



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

OFFICE OF HIGHER EDUCATION

Office of Family and Community Engagement
Room 960 Education Building Annex
Albany, New York 12234

Tel: (518) 474-3719
Fax: (518) 474-7468
Email: kiap@nysed.gov

Date: March 31, 2020

To: Liberty Partnerships Program Directors

From: Dr. Don Applrys, Director of Family and Community Engagement

Subject: Grant Program Guidance on Liberty Partnerships Program Employee Pay

We have received inquiries concerning employee pay and the circumstances in which they shall continue receiving pay during this public health crisis (COVID-19). The purpose of this communication is to provide LPP projects the appropriate steps to follow if they have these kinds of questions or need to adjust their services or delivery of services to accommodate LPP student needs.

If you have **adjusted or need to adjust** how you deliver services to meet the needs of the LPP students, take the following three steps:

1. **Provide a plan** to your LPP Director Supervisor.
2. Upon your supervisor's approval, **send the plan** to your NYSED liaison for review and approval.
3. If we have no questions, we will approve the plan, notify you of approval, and you are authorized to **take the necessary approved actions** as well as pay or continue to pay staff appropriately.

If there are questions or concerns, we will follow up with you to address them.

Thank you for your hard work and commitment during this difficult time.

DA

Cc: Dr. Anael Alston
Assistant Commissioner

Carlos Garcia
Associate in Higher Education
Opportunity

Ben Atwood
Assistant in Higher Education
Opportunity

