



**NYSED
Adult Education Programs and Policy
Due Dates 2018-2019 for EPE and WIOA**

07/01/18	NYSED Technology Summary that describes the technology advances that have been accomplished for the completed program year (2017-2018)
07/31/18	FS-10F's submitted no later than this date to Grants/Finance for all ALE and WEP (state) funded projects (2016-2017)
08/15/18	Final Deadline for All data in ASISTS (FY2017-2018) for NRS and NYRS purposes.
08/15/18	LAST DAY TO ENTER EPE contact hours; Data frozen in ASISTS for program year (7/1/17-6/30/18) at 11:59pm.
08/16/18	SA 160.2 from ASISTS (2017-18) submitted on this date. Unsigned copy emailed to epe@nysed.gov , or faxed to 518-486-1751 - Attn: Erik Lindell and Constance Carroll.
08/31/18	SA 160.2 with superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed.
09/30/18	FS-10F's (long form) submitted no later than this date to Grants/Finance to close WIOA (federal) funded projects (2017-18).
9/30/18	Annual Program Information Form (PIF) to NYSED Program Office (2018- 2019). Revisions of PIFs are due as project changes occur. PIFs should be generated directly from ASISTS, saved as pdf files, and emailed to the NYSED Regional.
11/15/18	Adult Literacy Compliance Self-Review/Monitoring Form to NYSED Program Office (2018-2019) for EPE, WIOA, WEP and ALE funded programs.
02/1/19	LAST DAY TO ENTER EPE contact hours; EPE Data frozen in ASISTS for 07/01/18 - 12/31/18, at 11:59pm.
02/2/19	SA160.1 from ASISTS (2018-19) and Interim Report submitted on this date. Full year Projections MUST be included in SA160.1 . Email to epe@nysed.gov , or fax to 518-486-1751 – Attn: Erik Lindell and Constance Carroll.
02/20/18	SA160.1 with superintendent's original signature due no later than this date to NYSED Program Office . Document must be mailed.
05/10/19	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 (2018-2019)
05/15/19	Completed EPE Application to NYSED (Program Office) (FY2019-2020) unless an extension is granted to May 31 st is requested in writing and granted
06/30/19	Must complete online survey for Distance Learning Assessment
07/1/19	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 (2019- 2020)
07/31/19	FS-10F's submitted no later than this date to Grants/Finance for ALE and WEP (state) funded projects (2018-2019) FS10F submitted no later than this date to Grants/Finance for WIOA (federal) funded projects (2018-19)

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

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 (6/30/2019) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2019) 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 5/15/2019
- Note: Use the FS(3/15) Forms

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

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