



**NYSED**  
**Adult Education Programs and Policy**  
**NON-EPE Providers**  
**Due Dates 2016-2017**

<b>07/01/16</b>	NYSED Technology Summary that describes the technology advances that have been accomplished for the completed program year (2015-2016)
<b>07/29/16</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>09/30/16</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 (2015-16).
<b>9/30/16</b>	<b>Final Deadline for All data in ASISTS (FY2015-2016) for NRS purposes.</b>
<b>9/30/16</b>	<b>Annual Program Information Form (PIF) to NYSED Program Office (2016- 2017).</b> 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.
<b>10/30/16</b>	<b>1<sup>st</sup> Quarter (July, August, September) data in ASISTS (2016-2017).</b>
<b>11/15/16</b>	<b>Adult Literacy Compliance Self-Review/Monitoring Form to NYSED Program Office (2016-2017) for WIOA, WEP and ALE funded programs.</b>
<b>01/31/17</b>	<b>2<sup>nd</sup> Quarter NRS data in ASISTS (2016-2017)</b>
<b>05/10/17</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 (2016-2017)</b>
<b>04/28/17</b>	<b>3<sup>rd</sup> Quarter NRS data in ASISTS (2016-2017)</b>
<b>07/1/17</b>	<b>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)</b>
<b>06/30/17</b>	Must complete online survey for Technology Integration Self-Assessment (TISA) (link will be sent early June)
<b>06/30/17</b>	Must complete online survey for Distance Learning Assessment (link will be sent early June)
<b>07/31/17</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>FS-10F</b> submitted no later than this date to Grants/Finance for <b>WIOA</b> (federal) funded projects (2016-2017).

**Program Office** address: NYSED AEPP, 89 Washington Ave; 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/>

**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 (9/30/2016) for federal funded projects (WIA) 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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