

**FY2024**

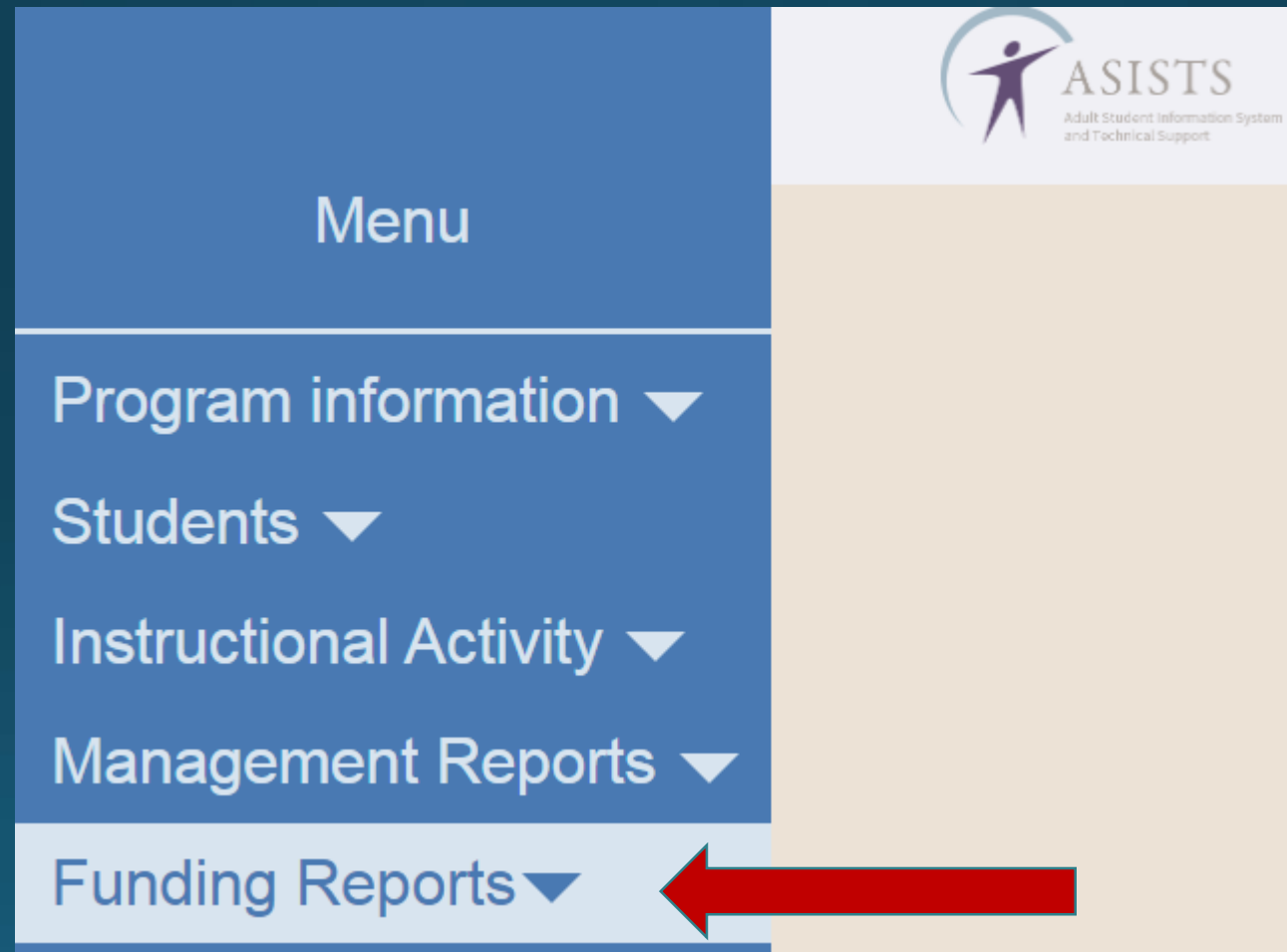
# Calculating EPE Projections

# EPE Deadlines

- The last day to enter or modify EPE related data for the period July 1, 2023 through December 31, 2023 is **Thursday, February 1, 2024**
- EPE data in ASISTS will be frozen as of **10:00 pm on Friday, February 2, 2024**
- EPE SA160s must be generated from ASISTS and submitted via email to [EPE@nysed.gov](mailto:EPE@nysed.gov) on **Thursday, February 2, 2024**, SA160s dated prior to February 2nd will not be accepted
  - These SA160's must include **Full Year Projections**
- ASISTS will be offline beginning **Friday, February 2, 2024**
- Hard copy SA160s signed by the Superintendent or District Superintendent received by **February 16, 2024**

# EPE SA160.1

## Part 2 and Part 3



The image shows a screenshot of a web application interface. On the left is a blue vertical menu with the word "Menu" at the top. Below it are five items, each with a downward-pointing triangle: "Program information", "Students", "Instructional Activity", "Management Reports", and "Funding Reports". The "Funding Reports" item is highlighted with a white background. A thick red arrow points from the right towards the "Funding Reports" text. On the right side of the screenshot is a white header area with the ASISTS logo (a stylized figure) and the text "ASISTS Adult Student Information System and Technical Support". Below the header is a large, empty light beige rectangular area.

Menu

- Program information ▼
- Students ▼
- Instructional Activity ▼
- Management Reports ▼
- Funding Reports ▼

ASISTS  
Adult Student Information System  
and Technical Support

# EPE SA160.1

## Part 2 and Part 3

### Funding Reports

Elements in red are required

Fiscal year:

2024

Report group:

WIOA Program Evaluation Reports

Report title:

WIOA Program Evaluation Reports

WIOA Tables

WIOA Tables Data Check

Class funding:

WIOA Data Check Reports

NYRS Program Evaluation Reports

NYRS 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, 2023 through December 31, 2023

### 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	3,655.00	162		
Line 2	Distance Learning Education	1,371.00	37		
Line 6	TOTAL	5,026.00	199		

#### EPE Fast Track

Line 2	Distance Learning Education	348.00	3		
Line 6	TOTAL	348.00	3		

# Full Year Projections

## Employment Preparation Education State Aid Claim Form SA 160.1

July 1, 2023 through December 31, 2023

### 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	
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<b>EPE</b>					
Line 1	Traditional Adult Education	3,655.00	162		
Line 2	Distance Learning Education	1,371.00	37		
Line 6	TOTAL	5,026.00	199		

EPE Fast Track

**\*\*PLEASE NOTE:**

**Required Full-Year Projections section.**

Full Year Projection (7/1/23 – 6/30/24) = First Period Claim (7/1/23 – 12/31/23) + Enrollment Projection for Second Half (1/1/24 – 6/30/24)



# Full Year Projections

## Employment Preparation Education State Aid Claim Form SA 160.1

July 1, 2023 through December 31, 2023

### 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
<b>EPE</b>					
Line 1	Traditional Adult Education	3,655.00	162		
Line 2	Distance Learning Education	1,371.00	37		
Line 6	TOTAL	5,026.00	199		

EPE Fast Track

**\*\*PLEASE NOTE:**

**Required Full-Year Projections section.**

Full Year Projection (7/1/23 – 6/30/24) = First Period Claim (7/1/23 – 12/31/23) + Enrollment Projection for Second Half (1/1/24 – 6/30/24)

# Full Year Projections

## How to predict your Second Period Claim?

**Education State Aid Claim Form SA 160.1**  
through December 31, 2023  
Students without a High School Diploma or Equivalent

Components	Claim Form July - December		Full Year Projections** July - June	
	Contact Hours	Enrollment	Contact Hours	Enrollment
<b>EPE</b>				
Line 1	Traditional Adult Education	3,655.00	162	
Line 2	Distance Learning Education	1,371.00	37	
Line 6	TOTAL	5,026.00	199	

### PLEASE NOTE:

This fiscal year may not be comparable to the previous year. 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 in FY23. If your program was not, we suggest you adjust your projections based on the monthly accrual in the first half of FY2023/2024 as compared to your allocation.

**The following slides are meant for those programs that were operating at near or full capacity in FY2022/2023**

**All other programs may need to adjust their projections based on the monthly accrual during the first period of FY2023/2024**

# Begin with your EPE Monthly Report from FY 2022/2023

## Funding Reports

Elements in red are required

Fiscal year:

2024

2024

Report group:


2023

- 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 FY 2022/2023**

# EPE Monthly Report from FY2023

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



**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!**

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

# EPE Monthly Report from FY2023

## 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	48 Students / 344.5 Hours	40 Students / 313.5 Hours	39 Students / 317.5 Hours	48 Students / 283.5 Hours	47 Students / 292.5 Hours	29 Students / 236.5 Hours	47 Students / 345 Hours	48 Students / 645 Hours	51 Students / 521 Hours	46 Students / 381 Hours	49 Students / 428 Hours	51 Students / 462.5 Hours

<b>Unique Students Counted</b>	<b>210</b>
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	<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	21 Students / 300 Hours	18 Students / 264 Hours	11 Students / 204 Hours	13 Students / 162 Hours	21 Students / 336 Hours	9 Students / 108 Hours	17 Students / 228 Hours	21 Students / 252 Hours	18 Students / 240 Hours	13 Students / 180 Hours	10 Students / 156 Hours	13 Students / 192 Hours

<b>Unique Students Counted</b>	<b>83</b>
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### 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>
Distance Learning Education	3 Students / 72 Hours	7 Students / 168 Hours	4 Students / 120 Hours	7 Students / 168 Hours	11 Students / 264 Hours	2 Students / 48 Hours	6 Students / 144 Hours	9 Students / 216 Hours	10 Students / 240 Hours	8 Students / 216 Hours	4 Students / 120 Hours	7 Students / 204 Hours

<b>Unique Students Counted</b>	<b>42</b>
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# EPE Monthly Report from FY2023

## 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>April</u>	<u>May</u>	<u>June</u>
Traditional Adult Education	48 Students / 344.5 Hours	40 Students / 313.5 Hours	39 Students / 317.5 Hours	46 Students / 1 Hours	49 Students / 428 Hours	51 Students / 462.5 Hours
						<b>210</b>

	<u>July</u>	<u>August</u>	<u>September</u>	<u>April</u>	<u>May</u>	<u>June</u>
Distance Learning Education	21 Students / 300 Hours	18 Students / 264 Hours	11 Students / 204 Hours	13 Students / 0 Hours	10 Students / 156 Hours	13 Students / 192 Hours
						<b>83</b>

### EPE Fast Track

	<u>July</u>	<u>August</u>	<u>September</u>	<u>April</u>	<u>May</u>	<u>June</u>
Distance Learning Education	3 Students / 72 Hours	7 Students / 168 Hours	4 Students / 120 Hours	Students / 16 Hours	4 Students / 120 Hours	7 Students / 204 Hours

<b>Unique Students Counted</b>	<b>42</b>
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**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, 2023 thru December 31, 2023 that appear on the SA160.1 Claim Form generated out of ASISTS

**Employment Preparation Education State Aid Claim Form SA 160.1**  
July 1, 2023 through December 31, 2023  
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
<b>PE</b>					
e 1	Traditional Adult Education	3,655.00	162		
e 2	Distance Learning Education	1,371.00	37		
e 6	TOTAL	5,026.00	199		
<b>PE Fast Track</b>					
e 2	Distance Learning Education	348.00	3		
e 6	TOTAL	348.00	3		



Then add the last six months of FY2023 monthly EPE contact hours generated as noted on the FY2023 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>
Traditional Adult Education	48 Students / 344.5 Hours	40 Students / 313.5 Hours	39 Students / 317.5 Hours	48 Students / 283.5 Hours	47 Students / 292.5 Hours	29 Students / 236.5 Hours	47 Students / 345 Hours	48 Students / 645 Hours	51 Students / 521 Hours	46 Students / 381 Hours	49 Students / 428 Hours	51 Students / 462.5 Hours

Unique Students Counted 210

	<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	21 Students / 300 Hours	18 Students / 264 Hours	11 Students / 204 Hours	13 Students / 162 Hours	21 Students / 336 Hours	9 Students / 108 Hours	17 Students / 228 Hours	21 Students / 252 Hours	18 Students / 240 Hours	13 Students / 180 Hours	10 Students / 156 Hours	13 Students / 192 Hours

Unique Students Counted 83

### EPE Fast Track

January 345 + February 645 + March 521 + April 381 + May 428 + June 462 = 2,782

And add that to the first six months of the CURRENT year (FY2024)

# How to Calculate Full Year Projections

The **CURRENT** six month total is 5,026 plus the previous six month total of 2,782 = **7,808**

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

July 1, 2023 through December 31, 2023

### 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
<b>EPE</b>					
Line 1	Traditional Adult Education	3,655.00	162		
Line 2	Distance Learning Education	1,371.00	37		
Line 6	TOTAL	5,026.00	199	<b>7,808</b>	
<b>EPE Fast Track</b>					
Line 2	Distance Learning Education	348.00	3		
Line 6	TOTAL	348.00	3		

# 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 significant reduction in services**

# Need more assistance?

Contact the Accountability Office or your local RAEN Director:

*Rosemary Matt*

[Rosemary.Matt@Cayuga-cc.edu](mailto:Rosemary.Matt@Cayuga-cc.edu)

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