



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK /  
ALBANY, NY 12234**

ADULT CAREER AND CONTINUING EDUCATION SERVICES  
ADULT EDUCATION PROGRAMS AND POLICY  
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May 8, 2020

TO: NYSED WIOA Program Area 1 (ABE/ASE/ESL/IET),  
Program Area 2 (IEL/CE),  
Program Area 3 (Corrections),  
Program Area 4 (Literacy Zones)

FROM: Robert Purga, Director, ACCES Adult Education Programs

SUBJECT: **REQUIRED FISCAL DOCUMENTS FOR WIOA for FY2020/2021**

In an effort to have FY 2020/2021 budgets in place by the July 1, 2020 start date, **ALL** WIOA funded program areas must complete and submit updated fiscal and MWBE documents to NYSED via email no later than **June 5, 2020**. Please send requested documents as attachments to the following email address: [WIOA@nysed.gov](mailto:WIOA@nysed.gov)

The items requested for **EACH** funded WIOA project are as follows:

- Fiscal year **2020-2021 FS10**
  - These forms can be found at: <http://www.oms.nysed.gov/cafe/forms/>
  - Please use either the Excel or Word version of this document, **PDFs will not be accepted**
- Fiscal year **2020-2021 Budget Narrative**
- Fiscal year **2020-2021 MWBE Package** (also attached to this email)

We appreciate your immediate response to this request. All of these documents should be familiar to your program. After your completed documentation is received and reviewed for accuracy, you will first receive an initial program approval from your NYSED Regional Associate; you will then be asked to mail final copies to NYSED.

New York City.....	Dr. Patricia Mooney/John Manion
Long Island, Hudson Valley.....	Kimberly Malcolm/John Manion
Capital North, Central Southern Tier.....	Marisa Boomhower/Emily Ercolano
Finger Lakes, West.....	Gregory Kwaczala/Emily Ercolano

Any questions or concerns should be sent by email to [WIOA@nysed.gov](mailto:WIOA@nysed.gov).

cc: ACCES-Adult Education Regional Staff  
Rosemary Matt, Accountability  
RAEN Directors