Date: March 31, 2020

To: Liberty Partnerships Program Directors

From: Dr. Don Applyrs, 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