



OFFICE OF HIGHER EDUCATION

Assistant Commissioner  
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**Date:** February 8, 2023

**To:** HEOP Projects Below 95% FTE Enrollment

**From:** Dr. Anael Alston, Assistant Commissioner *AA*

**Re:** Additional Guidance on HEOP 95% FTE Enrollment due to the COVID-19 Pandemic

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Due to the major impact that the coronavirus pandemic had on recruitment, admission, enrollment, and retention during the 2019-20, 2020-2021, 2021-2022 and Fall 2022, NYSED will allow exceptions to the terms and conditions of the current HEOP RFP requirements:

1. Awardees with less than 95% FTE during the Fall 2022 semester will not be considered for probation at this time;
2. For the 2022-2023 fiscal year, awardees may request an additional 5% award funding if they are below the 95% target. For example, if your actual FTE is 80% you may submit reimbursement requests for up to 85% of your total award amount.

If you have any questions, please contact your program liaison. Thank you for your commitment to serving our students during these extraordinary times.

Copy: William Murphy, Ph.D., Deputy Commissioner  
Program Office, NYSED