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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-214

Date: December 2, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: General Equivalency Diploma (GED) Test Fee

ATTACHMENTS: Attachment I - Application and Information - not
available on-line
Attachment II - Informational Brochure - not available
on-line
Attachment III - GED Testing Schedule - not available
on-line

Effective September 1, 1991 a \$25 application fee was established by the State Education Department for all individuals applying to take the GED test. This fee will also apply to individuals who have applied prior to the initiation of the test fee but are scheduled to take a test after the September 1 start date.

The \$25 fee is an application fee and must be paid whether or not the individual appears on the test date and takes the exam. As with other JOBS supportive services, LDSS's are required to provide this payment if they have approved the training activity and no other resources are available to make this payment (see 90 ADM-27 p. 37). Local districts have the option of paying the GED test fee for NPA food stamp recipients participating in the Food Stamp Employment and Training Program with the \$25 FSET supportive service amount. Such a payment would exhaust an NPA individual's reimbursement for FSET training related expenses in that month. Employable and exempt recipients enrolled in self initiated training who are not JOBS participants, may have their GED application fee paid upon completion of an assessment and employability plan enrollment in the JOBS Program and approval of the training activity by LDSS staff. Individuals under the age of 21, enrolled in a High School Equivalency Program operated by a school district or BOCES who are referred to the GED examination by the school district superintendent or BOCES superintendent, are not required to pay the \$25 fee.

Local district representatives should work closely with provider agencies to ensure that only recipients with appropriate educational skill levels are scheduled for the test. For example, many educational providers offer a GED practice test. Local districts may request that providers identify those individuals who pass such a practice test as being suitable candidates for the GED test.

In cases where the district has agreed to pay the fee, it is not necessary to pay the fee when the application is filed. Instead, a district may include with the recipient's GED application an attestation that the LDSS will pay the test fee. The attestation should be on agency letterhead or some other local form acceptable to both the district and the test provider.

The High School Equivalency Testing Program will bill each local district for clients scheduled for GED tests.

Districts are to authorize payment for the GED test by using pay type code "R-9-Employment and Training Essential Need". This will be an indirect payment with the vendor being The High School Equivalency Testing Program, P.O. Box 7348, Albany, New York, 12224-0348. The Employer Identification Number is 14-601-3200. A BICS voucher should be produced and entered directly into voucher processing any time a district has a number of recipients taking the test. Districts are reminded to complete the District Identification Section on the BICS Screen listing the district's billing address, a contact person and phone number.

GED test fees in NYC are being paid through HRA administrative procedures.

Individual or group GED test payments must be manually segregated for claiming until the appropriate system changes can be made. These payments will be included under the RF-2, schedule A, IV-F. Claiming instructions will be sent under separate cover.

This information will be included in an update to the Employment Manual.

Discussions are underway to develop a procedure which would allow LDSS' to receive a copy of the GED test results. LDSS will be informed when these procedures can be implemented.

Note: For the month of August no application fee was required but a fee was imposed in order to receive test results. Public assistance recipients who took the GED test in August could have the fee waived by submission of a waiver form. This form was mailed to all August test takers, along with the payment request, by the State Education Department. Through the waiver, a district would certify that the individual was a public assistance recipient and therefore not subject to the fee for the test results. Fee waivers were available only for tests taken in August.

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Attached for your information are three publications from the State Education Department concerning the High School Equivalency Program.

If you have questions on these procedures, please call your technical advisor in the Bureau of Employment Programs at 1-800-342-4100, extension 3-8377.

Oscar R. Best, Jr.
Deputy Commissioner
Division of Income Maintenance