



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

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

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 th



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