



NYSED
Adult Education Programs and Policy
Due Dates 2015-2016

07/01/15	NYSED Technology Summary that describes the technology advances that have been accomplished for the completed program year (2014-2015)
07/30/15	FS-10F's submitted no later than this date to Grants/Finance for all ALE and WEP (state) funded projects (2015-2016)
09/30/15	FS-10F's (long form) submitted no later than this date to Grants/Finance to close WIA (federal) funded projects (2014-15).
10/31/15	All data in ASISTS (2014-2015) for NRS purposes.
10/31/15	Annual Program Information Form (PIF) to NYSED Program Office (2015- 2016). 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.
10/31/15	Adult Literacy Compliance Self-Review/Monitoring Form to NYSED Program Office (2015-2016) for EPE, WIA, WEP and ALE funded programs.
11/30/15	1st Quarter data in ASISTS (2015-2016).
02/2/16	SA160.1* from ASISTS (2015-16) and Interim Report submitted on this date. Full year Projections MUST be included in SA160.1 . Email to epe@mail.nysed.gov , or fax to 518-486-1751 – Attn: Erik Lindell and Constance Carroll.
02/28/16	2nd Quarter NRS and EPE data in ASISTS (2015-2016)
03/03/16	SA160.1 with superintendent's original signature due no later than this date to NYSED Program Office .
04/02/16	All final amendments (FS10A's) for WIA (federal) and ALE and WEP (state) funded projects due no later than this date to NYSED Program Office (2015-2016) Note: Amendments can be sent to program office whenever appropriate, but will not be processed after 5/15/16.
04/30/16	3rd Quarter NRS and EPE data in ASISTS (2015-2016)
06/15/16	Renewal program narratives, budget narratives for FS-10 fiscal documentation for WIA (federal), ALE and WEP (state) funded continuation grants and grant-contracts to NYSED Program Office (2016- 2017)
06/30/16	Must complete online survey for Technology Integration Self-Assessment (TISA) (link will be sent early June)
06/30/16	Must complete online survey for Distance Learning Assessment (link will be sent early June)
07/30/16	FS-10F's submitted no later than this date to Grants/Finance for all ALE and WEP (state) funded projects (2015-2016). FS-10F (short form) submitted no later than this date to Grants/Finance for WIA (federal) funded projects (2015-2016).

Program Office address: NYSED AEPP, 99 Washington Ave; OCP 1622, 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/>

PIF and Self Review Monitoring Forms available at: <http://www.acces.nysed.gov/aepf/forms.html>



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-A (Budget Amendment) to program office for approval at any time but amendments will not be processed after 5/15/2016 ↗

FS-10-F (Final Expenditure Report- long form) must be submitted 30 days after end of program year (6/30/2015) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2015) for federal funded projects (WIA) to SED's Grants/Finance Office

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