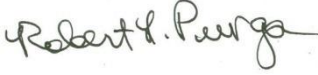




ADULT CAREER AND CONTINUING EDUCATION SERVICES (ACCES)  
ADULT EDUCATION PROGRAMS AND POLICY  
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ALBANY, NEW YORK 12234  
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<http://www.acces.nysed.gov/>

**REVISED**

To: Adult Education Program Managers  
From: Robert Purga, Supervisor of Adult Education   
Date: December 2015  
Re: *Education Program Verification Form for Deferred Action for Childhood Arrivals (DACA) Application*

As part of the DACA consideration application process, some adult education agencies are being asked by their adult students to provide program enrollment verification. In order to have consistent documentation for this verification, we have developed the attached *Education Program Enrollment Verification Form for Deferred Action for Childhood Arrivals Application*, along with guidance on appropriate form use. While use of the form is strongly encouraged, it is not mandatory.

The form has two parts: Part 1 will be completed by the adult education agency. Agencies should insert their letterhead with contact information at the top of the form as indicated but must not alter the form content. The *Education Program Enrollment Verification Form* only verifies type of program, student enrollment date and student enrollment status. The revised language used for education verification is taken directly from the updated US Citizenship and Immigration Services (USCIS) DACA Form I-821D Instructions, found at <http://www.uscis.gov/i-821d>. The new qualifying education program description has a broader focus and now includes all education, literacy and career training programs. Note that while the DACA process does not contain an enrollment status standard, we suggest that programs at minimum consider a student enrolled if s/he has been attending at least 12 hours per NRS guidelines for inclusion in NRS reporting.

In addition to education program enrollment verification, the process requires that the education agency be funded by the State or Federal government. Part 2 provides this verification and will be provided to agencies upon request by the Adult Education Programs and Policy (AEPP) office; a separate pdf file sample is attached. To request a Part 2 form for your agency, please contact the AEPP office via mail at the above address or by e-mail at [claudia.dean@nysed.gov](mailto:claudia.dean@nysed.gov). The AEPP office will be tracking Part 2 form requests in order to gather data on geographic distribution and number of requests. Therefore, we request that each agency keep copies of all completed *Education Program Verification Forms*, as we will be surveying agencies for this information in the future.

Please note that the DACA consideration process is a complex legal matter, and agencies should only be completing the *Education Program Verification Form* as appropriate and should not be supplying assistance with other parts of the DACA application process. DACA applicants need specialized immigration services legal counsel in order to complete the process, so students and their questions should be directed to the New York Immigration Coalition's statewide list of low-cost immigration legal service providers at:

[http://www.thenyic.org/DACA\\_events](http://www.thenyic.org/DACA_events)

*Insert*  
**Agency Letterhead**  
*with contact address & phone number*

**Education Program Enrollment Verification Form, Part 1,  
for Deferred Action for Childhood Arrivals (DACA) Application**

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**Student Information**

Student Name \_\_\_\_\_  
Date of Birth *Month/Day/Year* \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone Number (    ) \_\_\_\_\_ ID # (*if applicable*) \_\_\_\_\_

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**Enrollment Information**

Our agency is funded in whole or in part by State/Federal grants, contracts or State Aid through the New York State Education Department (NYSED). Please refer to page 2, Part 2, for NYSED funding and program effectiveness status verification.

*Type of Program (Check all that apply):*

- Adult Basic Education (ABE)/Literacy     High School Equivalency (HSE) Test Preparation  
 English as a Second Language (ESL)     Vocational ESL     Vocational Training

The above education, literacy, or career training program has a purpose of improving literacy, mathematics or English **or** is designed to lead to placement in postsecondary education, job training, or employment.

We verify that the student listed above enrolled in our education program on *Month/Day/Year* \_\_\_\_\_ and IS / IS NOT currently attending. *Circle current status. If not currently attending, provide comments below, e.g. passed GED/HSE test:*

\_\_\_\_\_

\_\_\_\_\_

Agency Director Name and Title:

*Print Name* \_\_\_\_\_

*Print Title* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

Agency Director Contact Information:

Phone Number (    ) \_\_\_\_\_

E-mail \_\_\_\_\_