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| **Name of Grant Program:** High School Equivalency Test Centers | **Fund Code:** 850 |

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| PART III – REQUIRED PROGRAM INFORMATION |

Please verify in a cover letter that you:

1. have opened in accordance with State guidance pertaining to COVID precautions;
2. **have submitted** **all** required information and forms/letters as needed for your HiSET® and/or GED® contract;
3. **have followed all** required procedures and requirements for administering the HiSET® and/or GED® tests as set by the Educational Testing Service and/or the GED Testing Service, and the Department of Elementary and Secondary Education’s High School Equivalency Office;and
4. **have met and maintained** all staffing requirements from the Educational Testing Service and/or the GED Testing Service, and the Massachusetts Department of Elementary and Secondary Education’s High School Equivalency Office.
5. **If using funds for staff, program must submit a job description for the funded position.**
6. **ISA Budget / EdGrants Budget Crosswalk (only for entities who require ISAs)**