

Case Management:

- **Case Management is a priority for all AEPP funded programs**

AEPP Case Management Requirements

Funding Source	FTE Expectation	Per # of Participants
WIOA Program Area #1 (Core)	1.0 FTE	200 Participants
WIOA Program Area #2 (IEL/CE)	1.0 FTE	200 Participants
WIOA Program Area #3 (Corrections)	1.0 FTE	200 Participants
WIOA Program Area #4 (Literacy Zones)	1.0 FTE	100 Participants
EPE State Aid Funding	1.0 FTE	600 Participants
ALE State Funding	1.0 FTE	200 Participants

***The numbers of participants is not an aggregate number per fiscal year, it is an average daily attendance metric. Programs should consider the number of active students in their program at any given time of the fiscal year.**



NYS Policy under NRS & NYRS

All 7 key demographics must be complete

- Name, birth date, ethnicity, gender, employment status, co-enrollment, barriers to employment
- Participant has a VALID pre test
- Must match Instructional Code
TABE = BE, HSE, or Ma
BEST Plus 2.0/BEST Literacy 1.0 = ES
- Participant is enrolled in a BE, HSE, Ma or ES Instructional Activity in current fiscal year
- Participant must have a minimum of 12 contact hours (this includes any INTAKE hours)



Literacy Zones

- During Intake for Literacy Zone services:
- The program is responsible for vetting the participants that are seeking Literacy Zone Services
- Every Literacy Zone is structured around a geographically defined area
- It must be made clear that the individual **MUST** reside within the geographical area served by the Literacy Zone