October 21, 2019

TO: All NYSED EPE funded adult education programs

FROM: Robert Purga, Director, ACCES Adult Education Programs

SUBJECT: Planning for re-allocation of EPE contact hours moved up to December, 2019

As noted in the FY2019-2020 allocation letters, NYSED is increasingly concerned about the number of EPE funded programs that were unable to utilize the number of contact hours allocated to their school district or BOCES before the close of the fiscal year. In the past, we have relied heavily on the SA160.1 reporting in early February to forecast the re-allocation of contact hours to other programs who demonstrated their need for more hours. The timeline for this process was completed in late March giving those programs receiving additional contact hours very little time to plan and use those hours effectively. To streamline this process and expedite the re-allocation, we are planning differently for fiscal year 2019-2020.

On December 15, 2019, a snapshot of all SA160.1’s will be taken directly from ASISTS by NYSED. Based on the accrual evidenced on these reports, NYSED Regional Staff will be contacting programs that appear to be behind their previous year’s accrual to request contact hours be adjusted to the needs of the program. This will be done on an individual basis so all programs must be able to demonstrate the need to hold onto the contact hours or give back to NYSED so those hours can be re-allocated to other programs that establish the need for more.

For this process to operate smoothly, it is imperative that by December 15, 2019, programs have entered all attendance for the months of July, 2019 through November, 2019. These months of attendance will be compared to the same four months of FY2018-2019 to determine the feasibility of a program utilizing the number of contact hours allocated to them in their EPE letter dated in August, 2019. Decisions will be made based on what is recorded in ASISTS on December 15, 2019. It is best for all EPE funded programs to plan accordingly with their data management teams.

If program or data staff need further assistance regarding the process outlined in this memo, please contact Rosemary Matt at Rosemary.Matt@cayuga-cc.edu.

cc: ACCES-Adult Education Regional Staff
    Rosemary Matt, Accountability
    RAEN Directors