



NYSED
Adult Education Programs and Policy
Due Dates 2023-2024 for ALE, EPE, WEP, and WIOA

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| 07/31/23 | Finalized FS-10F's (long form) submitted no later than this date to Grants/Finance for all state funded projects 2022-2023 (ALE and WEP). MWBE Compliance Form submitted no later than this date to mwbegrants@nysed.gov for ALL AEPP funded program (ALE, WIOA & WEP) |
| 07/31/23 | The AEPP Hybrid Application Due Date is July 31, 2023. The Hybrid Application MUST be downloaded to the program's device before completing and saving it. |
| 08/15/23 | Final Deadline for All data in ASISTS (FY2022-2023) for NRS and NYRS funding streams (WIOA, WEP, ALE, EPE). |
| 08/15/23 | LAST DAY TO ENTER EPE contact hours and all EPE related data. A reminder that changes made on the last day, August 15, 2023, cannot be verified for accuracy. |
| 08/16/23 | SA 160.2 from ASISTS (2022-23) must be submitted to the AEPP office; they must be emailed to EPE@nysed.gov . These documents are unsigned when submitted electronically. These documents cannot be dated prior to 8/16/2023. |
| 08/30/23 | 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) |
| 9/30/23 | FS-10F's (long form) submitted no later than this date to Grants/Finance to close WIOA federally funded projects (2022-23). |
| 9/30/23 | Annual Program Information Form (PIF) to NYSED Program Office (2023- 2024). The PIF must be generated as a pdf directly from ASISTS. All PIFs should be emailed to: PIFadulthoodeducation@nysed.gov |
| 11/15/23 | Adult Literacy Compliance Self-Review/Monitoring Form to NYSED Program Office (2023-2024) for EPE, WIOA, WEP and ALE funded programs. Email completed form to: Adulthood@nysed.gov |
| 02/01/24 | LAST DAY TO ENTER EPE related data including contact hours |
| 02/02/24 | SA160.1 from ASISTS (2023-24) submitted on this date. Full year Projections MUST be included on SA160.1. Email to EPE@nysed.gov |
| 02/16/24 | 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) |
| 05/10/24 | All final amendments (FS10-A's) for WIOA (federal), ALE and WEP (state) funded projects due no later than this date to NYSED Program Office (2023-2024) |
| 06/5/24 | Renewal fiscal documentation (FS10, Budget Narrative and MWBE) for ALE and WIOA/ WEP funded continuation grants and grant-contracts to NYSED Program Office via respective email box: ALE@nysed.gov or WIOA@nysed.gov |
| 06/15/24 | Completed EPE Application to NYSED (Program Office) (FY2024-2025) |
| 07/31/24 | FS-10F's (long form) submitted no later than this date to Grants/Finance for ALE and WEP (state) funded projects (2023-2024) |

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

NYSED **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 5/10/2024
- 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 (7/01/2024) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2024) 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 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 st |

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