

Process for EPE Amendment under COVID-19 guidelines:

EPE programs that wish to shift, temporarily, the focus of their adult literacy program to Distance Education, must complete the following steps:

1. Complete the second half of this document.
2. Adjust the Program Component Worksheet (page 2) to reflect the shift of moving the instruction from classroom to GRASP/SMART/Crossroad's Café

Program Name: _____

Program Director: _____

Email address for Director: _____

Phone number available during this period of time: _____

Superintendent (or District Superintendent): _____

- Allocation as of August, 2020 for the FY2020 (July 1, 2019 – June 30, 2020): \$ _____
 - Contact Hours: _____
- Addition or Subtraction of contact hours as of December (2019) reallocation: \$ _____
 - This applies to only those programs that received notification from NYSED that contact hours were reduced or increased in December, 2019.

Those programs continuing to provide NEDP for existing students do not need to alter any data. These programs should continue to provide direction to students electronically who were already enrolled in NEDP. All meetings with students must be conducted virtually. New NEDP students may not be enrolled at this time.

Programs must have any teacher that has not completed NYSED Distance Education certification training through the RAEN register for and complete one webinar hosted by NYSED as noted in the attached memo. Program managers must also attend one webinar to be aware of NYSED expectations during this temporary set of guidelines for Distance Education.

Please now complete new **Program Component Worksheets** below (page 2):

**REVISED PROGRAM COMPONENT WORKSHEET FOR
TRADITIONAL ADULT EDUCATION INSTRUCTION**

PROGRAM TYPE	ORIGINAL NUMBER OF STUDENTS FROM ORIGINAL EPE APPLICATION	REVISED NUMBER OF STUDENTS PROJECTED FOR REMAINDER 2019-20	REVISED NUMBER OF CONTACT HOURS PROJECTED FOR REMAINDER 2019-20
Academic Programs			
ABE NRS Level 1 Students			
Adult Basic Education (ABE)			
Adult Secondary Education (ASE)/HSE			
English as a Second Language (ESL)			
Total			

**REVISED PROGRAM COMPONENT WORKSHEET FOR
DISTANCE EDUCATION ADULT EDUCATION INSTRUCTION**

PROGRAM TYPE	ORIGINAL NUMBER OF STUDENTS FROM ORIGINAL EPE APPLICATION (place a 0 = none)	REVISED NUMBER OF STUDENTS PROJECTED FOR REMAINDER 2019-20	REVISED NUMBER OF CONTACT HOURS PROJECTED FOR REMAINDER 2019-20
Adult Basic Education (ABE)			
SMART			
Adult Secondary Education (ASE)			
GRASP			
Fast Track Math GRASP Packets			
English as a Second Language (ESL)			
Crossroads Café			
Total			

NOTE: If employing Crossroad's Café, the number of materials being ordered: _____