



## Adult Education Programs and Policy

### Due Dates 2024-2025 for ALE, EPE, WEP, and WIOA

<b>07/31/24</b>	<b>Finalized FS-10Fs</b> (long form) submitted no later than this date to <b>Grants/Finance</b> for all <b>state</b> funded projects 2023-2024 ( <b>ALE</b> and <b>WEP</b> ). MWBE Compliance Form submitted no later than this date to <a href="mailto:mwbegrants@nysed.gov">mwbegrants@nysed.gov</a> for AEPP funded programs (ALE & WEP)
<b>07/31/24</b>	<b>AEPP Hybrid Instruction Application, 2024-25.</b> The Hybrid Application <b>MUST</b> be downloaded to the program's device before completing and saving it.
<b>08/15/24</b>	<b>Final Deadline for All data in ASISTS</b> (FY2023-2024) for <b>NRS</b> and <b>NYRS</b> funding streams (WIOA, WEP, ALE, EPE).
<b>08/15/24</b>	<b>LAST DAY TO ENTER EPE contact hours and all EPE related data. <u>A reminder that changes made on the last day, August 15, 2024, cannot be verified for accuracy.</u></b>
<b>08/16/24</b>	<b>EPE SA 160.2</b> from <b>ASISTS</b> (2023-24) must be submitted to the AEPP office; they must be emailed to <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> . These documents are unsigned when submitted electronically. These documents cannot be dated prior to 8/16/2024.
<b>08/30/24</b>	<b>EPE 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 in hard copy with original signatures. (See address below)
<b>09/30/24</b>	<b>FS-10Fs</b> (long form) submitted no later than this date to <b>Grants/Finance</b> to close <b>WIOA</b> federally funded projects (2023-24).
<b>09/30/24</b>	<b>Annual Program Information Form (PIF)</b> to <b>NYSED Program Office</b> (2024- 2025). The PIF must be generated as a pdf directly from ASISTS. Email Program Information Forms to: <a href="mailto:PIFadulthoodeducation@nysed.gov">PIFadulthoodeducation@nysed.gov</a>
<b>11/15/24</b>	<b>AEPP Adult Literacy Compliance Self-Review/Monitoring Form</b> to <b>NYSED Program Office</b> (2024-2025) for EPE, WIOA, WEP and ALE funded programs. Email completed Forms to: <a href="mailto:adulthood@nysed.gov">adulthood@nysed.gov</a>
<b>12/15/24</b>	<b>AEPP Community Resource Navigator Guide.</b> Email AEPP Community Resource Navigator Guides for each funded project (ALE; EPE; or WIOA) to: <a href="mailto:adulthood@nysed.gov">adulthood@nysed.gov</a> .
<b>02/03/25</b>	<b>LAST DAY TO ENTER EPE- related data including contact hours for July 2024 – December 2024 into ASISTS.</b>
<b>02/04/25</b>	<b>EPE SA160.1</b> from <b>ASISTS</b> (24-25) due. <b>Full Year Projections MUST</b> be included. Email unsigned SA160.1 to <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> . Any SA160.1 dated prior to this date will not be accepted.
<b>02/18/25</b>	<b>EPE SA160.1</b> with Superintendent's original signature due no later than this date to <b>NYSED Program Office</b> . Document must be mailed in hard copy with original signatures. (See mailing address below)
<b>04/01/25</b>	<b>AEPP Hybrid Instruction and Remote Synchronous Applications for ALE, EPE (Distance Education Tutoring component only) and WIOA projects, 2025-26.</b> Email: <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> ; <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a> .
<b>04/10/25</b>	All <b>final amendments (FS10-A's)</b> for <b>WIOA</b> (federal), <b>ALE</b> and <b>WEP</b> (state) funded projects due no later than this date to <b>NYSED Program Office</b> (2024-2025). Email <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a>
<b>05/05/25</b>	<b>Renewal fiscal documentation (FS10, Budget Narrative and MWBE)</b> for <b>ALE</b> and <b>WIOA/ WEP</b> funded continuation grants and grant-contracts to <b>NYSED Program Office</b> . Email: <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a> . Include completed <b>FTE Worksheet (required)</b> for each funded project, 2025-26.
<b>05/05/25</b>	<b>AEPP Student Travel and Dependent Care Application.</b> Include with ALE and WIOA renewal fiscal documents for 2025-26. Email: <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a> .
<b>05/05/25</b>	<b>AEPP IET and IELCE Worksheets</b> – Include with WIOA renewal fiscal documents for WIOA IET (Area 1; Area 3) and IELCE (Area 2) projects for 2025-26. Email: <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a> .

<b>06/15/25</b>	Email completed <b>EPE Application</b> to <b>NYSED</b> (Program Office) for 2025-2026 to: <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> . Include <b>EPE FTE Worksheet</b> (required) and <b>EPE Student Travel and Dependent Care</b> Application if applicable.
<b>07/31/25</b>	<b>FS-10Fs</b> (long form) submitted no later than this date to <b>Grants/Finance</b> for <b>ALE</b> and <b>WEP</b> (state) funded projects (2024-2025). See mailing address below.
<b>09/30/25</b>	<b>FS-10Fs (long form)</b> submitted no later than this date to <b>Grants Finance</b> for <b>WIOA</b> federally funded projects (2024-25). See mailing address below.

**If due date falls on a Saturday, Sunday, or legal holiday, due date moves to the very next business day.**

## AEPP Budget Process Chart

- Budget (FS-10 including code categories) submitted to AEPP program office for approval before sending to fiscal office for processing of 20% advance to agency. Please refer to AEPP budget review and approval process for further details.  
(10% is withheld until final expenditure report is submitted at end of program year)
- FS-10-A (Budget Amendment) to program office for approval by 5/10/2025
- 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 (7/31/2025) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2025) for federal funded projects (WIOA) to SED's Grants/Finance Office
- Note: Use the FS (3/15) Forms

### Data and Follow-Up Outcomes Due Dates

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 <sup>st</sup> )
Follow Up Outcomes	Quarterly basis: 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>st</sup>

**Program Office** mailing address: NYSED AEPP, 89 Washington Ave; Room 460 EBA, Albany, NY 12234

**Grants/Finance** mailing 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)

**MWBE Forms** available at: <https://www.oms.nysed.gov/fiscal/MWBE/Forms.html>