

FY2026

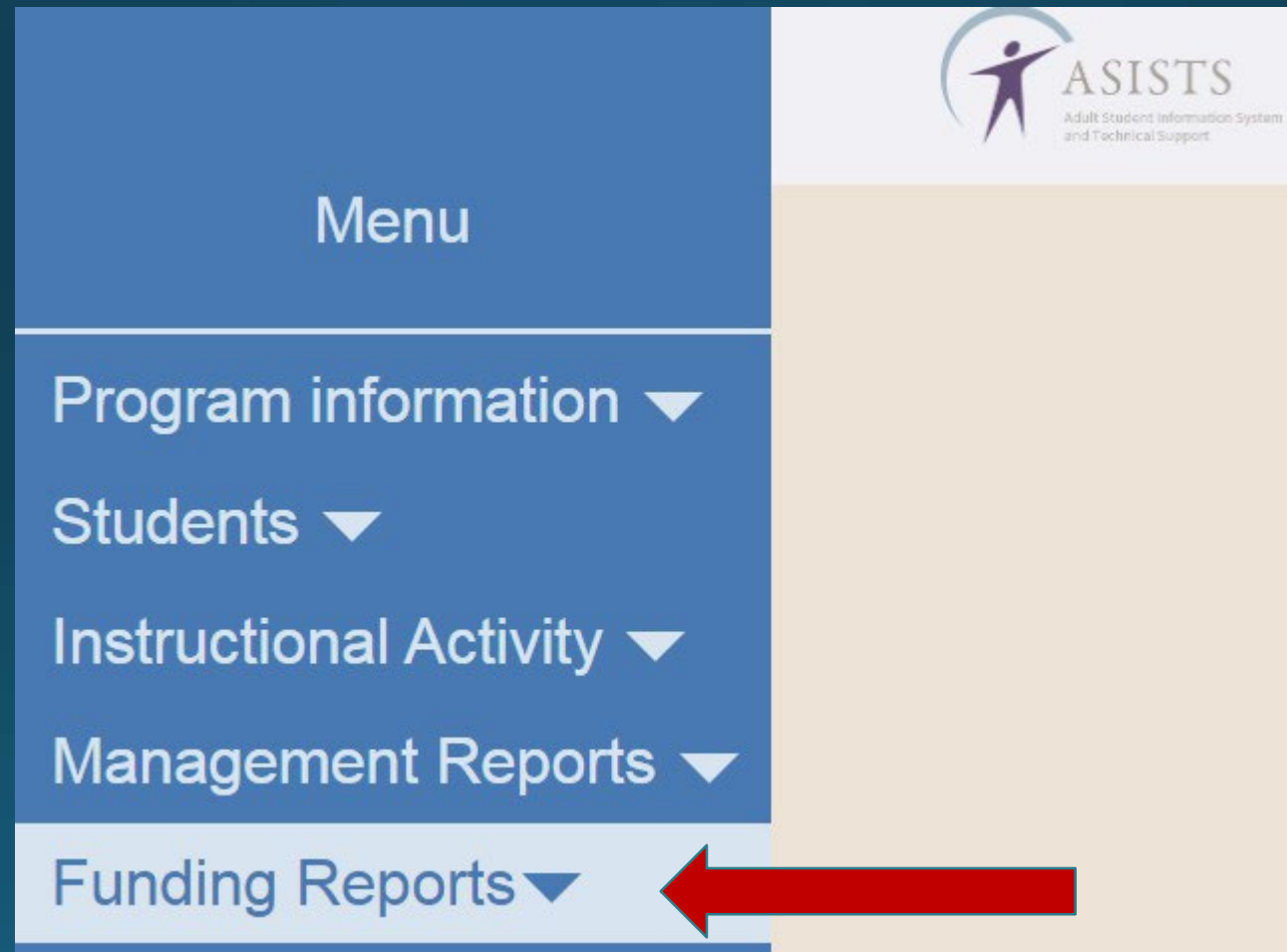
**Calculating EPE
Projections**

EPE Deadlines

- The last day to enter or modify EPE related data for the period July 1, 2025 through December 31, 2025 is Tuesday, February 3, 2026
- EPE data in ASISTS will be frozen as of 10:00 pm on Tuesday, February 3, 2026
- EPE SA160s must be generated from ASISTS and submitted via email to EPE@nysed.gov on Wednesday, February 4, 2026, SA160s dated prior to February 4th will not be accepted
- These SA160's must include **Full Year Projections**
- ASISTS will be offline beginning Wednesday, February 4, 2026
- Hard copy SA160s signed by the Superintendent or District Superintendent received by February 18, 2026

EPE SA160.1

Part 2 and Part 3



Menu

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

ASISTS
Adult Student Information System
and Technical Support

A red arrow points to the 'Funding Reports' menu item.

EPE SA160.1

Part 2 and Part 3

Funding Reports

Elements in red are required

Fiscal year:

2026

Report group:

WIOA Program Evaluation Reports

Report title:

WIOA Program Evaluation Reports

WIOA Tables

Class funding:

WIOA Tables Data Check

WIOA Data Check Reports

Report category:

NYRS Program Evaluation Reports

NYRS Data Check Reports

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, 2025 – December 31, 2025

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, 2025 – December 31, 2025

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

****PLEASE NOTE:**

Required Full-Year Projections section.

Full Year Projection (7/1/25 – 6/30/26) = First Period Claim (7/1/25 – 12/31/25) + Enrollment Projection for Second Half (1/1/26 – 6/30/26)

Full Year Projections

Employment Preparation Education State Aid Claim Form SA 160.1

July 1, 2025 - December 31, 2025

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					
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Line 6	TOTAL	5,026.00	199		

EPE Fast Track

****PLEASE NOTE:**

Required Full-Year Projections section.

Full Year Projection (7/1/25 – 6/30/26) = First Period Claim (7/1/25 – 12/31/25) + Enrollment Projection for Second Half (1/1/26 – 6/30/26)

Full Year Projections

How to predict your Second Period Claim?

Education State Aid Claim Form SA 160.1
through December 31, 2025
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	

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 FY25. If your program was not, we suggest you adjust your projections based on the monthly accrual in the first half of FY2025/2026 as compared to your allocation.

The following slides are meant for those programs that were operating at near or full capacity in FY2024/2025

All other programs may need to adjust their projections based on the monthly accrual during the first period of FY2025/2026

Begin with your EPE Monthly Reports from FY 2024/2025

Funding Reports

Elements in red are required

Fiscal year:

2026

2026

Report group:

2025


- 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 FY2024/2025



EPE Monthly Report from FY 2025

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 FY 2025

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
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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

Unique Students Counted	83
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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

Unique Students Counted	42
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EPE Monthly Report from FY 2025

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 / 411 Hours	49 Students / 428 Hours	51 Students / 462.5 Hours
						210

	<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 / 100 Hours	10 Students / 156 Hours	13 Students / 192 Hours
						83

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	3 Students / 16 Hours	4 Students / 120 Hours	7 Students / 204 Hours

Unique Students Counted	42
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**Include those
funding sections
that apply to your
program in the
second half of
FY2025**



How to Calculate Full Year Projections

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

July 1, 2025 thru December 31, 2025 that appear on the SA160.1 Claim Form generated out of ASISTS

Employment Preparation Education State Aid Claim Form SA 160.1
July 1, 2025 – December 31, 2025

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
PE					
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		
PE Fast Track					
e 2	Distance Learning Education	348.00	3		
e 6	TOTAL	348.00	3		

Then add the last six months of FY2025 monthly EPE contact hours generated as noted on the FY2025 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	July	August	September	October	November	December	January	February	March	April	May	June
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											
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 (FY2026)

How to Calculate Full Year Projections

Employment Preparation Education State Aid Claim Form SA 160.1

July 1, 2025 – December 31, 2025

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	7,808	
EPE Fast Track					
Line 2	Distance Learning Education	348.00	3		
Line 6	TOTAL	348.00	3		

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

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:

Aris Bird

Abird@cayuga-cc.edu

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