



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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November 19, 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 FY2021/2022**

In an effort to have FY 2021/2022 budgets in place by the July 1, 2021 start date, **ALL** WIOA funded program areas must complete and submit updated fiscal and MWBE documents to NYSED via email no later than **January 15, 2021**. Please send requested documents as attachments to the following email address: [WIOA@nysed.gov](mailto:WIOA@nysed.gov). Please note signatures are not required on documentation until preliminary approval is received by NYSED-AEPP staff.

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

- Fiscal year **2021-2022 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 **2021-2022 Budget Narrative**
- Fiscal year **2021-2022 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, programs will first receive preliminary program approval from NYSED-AEPP staff; you will then be asked to mail final copies, with original signatures, to NYSED AEPP.

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.....	Marisa Boomhower /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