



**NYSED  
Adult Education Programs and Policy  
Due Dates 2019-2020 for ALE, EPE, WEP, and WIOA**

<b>07/31/19</b>	<b>Finalized FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> for all <b>ALE, WIOA</b> and <b>WEP</b> (state) funded projects (2018-2019). MWBE Compliance Form submitted no later than this date to <a href="mailto:mwbegrants@nysed.gov">mwbegrants@nysed.gov</a> for ALL AEPP funded program( ALE, WIOA &WEP)
<b>08/15/19</b>	<b>Final Deadline for All data in ASISTS</b> (FY2018-2019) for <b>NRS</b> and <b>NYRS</b> funding streams (WIOA, WEP, ALE, EPE).
<b>08/15/19</b>	<b>LAST DAY TO ENTER EPE contact hours and all EPE related data; Data frozen in ASISTS</b> for program year (7/1/18-6/30/19) at 11:55pm.
<b>08/16/19</b>	<b>SA 160.2</b> from <b>ASISTS</b> (2018-19) must be submitted to <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> on this date; they must be emailed to <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> These documents are unsigned when submitted.
<b>08/31/19</b>	<b>SA 160.2</b> with superintendent's original signature due no later than this date to <b>NYSED Program Office</b> . Document must be mailed in hard copy with original signatures. (see address below)
<b>09/30/19</b>	<b>FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> to close <b>WIOA</b> (federal) funded projects (2018-19).
<b>9/30/19</b>	<b>Annual Program Information Form (PIF)</b> to <b>NYSED Program Office</b> (2019- 2020). The PIF must be generated as a pdf directly from ASISTS. Any revisions must be sent as changes occur. All PIFs should be emailed to <a href="mailto:PIFadulthoodeducation@nysed.gov">PIFadulthoodeducation@nysed.gov</a>
<b>11/15/19</b>	<b>Adult Literacy Compliance Self-Review/Monitoring Form</b> to <b>NYSED Program Office</b> (2019-2020) for EPE, WIOA, WEP and ALE funded programs.
<b>01/31/20</b>	<b>LAST WORK DAY TO ENTER EPE related data including contact hours; EPE Data frozen in ASISTS</b> for 07/01/19 - 12/31/19, at 9:59 pm.
<b>02/3/20</b>	<b>SA160.1</b> from <b>ASISTS</b> (2019-20) submitted on this date. <b>Full year Projections MUST</b> be included on <b>SA160.1</b> . Email to <a href="mailto:epe@nysed.gov">epe@nysed.gov</a>
<b>02/20/20</b>	<b>SA160.1</b> with superintendent's original signature due no later than this date to <b>NYSED Program Office</b> . Document must be mailed in hard copy with signatures. (see address below)
<b>05/10/20</b>	All <b>final amendments (FS10A's)</b> for <b>WIOA</b> (federal), <b>ALE</b> and <b>WEP</b> (state) funded projects due no later than this date to <b>NYSED Program Office</b> (2019-2020)
<b>05/15/20</b>	Completed <b>EPE Application</b> to <b>NYSED</b> (Program Office) (FY2020-2021) unless a request for an extension is received and granted. Extensions will be until May 31 <sup>st</sup> if approved by NYSED
<b>06/5/20</b>	<b>Renewal program narratives, budget narratives for FS-10 fiscal documentation</b> for <b>WIOA</b> (federal) and <b>WEP</b> (state) funded continuation grants and grant-contracts to <b>NYSED Program Office</b> via email to <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a>
<b>07/31/20</b>	<b>FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> for <b>ALE</b> and <b>WEP</b> (state) funded projects (2019-2020)

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

<b>What Data is Collected</b>	<b>When Data is Due</b>
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 <sup>st</sup> )
Follow Up Outcomes	<u>Quarterly basis:</u> Quarter I data due October 31 <sup>st</sup> Quarter II data due January 31 <sup>st</sup> Quarter III data due April 30 <sup>th</sup> Quarter IV data due July 31 <sup>th</sup>



## NYSED AEPP Budget Process Chart

- Budget (FS10 including code categories)
- Program office for approval before sending to fiscal office for processing of 20% advance to agency (10% is withheld until final expenditure report is submitted at end of program year)
- 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 (6/30/2020) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2020) for federal funded projects (WIOA) to SED's Grants/Finance Office
- FS-10-A (Budget Amendment) to program office for approval by 5/10/2020
- Note: Use the FS(3/15) Forms

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

**Grants/Finance** 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](http://www.acces.nysed.gov/aepp/accountability-reporting)