



Adult Career & Continuing Education Services (ACCES)
Adult Education Programs & Policy (AEPP)
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May 10, 2024

TO: AEPP WIOA, ALE, and EPE Funded Programs
FROM: Fiormelissa Johnson, NYS Director – Adult Education Programs & Policy (AEPP)
SUBJECT: FY25 Hybrid Instruction

FY2024/25 Hybrid Instruction Application and Procedures:

Hybrid Instruction is being made available beginning July 1, 2024, for AEPP WIOA ALE, and EPE funded programs. The information and procedure outlined in this document pertains exclusively to the fiscal year beginning July 1, 2024, through June 30, 2025.

A funded program interested in AEPP Hybrid Instruction 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 within the same week.
- 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 (PIF) generated from ASISTS. (Directions for data entry processes will be sent with approval notifications)
- The maximum number of active students may not exceed 25 students per class.
- Students must actively attend both the remote and in-person classes. If students miss 3 consecutive classes of either modality, they should be transferred to traditional classroom programming.
- All students included in Hybrid Instruction must have a signed Hybrid Screening Tool in their student folders. (the Hybrid Screening Tool is attached for your convenience)
- All performance benchmarks for Post Testing, Measurable Skill Gain, and Follow Up Outcomes must be met. Continuous poor performance that does not demonstrate student gain and progress, may lead a program to Corrective Action, which may result in the termination of the program's remote option.

Once approved, each AEPP funded **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.
- This fully 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 PIF generated from ASISTS.
- All performance benchmarks for Post Testing, Measurable Skill Gain, Follow Up Outcomes, and Enrollment must be met. Continuous poor performance that does not demonstrate student gain and progress, may lead a program to Corrective Action, which may result in the termination of the program's remote option.

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 PIF generated from ASISTS.
- Per the EPE manual, the tutoring for SMART, GRASP, or ESL may be a maximum of 3 hours per week.
- An EPE funded program may choose to have ONE (1) tutoring class 100% completely remote per the guidelines listed above. All classes must be coded correctly and published on the Program Information Form.
- All performance benchmarks for Post Testing, Measurable Skill Gain, Follow Up Outcomes, and Enrollment must be met. Continuous poor performance that does not demonstrate student gain and progress, may lead a program to Corrective Action, which may result in the termination of the EPE Distance Education option.

The AEPP Team, along with the RAEN Directors and STAC Directors, 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 20th of each month within the fiscal year. Upon approval by AEPP, the necessary reporting spreadsheet will be provided to collect the web link information.

Hybrid options for AEPP, ALE, WIOA and EPE funded consortiums:

AEPP Hybrid Instruction is available to EACH consortium member per contractual agreement with AEPP.

Should a program be funded to support multiple agencies, EACH agency may apply for and receive approval for AEPP Hybrid Instruction.

Example: Program ABC receives a WIOA Area 1 award

Program ABC consists of three consortium member agencies

- Agency One
- Agency Two
- Agency Three

If Program ABC is approved, EACH of the three consortium member agencies may offer AEPP Hybrid Instruction to their students per the aforementioned guidelines.

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

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 modalities 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. AEPP Hybrid Education Student Eligibility

- 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 in both Math and Reading to participate in any AEPP Hybrid Educational Services
- ESOL students must be at least **NRS Level 2** on the BEST Plus 2.0 or the BEST Literacy 1.0 to participate in AEPP Hybrid Educational Services
- ALE ABE students must be at least **NYRS Level 2** on the TABE 11/12 in both Math and Reading to participate in any AEPP Hybrid Educational Services
- ALE ESOL students must be at least **NYRS Level 2** on the BEST Plus to participate in any 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. Students must also meet the two specifications for NRS Levels as noted above.

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
- Fully in-person educational services must be provided to those participants who have little or no access to technology
- Fully in-person educational services must be provided to those lower-level learners under NRS/NYRS Level 2
- 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 permitted for the training component of WIOA IET/IELCE and EPE approved CTE or locally approved training 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
- AEPP funded Adult Education Programs that do not adhere to the Hybrid Policies and do not demonstrate effectiveness, for student performance and attainment, will not be permitted to offer Hybrid Instruction. Continuous poor performance that does not demonstrate student gain and progress, may lead a program to Corrective Action, which may result in the termination of the program's remote option.
- Programs should refer to their individual funding grants/contracts for compliance with enrollment expectations

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
- NYC (ALE) Region – Guillermina “GiGi” Martino Guillermina.Martino@nysed.gov
- Hudson Valley – Diane Schrader Diane.Schrader@nysed.gov
- Long Island – Diane Schrader Diane.Schrader@nysed.gov
- Capital North Country – Lisa Pearson Lisa.Pearson@nysed.gov
- Finger Lakes – Lisa Pearson Lisa.Pearson@nysed.gov
- West – Lisa Pearson Deborah.Parrow@nysed.gov
- Central Southern Tier Lisa.Pearson@nysed.gov

Program: _____

AEPP Project Number: _____

Superintendent/Program Director: _____

Email: _____

If this application is on behalf of an AEPP funded consortium, list the consortium members below:

Funding (check all that apply to ONLY the portion of the of AEPP Hybrid Instructional services being requested). ONLY one funding source should be selected per application. More than one application may be necessary.

WIOA Area 1 ____ **WIOA Area 2** ____ **EPE*** ____ **ALE** ____

* 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.

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

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