



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

07/01/17	NYSED Technology Summary that describes the technology advances that have been accomplished for the completed program year (2016-2017)
07/28/17	FS-10F's submitted no later than this date to Grants/Finance for all ALE and WEP (state) funded projects (2016-2017)
08/31/17	Final Deadline for All data in ASISTS (FY 2016-2017) for NRS and NYRS purposes
09/29/17	FS-10F's (long form) submitted no later than this date to Grants/Finance to close WIOA (federal) funded projects (2016-17).
09/29/17	Annual Program Information Form (PIF) to NYSED Program Office (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.
11/15/17	Adult Literacy Compliance Self-Review/Monitoring Form to NYSED Program Office (2017-2018) for WIOA, WEP and ALE funded programs.
05/10/18	All final amendments (FS10A's) for WIOA (federal) and ALE and WEP (state) funded projects due no later than this date to NYSED Program Office (2017-2018)
06/30/18	Must complete online survey for Technology Integration Self Assessment (TISA)
06/30/18	Must complete online survey for Distance Learning Assessment
07/1/18	Renewal program narratives, budget narratives for FS-10 fiscal documentation for WIOA (federal), ALE and WEP (state) funded continuation grants and grant-contracts to NYSED Program Office (2018- 2019)
07/31/18	FS-10F's submitted no later than this date to Grants/Finance for ALE and WEP (state) funded projects (2017-2018) FS10F submitted no later than this date to Grants/Finance for WIOA (federal) funded projects (2017-18)

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/>

What Data is Collected	When Data is Due
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 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 th



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 Form available at: www.acces.nysed.gov/aepp/accountability-reporting