May 18, 2023

NEW YORK STATE EDUCATION DEPARTMENT (NYSED)

OFFICE OF STUDENT SUPPORT SERVICES (SSS)

ROOM 318M EB

ALBANY, NY 12234

**Education of Incarcerated Youth Program Plan**

**July 1, 2023 – June 30, 2024**

**Directions**: All agencies providing mandated educational services to youth incarcerated in a correctional facility pursuant to Chapter 683 of the Laws of New York State and 8 NYCRR Part 118 of the Regulations of the Commissioner of Education must complete this form. One form must be completed for each correctional facility in which educational services are provided. This report must be submitted no later than July 15th, 2023**.**

**1. GENERAL INFORMATION**

|  |  |
| --- | --- |
| Correctional Facility Name |  |
| Correctional Facility Address |  |
| School District (in which facility is located) |  |
| Educational Provider Name |  |
| Educational Provider Address |  |
| Educational provider contact person who will receive program-related  correspondence from NYSED |  |
| Phone Number (Please include area code) |  |
| E-mail address |  |

**2. Students Served: [Part 118.2 (d)]:**

1. Total number of full-time equivalents (FTEs) for students served on a daily basis in school year (SY) **2022-23:** Click or tap here to enter text.
2. Number of students with disabilities as identified by the Committee on Special Education (CSE) for the age group:

**Aged** **18-21:** Click or tap here to enter text.

1. The number and percentage of students who chose not to participate in educational programs:

**# of students**: Click or tap here to enter text. **% of students:** Click or tap here to enter text.

1. Does the correctional facility mandate educational program attendance for all youth ages 21 & under who do not possess a High School Diploma or a High School Equivalency Diploma?

YES  NO

If yes, please check the first bullet only; if no, please indicate the age group(s) that are mandated. If none, check the bullet titles “no groups are mandated”.

* all youth regardless of age:
* youth 21 years of age:
* youth 20 years of age:
* youth 19 years of age:
* youth 18 years of age
* no groups are mandated

**3.**  **NUMBER OF INSTRUCTIONAL HOURS SCHEDULED PER DAY: (3 HOURS**

**MINIMUM Per Student) [8 CRR-NY Part(s) 118.2(e); 118.2(f); 118.4(a); 118.4(b)]**

|  |
| --- |
| **2023-24**  **Fall Program Begins:** September Click or tap here to enter text./2023  **Fall Program Ends:** June Click or tap here to enter text. /2024  **Number of Hours Per** **Day** Hours Click or tap here to enter text. / (Per individual   student) |
| **2023-Summer (Programming is Optional)**  **Summer Program Begins:** July Click or tap here to enter text. /2023  **Summer Program Ends**: August Click or tap here to enter text. /2023  **Number of Hours Per Day** Hours Click or tap here to enter text. / (Per individual  student)  Must be 15 hours per week if Summer program is offered. |

**4. Academic Program Services:** **[Part(s) 118.2(b); 118.4(b); 118.4(ii)]**

Indicate the number of hours per week that instruction is offered to incarcerated youth for the development of basic reading, mathematics, oral and written communication skills and in the other identified areas. Describe how the instructional programs are modified to address the needs of students with disabilities and English language learners.

*The performance of the P-12 AHSEP program for students is included in the System of Accountability for Student Success (SASS). Commissioner’s regulations section 100.2(p)(17)(iv) indicates that “the Commissioner may also place under high school equivalency review any program for which a district or BOCES fails to provide in a timely manner the student performance data required by the Commissioner to conduct the annual assessment of the high school equivalency program.”*

|  |  |  |
| --- | --- | --- |
| Instructional Programs | Number of Instructional Hours per week an individual student receives | Describe how the instructional programs are modified to address the needs of students with disabilities or English language learners. Please indicate the policy in place to address these needs even if no students are in the facility at present time |
| Basic educational skill development in reading, mathematics, and communication skills |  |  |
| High school credit courses support |  |  |
| GED® Test for the NYS high school equivalency |  |  |
| The provision of services to students with disabilities (related services and, if offered, special education instructional services) |  |  |
| English for Speakers of Other Languages (ESOL) |  |  |
| Life management |  |  |
| Career planning |  |  |
| Career and Technical Education |  |  |

Students who are under age 21 who are placed on the GED® Test track are enrolled in the Alternative High School Equivalency Preparation Program (AHSEP). Districts and BOCES that operate the AHSEP program at multiple sites should complete the AHSEP application and include the jail(s) as a separate site(s).

Districts and BOCES that operate stand-alone programs within a jail must submit an AHSEP application in order to fulfill the approval process for their programs.

The System of Accountability for Student Success (SASS) information is required by the first week of October from each agency. This information is a measurement of students’ performance in the AHSEP program. The SASS table is included in the P-12 AHSEP application. The application and SASS Table are available on the

Office of Student Support Services (SSS), [Alternative Education web site](http://www.p12.nysed.gov/sss/ssae/AltEd/). Statewide Performance Measurement standards are based on the SASS data. In the event there are any changes to the performance measurement standards, they will be posted on the aforementioned website.

**5. ASSESSMENTS: [Part(s) 118.2(a)(b); 118.3(a)] (If needed, use additional pages for questions 5 a-c)**

1. List the assessment tests or evaluation materials which will be used to determine the most effective academic (reading, mathematics, receptive and expressive language) and transition program services for all incarcerated youth. Identify the dominant language of the test.

Click or tap here to enter text.

1. List the procedures for a multidisciplinary assessment including test or evaluation materials used to serve students identified as requiring more intensive program services (i.e., limited English proficient).

Click or tap here to enter text.

1. Describe procedures employed by your jail education program and the Committee on Special Education (CSE) of the district of location in which the facility is located (referred to as the district of location[[1]](#footnote-1)) to ensure that:

* individual evaluations are conducted for youth staying 10 days or more who are suspected of having a disability;
* students are referred to the CSE of the district of location for review if the program recommended in the Individualized Education Program (IEP) is no longer believed to be appropriate; and
* annual reviews and re-evaluations are conducted when appropriate.

Click or tap here to enter text.

**6. TRANSITION PROGRAM SERVICES: [Part 118.2(i)]**

Identify the number of hours per week that transition program services are offered to incarcerated youth during the year (which may be part of a continuum of activities and services carried out under the Workforce Innovation and Opportunity Act (WIOA), Title II, Section 225; Every Student Succeeds Act (ESSA) Title I, Part D Neglected and Delinquent; Career and Technical Education Improvement Act (CTEIA) projects.

|  |  |
| --- | --- |
| Services | Hours Per Week |
| Career Counseling |  |
| Decision-Making Skills |  |
| Job Readiness |  |
| Computer Training |  |
| Family Literacy |  |
| Other: (Name of the service) |  |

**7. COMMUNITY SERVICES LINKAGES: [Part(s) 118.2(g)(i)]**

List the community supportive agencies which will provide services to students during incarceration and after release.

1. Describe how your program will establish linkages to community service and county agencies and other school districts and maintain follow-up contact with clients.

Click or tap here to enter text.

1. Describe the transfer of educational records and contacts/notification to school districts upon release of a client who is returning to school.

Click or tap here to enter text.

**8. PERSONNEL QUALIFICATIONS: [Part(s) 118.2(c); 118.4(c)(1)]**

*Educational services shall be provided by a certified teacher or licensed related service provider. Appropriate teacher certification is required; it is recommended that a teacher possess a secondary certification. If all students in the class are classified students with disabilities, a special education certification is required.*

List the name of the teacher/clinician/related service provider, teaching certificates or licenses held by the clinician/related service provider and relevant experiences of the teacher/clinician/related service provider involved in the program, e.g., list certification area(s).

|  |  |  |
| --- | --- | --- |
| Name of each  Teacher/Clinician/Related Service provider | Please specify the corresponding  area(s) Teaching Certificate or  Licenses, Grade Level Certification  (K-6, 7-12, adult, special education)  for each person listed | Align the appropriate experiences for  each individual listed  e.g., years of service and  roles/responsibilities |
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**9. STAFF DEVELOPMENT AND TRAINING:**

List staff development training activities and the providers of staff development that will be offered to teachers and/or clinicians by the school district or BOCES. List the staff development and training activities including technology fluency as related to the NYS learning standards that will be provided to teachers and/or clinicians through the following: Adult Staff Development Consortium, RAEN (Regional Adult Education Network), New York State Association for Incarcerated Education Providers (NYSAIEP), Alternative Education Steering Committee meetings, agency workshops and/or other workshops and conferences, or subscriptions to professional publications.

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| --- | --- |
| Staff Development/Training | Provider of Services |
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**10a. REQUESTS FOR GENERAL EDUCATIONAL SERVICES AND NOTICE OF SERVICE PROVIDED: [Part(s) 118.3(a), 118.5, 118.6, 118.8]**

Indicate in the box below whether the following procedures take place.

|  |  |  |
| --- | --- | --- |
| Procedures | Yes | No |
| A youth is apprised by the correctional facility of the availability of educational service within 10 days of admission. |  |  |
| An educational evaluation is completed no later than 10 school days after the school district receives a request for educational services on behalf of a youth. |  |  |
| If the evaluation indicates a need for a more intensive program of educational services, a multidisciplinary evaluation takes place and programmatic recommendations based on the assessment are provided to the student’s teacher no later than 20 days after the school district receives a request for educational services. |  |  |
| Instruction commences no later than the 11th school day following the school district’s receipt of a request for educational services. |  |  |
| The school district’s educational services are coordinated with other appropriate support services provided by the county. |  |  |
| The school district has procedures to assist the correctional facility in providing released or discharged youth with educational and related services available in the youth’s school district. |  |  |
| The school district in which the correctional facility is located notifies NYSED and the school district identified as being responsible for the educational costs that a request for educational services has been received from the correctional facility on behalf of the youth. |  |  |
| The notice mentioned directly above is provided within 30 days of initiation of educational services. |  |  |

**10b. REQUESTS FOR SPECIAL EDUCATIONAL SERVICES AND NOTICE OF SERVICE PROVIDED[[2]](#footnote-2): [8 NYCRR §200.4]**

Indicate in the boxes above whether the following procedures take place. Please note: A request for testing accommodations for the New York State High School Equivalency examination is made directly to the GED® Test testing service.

|  |  |  |
| --- | --- | --- |
| Procedures | Yes | No |
| Procedures are established to identify youth who are possibly in need of special education services through self-referral, indicators from other educational records, referrals from outside sources, and referrals from parents and guardians. |  |  |
| The education program requests in writing to the Committee on Special Education (CSE) of the district of residence or appropriate New York City region, the Individualized Education Program (IEP) of any inmate identified as previously having received special education services. |  |  |
| Procedures are in place to monitor requests for, and ensure receipt of, IEPs and evaluations from the CSE of the district of residence or appropriate NYC region. |  |  |
| For inmates staying 10 days or more who are suspected of having a disability and who need an individual evaluation, the facility submits a request for education services to the school district in which the facility is located (district of location). [The CSE of the district of location is responsible for conducting the evaluation, determining eligibility, developing the IEP, and arranging for the provision of services (8 NYCRR §200.4)]. |  |  |
| Special education programs and services are provided to incarcerated youth consistent with each student’s IEP or a referral is made to the CSE of the district of location for a review of the IEP. |  |  |
| Procedures are established for referring a student to the CSE of the district of location if the agency believes that the program recommended in the IEP is no longer appropriate [8 NYCRR §200.4(e)(4)]. |  |  |
| Special education programs and services are provided by appropriately certified staff. |  |  |

**11. RESULTS: Data is mandatory from each agency that receives funding:**

The United States Department of Education has requested the following information for students enrolled in the Incarcerated Youth Program (IYP) for the period from July 1, 2022 to June 30, 2023.

|  |  |
| --- | --- |
| Results | Number of Students |
| Students participating in the (IYP) |  |
| IYP students who returned to school (continuing their education) |  |
| IYP students who received a high school or high school equivalency diploma |  |
| IYP students who obtained employment after release |  |
| IYP students who leave before the test is administered |  |
| IYP students who had legally dropped out of school prior to incarceration |  |
| IYP students who have transferred to DOCCS (State Corrections facility) |  |

**12. COST CATEGORY SUMMARY: [Part 118.2(d)]**

List costs anticipated, by budget category, which are required to operate the program.

|  |  |
| --- | --- |
| BUDGET CATEGORY | PROJECT AMOUNT |
| Professional Salaries (15) |  |
| Nonprofessional Salaries (16) |  |
| Purchased Services (40) |  |
| Supplies and Materials (45) |  |
| Travel Expenses for Staff Development and Training (46) |  |
| Employee Benefits (80) |  |
| Indirect Cost (rate:\_\_\_\_\_\_\_\_\_%) (90) |  |
| Purchased Services with BOCES (49) |  |
| Equipment (20) |  |
| TOTAL |  |

AUTHORIZED ORIGINAL SIGNATURE: Print or type the name of the Superintendent or District Superintendent of the Education Provider Agency below the individual’s signature and enter the date on which the form is completed.

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Signature, Superintendent of Educational Provider Agency

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Print or Type Name Date

1. The Committee on Special Education of the district of location is responsible for arranging individual evaluations, determining eligibility for special education programs and services, developing the IEP, and arranging for the provision of special education programs and services (8 NYCRR §200.4). [↑](#footnote-ref-1)
2. The Committee on Special Education of the district of location is responsible for arranging for individual evaluations, determining eligibility for special education programs and services, developing the IEP, and arranging for the provision of special education programs and services (8 NYCRR §200.4). [↑](#footnote-ref-2)