



Adult Career & Continuing Education Services (ACCES)
Adult Education Programs & Policy (AEPP)
89 Washington Avenue, EBA 460
Albany, NY 12234
Tel. 518 474-8940
<http://www.accses.nysed.gov/aepp/>

Hybrid & Remote Instruction Application
WIOA & ALE – AEPP Funding

Program	Address	
Program Manager	Email	
Applying for which funding (Check all that apply)		
WIOA Area 1	WIOA Area 2	ALE
Project #	Project #	Project #

WIOA and ALE¹-funded programs must apply using the most up-to-date Hybrid and Remote Instruction Application (Updated April 2026). If approved, and in accordance with the program’s Hybrid & Remote Instruction approval letter, all policy updates issued by AEPP must be administered as directed. These updates have been made to enhance student support. Adult education programs must carefully review guidelines. All program managers must annually complete the Hybrid/Remote training offered by the RAENs, Accountability and Regional. If a program is deemed to lack sufficient experience with remote instruction, it will be required to attend digital literacy training provided through the RAENs.

1. Is this the first time you are applying for a Hybrid/remote instruction for an AEPP project?
☐Yes ☐No

2. Have you completed the AEPP Hybrid/Remote Instruction Training?
☐Yes ☐No

If yes, answer the following questions:

- a. Who provided the training?
- b. When did you attend the training?
- c. List Names of all program staff who attended the training:
- d. List Names of all program staff in need of training:

3. Does your adult education program have experience with digital literacy and supporting students in a remote instructional setting?
☐Yes ☐No

If yes, please explain:

¹ ALE Remote Instruction is allowed for ALE volunteer tutoring.



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4. Will your adult education program be conducting the following activities remotely?

Intake: ☐Yes ☐No

Assessment: ☐Yes ☐No

Case Management: ☐Yes ☐No

For each activity you answered yes, explain your experience of conducting it remotely:

5. What virtual platform will you use to conduct instruction?

6. How will you communicate with students?

7. How will you support students interested in virtual instruction but do not have the required electronic device/



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WIOA Area 1 Hybrid and Remote Instruction Table							
WIOA Area 1	AEPP Education Literacy Services	# of Hybrid	# of 100% Remote	Total # of Classes	# Students to be served	# Contact Hours projected	Class Start & End Date
	Adult Basic Education (ABE) NRS Levels 1 – 4						
	Adult Secondary Education (ASE) NRS Levels 5 – 6						
	English as a Second Language (ESL) Beginning Levels (NRS levels 1 – 4)						
	English as a Second Language (ESL) Intermediate & High Levels (NRS levels 5 – 6)						
	WIOA Area 1 Total						

WIOA Area 2 Hybrid and Remote Instruction Table							
WIOA Area 2	AEPP Education Literacy Services	# of Hybrid	# of 100% Remote	Total # of Classes	# Students to be served	# Contact Hours projected	Class Start & End Date
	Adult Basic Education (ABE) NRS Levels 1 – 4						
	Adult Secondary Education (ASE) NRS Levels 5 – 6						
	English as a Second Language (ESL) Beginning Levels (NRS levels 1 – 4)						
	English as a Second Language (ESL) Intermediate & High Levels (NRS levels 5 – 6)						
	WIOA Area 2 Total						

ALE Hybrid and Remote Instruction Table							
ALE	AEPP Education Literacy Services	# of Hybrid	# of 100% Remote	Total # of Classes	# Students to be served	# Contact Hours projected	Class Start & End Date
	Adult Basic Education (ABE) NRS Levels 1 – 4						
	Adult Secondary Education (ASE) NRS Levels 5 – 6						
	English as a Second Language (ESL) Beginning Levels (NRS levels 1 – 4)						
	English as a Second Language (ESL) Intermediate & High Levels (NRS levels 5 – 6)						
	ALE Total						



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The following table only needs to be completed if you have completed more than one table above.

TOTAL Hybrid and Remote Instruction Table							
WIOA & ALE COMBINED	AEPP Education Literacy Services	# of Hybrid	# of 100% Remote	Total # of Classes	# Students to be served	# Contact Hours projected	Class Start & End Date
	Adult Basic Education (ABE) NRS Levels 1 – 4						
	Adult Secondary Education (ASE) NRS Levels 5 – 6						
	English as a Second Language (ESL) Beginning Levels (NRS levels 1 – 4)						
	English as a Second Language (ESL) Intermediate & High Levels (NRS levels 5 – 6)						
	PROGRAM TOTAL						



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If you have requested more than (1) 100% Remote Class within any of your projects, provide the justification below. AEPP Staff and Accountability will review your request for approval.



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Program Attestation:

I hereby certify that I am the agency’s representative (Chief Administrative Officer, Program Manager, District Superintendent, Superintendent) and, on behalf of the agency, I agree to the requirements and terms of approval. I acknowledge that all the items and guidelines provided will be adhered to, and my agency will remain in compliance as such. I understand that issues of non-compliance could result in AEPP revoking my request to provide Hybrid and Remote Educational Services to participants.

Agency Representative’s Signature	Print Name	Title	Date
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