



**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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March 4, 2019

TO: NYSED Adult Literacy Education funded adult education programs
FROM: Robert Purga, Director, ACCES Adult Education Programs
SUBJECT: **ALE Required documents needed for FY2019/2020**

Adult Literacy Education (ALE) programs were previously notified that all those with active ALE grants in fiscal year 2018/2019 have been extended through June 30, 2020. As with any extension provided by NYSED there are a number of updated fiscal and MWBE documents that must be completed and submitted to NYSED. We ask for your immediate attention to this required documentation. We must have these documents sent via email no later than Friday, **March 15, 2019**. Please send them as Word document attachments to the following email address: ALE@nysed.gov

The items requested are as follows:

- Fiscal year 2019-2020 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, no pdfs are acceptable
- Fiscal year 2019-2020 Work Plan (use the Word template from the original ALE rfp)
- Fiscal year 2019-2020 Program Component Worksheet (use the Word template from the original ALE rfp)
- Fiscal year 2019-2020 MWBE Reports (included as attachment to this memo)
- S-1 Parents' Bill of Rights (included as attachment to this memo)

We appreciate your immediate response to this request. All these documents should be familiar to your program. Any questions or concerns should also be directed to ALE@nysed.gov. 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
Long Island, Hudson Valley.....	Kimberly Malcolm
Capital North, Central Southern Tier, Finger Lakes, West.....	Marisa Boomhower

cc: ACCES-Adult Education Regional Staff
Rosemary Matt, Accountability
RAEN Directors
Upstate and Downstate STAC