



**NYSED**  
**Adult Education Programs and Policy**  
**Due Dates 2015-2016**

07/01/15	NYSED Technology Summary that describes the technology advances that have been accomplished for the completed program year (2014-2015)
07/30/15	<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 (2015-2016)
09/1/15	<b>EPE Data frozen</b> in <b>ASISTS</b> for program year (7/1/16-6/30/15) at 11:59pm.
09/2/15	<b>SA 160.2</b> from <b>ASISTS</b> (2016-15) submitted on this date. Unsigned copy emailed to <a href="mailto:epe@mail.nysed.gov">epe@mail.nysed.gov</a> , or faxed to 518-486-1751 - Attn: Erik Lindell and Constance Carroll.
09/15/15	<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.
09/30/15	<b>FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> to close <b>WIA</b> (federal) funded projects (2014-15).
10/31/15	<b>All data</b> in <b>ASISTS</b> (2014-2015) for <b>NRS</b> purposes.
10/31/15	<b>Annual Program Information Form (PIF)</b> to <b>NYSED Program Office</b> (2015- 2016). PIFs submitted with 2014-15 WIA and WEP applications are on file and only revisions need to be submitted. Revisions of PIFs are due as project changes occur.
10/31/15	<b>Adult Literacy Compliance Self-Review/Monitoring Form</b> to <b>NYSED Program Office</b> (2015-2016) for EPE, WIA, WEP and ALE funded programs.
11/30/15	<b>1<sup>st</sup> Quarter</b> data in <b>ASISTS</b> (2015-2016).
02/1/16	<b>EPE Data frozen</b> in <b>ASISTS</b> for 07/01/15 - 12/31/15, at 11:59pm.
02/2/16	<b>SA160.1*</b> from <b>ASISTS</b> (2015-16) and Interim Report submitted on this date. Full year Projections <b>MUST</b> be included in <b>SA160.1</b> . Email to <a href="mailto:epe@mail.nysed.gov">epe@mail.nysed.gov</a> , or fax to 518-486-1751 – Attn: Erik Lindell and Constance Carroll.
02/28/16	<b>2<sup>nd</sup> Quarter NRS and EPE</b> data in <b>ASISTS</b> (2015-2016)
03/03/16	<b>SA160.1</b> with superintendent's original signature due no later than this date to <b>NYSED Program Office</b> .
04/02/16	All <b>final amendments (FS10A's)</b> for <b>WIA</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> (2015-2016) Note: Amendments can be sent to program office whenever appropriate, but will not be processed after 5/15/16.
04/30/16	<b>3<sup>rd</sup> Quarter NRS and EPE</b> data in <b>ASISTS</b> (2015-2016)
05/16/16	Completed <b>EPE Application</b> to <b>NYSED</b> (Program Office) (2016-2017) unless an extension to June 15 <sup>th</sup> is requested in writing and granted
06/15/16	<b>Renewal program narratives, budget narratives for FS-10 fiscal documentation</b> for <b>WIA</b> (federal), <b>ALE</b> and <b>WEP</b> (state) funded continuation grants and grant-contracts to <b>NYSED Program Office</b> (2016- 2017)
06/30/16	Must complete online survey for Technology Integration Self-Assessment (TISA) (link will be sent early June)
06/30/16	Must complete online survey for Distance Learning Assessment (link will be sent early June)
07/30/16	<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 (2015-2016). <b>FS-10F</b> (short form) submitted no later than this date to Grants/Finance for WIA (federal) funded projects (2015-2016).

**Program Office** address: NYSED AEPP, 99 Washington Ave; OCP 1622, 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/>

**PIF and Self Review Monitoring Forms** available at: <http://www.acces.nysed.gov/aepp/forms.html>



## 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-A (Budget Amendment) to program office for approval at any time but amendments will not be processed after 5/15/2016 ↗

FS-10-F (Final Expenditure Report- long form) must be submitted 30 days after end of program year (6/30/2015) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2015) for federal funded projects (WIA) to SED's Grants/Finance Office

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