# NYSED Adult Education Programs and Policy Due Dates 2024-2025 for ALE, EPE, WEP, and WIOA

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| **07/31/24**  | **Finalized FS-10F’s** (long form) submitted no later than this date to **Grants/Finance** for all **state** funded projects 2023-2024 **(ALE** and **WEP).** MWBE Compliance Form submitted no later than this date to mwbegrants@nysed.gov for **ALL** AEPP funded program (ALE & WEP)  |
|  | The **AEPP** **Hybrid Application** Due Date is July 31, 2024. The Hybrid Application MUST be downloaded to the program's device before completing and saving it. |
| **07/31/24**  |
| **08/15/24**  | **Final Deadline for All data** in **ASISTS** (FY2023-2024) for **NRS** and **NYRS** funding streams (WIOA, WEP, ALE, EPE).  |
| **08/15/24**  | **LAST DAY TO ENTER EPE contact hours and all EPE related data. A reminder that changes**  |
| **made on the last day, August 15, 2024, cannot be verified for accuracy.**  |
| **08/16/24**  | **SA 160.2** from **ASISTS** (2023-24) 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 8/16/2024.  |
| **08/30/24**  | **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)  |
| **09/30/24**  | **FS-10F’s** (long form) submitted no later than this date to **Grants/Finance** to close **WIOA federally** funded projects (2023-24).  |
| **09/30/24**  | **Annual Program Information Form (PIF)** to **NYSED Program Office** (2024- 2025). The PIF must be generated as a pdf directly from ASISTS. All PIFs should be emailed to: PIFadulteducation@nysed.gov  |
| **11/15/24**  | **Adult Literacy Compliance Self-Review/Monitoring Form** to **NYSED Program Office** (2024-2025) for EPE, WIOA, WEP and ALE funded programs. Email completed form to: Adulted@nysed.gov  |
| **02/03/25**  | **LAST DAY TO ENTER EPE related data including contact hours**  |
| **02/04/25** | **SA160.1** from **ASISTS** (24-25) due. **Full Year Projections MUST** be included. Email unsigned SA160.1 to EPE@nysed.gov. Any SA160.1 dated prior to this date will not be accepted. |
| **02/18/25**  | **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 original signatures. (See address below)  |
| **04/10/25**  | 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** (2024-2025) |
| **05/05/25**  | **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  |
| **06/15/25**  | Send completed **EPE Application** to **NYSED** (Program Office) (FY2024-2025) via email to EPE@nysed.gov. |
| **07/31/25**  | **FS-10F’s** (long form) submitted no later than this date to **Grants/Finance** for **ALE** and **WEP** (state) funded projects (2024-2025)  |

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

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# 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 5/10/2025
* 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

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| **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 31st)  |
| Follow Up Outcomes  | Quarterly basis: Quarter I data due October 31st Quarter II data due January 31stQuarter III data due April 30thQuarter IV data due July 31st |
| **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)

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

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