

# **AEPP Program Manager Meeting**

**September 22, 2023**

**Welcome to  
Fiscal Year  
2023 - 2024**



# Welcome

## Web Meeting Expectations:

- Participants must sign in with your full FIRST and LAST NAME
- All participants are placed on mute when entering the meeting
- AEPP Team are all presenting information in-person



# Welcome

- Participants may ask questions at any time during any of the presentations, no need to wait until the end of the meeting
- Use the Chat, Q & A, or Raise Hand to signal that you have a question, you will be unmuted if you would like to ask verbally and then placed back on mute after a response is given





# AGENDA

AEPP Welcome and Introduction  
AEPP Leadership Updates  
AEPP Updates for ALE and WIOA Projects  
AEPP Update for EPE Programs  
AEPP Hybrid Instruction and Resources  
WIOA IET and IELCE Projects FY24  
Upcoming Due Dates  
AEPP Program Manager Training  
AEPP Case Manager Training  
ASISTS Support  
Professional Development, RAEN calendars 2023-24  
AEPP Inquiry Management  
Closing Remarks and November meeting date

***Lisa  
Pearson***



# INTRODUCTIONS:

- **Director Fiormelissa Johnson**
- **Kimberly Malcolm**, New York City Regional
- **Lisa Pearson**, Capital North Country & Finger Lakes Regional, AEPP Fiscal and EPE Lead
- **Diane Schrader**, Long Island, Hudson Valley, and New York City Regional
- **Robert Renda**, Central Southern Tier Regional, and NRS/ASISTS Accountability Lead
- **Sigrid Coons**, West Regional
- **Matthew Apuzzo**, AEPP Office Assistant and MWBE Lead
- **Suzanne Hesch**, AEPP Office Assistant
- **Gabriel Quintana**, AEPP Office Assistant
- **Cameron Greenop**, HSE Research Coordinator/AmeriCorps VISTA

# AEPP Leadership Updates

*Director Fiormelissa Johnson*

- OCTAE  
Monitoring Visit  
Summary
- AEPP Staffing  
Updates



# AEPP Updates for ALE and WIOA Projects

- Status of Budgets
- Amendments (not due until May 10, 2024)
- Final Fiscal Documents from FY23 were due July 31, 2023



*Lisa Pearson*



# AEPP Updates for EPE Programs

- Period 2 Claims from FY23
- EPE Applications for FY24 status
- EPE Allocation Letters



*Lisa Pearson*



# Hybrid Instruction & Resources

*Lisa  
Pearson*

- **Directions for Data to be entered in ASISTS**
  - Classes are connected on the PIF
- **Links to any online platforms for remote classes are due to the RAEN office by the 20<sup>th</sup> of each month**
- **AEPP staff, RAEN staff, STAC staff (ALE funded only), and/or Accountability Staff will monitor classes on a weekly basis**
- **Must have a completed Hybrid Education Screening Tool for every student participating in Hybrid Instruction (in student folder)**
- **Remote and In-Person class times cannot be conducted at the same time**



# AEPP Self Review/Monitoring Form

Lisa Pearson

THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT  
Adult Career and Continuing Education Services (ACCES)  
Adult Education Programs and Policy (AEPP)

## Adult Education Compliance Self-Review/Monitoring Form

Program Year 2023-2024

Annual submission is required for all agencies operating adult education programs funded by the Workforce Investment & Opportunity Act Title II (WIOA Title II), Employment Preparation Education (EPE), Welfare Education Program (WEP), and Adult Literacy Education (ALE).

- **Fillable Form**
- **Program Manager completes**
- **Due no later than November 15, 2023**
- **Send via email to:**  
**[AdultEd@nysed.gov](mailto:AdultEd@nysed.gov)**

*Please be sure to download this form to your device and then open it into the fillable form:*

Agency Name:		
Address:		
City:	County:	Zip Code:
Program Contact Name and Title:		
Telephone:	E-mail:	

This Adult Education Compliance Self-Review/Monitoring Form will indicate whether NYSED-funded adult education programs comply with federal and State policy and regulation. The form examines compliance issues and not necessarily the quality of programs. *Please indicate below ALL funding sources received and carefully review instructions on page 2 before completing the form.*



# WIOA IET and IEL/CE Projects FY24

- IET & IEL/CE Approval Letters
  - Some training proposals are being vetted for possible approval
- Any additions or changes will be welcome in November 2023
  - Changes, once approved will be activated January 2024 through June 2024
- When all credentials are approved, they will be posted on the program's account in ASISTS
- AEPP may request teacher certifications for any training
- All training must be delivered in person

*Diane  
Schrader*



# WIOA IET and IEL/CE Projects FY24

- WIOA IET and IELCE projects require vocational/occupational education instructors hold certification in every area of their workforce instruction.
  - AEPP and/or the Accountability Office may request to see these certifications
- WIOA funding is NOT permitted for vocational instruction. WIOA funding supports contextualized English language instruction and case management for IET/IELCE participants.

*Diane  
Schrader*

# Important Due Dates

<b>9/30/23</b>	<b>FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> to close <b>WIOA federally</b> funded projects (2022-23).
<b>9/30/23</b>	<b>Annual Program Information Form (PIF)</b> to <b>NYSED Program Office</b> (2023- 2024). The PIF must be generated as a pdf directly from ASISTS. All PIFs should be emailed to: <a href="mailto:PIFadulthoodeducation@nysed.gov">PIFadulthoodeducation@nysed.gov</a>
<b>11/15/23</b>	<b>Adult Literacy Compliance Self-Review/Monitoring Form</b> to <b>NYSED Program Office</b> (2023-2024) for EPE, WIOA, WEP and ALE funded programs. Email completed form to: <a href="mailto:Adulthood@nysed.gov">Adulthood@nysed.gov</a>



***Sigrud  
Coons***

# AEPP Program Manager Training

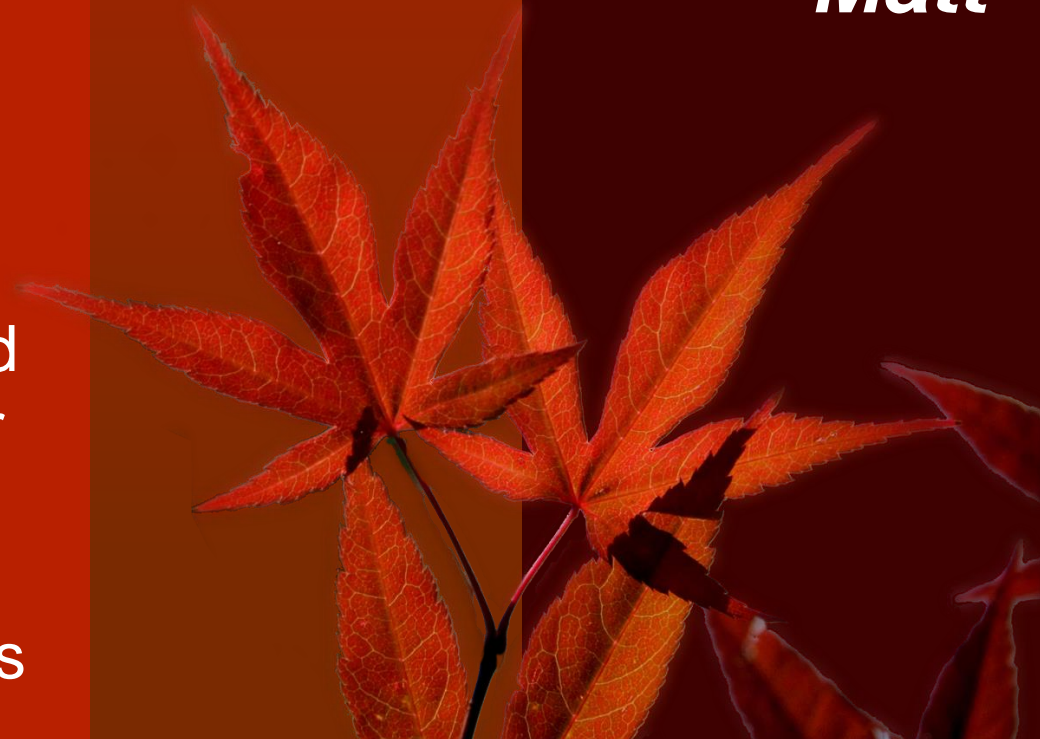
**October 2 – 3, 2023**

**December 6 – 7, 2023**

Crowne Plaza Desmond Hotel  
Albany, New York

***Rosemary  
Matt***

- Registration link was sent out through the RAEN offices
- Every AEPP funded Program Manager must attend
  - Expected to bring either their Data Manager or another key staff member
- Maximum permitted per program is two participants





# AEPP Case Manager Training

Train the Trainer was held on September 12, 2023

Director Johnson, AEPP Team, and RAENs attended full day training

- 14 RAEN Regional Trainers completed training
- New Materials distributed
- New Expectations for AEPP funded case managers
- All veteran and new case managers must attend in FY24
- 3 hours of RAEN professional development credit

*Rosemary  
Matt*



# ASISTS Support Protocol:

- All support requests must be sent to the [support@asists.zohodesk.com](mailto:support@asists.zohodesk.com) email address with a copy to the AEPP Regional and Rosemary Matt, accountability office
- New system is tracking the frequency of support requests and the area in need of support
- In some cases it is a user error that can be corrected
- When an issue is more broadly affecting programs throughout the state, an ASISTS broadcast email will be sent notifying of the issue and a timeline for resolution

# Professional Development, RAEN calendars 2023-24

- All seven RAEN calendars are up to date and filled with eligible professional development events
- RAENs are tracking all PD as it accrues and update the AEPP Regionals each quarter
- All paid staff (full or part time) associated with an AEPP funded program must attend 14 hours of RAEN PD
- Will be added as a performance metric in FY24 NYS Report Cards

*Robert  
Renda*



# CONTACT US!

## AEPP Program inquiry:

### AEPP and HSE email (Please cc Regional Associate):

[ALE@nysed.gov](mailto:ALE@nysed.gov)

[EPE@nysed.gov](mailto:EPE@nysed.gov)

[WIOA@nysed.gov](mailto:WIOA@nysed.gov)

[HSETC@nysed.gov](mailto:HSETC@nysed.gov)

AEPP office phone: 518 474-8940

## Public inquiry:

AEPP email: [adulthood@nysed.gov](mailto:adulthood@nysed.gov).

AEPP phone: 518 474-8940.

HSE email: [hse@nysed.gov](mailto:hse@nysed.gov)

HSE phone: 518 474-5906.

NYSED website for AEPP and HSE: [www.nysed.gov](http://www.nysed.gov)

*Kimberly  
Malcolm*



# Closing Remarks

A wooden basket filled with several ears of corn. The corn cobs are in various colors, including yellow, red, blue, and purple. Some of the husks are still attached, and some are peeling away, revealing the kernels. The basket is made of dark wood and is positioned in the lower right portion of the frame.

**Mark your calendars!**  
**Next AEPP Program Manager Meeting**  
**November 16, 2023**