



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

<b>07/31/23</b>	<b>Finalized FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> for all <b>state</b> funded projects 2022-2023 ( <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 <b>ALL</b> AEPP funded program (ALE, WIOA &WEP)
<b>07/31/23</b>	The <b>AEPP Hybrid Application</b> Due Date is July 31, 2023. The Hybrid Application <b>MUST</b> be downloaded to the program's device before completing and saving it.
<b>08/15/23</b>	<b>Final Deadline for All data</b> in <b>ASISTS</b> (FY2022-2023) for <b>NRS</b> and <b>NYRS</b> funding streams (WIOA, WEP, ALE, EPE).
<b>08/15/23</b>	<b>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.</b>
<b>08/16/23</b>	<b>SA 160.2</b> from <b>ASISTS</b> (2022-23) 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 8/16/2023.
<b>08/30/23</b>	<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 in hard copy with original signatures. (See address below)
<b>9/30/23</b>	<b>FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> to close <b>WIOA federally</b> funded projects (2022-23).
<b>9/30/23</b>	<b>Annual Program Information Form (PIF)</b> to <b>NYSED Program Office</b> (2023- 2024). The PIF must be generated as a pdf directly from ASISTS. All PIFs should be emailed to: <a href="mailto:PIFadulthood@nysed.gov">PIFadulthood@nysed.gov</a>
<b>11/15/23</b>	<b>Adult Literacy Compliance Self-Review/Monitoring Form</b> to <b>NYSED Program Office</b> (2023-2024) for EPE, WIOA, WEP and ALE funded programs. Email completed form to: <a href="mailto:Adulthood@nysed.gov">Adulthood@nysed.gov</a>
<b>02/01/24</b>	<b>LAST DAY TO ENTER EPE related data including contact hours</b>
<b>02/02/24</b>	<b>SA160.1</b> from <b>ASISTS</b> (2023-24) submitted on this date. <b>Full year Projections MUST</b> be included on <b>SA160.1</b> . Email to <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a>
<b>02/16/24</b>	<b>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 signatures. (See address below)
<b>05/10/24</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> (2023-2024)
<b>06/5/24</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> via respective email box: <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a>
<b>06/15/24</b>	Completed <b>EPE Application</b> to <b>NYSED</b> (Program Office) (FY2024-2025)
<b>07/31/24</b>	<b>FS-10F's</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 (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 <sup>st</sup> )
Follow Up Outcomes	<u>Quarterly basis:</u> 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 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](http://www.acces.nysed.gov/aepp/accountability-reporting)