

2009-10 EPE CHECK LIST

Agency _____

Reviewed by _____

Item	Yes/No	Comments
Cover Sheet and General Assurances has an original signature (pg 12 & 25)		
Component Worksheets have been completed (pgs 13-17)		
Component Summary Sheet has been completed (pg 18)		
Occupational curricula have been approved		
Attendance policy is adequately described (pg 19)		
A list of all districts in which the applicant agency operates programs is included (pg 20)		
A description of arrangements to operate programs jointly with a community college using non-credit FTEs is included (pg 21)		
The budget (pg 22) equals the total dollar amount on the summary sheet (pg 18) and expenditures are appropriate for the program.		
Administrative time is adequate for the size of the program (pg 22)		

The application is approved with the following provisions:

Agency_____

Traditional Adult Education

Total Students_____

2009-2010 Component total Contact Hours_____

Program Type	2009-10 Approval	Comments*
ABE		
GED		
ESL		
BENL		
Family Literacy		
Job Club		
APC		
CFLS		
Computer Literacy		
Other		

*Comments should note significant programming changes, such as new programs. Special note should be made of new programs needing staff development prior to operating the program including Action for Personal Choice, and Career, Family and Life Skills.

EPE COMPONENT REVIEW SHEET

Agency _____

Distance Learning Adult Education

Total Students _____

2009-10 Component Total Contact Hours _____

Program Type	2009-10 Approval	Comments
Pre GED Connection		
EDP		
GRASP		
Skills Tutor		
GED Connection		
Crossroads Cafe		
CFLS Home Study		
Citizenship home study		
Health Promotions home study		
Lifelines		
Madison Heights		
On Common Ground		
Smart		
TV411		
Workplace Essential Skills		
Computer Literacy		
SED Approved Pilots		

All new distance learning programs should be approved pending staff training. Agencies may not operate these programs until staff have received appropriate training available through the Staff Development Consortia.

EPE COMPONENT REVIEW SHEET

Agency _____

**High School Credit Courses
Program Year 2009-10**

Offered Y N

Total Students _____

Component Total Contact Hours _____

EPE COMPONENT REVIEW SHEET

Agency _____

Work Experience

Total Students _____

2009-2010 Component Total Contact Hours _____

2009-10 Approval	Comments

Note: The 30% classroom instruction requirement for Work Experience Programs can be fulfilled only by classroom academic programs as defined in the application. The only exception is that up to 50% of the classroom time can be spent on job club activities. Programs that were not approved in 2007-2008 must submit a sufficient program description for approval to ensure that the program meets the criteria.

Note: Only work experience hours should be reported in this section. The traditional component of the work experience program should be entered in the traditional section.

**2009-10 SUMMARY SHEET
COMPONENTS AND EPE AID EXPENDITURE**

Agency _____

Component Summary

Program Component	Projected Number of Students	Projected Number of Contact Hours
Traditional		
Distance Learning		
High School Credit		
Adult Occ. Ed.		
Work Experience		
Total		

EPE Aid Expenditure Summary

Total Contact Hours (From Above)	EPE Aid Rate (use 2008-09 rate)	EPE Generation	EPE Expenditure (pg 18)	(Compare Generation to Expenditure) Approval (Yes/No)
Comments				

2009-10 Waiver Review Sheet

Agency _____

Waiver Requested	Approved in 2009-10	Comments/Programs Approved for Waiver.
Class size over 20		
Class hours less than 6		
Class hours more than 20		
Vocational offering less than 100 hours		