



NYSED
Adult Education Programs and Policy
AEPP EPE Provider
Due Dates 2016-2017

07/01/16	NYSED Technology Summary that describes the technology advances that have been accomplished for the completed program year (2015-2016)
07/29/16	FS-10F's submitted no later than this date to Grants/Finance for all ALE and WEP (state) funded projects (2016-2017)
09/1/16	LAST DAY TO ENTER EPE contact hours; Data frozen in ASISTS for program year (7/1/15-6/30/16) at 11:59pm.
09/2/16	SA 160.2 from ASISTS (2015-16) submitted on this date. Unsigned copy emailed to epe@mail.nysed.gov , or faxed to 518-486-1751 - Attn: Erik Lindell and Constance Carroll.
09/15/16	SA 160.2 with superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed.
09/30/16	FS-10F's (long form) submitted no later than this date to Grants/Finance to close WIOA (federal) funded projects (2015-16).
9/30/16	Final Deadline for All data in ASISTS (FY2015-2016) for NRS purposes.
9/30/16	Annual Program Information Form (PIF) to NYSED Program Office (2016- 2017). 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.
10/30/16	1st Quarter (July, August, September) data in ASISTS (2016-2017).
11/15/16	Adult Literacy Compliance Self-Review/Monitoring Form to NYSED Program Office (2016-2017) for EPE, WIOA, WEP and ALE funded programs.
01/31/17	2nd Quarter NRS data in ASISTS (2016-2017)
02/2/17	LAST DAY TO ENTER EPE contact hours; EPE Data frozen in ASISTS for 07/01/16 - 12/31/16, at 11:59pm.
02/3/17	SA160.1* from ASISTS (2016-17) and Interim Report submitted on this date. Full year Projections MUST be included in SA160.1 . Email to epe@mail.nysed.gov , or fax to 518-486-1751 – Attn: Erik Lindell and Constance Carroll.
02/20/17	SA160.1 with superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed.
05/10/17	All final amendments (FS10A's) for WIOA (federal) and ALE and WEP (state) funded projects due no later than this date to NYSED Program Office (2016-2017)
04/28/17	3rd Quarter NRS data in ASISTS (2015-2016)
05/15/17	Completed EPE Application to NYSED (Program Office) (FY2017-2018) unless an extension to June 15 th is requested in writing and granted
07/1/17	Renewal program narratives, budget narratives for FS-10 fiscal documentation for WIA (federal), ALE and WEP (state) funded continuation grants and grant-contracts to NYSED Program Office (2017- 2018)
06/30/17	Must complete online survey for Technology Integration Self-Assessment (TISA) (link will be sent early June)
06/30/17	Must complete online survey for Distance Learning Assessment (link will be sent early June)
07/31/17	FS-10F's submitted no later than this date to Grants/Finance for all ALE and WEP (state) funded projects (2016-2017). FS-10F submitted no later than this date to Grants/Finance for WIOA (federal) funded projects (2016-2017).

Program Office address: NYSED AEPP, 89 Washington Ave; 460EBA, 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/aep/accountability-reporting>



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 (6/30/2017) for state funded projects (ALE & WEP), and 90 days after end of program year (9/29/2017) 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 5/15/2017
- Note: Use the FS(3/15) Forms

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