

2014-2015 HEOP Interim Program Report requirements

The HEOP Interim Program Report consists of the following three components:

1. **Summer program highlights:** A 2-page (max) narrative of major activities and how the objectives and goals of the summer program were met as well as expected academic year activities. The report must use a Calibri 11-point font, be 1.5 spaced and have a standard 1" margin.
2. **Student Roster and Enrollment:** HEOP institutions are required to submit HEOP student information for the HEOP summer program and for the Fall semester of the academic year.
3. **Certification of HEOP eligibility** (academic and economic) of full-need packaging and of Tutoring and Counseling for the summer (see the Higher Educational Opportunity Program Transfer Certification form.)

This report is due, no later than close of business, Friday, November 14, 2014. If it is not received by that date a hold will be placed on the contract restricting the further use of state funds.

Maintenance of Records at the College

These items, while **not** to be sent with the Interim Report, should be retained in the HEOP program office at the campus:

1. Listing of student participants (with students ID's), courses taken by each, performance during program, pre- and post-test results, subsequent student performance and retention, cost of program - including campus contribution. Include any transfers into or out of the program.
2. Documentation of economic and academic eligibility for all students and listings of students in 15% category (over the economic eligibility threshold) and justification for each*
3. Tutoring: Nature and subject matter of tutoring provided, record of tutoring contacts with tutors names and qualifications, total hours of tutoring provided per student and aggregate, performance in courses in which tutoring is provided, aggregate cost of tutoring.
4. Counseling: Statement of counseling objectives, record of counseling contacts, periodic reports summarizing counseling content, student progress and other pertinent matters.
5. Other services: data maintained should reflect services provided, including personnel costs.

Preliminary guidance for the 2014-2015 Final Report

In preparation for the 2014-2015 HEOP final report: details of graduation, transfer, retention/persistence/attrition, and completion rates in comparing HEOP and regular admit students of the institution should be reviewed. Additionally, information on the types of academic support services provided, the types and levels of tuition assistance and supplemental financial assistance provided, and the recruitment process for the 2015-2016 incoming HEOP students should also be collected.

* As presented in the Q&A of the RFP, a maximum of 15 percent of the students admitted to a HEOP program by an institution may come from households whose income exceeds the household scale listed in the applicable table (...) provided that such institution has established to the satisfaction of the commissioner that unusual and extenuating circumstances as defined in this paragraph, exist for each such student.(...)

Such documentation shall be kept on file by the institution at which such students were enrolled, and shall be corroborated by a disinterested, reliable party. For purposes of this paragraph, unusual and extenuating circumstances shall be limited to the following:

- i. serious mismanagement of the household income with little accruing to the interest of the student; or
- ii. a one-time fluctuation in household income where there is a history of low income. Satisfactory evidence that a household's income in the calendar year prior to the calendar year used for determining the student's economic eligibility fell within the limits of the applicable household income scale shall be sufficient to establish the existence of a one-time fluctuation in household income, provided that there is satisfactory proof of a history of low income; or
- iii. households with substantial long-term non-reimbursed medical obligations; or
- iv. families which must maintain two households in order to maintain employment, one for a wage earner and one for dependents.

Exceptions to Income Guidelines:

- The student's family is the recipient of Family Assistance or Safety Net payments through the New York State Office of Temporary and Disability Assistance; or through a county Department of Social Services; or Family Day Care payments through the New York State Office of Children and Family Assistance;
- The student lives with foster parents who do not provide support for college and the student's natural parents provide no such support;
- The student is a ward of the state or county.