

Adult Education Programs and Policy Team
89 Washington Avenue, 460 EBA
Albany, NY 12234

**EMPLOYMENT PREPARATION EDUCATION (EPE)
STATE AID PROGRAM
APPLICATION 2025-26
(Cover Sheet)**

Name of Agency _____

Agency Address _____

Program Manager _____

(Please print – this should be the person to whom email announcements should be sent)

Email Address

Telephone No.

Address _____

(If different from above)

Business Office Manager _____

Email Address

Telephone No.

Person completing this application if different from above:

Name _____

Telephone No.

Address _____

(If different from above)

Email Address _____

(If different from above)

Please submit an original and one copy of this application by June 15, 2025, to the address listed at the top of this page to the attention of your NYSED regional.

**WAIVER WORKSHEET FOR
ADULT EDUCATION CLASSES for FY 2025-2026**

Waiver	Criteria	Request by Program
Class Size	Indicate the maximum number of students expected to be enrolled in the class.	Max # of students per class = _____
	Indicate projected Average Daily Attendance (ADA). (Request for classes with registers exceeding 20 students but not larger than 35)	Projected ADA per class = _____
	Explanation for need of increase in class size, an explanation must be included:	

	Does your program assure that class quality and expected educational outcomes will not be adversely affected? _____ Yes _____ No	
Class Hours Note: Waivers will be provided for specific classes	Indicate the minimum or maximum # of hours the class will operate. (Waivers will not be granted for classes meeting for more than 40 hours per week)	Min # of hours per class = _____
	Waivers for classes meeting less than six hours per week must be requested (no approval for hours less than 4 per week).	Max # of hours per class = _____
	Justification Narrative for Min # of hours, if requested, justification must be provided	

	Justification Narrative for Max # of hours, if requested, justification must be provided	
HSE Testing	Waiver to generate EPE contact hours on eligible HSE preparation students referred from their own preparation program, or public testing students, or students referred from other preparation programs in their local proximity.	Amount of waiver request = _____ (Limit is 1.0 percent (1%) of the EPE providers' prior years' EPE accrual)
	Waiver to allow the EPE provider to claim EPE expenses for HSE test administration.	Amount of waiver for expense request = _____ (Limit is 1.0 percent (1%) of the EPE providers' prior years' EPE accrual)
	Justification for waiver request, justification must be provided:	

PROGRAM COMPONENT WORKSHEET
for
ADULT EDUCATION INSTRUCTION

Please indicate in the following tables the programs offered, the projected number of students to be served and projected number of contact hours. Total amounts from each of the following seven tables will then be entered into the Program Component Worksheet. Each of the tables, 1 through 7, represent subsets of the total number of students projected to be served and the total number of contact hours projected for EPE accruable, reimbursable contact hours.

Table 1

Traditional Academic Instructional Programming	NUMBER OF STUDENTS PROJECTED FOR 2025-26	NUMBER OF CONTACT HOURS PROJECTED FOR 2025-26
Academic Programs		
Adult Basic Education (ABE) NRS Level 1		
Adult Basic Education (ABE) NRS Levels 2 - 4		
Adult Secondary Education (ASE) HSE Test Preparation NRS Levels 5 & 6		
English as a Second Language (ESL) NRS Levels 2 – 6		
TOTAL (Place on Line 1 of Program Component Worksheet)		

Table 2*

ABE NRS Level 1 Students	NUMBER OF STUDENTS PROJECTED FOR 2025-26	NUMBER OF CONTACT HOURS PROJECTED FOR 2025-26
Academic Programs		
ABE NRS Level 1 Students		
ESL NRS Level 1 Students		
TOTAL (Place on Line 2 of Program Component Worksheet)		

Table 3

Distance Education Programming	NUMBER OF STUDENTS PROJECTED FOR 2025-26	NUMBER OF CONTACT HOURS PROJECTED FOR 2025-26
Adult Basic Education		
SMART NRS Levels 2, 3, and 4		
GRASP NRS Levels 4, 5, and 6		
English as a Second Language (ESL)		
ESL NRS Levels 2, 3, 4, 5, and 6		
TOTAL (Place on Line 3 of Program Component Worksheet)		

Fast Track HSE Preparation Initiative

A reminder that Fast Track programming is intended for students that have taken portions of the HSE test and were not successful, it is also for students that need their HSE diploma expeditiously due to entrance into a college program, training program, or the military.

Programs applying for a portion of their EPE allocation to be in support of the Fast Track HSE preparation must consider the following sections:

Outreach through GED Manager to identify adults interested in enrolling in a program. (21 years of age or older).	Program's proposed activities
Using customized fliers to recruit examinees unsuccessful on the HSE test (No contact hours are associated with these activities however, the activity must be approved by AEPP.)	
Network with NYS HSE Test centers to offer services to examinees. (No contact hours are associated with these activities however, the activity must be approved by AEPP.)	

Options for HSE Fast Track Programming (data should be recorded in Table 4 below)

- Fast Track Math GRASP packets (paper or electronic) utilizing NYSED/CUNY sixteen (16) HSE math modules (distance education model)
- Six (6) hour intense instruction sessions made available evenings and weekends in math, science, social studies, reading, or writing
- Two x Two sessions where two different sub-test topics are offered
- Test taking skills and strategies, including reduction of test anxiety
- Computer based testing skills and strategies

Table 4*

Fast Track Programming	NUMBER OF STUDENTS PROJECTED FOR 2025-26	NUMBER OF CONTACT HOURS PROJECTED FOR 2025-26
Academic Programs		
NRS Level 1 ESL Students (maximum 50% of total number of NRS Level 1 ESL Students enrolled in the program)		
NRS Level 1 ABE Students (maximum 50% of total number of NRS Level 1 ABE Students enrolled in the program)		
Fast Track Math GRASP Packets		
Six (6) Hour Intense Instruction		
Two x Two Sessions		
Test Taking Skills and Strategies		
Computer Based Testing Skills and Strategies		
Community Outreach Campaigns		
TOTAL (Place on Line 4 of Program Component Worksheet)		

Table 5

Work Experience Programming	Approximate Number of Hours per Student	Total Projected Number of Work Experience Hours Expected	Projected # Students	EPE Eligible Contact Hours (1/2 of total work experience hours)
Work Experience Program				
TOTAL (Place on Line 5 of Program Component Worksheet)				

Table 6*

National External Diploma Programming (NEDP)	NUMBER OF STUDENTS PROJECTED FOR 2025-26	NUMBER OF CONTACT HOURS PROJECTED FOR 2025-26
Academic Programs		
NEDP Students		
TOTAL (Place on Line 6 of Program Component Worksheet)		

Table 7: Career and Technical Education (CTE) Courses:

Please complete the table below indicating all career and technical education classes that your program plans to offer in FY2025-26. **The classes listed below should be those that have already been approved by the NYSED/K-12 CTE Office for your BOCES or School District.**

CTE courses that have current NYSED/K-12 CTE Office approval can be found on <http://www.nysed.gov/career-technical-education/cte-program-approval-faq> Include the CIP code, projected number of students to be served, and projected contact hours. (CIP codes can be found on <http://www.p12.nysed.gov/cte/Data/CIPcodes.html>)

Students enrolled in approved CTE classes must be enrolled and active in literacy classes to generate EPE.

CTE courses may be proposed for EPE funding two times per fiscal year: 1) the initial application completed annually by June 15, 2025, or in the month of November for approval and implementation in the second half of the fiscal year. **These are the only two opportunities for programs to add CTE courses for EPE funding.**

It should also be noted that credentials achieved through approved CTE programming will not count toward Measurable Skill Gain unless/until those same credentials are approved under separate WIOA funding.

Table 7 Career and Technical Education (CTE) Courses approved by NYSED/K-12 CTE Office. Please note, all fields must be completed before this application is submitted or it will not be reviewed or approved.

CTE COURSES Course Title	CIP Code	New in 2025/2026	Career and Technical Education Area by CIP Code	Projected # Students	Required Course Hours	Projected # Contact Hours	*High School Diploma Required Yes/No
TOTAL (Place on Line 7 of Program Component Worksheet)							

***Any CTE Course requiring a High School Diploma, or its equivalent cannot be approved.**

Locally Accredited Training Course Requests

For programs that are including Training course(s) that have not been approved by NYSED/K-12 CTE Office:

Your BOCES or local school district has the statutory and regulatory authority to offer occupational/career programs to adult populations under the oversight and accreditation of the local boards of education (without the need for additional NYSED program-level approval or oversight). The AEPP office is prepared to provide EPE funding to support these courses.

Appendix 8 must be completed and signed by the Superintendent or District Superintendent as part of the application process.

Training courses may be proposed for EPE funding two times per fiscal year; 1) the initial application completed annually by **June 15, 2025**, or in the month of November for approval and implementation in the second half of the fiscal year. These are the only two opportunities for programs to add Training courses for EPE funding. There will be no exceptions.

It should also be noted that credentials achieved through any Locally Approved Training Courses will not count toward Measurable Skill Gain unless/until those same credentials are approved under separate WIOA funding.

Table 7a: Locally Approved Training Courses

Please note, all fields must be completed before this application is submitted or it will not be reviewed or approved.

Locally Approved Training Course Title	Training Area	Projected # Students	Required Course Hours	Projected # Contact Hours	*Date of Board of Education Approval	**High School Diploma Required Yes/No
TOTAL (Place on Line 7a of Program Component Worksheet)						

***Evidence of Local Board Approval will be requested.**

****Any Locally Approved Training Course requiring a High School Diploma, or its equivalent cannot be approved.**

**2025-26 EPE PROGRAM COMPONENT
SUMMARY SHEET**

	Program Components		Totals from each Table Listed Above	
			Projected Number of Students	Projected Number of Contact Hours
1.	Traditional Adult Education Instruction	Total from Table 1.		
2.	ABE/ESL NRS Level 1 Students*	Total from Table 2.		
3.	Distance Education Adult Education Instruction	Total from Table 3.		
4.	Fast Track Programs*	Total from Table 4.		
5.	Work Experience	Total from Table 5.		
6.	NEDP*	Total from Table 6.		
7.	Career and Technical Education (those approved by NYSED/K-12 CTE Office)	Total from Table 7.		
7a.	Locally Approved Training Courses (those accredited by local BOCES or school districts)	Total from Table 7a.		
8.	Total			

*Program managers should note that while these specific initiatives are supported by EPE State Aid, students enrolled in any one of these programs are exempt from National Reporting System (NRS) guidelines and will not be included on the New York State Report Card. Program managers are also responsible for monitoring the accrual of these hours to ensure they are not generating contact hours over the approved allocation for Fast Track Programming, as NYSED will not reimburse those hours. The hours are tracked in ASISTS.

Contact Hours x 2024-2025 (last year's) EPE rate = estimated EPE aid to be generated

Line 8 _____ x _____ = \$ _____

Total projected EPE expenditures for 2025-26 \$ _____ (must be greater than or equal to estimated EPE aid to be generated).

Each year, all school districts and BOCES are contacted by SED's State Aid Unit regarding expenditures made on the EPE program in the prior year. This requirement is mandated by Section 3602.24(g) of Education Law, which requires the State Aid Office to reduce the following year's EPE aid when the total revenues from all sources from the EPE program exceed the total expenditures for the program. Expenditure figures submitted to the State Aid Unit should be consistent with figures submitted on your annual financial report: ST3 or SA111.

Attendance Policy

Provide a description of how attendance is documented below. Specifically describe:

- The agency's attendance policy.
- The format in which attendance is maintained and by whom.
- Adherence to NYSED's half-hour rounding policy.
- Verification procedures and other policies on enrollment and absenteeism
- **Monthly Attendance Rosters** must be generated directly from ASISTS and completed manually by each Teacher or Case Manager with a wet signature and kept by the program for six years beyond the current year. The attendance collected on these documents must be entered into ASISTS on a monthly basis.
- Programs have the option of recording daily attendance electronically in ASISTS. If the program chooses to record and maintain student attendance records electronically, they must use the Teacher's Support System (TSS) and need to request approval from their AEPP Regional Associate.

Programs Operating in a BOCES

BOCES – Please list below all component school districts in which EPE programs are located. For Distance Education programs, list all BOCES and school districts in which students reside.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

If a BOCES and/or School District operates programs located in another BOCES district and/or School District, please complete Appendix 4 and include your signed MOU for any Geographic Waivers.

FTE Arrangements with Community Colleges

Requirement: Non-Credit Full Time Equivalency (FTE) Arrangements must be entered in the ASISTS data base. All classes and students funded with FTE arrangements must be coded as such in ASISTS. Both classes and students must have the FTE funding code attached to each record.

List below any community colleges in which the applicant has made arrangements to jointly operate a program using a combination of EPE State aid and Non-Credit FTEs. To generate EPE State aid, the instructor must be employed by the school district or BOCES and on the school district or BOCES payroll. A reminder that no EPE funded program may operate at a profit, the revenue generated by the combination of EPE reimbursement and FTE payments cannot exceed the cost of operating the EPE funded program.

The program applying for these arrangements must include a copy of the FTE contractual agreement between the EPE funded program and the community college. The contract must be approved by AEPP before it can be implemented.

Please describe the following:

- Type of program
- Roles and responsibilities of the two agencies
- Students being served and generating FTEs and EPE State aid (including EFL Levels)
- # of Students expected to be served under this agreement
- Revenues expected to be generated by the respective funding sources. The revenue reported must include both EPE reimbursement expectations and FTE revenue.
- Expected expenditures from each source, administrative costs and any other details of the contractual arrangement.

Name of Community College: _____

Please note, your application must include the full FTE Budget, indicating all expenses and revenues associated with the FTE Contractual Agreement.

Several community colleges, BOCES and school districts have coordinated programs combining EPE State Aid and Non-credit Remedial FTE funding. It may be possible for EPE funds to be generated if the teacher is employed by the school district and the arrangement has been approved by NYSED. These arrangements are reviewed and approved on a case-by-case basis by NYSED management. Please refer to the FTE section in the EPE Manual.

Please note that all required materials must be submitted with this EPE application at the time of submission (**June 15, 2025**). If any sections are missing or insufficient, the FTE application will be denied.