# AEPP Program Manager Meeting

## November 16, 2023

- All participants are muted upon entry
- No cameras will be used given the size of the meeting
- Please feel free, at any time, to enter questions or concerns into the CHAT, we will respond
- If a participant would prefer to speak to us, please raise your hand (bottom of your screen) and we will unmute you so you can speak to the group

# AGENDA

- Welcome and Opening Remarks
- Leadership Updates
- AEPP Program Manager Training
- EPE Training, March 20 and 21, 2024
- OCTAE Updates
- GED Math Boot Camp
- AEPP Recruitment and Staffing Updates
- Assessment Updates for FY25
- Fiscal and RFP Updates for ALE, EPE, RAEN and WIOA
- HSE Hybrid Instruction Updates for FY24
- WIOA IET and IELCE FY24
- Self-Review Monitoring Forms for ALE, EPE and WIOA
- Accountability and NRS Reporting
- ASISTS Updates
- AEPP PM Meeting Dates

# Leadership Updates

**AEPP Program Manager Training at Crowne Plaza Desmond December 6th and 7th**

**Agenda remains the same, two participants from each funded agency**
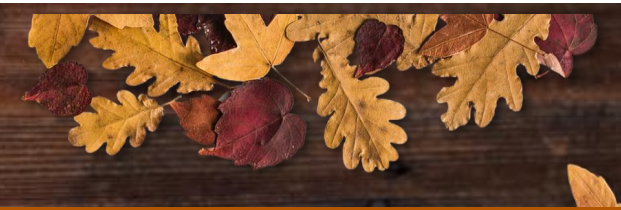
# Leadership Updates

## Looking ahead to EPE Training, March 20 and 21, 2024

## Also being held at the Crowne Plaza Desmond in Albany

# Leadership Updates

- **OCTAE Updates**

- **AEPP Does not promote "cost per student"**

- **GED Math Boot Camp**

- **Adult Education Leadership Remote Mtg 2024**

- **Literacy Zone Remote Summit, Spring 2024**

# Leadership Updates

## AEPP Recruitment and Staffing Updates

Welcome *Kathleen Carey*,
Downstate EPA

# Assessment Updates

- BEST Plus 3.0
- BEST Literacy 2.0
- TABE 13-14

- All three assessments begin with newly published releases on July 1, 2024
- Programs should be advised to be as prudent as possible when ordering materials in the second half of FY24

Training has not yet been determined, still under negotiation. All training will be provided through the RAEN

# Fiscal Updates

**EPE**

- Additional CTE programming
   (K-12 or Board Approved)
- Waiver requests
- Must be submitted to EPE@nysed.gov

**ALE**

- FY25 will be the final year for existing ALE contracts

**WIOA**

- IET or IEL/CE changes or additions

**All Due 11/30/2023**

# Fiscal Updates

# RAEN

- **RFP is expected soon after January 2024**

# ALE

- **FY25 will be the final year for existing ALE contracts**

- **RFP is expected in the Spring of 2024**

# High School Equivalency Updates

**National External Diploma Program**

**NEDP Data Management Training**

**Friday, December 8, 2023**

**10 am – 12 Noon**

Training is for existing NEDP Programs

# High School Equivalency Updates

## Approaching Second Half of FY24

- Reminder to those programs scheduling GED test sessions

- When GED tests are given late in the Fiscal Year, it is possible that the resulting diploma may be dated after June 30, 2024

- Diplomas must be dated on or before June 30, 2024 to count as Measurable Skill Gain in FY24

- Best advice in these situations, give a post test to the student before they take any GED tests

# Hybrid Instruction Updates

- **Send Hybrid Links to your RAEN Director by the 21$^{st}$ of every month**

- **RAENs will forward to the appropriate AEPP and Accountability staff**

- **AEPP, Accountability, RAENs, and STAC (ALE only) may monitor at any time**

- **Reminder: Cannot conduct the in-person and remote class at the same time, same teacher, different times**

# WIOA IET and IELCE FY24

## Integrated English Literacy and Civics Education (IEL/CE) &
## Integrated Education and Training (IET) Required Training Component Worksheet

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**Name of Agency** (same name as shown on the NYSED IEL/CE or IET grant/contract):

**AEPP Project Number:**

**Person Completing this Form:**

**Email Address/Phone Number:**

PLEASE NOTE: AEPP WILL NOT ACCEPT ANY USE OF ACRONYMS OR ABBREVIATIONS

|  | Training Component #1 | Training Component #2 | Training Component #3 |
|---|---|---|---|
| Industry Recognized Credential Training |  |  |  |
| Number of Hours Required to Complete Training |  |  |  |
| Weekly Schedule of Training |  |  |  |
| Weekly Schedule of ESL Contextualized Instruction |  |  |  |
| Resulting Credential |  |  |  |
| Job(s) Credential is Applicable to |  |  |  |
| Training Provider/ Contact Person |  |  |  |
| Address (Training Provider) |  |  |  |

# Self Review Monitoring Forms FY24

**Were Due November 15th**

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).

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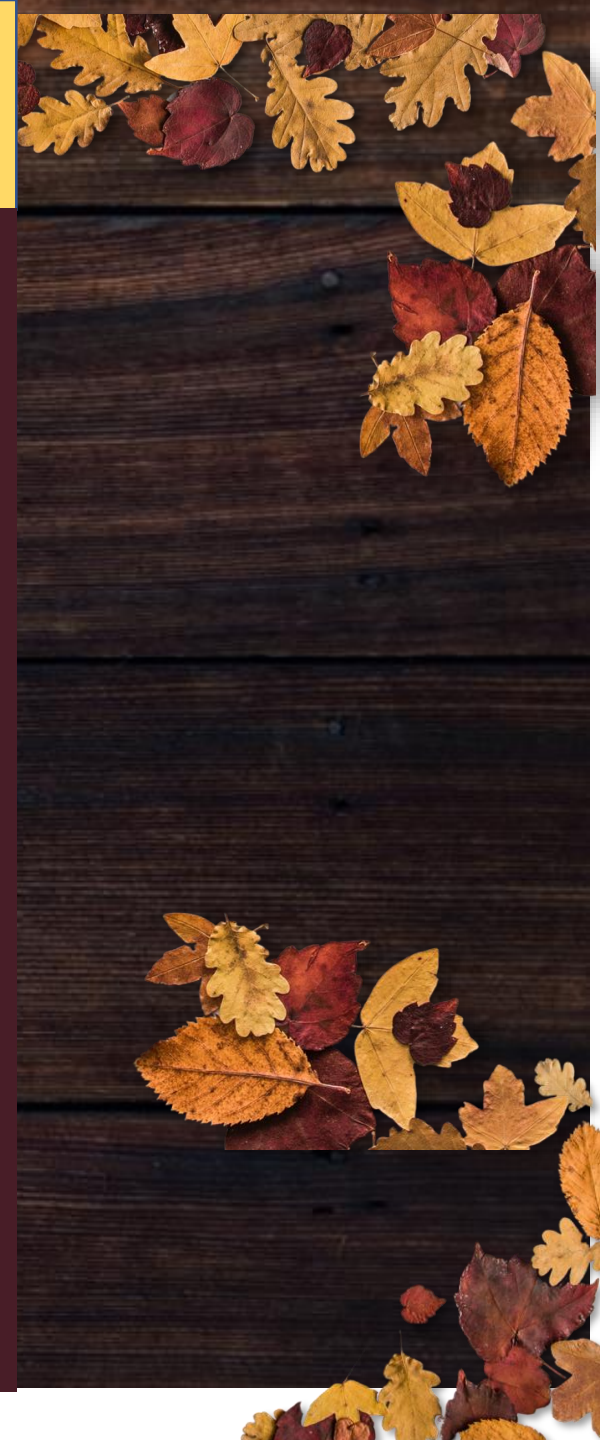
**Agency Name:**

**Address:**

**City:**          **County:**                    **Zip Code:**

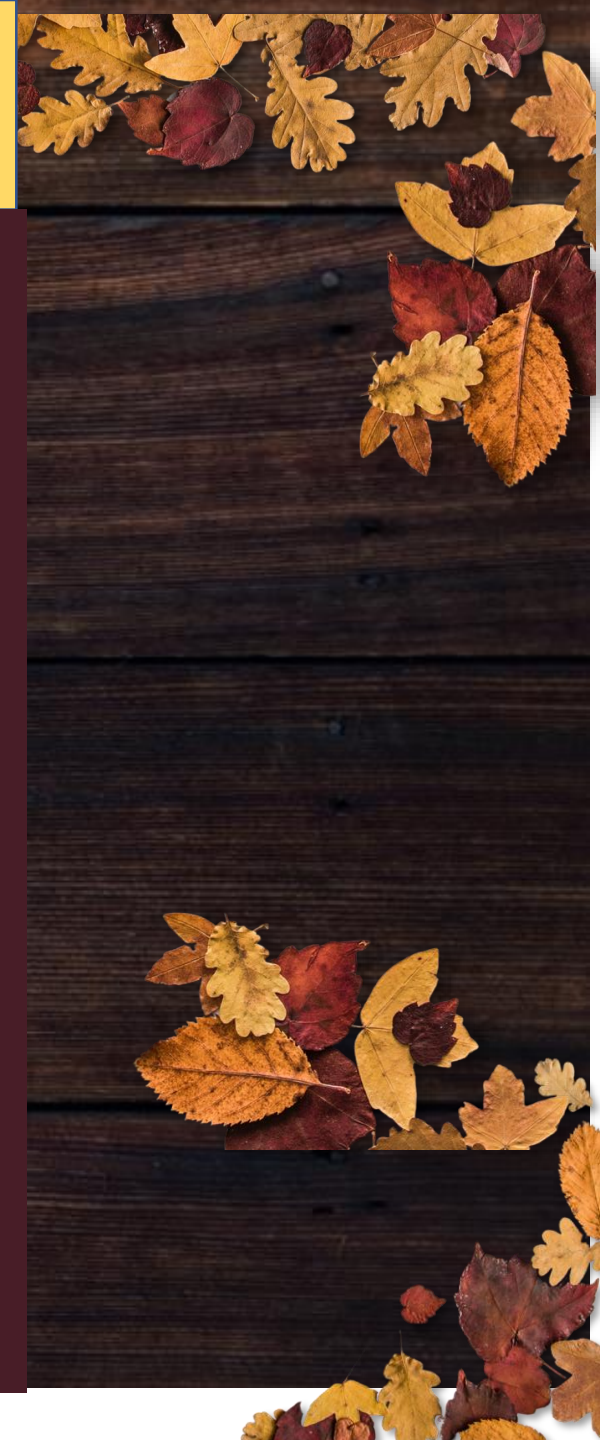**Program Contact Name and Title:**

# Quarter II Reminders: FY24

- **No Pre Test**

- **Missing Key Demographics**

- **No Post Test Report**

- **Enrolled Not Counted Report**

- **Constant attention to the Program Information Form (PIF)**
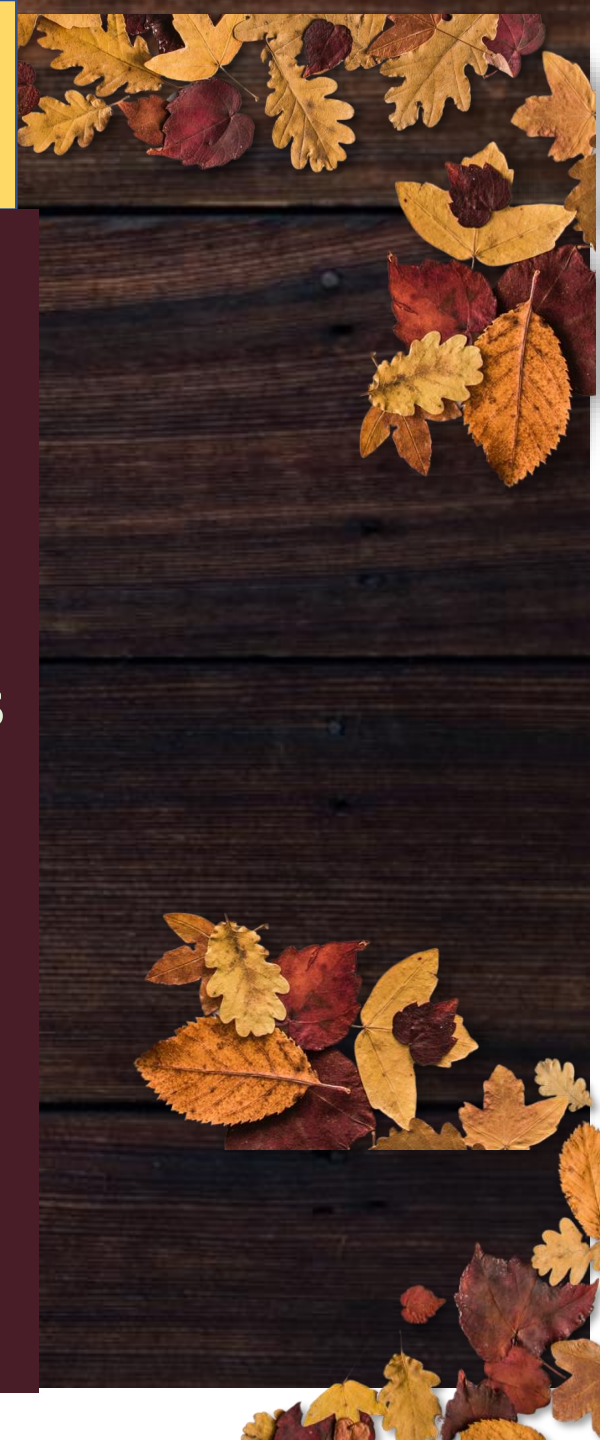
## Documenting Attendance:

- **Must use Attendance Rosters generated directly from ASISTS, audit ready**

- **ASISTS will be applying the ability to download the Attendance Rosters to an Excel spreadsheet**

- **Final monthly Attendance Roster must be printed and signed by the teacher/case manager**

- **Retained by the program for a period not less than 7 years, including the current year**

# Accountability and Reporting

## Documenting Attendance:

- Once ASISTS has finalized the downloads to Excel, AEPP will release a memo to all funded AEPP funded programs with step by step directions for generating and maintaining attendance documentation

- Attendance Rosters are currently available in ASISTS as PDF files, can be downloaded and emailed as PDFs

# Education & Employment Plan (EEP)

## EEP is Required for every student served on an annual basis:

- Must use the fields included on the EEP template issued by AEPP

- Programs may include additional information on subsequent pages

- First page must reflect the same information on the AEPP-EEP Template

- Must be included in each student's administrative folder

# Education & Employment Plan (EEP)

**Adult Education Programs & Policy (AEPP)**
**EDUCATION AND EMPLOYMENT PLAN (EEP)**

## CONTACT INFORMATION

| | |
|---|---|
| Name: | Email: |
| Street Address: | Current Telephone: |
| City, Zip | |
| | |
| Alternate Contact Person: | Email: |
| | Current Telephone: |

## EMPLOYMENT PLAN

| | |
|---|---|
| Are you currently employed?  Yes        No | |
| Current Employer: | If you are unemployed, are you looking for work? **Y or N** |
| | Which industry are you interested in working for? <br> ☐ Healthcare <br> ☐ Food Services <br> ☐ Information Technology <br> ☐ Manufacturing <br> ☐ Other _____ |

## EDUCATION PLAN

**NYS Regents**

| | | |
|---|---|---|
| Did you attend high school in NYS? | ☐ Yes | ☐ No |
| What grade did you last attend in school? | 9$^{th}$_  10$^{th}$ _  11$^{th}$ _  12$^{th}$ | |
| | ☐ Math | ☐ Science |

# ASISTS Updates

- **Barriers to Employment Data Check Report**
  - **Compare to paper ISRFs**

- **ZoHo Support Reports indications**

- **EPE Allocations have been updated in ASISTS**

- **Credentials for FY24 are up to date in ASISTS**

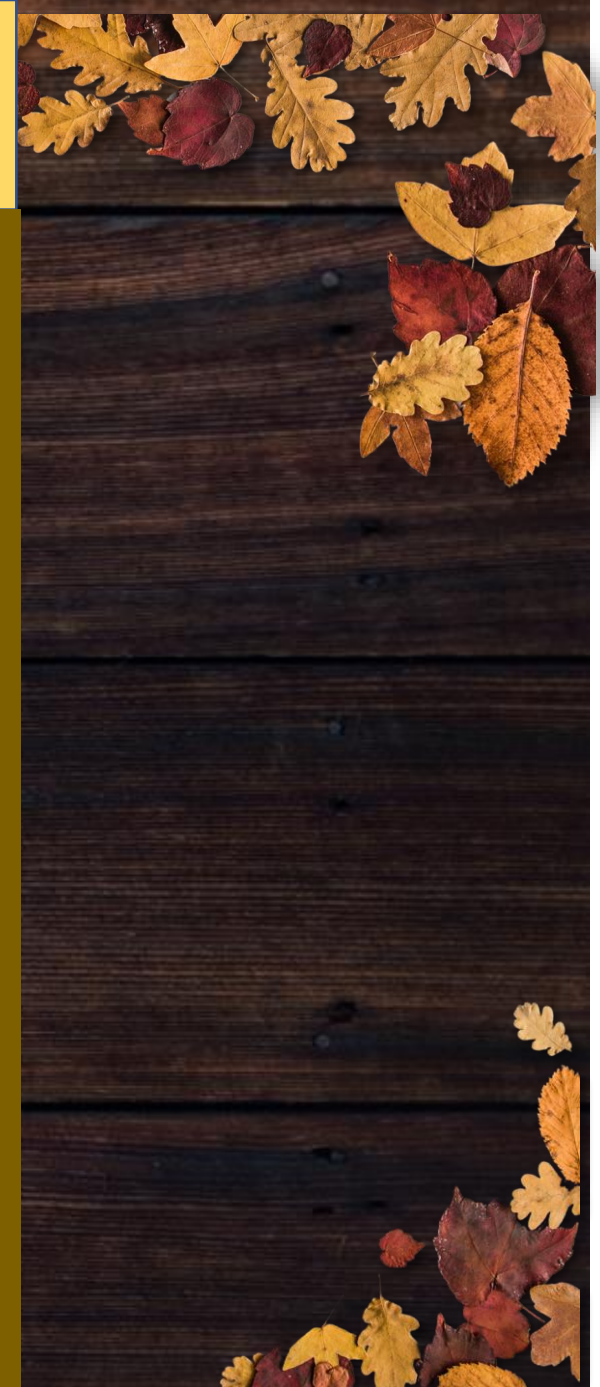- **Attendance Rosters will be exported to Excel by end of December**

# AEPP Program Manager Meeting

**Next Meeting Date:**

**Friday, January 26, 2024**

**Similar Format:**

- **Downstate:** NYC, Hudson Valley, Long Island
- **Upstate:** Capital North Country, Central Southern Tier, Finger Lakes, West

Happy Thanksgiving