



**NYSED  
Adult Education Programs and Policy  
Due Dates 2017-2018 for EPE and WIOA**

<b>07/01/17</b>	NYSED Technology Summary that describes the technology advances that have been accomplished for the completed program year (2016-2017)
<b>07/28/17</b>	<b>FS-10F's</b> submitted no later than this date to <b>Grants/Finance</b> for all <b>ALE</b> and <b>WEP</b> (state) funded projects (2016-2017)
<b>8/31/17</b>	<b>Final Deadline for All data in ASISTS (FY2016-2017) for NRS and NYRS purposes.</b>
<b>09/7/17</b>	<b>LAST DAY TO ENTER EPE contact hours; Data frozen in ASISTS</b> for program year (7/1/16-6/30/17) at 11:59pm.
<b>09/8/17</b>	<b>SA 160.2</b> from <b>ASISTS</b> (2016-17) submitted on this date. Unsigned copy emailed to <a href="mailto:epe@nysed.gov">epe@nysed.gov</a> , or faxed to 518-486-1751 - Attn: Erik Lindell and Constance Carroll.
<b>09/23/17</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.
<b>09/29/17</b>	<b>FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> to close <b>WIOA</b> (federal) funded projects (2016-17).
<b>9/29/17</b>	<b>Annual Program Information Form (PIF)</b> to <b>NYSED Program Office</b> (2017- 2018). PIFs submitted with 2014-15 WIA and WEP applications are on file and only revisions need to be submitted. Revisions of PIFs are due as project changes occur. PIFs should be generated directly from ASISTS, saved, and emailed to the NYSED Regional.
<b>11/15/17</b>	<b>Adult Literacy Compliance Self-Review/Monitoring Form</b> to <b>NYSED Program Office</b> (2017-2018) for EPE, WIOA, WEP and ALE funded programs.
<b>02/2/18</b>	<b>LAST DAY TO ENTER EPE contact hours; EPE Data frozen in ASISTS</b> for 07/01/17 - 12/31/17, at 11:59pm.
<b>02/3/18</b>	<b>SA160.1</b> from <b>ASISTS</b> (2016-17) and Interim Report submitted on this date. <b>Full year</b> Projections <b>MUST</b> be included in <b>SA160.1</b> . Email to <a href="mailto:epe@nysed.gov">epe@nysed.gov</a> , or fax to 518-486-1751 – Attn: Erik Lindell and Constance Carroll.
<b>02/20/18</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.
<b>05/10/18</b>	All <b>final amendments (FS10A's)</b> for <b>WIOA</b> (federal) and <b>ALE</b> and <b>WEP</b> (state) funded projects due no later than this date to <b>NYSED Program Office</b> (2017-2018)
<b>05/15/18</b>	Completed <b>EPE Application</b> to <b>NYSED</b> (Program Office) (FY2018-2019) unless an extension is granted to May 31 <sup>st</sup> is requested in writing and granted
<b>06/30/18</b>	Must complete online survey for Distance Learning Assessment
<b>07/1/18</b>	<b>Renewal program narratives, budget narratives for FS-10 fiscal documentation</b> for <b>WIOA</b> (federal), <b>ALE</b> and <b>WEP</b> (state) funded continuation grants and grant-contracts to <b>NYSED Program Office</b> (2018- 2019)
<b>07/31/18</b>	<b>FS-10F's</b> submitted no later than this date to <b>Grants/Finance</b> for <b>ALE</b> and <b>WEP</b> (state) funded projects (2017-2018) <b>FS10F</b> submitted no later than this date to <b>Grants/Finance</b> for <b>WIOA</b> (federal) funded projects (2016-17)

**Program Office** address: NYSED AEPP, 89 Washington Ave; 460EBA, 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/>

<b>What Data is Collected</b>	<b>When Data is Due</b>
ISRF 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>th</sup>



## NYSED AEPP Budget Process Chart

- Budget (FS10 including code categories)
- Program office for approval before sending to fiscal office for processing of 20% advance to agency (10% is withheld until final expenditure report is submitted at end of program year)
- FS-25 (Request for Funds) submitted directly to SED's Grants Finance Office either monthly or quarterly
- FS-10-F (Final Expenditure Report- long form) must be submitted 30 days after end of program year (6/30/2018) for state funded projects (ALE & WEP), and 90 days after end of program year (9/29/2018) for federal funded projects (WIOA) to SED's Grants/Finance Office
- FS-10-A (Budget Amendment) to program office for approval at any time before 5/15/2018
- Note: Use the FS(3/15) Forms

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**Monitoring Forms** available at: [www.acces.nysed.gov/aapp/accountability-reporting](http://www.acces.nysed.gov/aapp/accountability-reporting)