



**NYSED  
Adult Education Programs and Policy  
Due Dates 2018-2019 for EPE and WIOA**

<b>07/01/18</b>	NYSED Technology Summary that describes the technology advances that have been accomplished for the completed program year (2017-2018)
<b>07/31/18</b>	<b>FS-10F's</b> submitted no later than this date to <b>Grants/Finance</b> for all <b>ALE</b> and <b>WEP</b> (state) funded projects (2016-2017)
<b>08/15/18</b>	<b>Final Deadline for All data in ASISTS (FY2017-2018) for NRS and NYRS purposes.</b>
<b>08/15/18</b>	<b>LAST DAY TO ENTER EPE contact hours; Data frozen in ASISTS</b> for program year (7/1/17-6/30/18) at 11:59pm.
<b>08/16/18</b>	<b>SA 160.2</b> from <b>ASISTS</b> (2017-18) submitted on this date. Unsigned copy emailed to <a href="mailto:epe@nysed.gov">epe@nysed.gov</a> , or faxed to 518-486-1751 - Attn: Erik Lindell and Constance Carroll.
<b>08/31/18</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.
<b>09/30/18</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 (2017-18).
<b>9/30/18</b>	<b>Annual Program Information Form (PIF)</b> to <b>NYSED Program Office</b> (2018- 2019). Revisions of PIFs are due as project changes occur. PIFs should be generated directly from ASISTS, saved as pdf files, and emailed to the NYSED Regional.
<b>11/15/18</b>	<b>Adult Literacy Compliance Self-Review/Monitoring Form</b> to <b>NYSED Program Office</b> (2018-2019) for EPE, WIOA, WEP and ALE funded programs.
<b>02/1/19</b>	<b>LAST DAY TO ENTER EPE contact hours; EPE Data frozen in ASISTS</b> for 07/01/18 - 12/31/18, at 11:59pm.
<b>02/2/19</b>	<b>SA160.1</b> from <b>ASISTS</b> (2018-19) and Interim Report submitted on this date. <b>Full year</b> Projections <b>MUST</b> be included in <b>SA160.1</b> . Email to <a href="mailto:epe@nysed.gov">epe@nysed.gov</a> , or fax to 518-486-1751 – Attn: Erik Lindell and Constance Carroll.
<b>02/20/18</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.
<b>05/10/19</b>	All <b>final amendments (FS10A's)</b> for <b>WIOA</b> (federal) and <b>ALE</b> and <b>WEP</b> (state) funded projects due no later than this date to <b>NYSED Program Office</b> (2018-2019)
<b>05/15/19</b>	Completed <b>EPE Application</b> to <b>NYSED</b> (Program Office) (FY2019-2020) unless an extension is granted to May 31 <sup>st</sup> is requested in writing and granted
<b>06/30/19</b>	Must complete online survey for Distance Learning Assessment
<b>07/1/19</b>	<b>Renewal program narratives, budget narratives for FS-10 fiscal documentation</b> for <b>WIOA</b> (federal), <b>ALE</b> and <b>WEP</b> (state) funded continuation grants and grant-contracts to <b>NYSED Program Office</b> (2019- 2020)
<b>07/31/19</b>	<b>FS-10F's</b> submitted no later than this date to <b>Grants/Finance</b> for <b>ALE</b> and <b>WEP</b> (state) funded projects (2018-2019) <b>FS10F</b> submitted no later than this date to <b>Grants/Finance</b> for <b>WIOA</b> (federal) funded projects (2018-19)

**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 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 (Final Expenditure Report- long form) must be submitted 30 days after end of program year (6/30/2019) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2019) for federal funded projects (WIOA) to SED's Grants/Finance Office
- FS-10-A (Budget Amendment) to program office for approval at any time before 5/15/2019
- 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)