

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Bureau of Higher Education Opportunity Programs,  
Vocational and Applied Technology Education Act, and  
Scholarships Units  
Room 1071 Education Building Addition  
Albany, NY 12234

(518) 474-5313  
(518) 486-5221 Fax

**ADM 9801**

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy  
DATE: July 7, 1998

**Policy**

Economic Guidelines - notification has been received from the Director of the Budget, that the economic eligibility guidelines for HEOP have been approved by him. These same guidelines were also approved for EOP, SEEK and College Discovery. The economic guidelines that are attached are for the 1998-99, 1999-2000, 2000-01, 2001-02 and 2002-03 program years respectively.

DPM/gs



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**ADM 9708**

TO: Project Directors  
FROM: Douglas P. Mercado *dlm*  
SUBJECT: Policy and Information  
DATE: June 10 1998

**Policy**

1. Change in Liaison Assignment: As of July 1, 1998, Ann Marie Jann will take over the responsibility as liaison to the programs that Barbara Leonard and I have been assigned to since the reduction in staff that occurred in 1995. She will be responsible for the following programs:

**Alfred University  
Barnard College  
Boricua College  
Canisius College  
Clarkson University  
Columbia University-Columbia College/School of Engineering & Applied  
Sciences/School of General Studies  
Daemen College  
D'Youville College  
Marymount-Manhattan College  
Mater Dei College  
Medaille College  
New York University  
Niagara University  
Paul Smith's College  
St. Bonaventure University  
St. Lawrence University  
Skidmore College  
Villa Maria College of Buffalo**

College of Aeronautics will remain with Barbara Leonard for the present time.

2. The New Economic Guidelines for 1998-2002 - we are still waiting for the Director of the Budget's approval of the economic guidelines that were approved by the Board of Regents in April. You may use the new 1998-99 economic guidelines for the freshman class you are accepting for July 1, 1998.

#### Information

1. HEOP Annual Report for 1996-97 - Two copies of the report are enclosed for your use. A copy has been sent to your President under separate cover. The 1996-97 program year was a successful one for our students and programs. You, your staff and institution should take pride in your students' achievements.

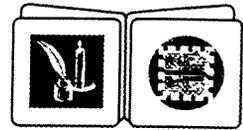
Please use the many instances of success contained in the report to bolster your own advocacy efforts.

Also, please remember to send us information regarding your students and their success with the Final Report--this segment of the report really makes the statistics come to life and helps to tell the whole HEOP story!

2. Dates to Remember:

June 7- 30 - Return 1998-99 Budgets and answers to any follow-up issues  
June 30 - 1997-98 Final Report is due  
July 12-16 - 1998 ATW - RPI  
August 1 - Final Voucher is due for 1997-98  
September 1 - First voucher for 1998-99 is due  
September 24 - Report Workshop - Albany, Room 1074 EBA  
October 1 - Final and Data Report for Pre- and Post-Freshman Summer Programs

DPM/gs  
Enclosures



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**ADM 9707**

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Information  
DATE: April 23, 1998

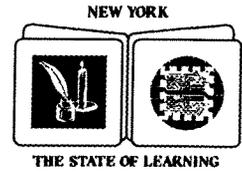
Information

1. The 1998-99 New York State Budget - was approved by the Legislature and sent to the Governor on April 15, 1998, for his approval. The Governor has ten business days to approve the budget as it is, or approve it with line-item vetoes of particular items he is not approving.

The budget contains an increase of \$5.6 million for the Higher Education Opportunity Program. No decisions have been made on the distribution of this additional funding. No decisions will be made until the budget is signed by the Governor and we see what has been approved for HEOP. We will be sending another communiqué to you when we are fully informed of the budget content.

2. HEOP Economic Guidelines for 1998-99 to 2003 - The Board of Regents approved the new criteria on April 21. They will be submitted to the Director of the Division of the budget for his approval. Once we receive his approval, they will be official.

DPM/gs



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ADM 9705

TO: Project Directors  
FROM: Douglas P. Mercado *dpm*  
SUBJECT: Policy and Information  
DATE: February 26, 1998

**Policy**

- 1. Update on Economic Guidelines - The amended economic criteria for all of the State-funded opportunity programs, including HEOP, is going to the Board of Regents for discussion in March and for approval in April. Once it is approved by the Board of Regents and the Director of the Budget, it will go into effect starting with the 1998-99 program year. We are not anticipating any major revisions in the amended criteria.

For the freshman class that you are accepting for the 1998-99 program year, the proposed criteria is the following:

For Students first entering college between July 1, 1998 and June 30, 1999

Number of members in household (including head of household)	Total annual income in preceding calendar year
1	\$10,200
2	16,600
3	18,950
4	23,600
5	27,950
6	32,850
7 or more	36,650 plus \$3,700 for each family member in excess of 7

The allowance for a single parent who works or for two parents both working has been raised from \$2,500 to \$2,700. The economic criteria tables for 1999-2000, 2000-01 and 2001-02 will also be updated and once they are approved you will receive a copy of them.

The other changes have to do with the new names for the New York State Department of Social Services and the programs that use to be know as aid to dependent children, day-care and home relief.

2. February 15 Report

A signature from the Chief Fiscal Officer/Controller is still required on this report. It is basically to let them know that they must submit a voucher for payment 30 days after this report has been sent by the program.

### **Information**

1. HEOP 1998-2001 Proposed Readers - The following HEOP Directors have volunteered their time and expertise to read the new three-year HEOP proposals. The Bureau and I would like to thank them at this time.

Lilly Adams-Dudley - Canisius College  
Edward Blackwell - Hobart & Wm. Smith Colleges  
Pamela Branham - Molloy College  
Margaret Bryner - St. Bonaventure University  
Hazel Campbell - NYIT-Metro  
William Clyde - LIU-CW Post  
Francesca Cuevas-Cruz - Barnard College  
C. Christine Johnson - Hamilton College  
Patricia Kinner - Niagara University  
Param Chawla - New York University  
Anthony Nese - Dowling College  
Stephie Mukherjee - Fordham University-Rose Hill  
Rodger Smith - Syracuse University Continuing Education  
Elena Vranich - Fordham University-Lincoln Center  
Gabriel Lee Villanueva - CU-Columbia College

2. It is very important for all programs to do as much as they can to advocate for an increase in HEOP funding. The next three to four weeks is when the Legislature will be preparing their budgets for 1998-99. Your students and their families, alumni, staff, and the institution officials are all needed in these efforts. Please make sure that you work with HEOP-PO on this matter.

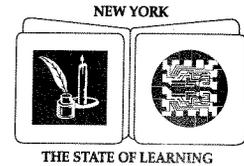
3. Important Dates

March 6 - Proposals for Opportunity Program Pre-and Post-Freshman Summer Programs are due. (Extension may be granted up to two weeks.)

March 15 - Third payment vouchers are due.

July 13-16 - ATW, RPI.

September 24 - HEOP Reports Workshop, Albany.



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OFFICE OF THE EQUITY AND ACCESS  
BUREAU OF HIGHER EDUCATION OPPORTUNITY PROGRAMS / VATEA

**ADM 9704**

**TO: Project Directors**

**FROM: Douglas P. Mercado**

**SUBJECT: Policy & Information**

**DATE: January 28, 1997**

### **Policy**

1. HEOP Report System - as part of our review of the HEOP report system and comments that we received from our customer survey, the Bureau is making the following changes:

#### **February 15 Report**

- Do not fill out Table 25, page 3. Instead fill out the attached Table 6 which is part of the Final Report.
- Do not fill out Page 6 - the February 15 Personnel and Salary Roster, for 1997-98.

#### **Final Report**

- Table 5, Part B - do not fill out.
- Table 6 - put in corrected version from February 15 report.
- Table 24 - Information on non-program students, Columns 3 and 4, do not fill out.

The Bureau would appreciate any recommendations that you may have on the HEOP report system. The Bureau will be making additional changes for the 1998-99 program year.

2. February 15 Reports - need to be submitted on time. This will allow us to make our adjustments for over and under enrollment and get third payments out on time.

### **Information**

1. Alumni Update - enclosed is an updated list of your HEOP graduates. The Bureau used what was submitted by our program for the 25<sup>th</sup> anniversary of HEOP and has added the names of your graduates including those from 1996-97. You need to update your lists with current addresses in order to involve the alumni with your advocacy efforts.

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2. Black and Puerto Rican Caucus Weekend - is scheduled for February 13-16. You will be receiving information on this and you should try to involve your staff and students in the activities. It is very important that HEOP's presence be noticed by all.

3. Important Dates:

January 31	Letters of Intent are due from all presently funded programs.
February 15	February 15 reports are due.
February 27	HEOP Proposals for 1998-2001 must be postmarked or logged in by SED/HEOP.
March 6	Proposals for Opportunity Program Pre- and Post-Freshman Summer Program are due.
March 15	Third vouchers are due.

Enclosures

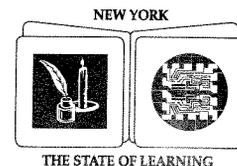
Institution Name:

TABLE 6: FAMILY INCOME OF FIRST-TIME FRESHMAN OPPORTUNITY STUDENTS, 1997-98

**INSTRUCTIONS:** In the table below report first-time freshman opportunity students by family income and size of household (see first-time freshman definition). Do not include freshman transfers. Independent single students (household size of 1) are defined as students who are not dependents and have no dependents. Social Service recipients (Home Relief, Day Care, ADC) should be considered as receiving zero income for this table only.

Line No.	Number of Persons in Household (1)	Annual Family Income											Total (13)				
		50-9,900 (2)	9,901-16,200 (3)	16,201-18,650 (4)	18,651-23,200 (5)	23,201-27,500 (6)	27,501-32,300 (7)	32,301-35,950 (8)	35,951-39,600 (9)	39,601-43,250 (10)	43,251-46,900 (11)	Over 46,900 (12)					
1	1																
2	2																
3	3																
4	4																
5	5																
6	6																
7	7																
8	8																
9	9																
10	10																
11	Over 10																
12	Total																

Report the number of first-time freshman opportunity students included in column 2 above who received Social Services benefits in 1997-98. . . . .



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**ADM 9702**

**TO:** Project Directors  
**FROM:** Douglas P. Mercado *DM*  
**SUBJECT:** Policy and Information  
**DATE:** September 4, 1997

**Policy**

1. Payment Vouchers - Enclosed are State Aid Vouchers for the 1997-98 program year. Please submit the first payment voucher for the amount indicated on the Written Directive for 1997-98 as soon as possible. This will enable the Bureau to request first payment for your program.
2. 1997-98 Report Formats and Instruction Manual - Enclosed are the October 15, February 15, and Final Report forms and the Instructions Manual for use with all of this year's report formats. We need to ensure that this year's reports are done correctly and submitted on time. The Bureau does not have staff time to spend correcting the reports submitted. Your cooperation will be greatly appreciated. Please share copies of these report formats with appropriate campus officers and discuss their role in helping you complete the report by the due date.
3. Economic Eligibility Documentation - when using the 1996 Internal Revenue Forms to document the family and/or applicant's total income, the appropriate lines are as follows:  
  
IRS 1040      Line 22  
IRS 1040A    Line 14  
IRS 1040EZ   Line 4
4. Acceptable Signatures on the HEOP Transfer Form - The following institutions have made a change on who can attest to the academic eligibility of students enrolled in their EOP programs:

State University of New York-Brockport: **Marsha Gottovi**, Executive Director of Admissions/Enrollment  
Buffalo State College: **Dr. Leon Smith**

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5. Internet Information - As we move further into the technology age and we try to enhance our communications with HEOP programs, we would like for you to fill out the attached form and return it to us by October 1, 1997. If you have any questions on this, please contact Jacqueline A. Kane at (518) 474-5313.

Information

1. A revised HEOP Program Rosters is enclosed.
2. Dates to Remember:

September 17	Regents Legislative Conference on Remedial Education-Albany
October 15	October 15 <sup>th</sup> Report is due.
October 21-24	NYSFAAA Conference-Rochester
October 27-29	HEOP-PO Conference-Syracuse
November 15	Please submit second voucher
December 15	Last day to transfer unspent summer budget funds

DPM:gs  
Enclosures

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**INTERNET INFORMATION REQUEST**  
(Please answer all. Indicate when not applicable)

**Institution Name:**

**Web Page Addresses:**

Institution  
Program

**E-mail Addresses:**

Director  
Assistant Director  
Program's Supervisor  
Financial Aid Officer

**Return by October 1, 1997 to:**  
HEOP/VATEA  
Room 1071, EBA  
Albany, NY 12234