

**Adult Education Programs and Policy**  
**Educational Service Plan for Hybrid Instruction APPLICATION**  
**July 1, 2024 through June 30, 2025**  
**Due to AEPP no later than April 30, 2024**

AEPP requests that each Program Manager read through this entire document before submitting the fillable portion (Page 4) **FY25 AEPP Hybrid Instruction Application**. There will be no alterations or exceptions made to the structure and intent of the AEPP Hybrid Instruction for FY25.

Programs will be notified of approval through the NYSED funding mailboxes: [WIOA@nysed.gov](mailto:WIOA@nysed.gov), [ALE@nysed.gov](mailto:ALE@nysed.gov), or [EPE@nysed.gov](mailto:EPE@nysed.gov).

AEPP is requiring that only those programs that **INTEND** to utilize the AEPP Hybrid Instruction model apply for approval. This application should not be used if a program is not certain they intend to offer this service to students in FY25. Additional opportunities to add this option will be made available in November 2024 for the second half of FY25.

The completed application, (page 4 of this document) must be submitted to the AEPP office (email addresses above) with a copy to the program's AEPP Regional Lead no later than **April 30, 2024**:

- NYC Region – Kimberly Malcolm [Kimberly.Malcolm@nysed.gov](mailto:Kimberly.Malcolm@nysed.gov)
- Hudson Valley – Diane Schrader [Diane.Schrader@nysed.gov](mailto:Diane.Schrader@nysed.gov)
- Long Island – Diane Schrader [Diane.Schrader@nysed.gov](mailto:Diane.Schrader@nysed.gov)
- Capital North Country – Lisa Pearson [Lisa.Pearson@nysed.gov](mailto:Lisa.Pearson@nysed.gov)
- Finger Lakes – Lisa Pearson [Lisa.Pearson@nysed.gov](mailto:Lisa.Pearson@nysed.gov)
- West – Lisa Pearson [Lisa.Pearson@nysed.gov](mailto:Lisa.Pearson@nysed.gov)
- Central Southern Tier – Robert Renda [Robert.Renda@nysed.gov](mailto:Robert.Renda@nysed.gov)

The follow application must be completed for any program interested in supporting any portion of the AEPP Hybrid Instruction model for the fiscal year beginning **July 1, 2024 through June 30, 2025**. Should a funded program choose to offer AEPP Hybrid Instruction, the program must provide in-person instruction 50% of each scheduled class time along with 50% remote synchronous instruction where the same teacher is engaged with students on scheduled days and times selected by the program. Each class must be a minimum of six (6) hours per week and a maximum of 20 hours per week and published on the Program Information Form generated from ASISTS.

In addition, each program may choose to offer ONE (1) 100% completely remote class to eligible\* students. Class rosters for the completely remote class may have up to 25 students in attendance at any given time. Each class must be a minimum of six (6) hours per week and a maximum of 20 hours per week. The remote class must be synchronous online instruction where the teacher is engaged with students on scheduled days and times selected by the program and published on the Program Information Form generated from ASISTS.

For EPE Distance Education, programs must have applied via the FY25 EPE application to provide these services as outlined in the EPE Manual. If approved under EPE, per the program's EPE allocation letter, the program must be administered as directed in the current EPE Manual. The only portion of EPE Distance Education that may be provided in a hybrid model (and included in this application) is the tutoring required from every program for EPE Distance Education. Remote, synchronous tutoring may be a part of this application and would require 50% in person tutoring along with 50% remote synchronous tutoring at scheduled days and times published on the Program Information Form generated from ASISTS. If a

program chooses, ONE (1) tutoring class may be completely remote per the guidelines listed above. All classes must be coded correctly and published on the Program Information Form.

The AEPP Team along with the RAEN Directors and STAC Directors (ALE only) will continue to monitor all hybrid and remote classes regularly. Web links for these classes must be published and submitted to the respective RAEN Office by the 20<sup>th</sup> of each month within the fiscal year.

**Terms and Conditions for Hybrid Approval (WIOA & ALE only):**

Like all participants, participants receiving hybrid services must have at least 12 hours of contact with the program before they can achieve student status for Federal and State reporting. The initial 12 contact hours for hybrid learners can be any combination of in-person contact and contact through electronic devices that can support video, teleconference, or any other **synchronous** online communication, where the participant and program staff can interact and through which participant identity is verifiable and documented and attendance recorded. All pre and post testing must be administered in person. Programs must provide in-person instruction at a minimum of 50% of total scheduled class time for AEPP Hybrid Instruction. Students enrolled in the 100% remote class must also have all pre and post testing administered in person.

**A. \*Student Eligibility:**

**Adult Hybrid Education Students**

Students must be 16 years of age or older for WIOA/ALE, not enrolled or required to be enrolled in a secondary school.

- ABE/ASE students must be at least NRS Level 2 on the TABE 11/12 (or TABE 13/14) and above to participate in any Hybrid Educational Services.
- ESOL students must be at least NRS Level 2 on the BEST Plus 2.0 (or BEST Plus 3.0) or the BEST Literacy 1.0 (or BEST Literacy 2.0) and above to participate in AEPP Hybrid Educational Services
- Students must be 21 years of age or older, not enrolled or required to be enrolled in a secondary school to be eligible for any EPE Distance Education Hybrid Instruction.

**B. Program Responsibilities and Guidelines:**

- Conduct outreach, recruitment, intake, and enrollment for all students, regardless if they are EPE Distance Education, in-person, hybrid or remote participants
- Conduct pre- and post-testing for all participants in-person, regardless of the modality in educational services being provided, in accordance with NYSED's Assessment Policy
- Must have a signed (electronic acceptable) Individual Student Record Form (ISRF). The ISRF becomes part of the student folder and retained by the program for a period of six years in addition to the current year of service
- Must include a copy of the Hybrid Education screening tool administered to identify potential students and their capacity to participate in any remote or hybrid instruction. The AEPP Hybrid Education screening tool becomes part of the student folder and retained by the program for a period of six years in addition to the current year of service
- In-person educational services must be provided to those participants who have little or no access to technology
- In-person educational services must be provided to those lower-level learners, as outlined above

- Student attendance, regardless of the modality in educational services being provided, must be adhered to in accordance with NYSED's data entry policy and must be recorded in ASISTS, backed by written documentation signed by the teacher
- In-person instruction is the ONLY modality allowed for the training component of WIOA IET/IELCE and EPE approved CTE programming.
- Student files MUST contain all required documentation per modality of educational services enrolled in. It is the program's responsibility to ensure that they are familiar with the required documentation per the modality of service being provided as determined by the respective funding source

### **C. Program Performance**

- Regardless of the instructional modality a program uses, in-person, hybrid, or the one completely remote class, the program will be held to the AEPP state performance benchmarks in the areas of Measurable Skill Gain, Post Test Rates, Follow Up Outcomes, and Enrollment
- Programs should refer to their individual funding grants/contracts for compliance with proposed service enrollment

**Program:** \_\_\_\_\_ **AEPP Project Number:** \_\_\_\_\_  
**Superintendent/Program Director:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Funding (check all that apply to ONLY the portion of the of AEPP Hybrid Instructional services being requested)

\_\_\_\_\_ **WIOA** \_\_\_\_\_ **ALE** \_\_\_\_\_ **EPE\***

\* For EPE Distance Education, programs must have applied via the FY25 EPE application to provide Distance Education as outlined in the EPE Manual. If approved, per the program’s EPE allocation letter, the program must be administered as directed in the current EPE Manual. The only portion of EPE Distance Education that may be provided in this Hybrid model (and included in this application) is the tutoring required for each EPE Distance Education program as described above.

In the following table, please provide the projected number of students to be served with the AEPP Hybrid Instructional services and projected number of contact hours expected.

<b>Hybrid Education Literacy Services</b>	<b>Number of Distance Education Students to be served</b>	<b>Number of Contact Hours projected</b>
<b>Adult Basic Education (ABE)</b> NRS Levels 2 – 4		
<b>Adult Secondary Education (ASE)</b> NRS Levels 5 – 6		
<b>English as a Second Language (ESL) Beginning Levels</b> (NRS levels 2 – 4)		
<b>English as a Second Language (ESL) Intermediate &amp; High Levels</b> (NRS levels 5 – 6)		
<b>Total</b>		

**Program Attestation:**

I hereby certify that I am the agency’s Chief Administrative Officer (Program Director, District Superintendent, Superintendent) and on behalf of the agency I agree to the requirements and terms of approval. I acknowledge that all of the items and guidelines, as stated above, 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 Educational Services to participants.

\_\_\_\_\_  
 Chief Administrative Officer’s Signature      Printed Name      Title      Date