Adult Education Programs and Policy
Due Dates 2026-2027 for ALE, EPE, WEP, and WIOA

07/31/26	**Finalized FS-10F's** (long form) submitted no later than this date to **Grants/Finance** for all **state** funded projects 2025-2026 **(ALE** and **WEP).** MWBE Compliance Form submitted no later than this date to mwbegrants@nysed.gov for AEPP funded programs (ALE & WEP)
08/15/26	**Final Deadline for all data** in **ASISTS** (FY2025-2026) for **NRS** and **NYRS** funding streams (WIOA, WEP, ALE, EPE).
08/17/26	**LAST DAY TO ENTER EPE contact hours and all EPE related data. A reminder that changes made on the last day cannot be verified for accuracy.**
08/18/26	**EPE SA 160.2** from **ASISTS** (2025-26) is due. Email unsigned EPE SA160.2 to EPE@nysed.gov EPE SA160.2 dated prior to this date will not be accepted.
09/01/26	**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)
09/30/26	**FS-10F's** (long form) submitted no later than this date to **Grants/Finance** to close **WIOA federally** funded projects (2025-26).
09/30/26	**Annual Program Information Form (PIF)** to **NYSED Program Office** (2026- 2027). The PIF must be generated as a pdf directly from ASISTS. Email Program Information Forms to: PIFadulteducation@nysed.gov
11/16/26	**AEPP Adult Literacy Compliance Self-Review/Monitoring Form** to **NYSED Program Office** (2026-2027) for EPE, WIOA, WEP and ALE funded programs. Email completed Forms to: adulted@nysed.gov
12/15/26	**AEPP Community Resource Navigator Guide**. Email AEPP Community Resource Navigator Guides for each funded project (ALE; EPE; or WIOA) to: adulted@nysed.gov.
02/03/27	**LAST DAY TO ENTER EPE- related data including contact hours for July 2026 – December 2026 into ASISTS.**
02/04/27	**EPE SA160.1** from **ASISTS** (26-27) due. **Full Year Projections MUST** be included. Email unsigned SA160.1 to EPE@nysed.gov. EPE SA160.1 dated prior to this date will not be accepted.
02/18/27	**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)
04/10/27	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** (2026-2027). Email: ALE@nysed.gov or WIOA@nysed.gov

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05/05/27	**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, 2027-28. (AEPP will advise if additional documents are required)
05/05/27	**AEPP Hybrid Instruction and Remote Synchronous Applications** for ALE, EPE (EPE Traditional Education and Distance Education Tutoring component only) and WIOA projects, 2027-28. Email: ALE@nysed.gov; EPE@nysed.gov or WIOA@nysed.gov.
05/05/27	**AEPP Student Travel and Dependent Care Application.** Include with ALE and WIOA renewal fiscal documents for 2027-28. Email: ALE@nysed.gov or WIOA@nysed.gov.
06/15/27	Email completed **EPE Application** to **NYSED** (Program Office) for 2027-2028 to: EPE@nysed.gov. Include **EPE FTE Worksheet** (required) and **EPE Student Travel and Dependent Care** Application if applicable.
07/31/27	**FS-10F's** (long form) submitted no later than this date to **Grants/Finance** for **ALE** and **WEP** (state) funded projects (2026-2027). See mailing address below.
08/16/27	Final Deadline for all data in **ASISTS (FY2026-2027)** for **NRS** and **NYRS** funding streams **(WIOA, WEP, ALE, EPE).**
08/17/27	**LAST DAY TO ENTER EPE contact hours and all EPE related data.** A reminder that changes made on the last day, **August 17, 2027,** cannot be verified for accuracy.
08/15/27	**EPE SA 160.2 from ASISTS (2026-27) is due**. Email unsigned EPE SA160.2 to: EPE@nysed.gov. EPE SA160.2 dated prior to this date will not be accepted.
09/01/27	**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)
09/30/27	**FS-10F's (long form)** submitted no later than this date to **Grants Finance** for **WIOA** federally funded projects (2026-27). See mailing address below.

If the due date falls on a Saturday, Sunday, or legal holiday, the 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 4/10/2026
- 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 (7/31/2026) for state funded projects (ALE & WEP), and 90 days after end of program year (9/30/2026) for federal funded projects (WIOA) to SED's Grants/Finance Office
- Note: Use the most current FS Forms available on the Grants Finance Forms site.

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 31st)
Follow Up Outcomes	Quarterly basis: Quarter I due: October 31st Quarter II due: February 2nd Quarter III due: April 30th Quarter IV due: July 31st

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

Fiscal Guidance:
https://www.oms.nysed.gov/cafe/guidance/Fiscal%20Guideline%20Updates_final.pdf

Benchmark Targets Per Quarter

Quarter 1

Benchmark	Target	Final Goal
Enrollment	25%	100%
Post-Testing	10%	70%
Eligible for a Post-Test	90%	90%
MSG	10%-15%	56%
Credential Rate		30%
Follow-up Outcomes	Print out table 5 and make an action plan for who will be surveying.	
Quarter 2		
Quarter 4		
Manual Survey		

Quarter 2

Benchmark	Target	Final Goal
Enrollment	50%	100%
Post-Testing	50%	70%
Eligible for a Post-Test	90%	90%
MSG	15%-35%	56%
Credential Rate	10%	30%
Follow-up Outcomes		
Quarter 2	13%	31.1%
Quarter 4	11%	34%
Manual Survey	30%	90%

Quarter 3

Benchmark	Target	Final Goal
Enrollment	75%	100%
Post-Testing	65%	70%
Eligible for a Post-Test	90%	90%
MSG	35%-45%	56%
Credential Rate	20%	30%
Follow-up Outcomes		
Quarter 2	26%	31.1%
Quarter 4	22%	34%
Manual Survey	60%	90%

Quarter 4

Benchmark	Target	Final Goal
Enrollment	100%	100%
Post-Testing	70%	70%
Eligible for a Post-Test	90%	90%
MSG	56%	56%
Credential Rate	30%	30%
Follow-up Outcomes		
Quarter 2	36%	31.1%
Quarter 4	32%	34%
Manual Survey	90%	90%

If manual surveys have not reached the benchmark, start surveying students with SSN.

Program data will be reviewed for completeness according to the following dates:	
Quarter 1	Entered and reviewed by 10/31/26
Quarter 2	Entered and reviewed by 1/31/27
Quarter 3	Entered and reviewed by 4/30/27
Quarter 4	Entered and reviewed by 7/31/27

Programs not meeting benchmarks during the 4th quarter will be requested by AEPP to enter data into ASISTS weekly for more informed decision making and tracking.