



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.acces.nysed.gov/aep/>

March 27, 2024

**TO:** AEPP Funded Programs, ALE, WIOA, WEP, and EPE

**FROM:** Fiormelissa Johnson, NYS Director – Adult Education Programs & Policy (AEPP)

**SUBJECT:** Student Transportation and Child/dependent Care Options

AEPP has explored possible relief to barriers faced by adult literacy students while accessing AEPP funded literacy services. Transportation and child/dependent care have been noted as primary barriers for many adult literacy students. To mitigate this concern, the AEPP office, beginning with fiscal year (FY2024/2025) (July 1, 2024, through June 30, 2025), will enable any AEPP funded program to allocate up to 6% of their full budget to support student transportation and child/dependent care costs for their students (the 6% allocation is meant to cover both transportation and child/dependent care). Using AEPP funds to pay child/dependent care and/or transportation costs to ensure that adult learners can attend and participate in AEPP-funded programs (this refers to literacy classes and in-person case management) is allowable if these costs are reasonable and necessary. This option is not a requirement for AEPP funded programs but is available for use in FY2025. For example, if an adult literacy education class is 2 hours long, an AEPP-funded program may pay childcare costs for 2 hours plus the time needed by the participant to travel to and from the site where childcare is being provided.

Child/dependent care must be provided by organizations licensed to operate accordingly in New York State. The AEPP funded program takes ownership of tracking the licensed service provider in ASISTS and assuring that the service provider is licensed and in compliance to operate. Attachment 1 provides accessible links to online supportive services and providers in New York State. Please use this document to guide your work and research.

AEPP funded programs must commit to tracking the necessity, cost, and type of transportation and child/dependent care in ASISTS. The ASISTS management information system will be designed to accept these data elements and ASISTS has committed to providing data checking reports to assure program data management of these costs. Once a budget amount has been approved by AEPP, the amount will be attached to the programs' data account in ASISTS and a "draw down" feature will enable Program Managers to monitor their allocation and usage. These additional features will be made available in ASISTS on and after June 15, 2024. Please refer to Attachment 2 for more details about the changes that are being made to ASISTS to accommodate this new feature.

### **Transportation, Child/dependent care Records**

Student folders, records and transportation/child/dependent care options must always be stored in a locked file cabinet at the main program office. A program manager shall have access to all student and participant records which shall be carefully maintained and secured in a locked location, and accessible upon request or without advance notice. Program managers shall establish and maintain complete and accurate budget records, documents, accounts, and other evidence directly pertinent to performance under their AEPP contract/s. Records provided to AEPP or authorized administrators are deemed to be truthful and have undergone the adult education program's quality control procedures before physical submission or entered into the AEPP's Management Information System (MIS), ASISTS. The Records must be kept for the



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balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at the adult education program. Patterns of record violations and evidence of fraud may result in the discontinuing of services and program funds.

Programs interested in pursuing this option will need to include the anticipated cost in their FY25 budget proposals. Their total approved budget will not be impacted by this additional cost allocation, the original budget total will remain the same. The accompanying application (see attached) must be completed and submitted to AEPP for approval no later than **April 30, 2024**, to be considered for the transportation or child/dependent care options to be included in any funded program's FY25 budget. Once the Transportation and Child/dependent care application has been approved by AEPP, the program may then proceed with including this budget item under line item "Purchased Services" on their FY25 proposed budget and budget narrative. The maximum permitted for these services is 6% of the total annual budget amount allocated to each funded program.

**Options for student transportation will include:**

- Public bus pass
- Subway Metro card
- Taxi
- Gas card
- Other (type will need to be typed into this field in ASISTS)

**Options for child/dependent care:**

- New York State licensed providers (market prices prevail)
  - Space is provided to write in the name of the provider in ASISTS

Any questions or concerns should be directed to the AEPP Regional assigned to the RAEN region where the program is located:

- NYC Region – Kimberly Malcolm [Kimberly.Malcolm@nysed.gov](mailto:Kimberly.Malcolm@nysed.gov)
- NYC Region ALE – Guillermina Martino [Martino.Guillermina.Martino@nysed.gov](mailto:Martino.Guillermina.Martino@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)
- Central Southern Tier – 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 [Deborah.Parrow@nysed.gov](mailto:Deborah.Parrow@nysed.gov)

cc: AEPP Regional Associates, NYSED  
ASISTS  
Accountability Office  
RAEN Regional Centers



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## **Attachment 1**

### **Federal Programs that Provide Support Services and Other Assistance**

[Benefits.gov](http://www.benefits.gov) is a U.S. government website created to provide a central source of information about Federal benefit programs. It features a [Benefit Finder questionnaire](#) that can be completed by users to identify benefits for which they may be eligible and where and how to apply for them.

#### **Childcare**

- [Childcare Resource and Referral](#): This website provides contact information for local childcare resource and referral agencies that help families find childcare.
- [Childcare and Development Fund](#): This website helps users identify contact information for State agencies that administer the Childcare and Development Fund, a Federal program that provides assistance to low-income families who need childcare due to work, work-related training and/or attending school.
- [Head Start](#): Head Start programs provide eligible children from birth to age 5 services that support early learning and development, health, and family well-being. This website provides information about how to determine eligibility for Head Start and how to locate local Head Start programs.

#### **Financial Assistance**

- [Temporary Assistance for Needy Families](#) (TANF): TANF provides States, territories, and tribes with block grants to help low-income families with children achieve economic self-sufficiency through monthly cash payments and a wide range of services. This website identifies the State and Tribal agencies that administer TANF, as well as centralized State benefit portals with information about programs beyond TANF cash assistance.
- [Unemployment Insurance](#) (UI): UI provides unemployment benefits, usually in the form of weekly payments, to eligible workers who become unemployed through no fault of their own and meet certain other eligibility requirements. This website provides information about how to file for unemployment benefits and provides contact information for the State agencies that administer the program.
- [Child Support Enforcement](#) (CSE): CSE provides services to locate absent parents, establish paternity, and enforce support obligations. People who receive assistance under Temporary Assistance for Needy Families, Foster Care, and Medicaid programs receive CSE services automatically. People who are not in assistance programs can apply for child support services and any support collected goes directly to them. Services are available to a parent with custody of a child who has a parent living outside of the home. This website provides information on CSE and contact information for the State agencies that provide CSE services. [Earned Income Tax Credit](#) (EITC): EITC provides a refundable tax credit to low- and moderate-income workers that can reduce the Federal taxes they owe and may also give them larger refunds. This website provides information about eligibility for EITC and how to apply.
- [Refugee Resettlement Assistance](#): The Office of Refugee Resettlement (ORR) provides cash assistance, medical assistance, employment preparation, job placement, English language training, and other services to refugees. This website provides contact information for State and local programs funded by ORR.



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## Food Insecurity

- [Supplemental Nutrition Assistance Program \(SNAP\)](#): SNAP provides nutrition benefits to supplement the food budget of low-income persons and needy families so they can purchase healthy food. This website provides information about eligibility for SNAP benefits and where to find a local SNAP office to apply for benefits.
- [Special Supplemental Nutrition Program for Women, Infant's & Children \(WIC\)](#): WIC provides Federal grants to States for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age 5 who are found to be at nutritional risk. This website helps potential WIC applicants determine if they are likely to be eligible for WIC benefits. Users who are likely to be eligible to receive WIC benefits are provided with State-specific contact information and are encouraged to make a certification appointment with their WIC local agencies.

## Health Care

- [Medicaid](#): Medicaid provides health coverage to low-income people. This website provides links to State websites where individuals can find out if they are eligible and how to apply.
- [Healthcare.gov](#): The Patient Protection and Affordable Care Act provides consumers with health insurance subsidies that lower costs for households with incomes between 100% and 400% of the Federal poverty level. This website provides information about eligibility for subsidized health insurance and how to apply.
- [FindTreatment.gov](#): This website hosted by the Substance Abuse and Mental Health Services Administration provides contact information for local facilities that provide mental health and substance abuse treatment services.

## Housing and Public Utilities

- [HUD Resource Locator](#): This website provides contact information for local public housing agencies and homeless services organizations funded by the U.S. Department of Housing and Urban Development (HUD).
- [Housing Counseling Services](#): This website helps users locate housing counseling agencies that have been approved by HUD to offer independent advice on buying a home, renting, defaults, forbearances, foreclosures, and credit issues, often at little or no cost.
- [Low Income Home Energy Assistance Program \(LIHEAP\)](#): LIHEAP is a Federal program that helps low-income households pay their home heating and cooling bills. This website helps users determine whether they are eligible for LIHEAP assistance and provides contact information for the local agency that administers LIHEAP.

## Internet

- [Affordable Connectivity Program](#): The Affordable Connectivity Program helps low-income households pay for internet service and connected devices like a laptop or tablet. This website provides information about eligibility for the program and how to apply.



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## Attachment 2

### Instructions for Entering Transportation Child/Dependent care in ASISTS

Changes planned for the **Student** Information Section of ASISTS, on the **Status History** tab. This will allow agencies to track the assistance provided for a student multiple times and/or for different reasons.

Please follow the steps below to enter this information:

- Search for the student receiving assistance by using the **lookup** screen to filter either by name (first and/or last), or by date of birth. The lookup screen is accessed by clicking on the Main menu, then the “Students” menu, and then by selecting **Edit Student**.
- Once the correct student record has been selected, choose the **Status History** screen from the blue menu bar across the top of the record.
- In the “History” section, click the ‘**Add a Record**’ button.
- Enter the following information in the pop-up:
  - **Date:** Indicating the date the support was provided.
  - **Status:** Select either ‘Transportation Assistance’ or ‘Child/Dependent Care Assistance’ from the drop-down menu.
  - **Reason:** Select the reason for which the assistance was provided from the drop-down.
    - The options for transportation assistance are:
      - Transportation to attend literacy classes
      - Transportation to a case management appointment
    - The options for child/dependent care assistance are:
      - Child/dependent care while attending classes
      - Childcare while attending a case management appointment
  - **Amount Provided:** Enter the dollar amount (in whole dollars) of assistance provided on that date.
- In addition to the fields noted above, the following data need to be entered, depending on the type of assistance.
  - If selecting Transportation Assistance, data will include the **Transportation Mode**. Select what the assistance will be spent on from the drop-down provided from the following options:
    - Train/metro ticket
    - Taxi fare
    - Bus pass
    - Other (type will need to be typed into this field)



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- If selecting Child/dependent Care Assistance, enter the name of the **Licensed Child/dependent Care Provider** in the text box.

### **Tracking Amount Spent**

ASISTS will include two reports to allow programs to track the money spent on transportation and/or child/dependent care assistance:

- ***Students Receiving Transportation or Child/dependent Care Assistance:*** will list the names of the students receiving the support and the following information:
  - Type of assistance
  - Reason for assistance
  - How the money was used (Mode)
  - Amount of assistance
- ***Summary Report on Transportation or Child/dependent Care Assistance Provided:*** will be a summary report including the following fields:
  - Total Assistance Amount by:
    - Type of Assistance
    - Purpose
    - How the money was used (Mode)
    - Comparison of total spent to total NYSED allocation
      - NOTE: allocations will be communicated directly to ASISTS by NYSED. Programs will not be expected to or able to enter this information into ASISTS.