



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

Collegiate and Pre-Professional Programs - Higher Education Opportunity Program  
Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221  
E-mail: bleonard@mail.nysed.gov

ADM 2000-7

TO: Project Directors  
FROM: Barbara J. Leonard *Barbara Leonard*  
SUBJECT: HEOP Information  
DATE: May 23, 2001

Information

1. Marianne Esposito has moved to the 9<sup>th</sup> floor of our SED building and has a new telephone number -- (518) 486-1698. Her E-MAIL address remains the same. (mesposit@mail.nysed.gov). Please continue to send all correspondence, reports, budgets, etc. to Room 1071 EBA.
2. Please contact Ann Marie Jann if you have outstanding eligibility questions for students who entered your Institution during the 2000-01 Academic Year. These questions must be resolved by June 15 or the students will be declared ineligible and their names will be removed from all report rosters.
3. We have received several phone calls regarding the "Authorization pursuant to FERPA" form that we sent to you electronically on May 21, 2001. We were questioned about the need to have all of the signed release forms submitted to us with your Final Report. I have consulted with a representative of SED's Office of Counsel and have received reluctant approval to have you submit a letter to us (on your letterhead) that states that you have releases on file in your office for: \_\_\_\_\_ (list the individuals by name for those included in the Comments section of your report.) I hope that this will help to make this new requirement a little easier!

4. MERS Users Only

Please note that any additions or deletions you wish to make to your 2000-01 Final Roster after it has been cleared by Marianne Esposito, must be approved by her before you make the change(s).

5. Dates to Remember:

June 15 - Last day to request transfers of HEOP Academic Year funds.  
June 30 - Submission of 2000-01 HEOP Final Report.  
August 1 - Submission of final payment voucher.

BJL:cg



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College and Pre-Professional Programs Unit  
Room 1071 Education Building Addition, Albany, NY 12234  
Tel. 518-474-5313  
Fax 518-486-5221

ADM-20006

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Information  
DATE: April 20, 2001

Information

1. HEOP Annual Report - one copy of the report is enclosed for your use. A copy has been sent to your president under separate cover from Gerald W. Patton, Deputy Commissioner for Higher Education. The 1999-2000 program year was another successful one for our students and programs. You, your staff and institution should take pride in your students' achievements.
2. 2000-01 Final Report - I urge you to submit your Final Report on time and to promptly return phone calls to Ann Marie Jann and Marianne Esposito. As you know, they will be the only staff members working on the reports. They will not have time to call back several times as was sometimes necessary last year. Final payments could be jeopardized for any institution that does not have their report cleared.
3. Dates to Remember  
May 15 - Last day for Early Final Roster Review  
June 15 - Last day to request transfer of HEOP academic year funds  
June 30 - Submission of 2000-01 HEOP Final Report  
August 1 - Submit last payment voucher

DPM:jd

Enclosure



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Tel. (518) 474-5313  
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ADM 20005

TO: Project Directors  
FROM: Douglas P. Mercado *D.P.M.*  
SUBJECT: Policy & Information  
DATE: January 29, 2001

### Policy

1. Executive Budget for 2001-02

The Executive Budget is recommending that for 2001-02, HEOP be allocated \$16.4 million. This is a decrease of \$5.6 million from the current year. The Department is advocating for the restoration of the \$5.6 million and also for an additional \$1.1 million for 2001-02.

TAP will have the freshmen class of 2001 at a maximum of \$5,000 if they are dependent or independent with children.

The need for all to be involved in the advocacy effort is vital for the program to be restored and/or given an increase.

### Information

1. HEOP Bureau Procedures

As a service, in connection with your 2000-01 HEOP Final Report, we will again review and clear the roster pages, page 2 and page 3 of your Final Report in advance of the submission of the rest of the report. These pages are where most problems with the Final Report originate, thus, it will help you and us to have them reviewed prior to finalizing the remainder of the report. It will also allow the Bureau to award programs that are overenrolled for this program year.

To take advantage of this service, please send the requested pages of the 2000-01 Final Report no later than March 15, 2001. We will clear them and return them to you by April 20, 2001. The connected pages should be submitted as part of the completed Final Report, with Column 7 and

## **EARLY FINAL ROSTERS**

### **COMMON ERRORS**

1. Failure to carry over an corrections that were made from the October 15 Report. For example, deletions, additions, change of date of entry, correction to social security number, etc. not being carried over to the Final Report.
2. Omission of the "X" in Column 7 or Column 8 on the summer and fall rosters. Any graduates or attrition at the end of the spring semester can be noted in Column 7 or 8 when the Final Rosters are returned with the Final Report.
3. Failure to submit Table 2 and/or Table 3.
4. Reusing the roster pages from the October Report instead of preparing original roster pages for the Final Report.
5. Omission of one or more of the required semester rosters. Please take the time to review each roster page and make sure that all of the required material has been submitted.

It is important to note that if there is a disagreement regarding the FTE or headcount that SED has come up with, the Director must contact SED immediately. Do not assume that SED is Correct. Call the Education Program Assistant or the Liaison.

If has now been proven that early submission of the Final Report roster pages and Tables 2 and 3 have benefits for both SED and your HEOP program. Please keep this reminder of "common errors" handy and call HEOP-SED if you have any questions. Thank you.



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

ADM 20004

TO: Project Directors

FROM: Douglas P. Mercado *DM*

SUBJECT: Policy & Information

DATE: September 19, 2000

**Policy**

**Update on HEOP in SED**

HEOP is involved in the reorganization of the Office of Equity and Access (now known as the Office of K-16 Initiatives and Access Programs). As a result of this reorganization, the College Science and Technology Entry Program (CSTEP) and the Teacher Recruitment and Development Unit are now part of the Collegiate and Pre-Professional Unit, as are HEOP and VTEA.

For HEOP, Marianne Esposito will be moving in the near future to a Grants Unit where she will do all of the work that she is presently doing for HEOP. Barbara Leonard is presently supervising the Pre-Collegiate Preparation Programs Unit until a new supervisor is appointed for those programs. She will then return to our unit after this appointment is made. We are still waiting for permission to fill an Assistant in Higher Education Opportunity position to replace Geneva Miller. And finally, Gloria Salvatore received a promotion to another office in the department and we are currently in the process of filling her position.

As a result of all of these changes, HEOP is presently composed of Ann Marie Jann and myself. In terms of program assignments, we are both handling questions and budget amendments for all programs. (Barbara helps out when she has time).

In terms of program visits this fall, approximately one-third of the programs will received a visit from Ann Marie Jann and myself. (Ann will be doing the majority of the visits). If you are to be visited, you will receive notification. Those of you not receiving a visit, should make plans to either bring your eligibility materials for new freshmen and transfers to Albany or mail them to us. If you plan to bring them, you must call to make sure that Ann or I are available to review the documentation.

Oct. 15 Reports are due on October 15 and should be mailed to HEOP's old address, Rm. 1071 EBA.

Your cooperation on all of these matters is crucial as we go through this year.

**Information**

1. Readers Aid - enclosed are the Guidelines for the Readers Aid program administered by SED's VESID. Your students might find the employment opportunities attractive, therefore we are sharing the information with you!
2. A revised Program Roster is enclosed for your information.
3. Dates to Remember:
  - Oct. 15 - October 15 Report is due
  - Oct. 10-13 - NYSFAAA Conference - Syracuse, NY
  - Nov. 2-3 - HEOP-PO Director's Meeting - Albany, NY
  - Dec. 1 - Second voucher for 2000-01 is due
  - Dec. 15 - Last day for transferring unspent summer funds to the academic year

DPM/mp

Enclosures

HEOP/VATEA/Scholarships

NOV 25 2000

## **READERS AID**

### **Guidelines for Program Eligibility and Administration**

**New York State Education Department  
Office of Vocational and Educational Services  
for Individuals with Disabilities**

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A. GENERAL INFORMATION

The Readers Aid Program was established by Section 4210 of the Education Law, Subdivision 1, as amended by Chapter 738 of the Laws of 1951, and Chapter 53 of the Laws of 1989. An application of the legislation is attached as Appendix A. The purpose of the program is to provide payment of readers, notetakers and interpreters for students who are blind or deaf and matriculated in an institution of higher education authorized to grant degrees.

The Office of Vocational and Educational Services for Individuals with Disabilities (VESID) is responsible for this program, and policy has been developed for its implementation. The mission of VESID includes the increased access of all people with disabilities to the full range of services offered by the State Education Department and other agencies. The use of readers, notetakers and interpreters encourages increased access to postsecondary education for students in need of such services.

B. BACKGROUND INFORMATION

While Section 4210 provides for payment of notetakers, readers, and interpreters for matriculated students of degree-granting institutions who are blind or deaf, there is no such provision for students with other disabling conditions. Through the years, attempts have been made to amend the law so that persons having other disabling conditions would be eligible. The fund has continued to be allocated for students who are blind or deaf.

Over the years the numbers of students who apply for the Readers Aid Program has increased. In addition, an increasing number of degree-granting institutions have admitted and worked with students who are blind or deaf. A fact sheet for institutions and students is attached as Appendix B.

C. GUIDELINES FOR PROGRAM ELIGIBILITY AND ADMINISTRATION

Section I: Eligibility

In order to be eligible for the program, the student must:

- a) be a legal resident of New York State;
- b) be legally blind or deaf. Legally blind is defined as 20/200 in the better eye with best correction.

Deaf is defined as:

- (1) a severe to profound impairment of the sense of hearing. A person who is deaf cannot understand speech with or without amplification. Such a person relies primarily on visual communication, such as facial expressions and lipreading, manual communication, gestures, writing, and reading.

or

- (2) a speech discrimination less than 70 percent. Speech discrimination would be determined by a phonetically balanced (PB) word list. The PB list should be administered at the maximum comfort level (MCL).

or

- (3) at least a pure tone average (PTA) of 50 dB loss in the better ear. PTA is determined for each ear by computing the average of the pure tone threshold at 500 Hz, 1000 Hz, 2000 Hz. For example, if the thresholds are 60 dB at 500 Hz, 80 dB to 1000 Hz, and 90 dB at 2000 Hz, the pure tone average would be:

$$\frac{60 + 80 + 90}{3} = \frac{230}{3} = 77 \text{ dB}$$

- c) be matriculated in an institution of higher education authorized by law to grant degrees, and if in New York State, approved by the New York State Board of Regents.

## Section II: Amount and Authorized Use

A stipend is made available during each half of the academic year for a total of \$1,000 for employment of persons to read to a student of a degree-granting institution who is blind or to take notes or interpret for a student who is deaf. No additional funding is available during any single academic year.

For the first half of the year, VESID will project the amount of use for each institution. This will be based on the number of eligible students of the Readers Aid funds from the previous half year. A letter will be sent to each institution (in August for the first half, and in December for the second half) identifying the projected usage. Institutions which anticipate a higher number of students should contact VESID to ensure that sufficient funding will be available.

Each half of the year (see attached timeline), Readers Aid payments are made directly to the institution which holds the funds in its treasury for the students. Readers, notetakers and interpreters are paid by the institution from these funds upon receipt of bills approved by the students. Bills are compiled from the time sheets completed by the reader (See Appendix D). Institutions may use their own time sheets. These should not be returned to VESID, but kept for your records for audit purposes.

Readers Aid funds cannot be used for tuition, maintenance fees, guide services, textbooks, equipment or supplies.

Readers, notetakers and interpreters cannot be members of the student's immediate family without requesting or justifying the need for same in writing. Also they cannot receive Readers Aid Funds as students.

### Section III: Institution Responsibilities

- a. Each institution must identify a representative responsible for the coordination and implementation of this program on the campus. VESID must be notified of the name, address and phone number of this person. All correspondence, inquiries, and invitations for Readers Aid meetings will be directed to the program coordinator on each campus.
- b. Institutions are required to obtain student applications. A copy of the student application form is Appendix C.
- c. Institutions must verify the disability. Legally blind is defined as 20/200 in the better eye with best correction.

Deaf is defined as:

- (1) a severe to profound impairment of the sense of hearing. A person who is deaf cannot understand speech with or without amplification. Such a person relies primarily on visual communication, such as facial expressions and lipreading, manual communication, gestures, writing, and reading.

or

- (2) a speech discrimination less than 70 percent. Speech discrimination would be determined by a phonetically balanced (PB) work list. The PB list should be administered at the maximum comfort level (MCL),

or

- (3) at least a PTA of 50 dB loss in the better ear. PTA is determined for each ear by computing the average of the pure tone threshold at 500 Hz, 1000 Hz, 2000 Hz. For example, if the thresholds are 60 dB at 500 Hz, 80 dB to 1000 Hz, and 90 dB at 2000 Hz, the pure tone average would be:

$$\frac{60 + 80 + 90}{3} = \frac{230}{3} = 77 \text{ dB}$$

In accordance with Section 4210, Part 3, payment will be made based on the account showing the actual number of blind or deaf students matriculated and attending the institution. This account is verified by the president of the institution and trustees.

- d. Institutions are required to ensure that students are matriculated, in good and regular standing, and are working for a degree from the institution.
- e. Institutions are required to submit a report no later than October 30 of each academic year, identifying the number of students eligible to receive this aid and estimating the funds needed to support such students. **Documentation of blindness or deafness of each new student must accompany the report.** Form VES-865 may be used for this purpose (See Appendix E). By February 15th, the institution must submit an accounting of the funds advanced in the fall (Form VES-865, Appendix E). Not later than March 15th, each institution shall submit an estimate of the number and need of such students for this aid for the remainder of the school year (spring and summer semesters). **Documentation of blindness or deafness of each new student must accompany the report.** Funds will be advanced within the limits of the appropriation for the remainder of the school year, taking into account any unspent funds for the first half of the year.
- f. Each semester VESID will forward a check in the appropriate amount to the institution. The institution will hold these funds in their treasury for the students.
- g. Upon receipt of bills, based on the time sheets, approved by the students for readers, notetakers or interpreters, the institution will make appropriate payments.
- h. At the conclusion of the academic year, each institution receiving these funds shall submit a final accounting of the use of such funds and **return any unspent monies.** All refund checks should be made payable to the Readers Aid Fund (Form VES-865, Appendix E).

#### Section IV: Students' Responsibilities

- a. Students must make a separate application to notify the institution for each semester for which Readers Aid is desired. Application forms are available at the institution, District Offices of the Commission for the Blind and Visually Handicapped (CBVH), and District Offices of VESID (Appendix C). If a student is currently known to the institution, the student should notify the institution and an application is not necessary.
- b. A student's first application for Readers Aid must be on the standard application form and submitted after school registration. It must be accompanied by either a medical eye report from a certified ophthalmologist or certification of legal blindness by CBVH, or an audiogram from an otologist or a licensed audiologist indicating air and bone conduction thresholds. These materials should be sent to the university.
- c. Reapplications may be made by completing another application form or submitting a written request to the institution, after registration. However, if the student is already known to the Readers Aid Program, an application is not needed, but the student must notify the university of intention to participate. The reapplication should identify the student's social security number, the institution, the semester, and the number of credit hours currently registered.
- d. Applications or notifications for the Fall semester (or second half of the year) must be received at the institution by September 30th, and for the first half of the year, by February 1st.

#### Section V: Timelines for Approval and Allocation of Funds

Date	Action
July - August	Guidelines for Readers Aid Program Eligibility and Administration are sent to institutions.
August	Letter identifying projected usage by each institution or university will be sent from VESID (Appendix E).
September 30	Student applications or notifications are received by the institution.
October	Orientation and training of institution personnel identified (by the institution) as the contact person or coordinator of the Readers Aid Program on campus, if needed.

- October 30 Report due identifying the number of students eligible to receive aid and estimating funds for fall semester, or second half. Documentation of blindness or deafness for new students accompanies the report.
- December Letter identifying projected usage by each institution and Guidelines will be sent by VESID (See Appendix E).
- January 30 Student applications or notifications are received by the institution for the Spring semester, or first half.
- February 15 Accounting of funds spent for the previous half of the year must be submitted to VESID. Reimbursement for the previous term expenses will follow appropriate reporting.
- March 15 Report due to VESID identifying the number of students eligible to receive aid and estimating funds for the remaining half of the year. Documentation of blindness or deafness for new students accompanies the report.
- June 30 Institutions submit final accounting of use of Readers Aid funds to VESID and unspent monies are returned. Reimbursement for remaining funds will be made as appropriate.

#### Section VI: Evaluation

The increased funding and utilization of the program is being evaluated. Now that four years of experience with the increased funding has taken place, VESID is interested in how the funds were used. How did students benefit? How did the various institutions benefit? What did the procedures and processes used tell us? Participating students and institutions will be solicited for input and feedback. A survey to previous students was sent this past year.

## APPENDICES

- A) Legislation
- B) Fact Sheet
- C) Application
- D) Time Sheet
- E) VES-865
- F) VES-863

APPENDIX A

S 4210. Aid for blind or deaf students. 1.a. "Whenever a blind or deaf person, who is a citizen of this state and a student in actual attendance at a college, university, technical or professional school, including agriculture and technical institutes and state institutes of applied arts and sciences, located in this state and authorized by law to grant degrees, other than an institution established for the regular instruction of the blind or deaf, shall be designated by the trustees thereof as a fit person to receive aid hereinafter provided for, there shall be paid by the state for the use of such student a sum not to exceed one thousand dollars per annum, within the limits of the appropriation therefor, with which to employ persons to read to such blind student from text-books and pamphlets used by such student in his or her studies at such college, university or school, or to aid a deaf student in receiving instruction in such studies. In case such a college, university, technical or professional school as will meet the needs or requirements of such a student is not located within this state, such a sum shall be paid by this state for the use of such student attending such a college, university, technical or professional school which shall conform to the requirements of this section in another state. Such a sum shall also be available to aid a deaf student in receiving instruction in a regularly approved institution for the deaf located outside of the state but within one hundred fifty miles of the borders thereof.

b. The trustees of any institution meeting the requirements of this section shall submit reports in such form and at such times as prescribed by the commissioner identifying the number of students eligible to receive aid pursuant to this subdivision and shall estimate the funds needed to support such students as provided herein. The commissioner shall advance twice during the school year to each such institution such estimated amounts within the limits of the annual appropriation.

c. At the conclusion of the academic year for which such funds are provided, each institution receiving funds pursuant to this subdivision shall submit to the commissioner a final accounting for the use of such funds and shall return any unspent funds.

2. Such moneys shall be paid annually, after the beginning of the school year of such institution, by the commissioner of taxation and finance on the warrant of the comptroller, the treasurer of such institution, on his presenting an account showing the actual number of blind or deaf students matriculated and attending the institution, which account shall be verified by the president of the institution and accompanied by his certificate that the trustees have recommended the students named in said account as hereinbefore provided.

3. The trustees of any of the said institutions shall recommend no blind or deaf person, who is not regularly matriculated, and who is not in good and regular standing, and who is not working for a degree from the institution in which he or she is matriculated; and no blind or deaf person shall be recommended, who is not doing the work regularly prescribed by the institution for the degree for which he or she is a candidate. The moneys so paid to any such institution shall be disbursed for the purposes aforesaid by and under the direction of its board of trustees.

APPENDIX B

READERS AID PROGRAM  
FACT SHEET FOR COLLEGES AND STUDENTS

Eligibility

- You must be a legal resident of New York State.
- You must be legally blind or deaf: legally blind = 20/200 in the better eye with best correction; deaf =
  - (1) a severe to profound impairment of the sense of hearing. A person who cannot understand speech with or without amplification. Such a person relies primarily on visual communication, such as facial expressions and lipreading, manual communication, gestures, writing, and reading.

or

- (2) a speech discrimination less than 70 percent. Speech discrimination would be determined by a phonetically balanced (PB) word list. The PB list should be administered at the maximum comfort level (MCL),

or

- (3) at least a PTA of 50 dB loss in the better ear. PTA is determined for each ear by computing the average of the pure tone threshold at 500 Hz, 1000 Hz, 2000 Hz. For example, if the thresholds are 60 dB at 500 Hz, 80 dB to 1000 Hz, and 90 dB at 2000 Hz, the pure tone average would be:

$$\frac{60 + 80 + 90}{3} = \frac{230}{3} = 77 \text{ dB}$$

- You must be matriculated in an institution of higher education authorized by law to grant degrees and, if in New York State, approved by the New York State Board of Regents.

Amount of Aid and Its Authorized Uses

- A stipend is made available during each semester for the employment of persons to read to a college student who is blind or to take notes or interpret for a college student who is deaf. No additional funding beyond the maximum of \$1,000 is available during any single academic year from this program.

- Each semester, Readers Aid payments are made directly to the college or university, which holds the funds in its treasury for the student(s). Readers, notetakers and interpreters are paid by the college out of these funds upon receipt of bills, with time sheets, approved by the student(s).
- Readers Aid funds cannot be used for tuition, maintenance fees, guide services, textbooks, equipment or supplies.

### Student Responsibilities

- Students must make an application for the first semester for which Readers Aid is desired. Each semester after that the institution should be notified of the student's desire to continue.
- Application forms are available from the District Offices of the Commission for the Blind and Visually Handicapped (CBVH) and the Office of Vocational and Educational Services for Individuals with Disabilities (VESID).
- A student's first application for Readers Aid must be on the standard application form. It should be submitted after registration at your school. It must be accompanied by either a medical eye report from a certified ophthalmologist, or certification of blindness by CBVH, or an audiogram from an otologist or a licensed audiologist indicating air and bone conduction thresholds. All materials should be sent to the appropriate institution.
- Reapplications for Readers Aid may be made by completing another application form or by submitting a written request or notification after registration at school. Reapplication should be sent to the institution attended. Include information regarding the semester which aid is requested and the number of credit hours, along with your social security number.
- Applications (or reapplications) for the Spring or Summer semester must be received by February 1st by the institution. For the Fall semester, they must be received by September 30th.

### College Responsibilities

- Although students may still apply for aid using the student application for New York State Readers Aid, Form VES-860, colleges are required to submit a report not later than October 30th of each academic year identifying the number of students eligible to receive this aid and estimating the funds needed to support such students. By February 15th, an accounting of funds spent for the first half of the year must be submitted to VESID. Not later than March 15th each college

shall submit an estimate of the number and need of such students for this aid for the remainder of the school year. Funds will be advanced within the limits of the appropriation for the remainder of the school year taking into account any unspent funds for the first half of the year. Form VES-865 may be used for this purpose.

- Each semester the New York State VESID Central Office will send voucher forms along with the letter of usage to the institution. These must be completed and returned to the New York State VESID Central Office Readers Aid Program (Form VES-863).
- Each semester a check will be forwarded in the appropriate amount to the college or university. The college or university will hold these funds in their treasury for the student(s).
- Upon receipt of bills approved by the student(s) for readers, notetakers, or interpreters, the institution will make appropriate payments. The institution will take reasonable precautions to see that the funds are administered in conformity with the conditions described under "Amount of Aid and Its Authorized Uses."
- At the conclusion of the academic year, each institution receiving these funds shall submit a final accounting of the use of such funds and return any unspent monies. Form VES-865 may be used for this purpose. All refund checks should be made payable to the "New York State Office of Vocational and Educational Services for Individuals with Disabilities" or the "Readers Aid Program."

APPENDIX C

New York State Education Department  
Office of Vocational and Educational Services for Individuals with Disabilities  
**STUDENT APPLICATION FOR READER'S AID**

Name (Last, First, Middle Initial) _____ Date of Birth:      _____      _____      _____ <span style="margin-left: 100px;">Month</span> <span style="margin-left: 100px;">Day</span> <span style="margin-left: 100px;">Year</span>	<input type="checkbox"/> Initial Application  <input type="checkbox"/> Reapplication
---	--

Permanent Home Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone (    ) _____ <span style="margin-left: 40px;">(area code)</span> <span style="margin-left: 40px;">number</span>	Social Security Number _____
--	---------------------------------

Name of College _____ _____ _____	Are you matriculated in a degree Program? <input type="checkbox"/> Yes <input type="checkbox"/> No How many credit hours this semester? _____
--	---

Address of College _____ _____ _____	I am requesting aid for: <input type="checkbox"/> Fall <input type="checkbox"/> Spring    19____
---	---

Are you known to either of the following New York State agencies?

Office of Vocational and Educational Services for Individuals with Disabilities (VESID)  
 No       Yes      \_\_\_\_\_  
If yes, enter your counselor's name      If yes, enter your counselor's location

Commission for the Blind and Visually Handicapped (CBVH)  
 No       Yes      \_\_\_\_\_  
If yes, enter your counselor's name      If yes, enter your counselor's location

I am attaching the following proof of disability:

Medical eye report from CBVH or certified ophthalmologist or certification number

Audiogram from VESID or certified otologist indicating air and bone conduction thresholds

Applicant's Certification

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return completed form to:

*SHARON BROWN-LEVAY*  
 VESID  
 ONE COMMERCE PLAZA RM 1601  
 ALBANY NY

APPENDIX D

Readers Aid Program Time Sheet

Student's Name:

Reader, Notetaker, or Interpreter Services Provided By: (Name)

Date(s)

In

Time

Out

Date(s) Service Provided:

Number(s) of Hours:

The above service(s) were provided to me.

Signature

APPENDIX E



APPENDIX F

**Readers Aid Program** - VES-863  
 (Payments under Section 4210 of the NYS Education Law)

Please print or type entries

① PAYEE (COLLEGE NAME) _____ (Limit to 30 Spaces)	VOUCHER # _____ ② FEDERAL EMPLOYER IDENTIFICATION NUMBER _____
ADDRESS LINE 1 _____ (Limit to 30 Spaces)	DATE SENT ___ / ___ / ___
ADDRESS LINE 2 _____ (Limit to 30 Spaces)	SEMESTER _____ YEAR _____
CITY _____ (Limit to 30 Spaces)	③ PERIOD From _____ To _____
STATE & ZIP CODE _____ (Use 2-letter abbreviation only) (Use Zip+4, if known)	_____ / _____ / _____

Total dollar amount transferred from attached  
 Readers Aid College Accounting Form, VES-865 →

TOTAL AMOUNT	
DOLLARS	CENTS
\$	

④ Payee Certification

I certify that the person(s) listed on the attached College Accounting Form, VES-865 is (are) blind or deaf student(s) and is (are) eligible to receive the aid authorized by Section 4210 of the NYS Education Law and is (are) working for the degree(s) and is (are) doing the work regularly prescribed for the degree(s). I further certify that expenditures will be made only for employment of persons to read for blind students or to aid deaf students in receiving instruction.

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 DATE

FOR STATE EDUCATION DEPARTMENT USE ONLY

I certify that the school, college/university, and students named on the attached Readers Aid College Accounting Form, VES-865 meets the requirements of Section 4210 of the NYS Education Law.

I certify that the above expenditures were made in accordance with the provision of the NYS Education Law and that they conform to standards and limits established by the State Commissioner of Education and payment is approved.

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 DATE

## ***Instructions for Completing Readers Aid Program Voucher***

- Please complete all requested information as it applies to the Readers Aid Program. Indicate the semester and year on the front of this form.
  - Item ① Enter the Payee (college/university/school name) and address as you wish it to appear on the check.
  - Item ② Enter the Federal Identification Number assigned to you as an employer.
  - Item ③ Enter the beginning and ending calendar dates for the semester.
  - Item ④ Obtain the handwritten signature of a responsible officer of the college. Enter the officer's title and date.
- **Retain one copy** of this completed voucher form for your records.
- **Return the original** and the supporting documentation—the *Readers Aid College Accounting Form, VES-863*—and any new student applications and proof of disability to:

VESID - Readers Aid Program  
New York State Education Department  
Room 1601 - One Commerce Plaza  
Albany, New York 12334-0001

- Failure to submit this voucher promptly or failure to include all required information will delay payment of Readers Aid funds.

## Readers Aid Program

Please indicate the current contact person for Readers Aid below and return to:

Sharon Brown - Levey  
VESID  
One Commerce Plaza, rm 1601  
Albany, NY 12234

NAME:

TITLE:

INSTITUTION:

ADDRESS:

TELEPHONE NUMBER:

E-MAIL ADDRESS:

HIGHER EDUCATION OPPORTUNITY PROGRAMS  
New York State Education Department  
ROSTER OF PROGRAMS AND PROJECT DIRECTORS

Acad. Level	Institution	Project Director	Telephone	Fax Number
4-yr	<b>Alfred University</b> Alfred, NY 14802	Nadine Shardlow SHARDLND@Alfred.edu	(607) 871-2283	(607) 871-2490
4-yr	<b>Bard College</b> Annandale-on-Hudson, NY 12504	Idahlia Stokas	(914) 758-7491	(914) 58-7628
4-yr	<b>Barnard College</b> 11 Lehman, 3009 Broadway New York, NY 10027-6598	Francesca Cuevas-Cruz Fcuevasc@barnard.columbia.edu	(212) 854-3583	(212) 854-7491
4-yr	<b>Boricia College</b> 3755 Broadway New York, NY 10032	Cynthia Lopez Ccymar@AOL.com	(718) 782-2200 Ext 289	(212) 694-1015 (Manhattan) (718) 782-2050 (Brooklyn)
4-yr	<b>Canisius College of Buffalo</b> 2001 Main Street Buffalo, NY 14208-1098	Lilly Adams-Dudley ADAMSL@CANISIUS.edu	(716) 888-2575	(716) 888-3266
2-yr	<b>Cazenovia College</b> Cazenovia, NY 13035	Paco Batista Batista@cazcollege.edu	(315) 655-7370	(315) 655-2190
4-yr	<b>Clarkson University</b> 316 Science Center Potsdam, NY 13699-5512	Susan Owen SPO@Clarkson.edu	(315) 268-7974	(315) 268-6670
4-yr	<b>Colgate University</b> Office of Undergraduate Studies Hamilton, NY 13346	Audran Ward Award@center.colgate.edu	(315) 228-7375	(315) 228-7975
4-yr	<b>College of Aeronautics (The)</b> LaGuardia Airport 86-01 23rd Avenue Flushing, NY 11369	Abdel Haiber ahaiber@aero.edu	(718) 429-6600 Ext 160	(718) 429-0256
4-yr	<b>College of Mount St. Vincent</b> Riverdale Avenue at 263 <sup>rd</sup> Street Riverdale, NY 10471	Audrey Rose Arose@cmsv.edu	(718) 405-3275	(718) 601-6392
4-yr	<b>College of Saint Rose (The)</b> 432 Western Avenue Albany, NY 12203	Mary Fitzsimmons- Tschantret Fitzsimm@rosnet.strose.edu	(518) 454-5280	(518) 438-3293 -3294
4-yr	<b>Columbia Univ: Columbia College &amp; School of Engineering &amp; Applied Sciences</b> 500 W. 120th Street, Mail Code 4747 New York, NY 10027	Theresa Williams Tw80@columbia.edu	(212) 854-3514	(212) 854-2458
4-yr	<b>Columbia Univ: School of General Studies</b> 2970 Broadway, Mail Code 4102 New York, NY 10027	Deirdre Goss Dg259@columbia.edu	(212) 854-2766	(212) 854-6316
4-yr	<b>Cornell University</b> 227 Day Hall Ithaca, NY 14853	Ginia Anderson Gjal@cornell.edu	(607) 255-6384	(607) 254-2773
2-yr	<b>Culinary Institute of America (The)</b> 433 Albany Post Rd. Hyde Park, NY 12538	Alice Ann Schuster, Dean	(845) 451-1258	(914) 451-1058
4-yr	<b>Daemen College</b> 4380 Main Street Amherst, NY 14226-3592	Christine James Cjohnson@Daemen.edu	(716) 839-8249 or 839-8255	(716) 839-8516
4-yr	<b>Dowling College</b> Idle Hour Boulevard Oakdale, NY 11769	Anthony Nese Nesea@dowling.edu	(631) 244-3262 or 244-3263	(631) 589-6644
4-yr	<b>D'Youville College</b> 320 Porter Avenue Buffalo, NY 14201-1084	Sr. Mary Brendan Connors Connorsm@dyc.edu	(716) 881-7775	(716) 881-7790
4-yr	<b>Five Towns College</b> 305 North Service Road Dix Hills, NY 11746	Susan Abdullah Sabdullah@FTC.edu	(516) 424-7000 Ext 129	(516) 424-7006

4-yr	<b>Fordham University-College at Lincoln Center</b> New York, NY 10023	Dr. Elena Lozano Vranich Vranich@mary.fordham.edu	(212) 636-6238 or 636-6235	(212) 581-1284
4-yr	<b>Fordham University-Rose Hill Campus</b> Freeman Hall, Room 102 Bronx, NY 10458	Stephie Mukherjee Bhowmick@murray.fordham.edu (AD)	(718) 817-4205	(718) 367-9404
4-yr	<b>Hamilton College</b> Clinton, NY 13323	C. Christine Johnson Cjohnson@hamilton.edu	(315) 859-4399 or 859-4398	(315) 859-4632
4-yr	<b>Hobart &amp; Wm Smith Colleges</b> Geneva, NY 14456	Pamela Thomas	(315) 781-3319	(315) 781-3888
4-yr	<b>Hofstra University</b> 113 Hofstra University Gallon Wing, room 132 Hempstead, NY 11550-1090	Cynthia Diaz-Wilson Noapzk@hofstra.edu	(516) 463-6982 or 463-6976	(516) 463-5139
4-yr	<b>Ithaca College</b> Danby Road Ithaca, NY 14850	Margaret Adams (Acting)	(607) 274-3381	(607) 274-1224
4-yr	<b>LeMoyne College</b> LeMoyne Heights Syracuse, NY 13214	Carl Thomas Thomasca@oak.lemoyne.edu	(315) 445-4190 or 445-4198	(315) 445-4540
4-yr	<b>Long Island University Brooklyn Campus</b> One University Plaza Brooklyn, NY 11201	Okarita Stevens/Diana Voelker Co-Directors Okarita.Stevens@liu.edu Dvoelker@hornet.liunet.edu	(718) 488-1043	(718) 780-4054
4-yr	<b>Long Island University C.W. Post Campus</b> Brookville, NY 11548	William Clyde, Jr. Wclyde@titan.liunet.edu	(516) 299-2241 or 299-2397	(516) 299-2849
4-yr	<b>Long Island University Southampton Campus</b> Southampton, NY 11968	Annette Crippen/Al McGee Mcrippen@southampton.liunet.edu <a href="mailto:Mcrippen@southampton.liunet.edu">mailto:Mcrippen@southampton.liunet.edu</a>	(631) 287-8356	(516) 283-4081
4-yr	<b>Manhattan College</b> 513 Manhattan College Parkway Bronx, NY 10471	Marilyn Carter Mcarter@manhattan.edu	(718) 862-8000 Ext 7958	(718) 543-2132 *let them know is for HEOP
4-yr	<b>Manhattanville College</b> Purchase, NY 10577	Delwing Gaines/Amanda Vasquez (Co-Directors) Dgaines@mville.edu	(914) 694-2200	(914) 694-1732
4-yr	<b>Marist College</b> 82 North Road Poughkeepsie, NY 12601-1387	Iris Ruiz-Grech Iris.Ruiz-Grech@marist.edu	(845) 575-3204	(914) 471-6213
4-yr	<b>Marymount College</b> Tarrytown, NY 10591	Anna Brown Brownam@MMC.Marymt.edu	(914) 631-3200 Ext 250	(914) 631-8586
4-yr	<b>Marymount Manhattan College</b> 221 East 71 <sup>st</sup> Street New York, NY 10021	James Scagliola Jscagliola@mmm.edu	(212) 517-0512	(212) 517-0413
4-yr	<b>Mercy College</b> 555 Broadway Dobbs Ferry, NY 10522	Bill Lindsey (Interim)	(914) 674-7207	(914) 693-9455
4-yr	<b>Molloy College</b> 1000 Hempstead Avenue Rockville Center, NY 11570-1199	Pamela Branham Pbranahm@molloy.edu	(516) 678-5000 Ext 6241	(516) 678-7295
4-yr	<b>Mount Saint Mary College</b> 330 Powell Avenue Newburgh, NY 12550	Rosana Reyes <a href="mailto:reyes@msmc.edu">reyes@msmc.edu</a>	(845) 569-3245	(914) 562-6762
4-yr	<b>Nazareth College</b> 4245 East Avenue Rochester, NY 14618	Clemont Lynch <a href="http://ww.naz.edu/heop">Http://ww.naz.edu/heop</a> Calynch@naz.edu	(716) 389-2513	(716) 586-2452
4-yr	<b>New School University</b> 66 Fifth Avenue New York, NY 10011	Keisha Davenport Davenpok@NewSchool.edu	(212) 229-8996	(212) 929-2456

4-yr	<b>New York Institute of Technology Metropolitan Center</b> 1855 Broadway New York, NY 10023	Hazel Campbell Hcampbel@iris.NYIT.edu	(212) 261-1545	(212) 977-3460
4-yr	<b>New York Institute of Technology Old Westbury Campus</b> Wheatley Road Old Westbury, NY 11568	Frank Rodriguez Frodriagu@iris.NYIT.edu	(516) 686-7574 or 686-7575 OW (516) 348-3039 CI	(516) 626-9004
4-yr	<b>New York University Opportunities Programs</b> 239 Greene Street New York, NY 10003-6674	Dr. Param Chawla Param.chawla@nyu.edu	(212) 998-5670	(212) 995-4193
4-yr	<b>Niagara University</b> P.O. Box 1916 Niagara University, NY 14109-1916	Constance Mathews (Associate Director) Cm@niagara.edu	(716) 286-8068	(716) 286-8061
4-yr	<b>Nyack College</b> Nyack, NY 10960	Dr. Joyce Simons Simonsj@nyack.edu	(914) 358-1710 Ext 560	(914) 353-6334
2-yr	<b>Paul Smith's College</b> P.O. Box 265 Paul Smiths, NY 12970-0265	Terrye Wilson Wilsont@paulsmiths.edu	(518) 327-6480	(518) 327-6369
4-yr	<b>Polytechnic University</b> 6 Metro tech. Center Brooklyn, NY 11201	Teresina Tam Ttam@duke.poly.edu	(718) 260-3031	(718) 260-3136
4-yr	<b>Pratt Institute</b> 200 Willoughby Avenue Brooklyn, NY 11205	William Bland Wbland@pratt.edu	(718) 636-3783	(718) 636-3455
4-yr	<b>Rensselaer Polytechnic Institute</b> 110 Eighth Street Troy, NY 12181	Mark Smith Smithm@rpi.edu	(518) 276-6272	(518) 276-4034
4-yr	<b>Rochester Institute of Technology</b> One Lomb Memorial Drive Rochester, NY 14623	Linda Meyer Llmheo@.rit.edu	(716) 475-2221 or 475-6617	(716) 475-7350
4-yr	<b>Russell Sage College</b> 45 Ferry Street Troy, NY 12180	Karen Johnson Williams Johnsk@sage.edu	(518) 244-2209	(518) 244-2460
2-yr	<b>Sage Junior College of Albany</b> 140 New Scotland Avenue Albany, NY 12208	Linda Seaman Gingol.sage.edu	(518) 292-1764	(518) 292-1964
4-yr	<b>St. Bonaventure University</b> St. Bonaventure, NY 14778	Margaret T. Bryner MBRYNER@SBU.edu	(716) 375-2402 or (2208 Voice)	(716) 375-2677
4-yr	<b>St. John Fisher College</b> 3690 East Avenue Rochester, NY 14618	Clarence Norman Norman@sjfc.edu	(716) 385-8036	(716) 385-8305
4-yr	<b>St. John's University</b> Grand Central & Utopia Parkway Jamaica, NY 11439	Anna Donnelly Donnelat@stjohns.edu	(718) 990-1371	(718) 990-5952
4-yr	<b>St. Lawrence University</b> Canton, NY 13617	Norma Tarbell Sunday Ntar@music.stlawu.edu	(315) 229-5580	(315) 229-7415
4-yr	<b>St. Thomas Aquinas College</b> Route 340 Sparkill, NY 10976	Peggy Brady-Amoon Pbradya@STAC.edu	(845) 398-4026	(914) 359-8136
4-yr	<b>Siena College</b> Loudonville, NY 12211	Carol Sandoval Sandoval@siena.edu	(518) 783-2335	(518) 786-5069
4-yr	<b>Skidmore College</b> Saratoga Springs, NY 12866-1632	Susan Layden Slayden@skidmore.edu	(518) 580-5770	(518) 580-5799
4-yr	<b>Syracuse University</b> 804 University Avenue, Room B02 Syracuse, NY 13210	JoAnn K. May Jamay@syr.edu	(315) 443-3867 or 443-4260	(315) 443-5020
4-yr	<b>Syracuse University Continuing Education</b> 700 University Ave. Syracuse, NY 13244-2530	Thomas Royal Tmroyal@uc.syr.edu	(315) 443-3257	(315) 443-3806

4-yr	<b>Union College</b> Schenectady, NY 12308	Gloria Taylor-Neal	(518) 388-6115	(518) 388-6520
4-yr	<b>University of Rochester</b> 220 Morey Hall - RC Box 270445 Rochester, NY 14627-0445	Norman Burnett Nbdt@uhura.cc.rochester.edu	(716) 275-0651	(716) 473-6494
4-yr	<b>Utica College</b> Burrstone Road Utica, NY 13502-4892	Ms. Johnni Mahdi Jmahdi@utica.ucsu.edu	(315) 792-3209	(315) 792-3316
2-yr	<b>Villa Maria College of Buffalo</b> 240 Pine Ridge Road Buffalo, NY 14225-3999	Vanessa Lillard Lillard@villa.edu	(716) 896-0700 Ext 313/201	(716) 896-0705

Higher Education Opportunity Program  
New York State Education Department  
Roster of Bureau Staff

SED-HEOP STAFF	E-Mail Addresses
Douglas P. Mercado, Chief	Dmercado@mail.nysed.gov
Ann Marie Jann, Associate in Higher Education Opportunity	Ajann@mail.nysed.gov
Mary Pontari, Secretary	Mpontari@mail.nysed.gov
Phone: (518) 474-5313 Fax: (518) 486-5221 Bureau Address: New York State Education Department Collegiate and Pre-Professional Programs Room 1071, Education Building Addition Albany, NY 12234	

Updated 9/19/00



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

Collegiate and Pre-Professional Programs - Higher Education Opportunity Programs  
Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221

ADM 20003

TO: Project Directors

FROM: Douglas P. Mercado *DPM*

SUBJECT: Policy & Information

DATE: September 5, 2000

Policy

1. 2001-02 HEOP Guidelines - Enclosed are two sets of the Higher Education Opportunity Program Guidelines for 2001-02. Kindly forward one set to your Director of Financial Aid with the enclosed letter. A copy of the Guidelines has been sent earlier to your Chief Executive Officer.

All funded programs will meet to submit a Letter of Intent by January 31, 2001 if you are planning to request funds for 2001-02. A full three-year proposal is due by February 28, 2001. The enclosed memo indicates what changes have been made to the Guidelines for 2001-02.

Also enclosed is a sample proposal for Templeton College. The proposal follows the proposal format contained in the 2001-02 Guidelines. In addition to the sample proposal, you will also find a pamphlet "Helpful Hints for Writing Your 2001-02 HEOP Proposal." This guide should be quite helpful to you as you prepare your new three-year proposal. The Guide also contains a copy of the draft budget analysis and the criteria used by internal reviewers of your proposal. At the November HEOP Directors' meeting, we will also conduct a workshop on the 2001-04 HEOP proposal. A proposal workshop is scheduled for January 10, 2001 in Albany, NY.

Information

1. Revised Program Roster is enclosed.

2. Dates to Remember:

- September 1 - First voucher for 2000-01 is due
- September 13 - Regents Legislative Public Policy Conference Education Building - 8:45 a.m. - 2:15 p.m.
- September 21 - New HEOP Directors Workshop - 9:30 a.m. - 4:00 p.m., Rm. 1076 - EBA - Albany, NY. (More information to follow)
- October 15 - October 15 Report is due
- October 10-13 NYSFAAA Conference - Syracuse, NY
- November 2-3 HEOP-PO Directors Meeting - Albany, NY

DPM/mp  
Enclosures

THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT

To: HEOP Project Directors  
From: Douglas P. Mercado *DPM*  
Subject: Changes in the 2001-02 HEOP Guidelines  
In reply to:

Date: September, 2000

Gerald W. Patton's Cover Memo

- Date for submission of Letter of Intent -- January 31, 2001 (all applicants).
- Date for submission of full proposal -- February 28, 2001 (all applicants).
- Dates for proposal preparation and reapplication workshops:

**Tuesday, January 9, 2001 - Institutions submitting for the first time**

**Wednesday, January 10, 2001 - All currently funded who are submitting a new proposal**

Guidelines

Page 13:

D.1. Increased the income eligibility guidelines for each household size:

Number of members in household (including head of household)	Total annual income in preceding calendar year
1	\$10,750
2	\$18,100
3	\$20,800
4	\$25,900
5	\$30,700
6	\$36,000
7	\$40,150
8	\$44,200
9 or more	\$48,250 plus \$4,050 for each family member in excess of 9

Page 23:

IIIB.1.b. HEOP Salary Guide for 2001-02 increased:  
Director - \$27,750 - minimum increased by \$250  
Other FT professionals - \$22,450 minimum increased by \$250

Page 26:

IIIB.10.a. (2) Regular Tuition Assistance  
(a) Academic year - up to \$600 (increase of \$100)  
(b) Summer Session - Continuing - \$25 per credit (increase of \$5 per)  
12 or more credits - \$300 (increase of \$50)

Page 27:

- IIIB.10.b. Maintenance
  - b.(2)(a) - Increase the maximum HEOP maintenance assistance range allowable from \$4,000 to \$4,250
  - b.(2)(b)(i) Summer -
    - Prefreshman - Residents to \$600 and commuter to \$375
    - Continuing - up to \$175 per credit - 12 or more - \$2,125
- IIIB.10.c. Total HEOP Financial Aid Award -
  - c.(1) - Increased from \$4,500 to \$4,850

Page 30:

- IV. New Name of the Office

Page 31:

- V.A.3. Self-help maximums have increased:

4-year loans for Residents	\$19,600	(+\$100)
4-year loans for Commuters	\$16,800	(+ \$ 50)
Freshman Self-help for Residents	\$ 4,950	(+\$100)
Freshman Self-help for Commuters	\$4,275	(+\$100)

VII.D. Proposal Format

Page 48:

- New sections -
  - 7. Summer Supportive Services - for prefreshman summer program and continuing students during the summer.

Page 49:

- 8. Academic Year Supportive Services - includes counseling, tutoring, and academic year remedial/development courses.



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

Collegiate and Pre-Professional Programs - Higher Education Opportunity Programs  
Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221  
E-mail: dmercado@mail.nysed.gov

September, 2000

Dear Director of Financial Aid:

Attached is a set of the 2000-01 HEOP Guidelines for your use in the next program year. The HEOP economic criteria used to determine eligibility for new freshmen is increased for the new program year.

The TAP increases enacted in 2000-01 will also be in effect for 2001-02. Pell will be at a \$3,300 maximum unless it is increased by Congress.

The Bureau has requested a \$1.1 million increase for HEOP for 2001-02. We hope that the Governor and Legislature will realize the effectiveness of HEOP and will move to reduce the burden placed on the independent institutions and program students. Your support of our request is vital and we ask you to use your influence on those that will make the final decision.

The major changes in the 2001-02 Guidelines as it relates to student financial assistance are as follow:

1. Cumulative loan policy:
  - a. Resident HEOP student in a baccalaureate program - the maximum amount is \$19,600.
  - b. Commuter HEOP student in a baccalaureate program - the maximum amount is \$16,800.
  - c. Maximum self-help for freshman should not be more than \$4,950 for a resident and \$4,275 for a commuter student.

This will require you to again fill out self-help policy charts, one for resident students and one for commuter students.

The following HEOP policies are still in effect for the 2001-02 program year:

1. Independent Students - HEOP's definition of "independent" conforms to the Federal definition.

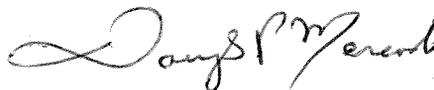
2. Packaging - As you know, HEOP requires full need packaging. HEOP-SED has never permitted the substitution of Stafford (GSL) or another loan for a calculated parental or student contribution on an automatic basis. We do allow for professional judgement as does the Office of Education. Thus when we find substitutions that result in over-packaging (if the EFC is included), we will normally make a disallowance of HEOP funds.

On the other hand, if a student refuses work or a loan, which is a regular part of the package, we do not consider the student under-packaged for that reason. The refusal amount can be considered to be part of the student/family contribution.

3. Award Letter - When a student's package changes during a program year, our requirement is that a new award letter be generated to complete the documentation cycle and place full information in the hands of the student. We try not to be unreasonable when changes are multiple or minor, but by year's end the last award letter in the student's file should reflect reality.
4. Institutional Commitment - the dollars from an institution's discretionary sources which the institution has committed in its annually approved HEOP budget are a contractual obligation, as is the State's commitment in the same document. We recognize that situations change throughout the year (e.g., revenues from the entitlement program are not always predictable), thus we permit budget amendment through May of a contract year. If, however, at the end of a year, an institution is found to have underspent its financial aid commitment, after taking enrollment shifts into account, and especially if students are under-packaged as a result, we consider the initial obligation not to have been met and will expect an adjustment to be made.
5. Flexibility in Student Awards - While institutions may choose to award all HEOP students identical amounts in the maintenance and tuition areas, guidelines permit considerable variation, with individual student HEOP awards for 2001-02 allowed up to \$4,850. This amount may go even higher under special circumstances as described in HEOP Guidelines, Section III.B.10.c.2.

As always, if you have questions on any aspect of HEOP as it affects your responsibilities, do not hesitate to call or write.

Sincerely,



Douglas P. Mercado, Chief

DPM/mp  
Att.



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

Bureau of Higher Education Opportunity Programs and Vocational and Applied Technology Education Act,  
Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221

**ADM 20002**

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy & Information  
DATE: August 9, 2000

**Policy and Information**

1. ADM 20001 number 1 of Policy needs to be corrected. The First Payment for 2000-01- Please submit a voucher for 50% of your 1998-99 grant amount (See Written Directive sent to your President on April 4, 2000) or 50% of your approved 2000-01 budget.

DPM/mp



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

Bureau of Higher Education Opportunity Programs and Vocational and Applied Technology Education Act,  
Room 1071 Education Building Addition, Albany, New York 12234  
Tel. (518) 474-5313  
Fax (518) 486-5221

ADM 20001

TO: Project Directors  
FROM: Douglas P. Mercado *DPM*  
SUBJECT: Policy & Information  
DATE: August 9, 2000

Policy

1. First Payment for 2000-01 - Please submit a voucher for your first payment for 2000-01. The amount you may claim is 25% of your 1999-2000 grant (See Written Directive sent to your President on April 4, 2000) or 25% of your approved 2000-01 budget. The voucher should be sent so that the Bureau will receive it by September 1, 2000.

2. 2000-2001 Report Formats and Instruction Manual - Enclosed are the October 15 and Final Report forms and the Instruction Manual for use with the year's report formats. The Final Report will still include the two sign off forms that use to be part of the February 15 report.

Because of the lost of staff and the transfer of Marianne Esposito, we need to ensure that this year's reports are done correctly and submitted on time. Your cooperation will be greatly appreciated.

3. Economic Eligibility Documentation - When using the 1999 IRS forms to document the family's and/or applicant's total income, the appropriate lines are as follow:

IRS 1040 Line 22  
IRS 1040A Line 14  
IRS 1040EZ Line 4

Information

1. Vouchers - Enclosed with this ADM are State Aid Vouchers for 2000-01. Please submit your first one by September 1.

2. Dates to Remember

September 1 - First Voucher for 2000-01 is due even if you do not have an approval budget for 2000-01.

- September 13 - Regents Legislative Public Policy Conference  
8:45 a.m - 2:15 p.m. - Education Building  
Topic for Higher Education - **State Financing of Higher Education  
in New York State**
- October 15 - October 15 Report is due
- October 10-13 - NYSFAAA Conference - Syracuse, New York
- November 2-3 - HEOP - PO - Director Meeting - Albany, New York

DPM/mp  
Enclosures

Oct. 15 Rpt.  
Final Rpt.  
HEOP Instruction Manual  
(4) State Aid Courses