



Adult Education Programs and Policy

Due Dates 2024-2025 for ALE, EPE, WEP, and WIOA

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| 07/31/24 | Finalized FS-10F's (long form) submitted no later than this date to Grants/Finance for all state funded projects 2023-2024 (ALE and WEP). MWBE Compliance Form submitted no later than this date to mwbegrants@nysed.gov for AEPP funded programs (ALE & WEP) |
| 07/31/24 | AEPP Hybrid Instruction Application, 2024-25 . The Hybrid Application MUST be downloaded to the program's device before completing and saving it. |
| 08/15/24 | Final Deadline for All data in ASISTS (FY2023-2024) for NRS and NYRS funding streams (WIOA, WEP, ALE, EPE). |
| 08/15/24 | LAST DAY TO ENTER EPE contact hours and all EPE related data. <u>A reminder that changes made on the last day, August 15, 2024, cannot be verified for accuracy.</u> |
| 08/16/24 | EPE SA 160.2 from ASISTS (2023-24) must be submitted to the AEPP office; they must be emailed to EPE@nysed.gov . These documents are unsigned when submitted electronically. These documents cannot be dated prior to 8/16/2024. |
| 08/30/24 | EPE SA 160.2 with Superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed in hard copy with original signatures. (See address below) |
| 09/30/24 | FS-10F's (long form) submitted no later than this date to Grants/Finance to close WIOA federally funded projects (2023-24). |
| 09/30/24 | Annual Program Information Form (PIF) to NYSED Program Office (2024- 2025). The PIF must be generated as a pdf directly from ASISTS. Email Program Information Forms to: PIFadulthood@nysed.gov |
| 11/15/24 | AEPP Adult Literacy Compliance Self-Review/Monitoring Form to NYSED Program Office (2024-2025) for EPE, WIOA, WEP and ALE funded programs. Email completed Forms to: adulthood@nysed.gov |
| 12/15/24 | AEPP Community Resource Navigator Guide . Email AEPP Community Resource Navigator Guides for each funded project (ALE; EPE; or WIOA) to: adulthood@nysed.gov . |
| 02/03/25 | LAST DAY TO ENTER EPE- related data including contact hours for July 2024 – December 2024 into ASISTS. |
| 02/04/25 | EPE SA160.1 from ASISTS (24-25) due. Full Year Projections MUST be included. Email unsigned SA160.1 to EPE@nysed.gov . Any SA160.1 dated prior to this date will not be accepted. |
| 02/18/25 | EPE SA160.1 with Superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed in hard copy with original signatures. (See mailing address below) |
| 04/10/25 | All final amendments (FS10-A's) for WIOA (federal), ALE and WEP (state) funded projects due no later than this date to NYSED Program Office (2024-2025). Email ALE@nysed.gov or WIOA@nysed.gov |



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| 05/05/25 | Renewal fiscal documentation (FS10, Budget Narrative and MWBE) for ALE and WIOA/ WEP funded continuation grants and grant-contracts to NYSED Program Office . Email: ALE@nysed.gov or WIOA@nysed.gov . Include completed FTE Worksheet (required) for each funded project, 2025-26. |
| 05/05/25 | AEPP Hybrid Instruction and Remote Synchronous Applications for ALE, EPE (Distance Education Tutoring component only) and WIOA projects, 2025-26. Email: ALE@nysed.gov ; EPE@nysed.gov or WIOA@nysed.gov . |
| 05/05/25 | AEPP Student Travel and Dependent Care Application . Include with ALE and WIOA renewal fiscal documents for 2025-26. Email: ALE@nysed.gov or WIOA@nysed.gov . |
| 05/05/25 | AEPP IET and IELCE Worksheets – Include with WIOA renewal fiscal documents for WIOA IET (Area 1; Area 3) and IELCE (Area 2) projects for 2025-26. Email: WIOA@nysed.gov . |
| 06/15/25 | Email completed EPE Application to NYSED (Program Office) for 2025-2026 to: EPE@nysed.gov . Include EPE FTE Worksheet (required) and EPE Student Travel and Dependent Care Application if applicable. |
| 07/31/25 | FS-10F's (long form) submitted no later than this date to Grants/Finance for ALE and WEP (state) funded projects (2024-2025). See mailing address below. |
| 08/15/25 | Final Deadline for All data in ASISTS (FY2024-2025) for NRS and NYRS funding streams (WIOA, WEP, ALE, EPE). |
| 08/15/25 | LAST DAY TO ENTER EPE contact hours and all EPE related data . A reminder that changes made on the last day, August 15, 2025 , cannot be verified for accuracy. |
| 08/16/25 | SA 160.2 from ASISTS (2024-25) must be submitted to the AEPP office ; they must be emailed to EPE@nysed.gov . These documents are unsigned when submitted electronically. These documents cannot be dated prior to 8/16/2025. |
| 08/30/25 | SA 160.2 with Superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed in hard copy with original signatures. (See address below) |
| 09/30/25 | FS-10F's (long form) submitted no later than this date to Grants Finance for WIOA federally funded projects (2024-25). See mailing address below. |
| 09/30/25 | Annual Program Information Form (PIF) to NYSED Program Office (2025- 2026). The PIF must be generated as a pdf directly from ASISTS. Email Program Information Forms to: PIFadulthoodeducation@nysed.gov |

If due date falls on a Saturday, Sunday, or legal holiday, due date moves to the very next business day.



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AEPP Budget Process Chart

- Budget (FS-10 including code categories) submitted to AEPP program office for approval before sending to fiscal office for processing of 20% advance to agency. Please refer to AEPP budget review and approval process for further details.
(10% is withheld until final expenditure report is submitted at end of program year)
- FS-10-A (Budget Amendment) to program office for approval by 5/10/2025
- FS-25 (Request for Funds) submitted **directly** to SED's Grants Finance Office either monthly or quarterly
- FS-10-F (long form) (Final Expenditure Report- long form) must be submitted 30 days after end of program year (7/31/2025) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2025) for federal funded projects (WIOA) to SED's Grants/Finance Office
- Note: Use the FS (3/15) Forms

Data and Follow-Up Outcomes Due Dates

| What Data is Collected | When Data is Due |
|--|--|
| ISRF required 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 st |

Program Office mailing address: NYSED AEPP, 89 Washington Ave; Room 460 EBA, Albany, NY 12234

Grants/Finance mailing 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>

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

MWBE Forms available at: <https://www.oms.nysed.gov/fiscal/MWBE/Forms.html>