

Program Information Form

Important to watch:

- **IEL/CE funding cannot be combined with any other WIOA funding (Area 1, Corrections, or Literacy Zone)**
- **Literacy Zone funding CANNOT be used for Instructional Classes**
- **EPE Fast Track contact hours are limited and tracked**



Program Information Form

Reminders:

- Make certain all information is real and can be easily verified
- Adjustments can be made at any time and the changes will be evident the following day on the report
- AEPP, RAEN, STAC, and Accountability will use the PIF to determine site visits and class monitoring
- Site visits and class visits may be unannounced

**Audit
Ready**

Each column matters and must contain thoughtful & truthful information

Program Information Form - FY

Program Name:

Phone:

Program Manager:

<i>Instruction Description</i>	<i>Start Date</i>	<i>End Date</i>	<i>Instructor Name</i>	<i>Site</i>	<i># Students Projected</i>	<i># Students Enrolled</i>	<i>Special Program</i>	<i>Schedule</i>	<i>Funding</i>
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- **Keep in mind that each field is populated directly from data the program has entered into ASISTS**
- **Should any of it be deemed incorrect by the program, it is the responsibility of the program to make appropriate corrections**

Instruction Description:

- **ASISTS will pull the Instructional Offering directly from the program's list of classes**
- **The index of the class code indicates to the AEPP monitor the nature of the class**
 - **BE Basic Education**
 - **ESL English as a Second Language**
 - **CM Case Management**
 - **HS High Secondary Education**
 - **MA Mathematics**
 - **0 Other**

Program Information

Program Name:
Program Manager:

Instruction Description	Start Date	E

The 'Instruction Description' field in the table is circled in blue.

Start Date/End Date:

- These dates must be accurate to the month

- Example, if a class appears to have started in July, there will be an expectation for attendance to be recorded in the month of July

- The start and end date may both be changed at will to align with reality

- It is the responsibility of the program

Program Information Form

Program Name:
Program Manager:

Instruction Description	Start Date	End Date	Instr Na

Instructor Name:

- Instructor's name must be accurate
- If an instructor has been replaced, the new name must appear in this column
- Cannot be a place holder, must defer to the person found leading that classroom

Program Information Form - FY

Program Name:

Program Manager:

<i>Instruction Description</i>	<i>Start Date</i>	<i>End Date</i>	<i>Instructor Name</i>	<i>Site</i>
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Site:

- Every Instructional Offering must be assigned a site
- Even a distance learning AEPP Hybrid class must indicate the site from where it originates

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Program Name:

Program Manager:

Phone:

<i>Instruction Description</i>	<i>Start Date</i>	<i>End Date</i>	<i>Instructor Name</i>	<i>Site</i>	<i>Students Projected</i>
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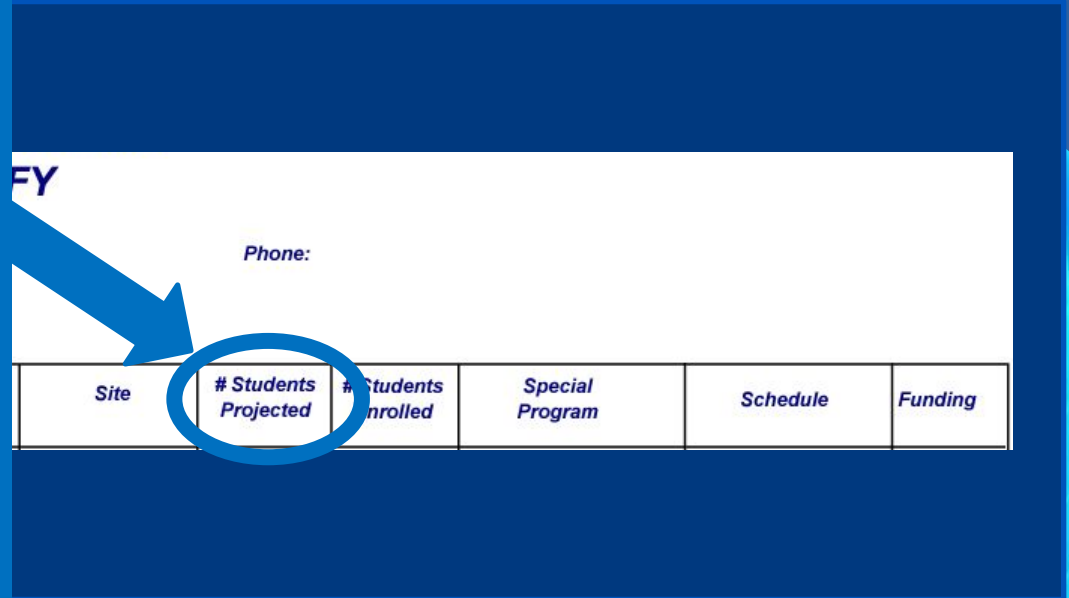
Students Projected:

- Every Instructional Offering must report the number of students projected to be included in the class
- Leaving this field blank implies a class was created when zero students were expected to be enrolled

FY

Phone:

Site	# Students Projected	# Students Enrolled	Special Program	Schedule	Funding
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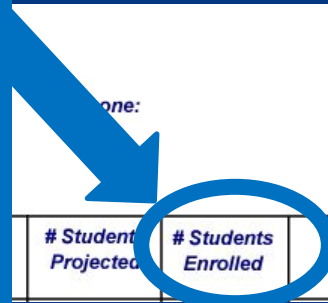


Students Enrolled:

- This field can change daily as more students are enrolled into classes
- If this field remains at zero and more than 30 days has passed since the Start Date, then the Start Date should be moved on the Instructional Offering
- This field does not imply the students are all active, even students who were enrolled but have stopped attending will be included in this number

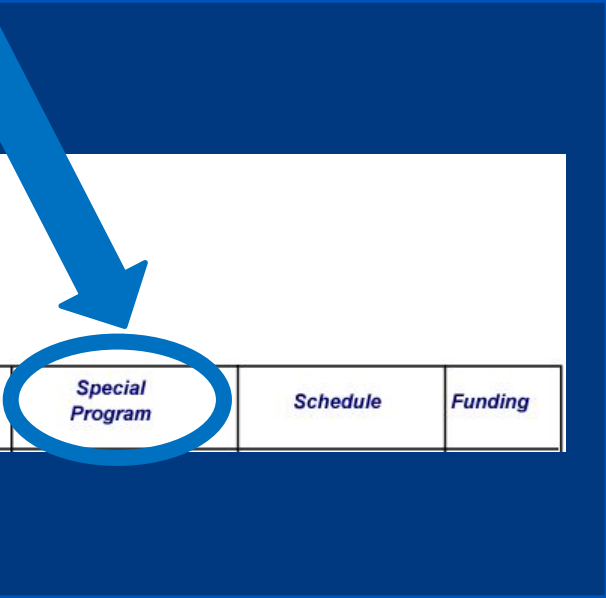
one:

# Student Projected	# Students Enrolled	Special Program	Schedule	Funding
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Special Program:

- This column is auto populated based on the class set up in ASISTS
- Programs that are EPE funded and approved for distance education will have the type of distance education in this column
- For EPE Distance Education, the only options will be GRASP, SMART, or ESL, all others are not permitted
- This field will also indicate when an IET or IEL/CE program is connected to a Training Class, the two classes are electronically linked in ASISTS and this column will indicate this relationship
- Specifically for Hybrid Learning, each Hybrid DL literacy class must also be linked to a Hybrid In-Person class, that linked class will appear in this column

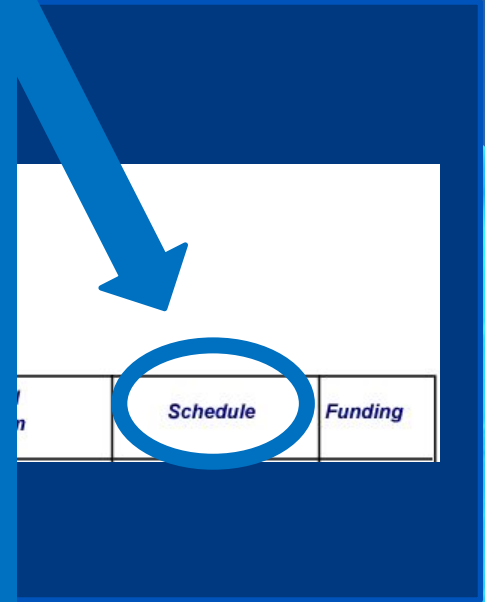


A screenshot of a table with three columns. The first column is labeled 'Special Program', the second 'Schedule', and the third 'Funding'. A blue arrow points from the text 'Special Program' in the main text to the 'Special Program' column header in the table. The 'Special Program' column header is circled in blue.

<i>Special Program</i>	<i>Schedule</i>	<i>Funding</i>
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Schedule:

- The days of the week and the times on each day when the classes are scheduled to meet will appear in this column
- All AEPP funded classes must be a minimum of **6 hours per week and maximum of 20 hours per week**, the schedule reflects these requirements
- ALE funded volunteer programs may have much less than 6 hours per week when a volunteer meets with a student individually, they must still create a class to represent that pair (volunteer to student) but they often meet only one hour per week rather than six

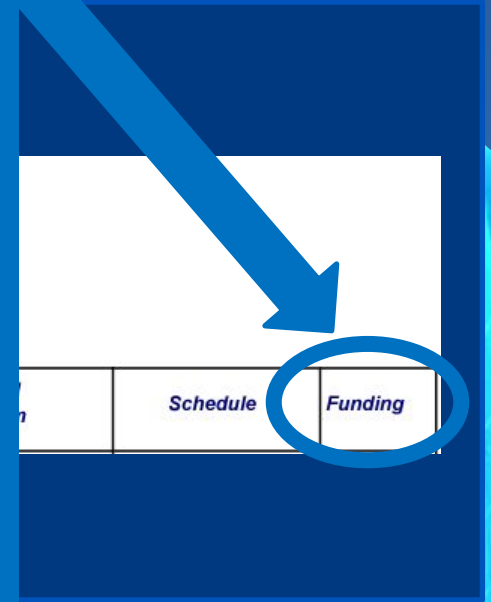


Funding:

- Funding codes will auto populate from the data entered in ASISTS
- EPE (E) cannot be paired with WIOA Area I, II, III, or IV
- EPE cannot be paired with EPE Fast Track (EF)
- IEL/CE cannot be paired with any other WIOA funding
- Literacy Zone (LZ) funding may only be used to support Case Management (CM) classes, NO OTHER

Key:

EPE = E WIOA Area 2 = IEL/CE
EPE Fast Track = EF WIOA Area 3 = WNC
ALE = L WIOA Area 4 = LZ
WIOA Area 1 = Y or W2



Funding:

- Program is responsible for aligning the funding with the budgets maintained by the program and approved by AEPP
- Data managers/clerks should enter only the funding sources provided by their Program Manager
- AEPP will cross check these funding sources with the approved budgets submitted by the program

