Students Under 21 (Jan 01 - Jun 30)
EPE Class Analysis by Age & Hours (Jan 01 - Jun 30)
EPE Amendment Log
EPE Student Amendment Summary

Part 3 of the SA160.1 captures all eligible contact hours for students who have a high school diploma or its equivalent but are skills deficient per EPE guidelines

Full Year Projections

Employment Preparation Education State Aid Claim Form SA 160.1

July 1, 2022 through December 31, 2022

Part 2. Claim Form and Interim Projections for Students without a High School Diploma or Equivalent

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment

EPE

Line 1	Traditional Adult Education	732.00	65		
Line 2	Distance Learning Education	563.00	23		
Line 6	TOTAL	1,295.00	88		

Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				
	TOTAL				

EPE Fast Track

Line 2	Distance Learning Education	240.00	6		
Line 6	TOTAL	240.00	6		

Full Year Projections

Employment Preparation Education State Aid Claim Form SA 160.1

July 1, 2022 through December 31, 2022

Part 2. Claim Form and Interim Projections for Students without a High School Diploma or Equivalent

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
EPE					
Line 1	Traditional Adult Education	732.00	65		
Line 2	Distance Learning Education	563.00	23		
Line 6	TOTAL	1,295.00	88		
Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				

****PLEASE NOTE:**

Required Full-Year Projections section.

Full Year Projection (7/1/22 – 6/30/23) =

First Period Claim (7/1/22 – 12/31/22) +

Enrollment Projection for Second Half (7/1/22 – 6/30/23)

Full Year Projections

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
Line 1	T		5		
Line 2	D		3		
Line 6	TOTAL	7,526.50	158		

How to predict your Second Period Claim?

PLEASE NOTE:

This fiscal year is unlike none other. Ordinarily, AEPP suggests that programs review their previous year's monthly accrual of EPE reimbursable contact hours. This may be helpful for some programs that were operating at near or full capacity. If your program was not, we suggest you adjust your projections based on the monthly accrual in the first half of FY2022/2023 as compared to your allocation.

The following slides are meant for those programs that were operating at near or full capacity in FY2021/2022.

All other programs may need to adjust their projections based on the monthly accrual during the first period of FY2022/2023

Begin with your EPE Monthly Report from FY2021/2022

Funding Reports

Elements in red are required

Fiscal year: 2022
2023
2022


Report group: 2022

- EPE Class Analysis by Age & Hours (Jan 01 - Jun 30)
- EPE Amendment Log
- EPE Student Amendment Summary
- Students Enrolled not Counted (Jan 01 - Jun 30)
- EPE Students Missing Pre or Post Tests
- EPE Monthly Report Part 2**
- EPE Monthly Report Part 3
- EPE Students not in NRS
- EPE 2 Percentage Data Check
- EPE HSE Outcome
- EPE Non Matching Funding Source
- EPE Students Turning 21

**Monthly Report
from FY2021/2022
may reflect some
of COVID-19
Impact**

EPE Monthly Report from FY2022

EPE Class Analysis by Age & Hours (Jan 01 - Jun 30)
EPE Amendment Log
EPE Student Amendment Summary
Students Enrolled not Counted (Jan 01 - Jun 30)
EPE Students Missing Pre or Post Tests
EPE Monthly Report Part 2
EPE Monthly Report Part 3
EPE Students not in NRS



Part 3 represents the number of contact hours accrued by students WITH a high school diploma or equivalent

Don't forget to pull your monthly Part 3 report in addition to your Part 2 report!

You will need both reports to make an accurate projection!

EPE Monthly Report from FY2022

EPE Report by Month Students without a High School Diploma or Equivalent

Please Note: For Distance Learning, this report shows all packet hours entered for eligible EPE students, regardless of the Instructional Hours entered.
For all categories, hours shown are all hours for eligible EPE students. Testing rules are not reflected.
Total unique students counted is an unduplicated number. Individual students may have accumulated hours in multiple categories.

EPE

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Traditional Adult Education	242 Students / 9713 Hours	298 Students / 11224 Hours	323 Students / 11190.5 Hours	376 Students / 14216 Hours	342 Students / 11134.5 Hours	279 Students / 9576 Hours	345 Students / 12933 Hours	319 Students / 10208.5 Hours	290 Students / 6420.5 Hours	89 Students / 1169 Hours	89 Students / 1136.5 Hours	94 Students / 1303 Hours

Unique Students Counted 1,010

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Distance Learning Education	17 Students / 282 Hours	19 Students / 324 Hours	18 Students / 288 Hours	19 Students / 354 Hours	10 Students / 186 Hours	11 Students / 168 Hours	16 Students / 300 Hours	14 Students / 252 Hours	18 Students / 252 Hours	214 Students / 4656 Hours	204 Students / 4662 Hours	226 Students / 4926 Hours

Unique Students Counted 315

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Adult Occupation Education	7 Students / 308 Hours	7 Students / 448 Hours	6 Students / 262 Hours	5 Students / 108 Hours	8 Students / 135 Hours	8 Students / 159 Hours						

Unique Students Counted 18

EPE Fast Track

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Traditional Adult Education	28 Students / 435 Hours	12 Students / 204 Hours		6 Students / 144 Hours	7 Students / 114 Hours		7 Students / 174 Hours	30 Students / 324 Hours	38 Students / 296 Hours		2 Students / 12 Hours	

Unique Students Counted 102

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Distance Learning Education	47 Students / 1848 Hours	71 Students / 2160 Hours	38 Students / 1176 Hours	42 Students / 2016 Hours	50 Students / 2208 Hours	53 Students / 2160 Hours	95 Students / 3984 Hours	90 Students / 4008 Hours	63 Students / 1968 Hours	101 Students / 4296 Hours	87 Students / 3696 Hours	102 Students / 4536 Hours

EPE Monthly Report from FY2022

EPE Report by Month Students without a High School Diploma or Equivalent

Please Note: For Distance Learning, this report shows all packet hours entered for eligible EPE students, regardless of the Instructional Hours entered.
For all categories, hours shown are all hours for eligible EPE students. Testing rules are not reflected.
Total unique students counted is an unduplicated number. Individual students may have accumulated hours in multiple categories.

EPE

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
Traditional Adult Education	242 Students / 9713 Hours										89 Students / 1136.5 Hours	94 Students / 1303 Hours
												1,010
Distance Learning Education	<u>July</u> 17 Students / 282 Hours										<u>May</u> 204 Students / 4662 Hours	<u>June</u> 226 Students / 4926 Hours
												315
Adult Occupation Education	<u>July</u> 7 Students / 308 Hours										<u>May</u>	<u>June</u>
												18
EPE Fast Track												
Traditional Adult Education	<u>July</u> 28 Students / 435 Hours										<u>May</u> 2 Students / 12 Hours	<u>June</u>
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Distance Learning Education	<u>July</u> 47 Students / 1848 Hours	<u>August</u> 71 Students / 2160 Hours	<u>September</u> 38 Students / 1176 Hours	<u>October</u> 42 Students / 2016 Hours	<u>November</u> 50 Students / 2208 Hours	<u>December</u> 53 Students / 2160 Hours	<u>January</u> 95 Students / 3984 Hours	<u>February</u> 90 Students / 4008 Hours	<u>March</u> 63 Students / 1968 Hours	<u>April</u> 101 Students / 4296 Hours	<u>May</u> 87 Students / 3696 Hours	<u>June</u> 102 Students / 4536 Hours

Include those
funding sections
that apply to your
program in the
second half of
FY2023

How to Calculate Full Year Projections

Take the contact hours from the first half of the year:

July 1, 2022 thru December 31, 2022 that appear on the SA160.1 Claim Form generated out of ASISTS

Employment Preparation Education State Aid Claim Form SA 160.1

July 1, 2022 through December 31, 2022

Part 2. Claim Form and Interim Projections for Students without a High School Diploma or Equivalent

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
EPE					
Line 1	Traditional Adult Education	732.00	65		
Line 2	Distance Learning Education	563.00	23		
Line 6	TOTAL	1,295.00	88		
Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				
	TOTAL				
EPE Fast Track					
Line 2	Distance Learning Education	240.00	6		
Line 6	TOTAL	240.00	6		

How to Calculate Full Year Projections

Then add the last six months of FY2022 monthly EPE contact hours generated as noted on the FY2022 EPE monthly report

EPE Report by Month Students without a High School Diploma or Equivalent

Please Note: For Distance Learning, this report shows all packet hours entered for eligible EPE students, regardless of the Instructional Hours entered.
For all categories, hours shown are all hours for eligible EPE students. Testing rules are not reflected.
Total unique students counted is an unduplicated number. Individual students may have accumulated hours in multiple categories.

EPE

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
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												Unique Students Counted 1,010

January 12,933 + February 10,208 + March 6,420 + April 1,169
+ May 1,136 + June 1,303 = 33,169

And add that to the first six months of the CURRENT year (FY2023)

How to Calculate Full Year Projections

The **CURRENT** six month total is 21,966 plus the previous six month total of 33,169 = **55,135**

This process is repeated for any other Line that appears on your program's SA160

Employment Preparation Education State Aid Claim Form SA 160.1

Part 2. Claim Form and Interim Projections for Students without a High School Diploma or Equivalent

	Components	Claim Form July - December		Full Year Projections** July - June	
		Contact Hours	Enrollment	Contact Hours	Enrollment
EPE					
Line 1	Traditional Adult Education	12,198.50	529		
Line 2	Distance Learning Education	7,967.00	161		
Line 4	Adult Occupation Education	1,800.50	4		
Line 6	TOTAL	21,966.00	694	55,135	
Line 4	Additional Adult Career & Technical Education not tracked in ASISTS				
	TOTAL				

Similar Process for Projecting Enrollment

The easiest method is to go back to the previous years' Monthly Report and pull the total enrollment from that report.

How to Calculate Full Year Projections

Caution: this method will not work when a program has experienced a significant growth or reduction in services

Need more assistance?

Contact your regional RAEN Office:

Long Island RAEN
New York City RAEN
Hudson Valley RAEN
Capital North Country RAEN
Central Southern Tier RAEN
Finger Lakes RAEN
West RAEN

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We will assist you with your calculations. Please do not wait until the last minute as the AEPP deadlines are immovable!