



Adult Education Programs and Policy Due Dates 2024-2025 for ALE, EPE, WEP, and WIOA

07/31/24	Finalized FS-10F's (long form) submitted no later than this date to Grants/Finance for all state funded projects 2023-2024 (ALE and WEP). MWBE Compliance Form submitted no later than this date to mwbegrants@nysed.gov for AEPP funded programs (ALE & WEP)
07/31/24	AEPP Hybrid Instruction Application, 2024-25. The Hybrid Application MUST be downloaded to the program's device before completing and saving it.
08/15/24	Final Deadline for All data in ASISTS (FY2023-2024) for NRS and NYRS funding streams (WIOA, WEP, ALE, EPE).
08/15/24	LAST DAY TO ENTER EPE contact hours and all EPE related data. <u>A reminder that changes made on the last day, August 15, 2024, cannot be verified for accuracy.</u>
08/16/24	EPE SA 160.2 from ASISTS (2023-24) must be submitted to the AEPP office; they must be emailed to EPE@nysed.gov . These documents are unsigned when submitted electronically. These documents cannot be dated prior to 8/16/2024.
08/30/24	EPE SA 160.2 with Superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed in hard copy with original signatures. (See address below)
09/30/24	FS-10F's (long form) submitted no later than this date to Grants/Finance to close WIOA federally funded projects (2023-24).
09/30/24	Annual Program Information Form (PIF) to NYSED Program Office (2024- 2025). The PIF must be generated as a pdf directly from ASISTS. Email Program Information Forms to: PIFadulthood@nysed.gov
11/15/24	AEPP Adult Literacy Compliance Self-Review/Monitoring Form to NYSED Program Office (2024-2025) for EPE, WIOA, WEP and ALE funded programs. Email completed Forms to: adulthood@nysed.gov
12/15/24	AEPP Community Resource Navigator Guide. Email AEPP Community Resource Navigator Guides for each funded project (ALE; EPE; or WIOA) to: adulthood@nysed.gov .
02/03/25	LAST DAY TO ENTER EPE- related data including contact hours for July 2024 – December 2024 into ASISTS.
02/04/25	EPE SA160.1 from ASISTS (24-25) due. Full Year Projections MUST be included. Email unsigned SA160.1 to EPE@nysed.gov . Any SA160.1 dated prior to this date will not be accepted.
02/18/25	EPE SA160.1 with Superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed in hard copy with original signatures. (See mailing address below)
04/10/25	All final amendments (FS10-A's) for WIOA (federal), ALE and WEP (state) funded projects due no later than this date to NYSED Program Office (2024-2025). Email ALE@nysed.gov or WIOA@nysed.gov
05/05/25	Renewal fiscal documentation (FS10, Budget Narrative and MWBE) for ALE and WIOA/ WEP funded continuation grants and grant-contracts to NYSED Program Office . Email: ALE@nysed.gov or WIOA@nysed.gov . Include completed FTE Worksheet (required) for each funded project, 2025-26.
05/05/25	AEPP Hybrid Instruction and Remote Synchronous Applications for ALE, EPE (Distance Education Tutoring component only) and WIOA projects, 2025-26. Email: ALE@nysed.gov ; EPE@nysed.gov or WIOA@nysed.gov .
05/05/25	AEPP Student Travel and Dependent Care Application. Include with ALE and WIOA renewal fiscal documents for 2025-26. Email: ALE@nysed.gov or WIOA@nysed.gov .

05/05/25	AEPP IET and IELCE Worksheets – Include with WIOA renewal fiscal documents for WIOA IET (Area 1; Area 3) and IELCE (Area 2) projects for 2025-26. Email: WIOA@nysed.gov .
06/15/25	Email completed EPE Application to NYSED (Program Office) for 2025-2026 to: EPE@nysed.gov . Include EPE FTE Worksheet (required) and EPE Student Travel and Dependent Care Application if applicable.
07/31/25	FS-10F's (long form) submitted no later than this date to Grants/Finance for ALE and WEP (state) funded projects (2024-2025). See mailing address below.
09/30/25	FS-10F's (long form) submitted no later than this date to Grants Finance for WIOA federally funded projects (2024-25). See mailing address below.

If due date falls on a Saturday, Sunday, or legal holiday, due date moves to the very next business day.

AEPP Budget Process Chart

- Budget (FS-10 including code categories) submitted to AEPP program office for approval before sending to fiscal office for processing of 20% advance to agency. Please refer to AEPP budget review and approval process for further details.
(10% is withheld until final expenditure report is submitted at end of program year)
- FS-10-A (Budget Amendment) to program office for approval by 5/10/2025
- FS-25 (Request for Funds) submitted **directly** to SED's Grants Finance Office either monthly or quarterly
- FS-10-F (long form) (Final Expenditure Report- long form) must be submitted 30 days after end of program year (7/31/2025) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2025) for federal funded projects (WIOA) to SED's Grants/Finance Office
- Note: Use the FS (3/15) Forms

Data and Follow-Up Outcomes Due Dates

What Data is Collected	When Data is Due
ISRF required data, enrollments, attendance, and assessment data	Monthly, data must be entered into ASISTS by the end of the month following the month when activity occurred. (Example: September data is due by October 31 st)
Follow Up Outcomes	<u>Quarterly basis:</u> Quarter I data due October 31 st Quarter II data due January 31 st Quarter III data due April 30 th Quarter IV data due July 31 st

Program Office mailing address: NYSED AEPP, 89 Washington Ave; Room 460 EBA, Albany, NY 12234

Grants/Finance mailing address: The University of the State of New York, NYSED, Grants/Finance, Room 510W EB, 89 Washington Ave; Albany, NY 12234

Fiscal Forms available at: <http://www.oms.nysed.gov/cafe/forms>

Monitoring Forms available at: www.acces.nysed.gov/aepp/accountability-reporting

MWBE Forms available at: <https://www.oms.nysed.gov/fiscal/MWBE/Forms.html>