



**Adult Education Programs and Policy  
Due Dates 2025-2026 for ALE, EPE, WEP, and WIOA**

<b>07/31/25</b>	Finalized FS-10F's (long form) submitted no later than this date to <b>Grants/Finance</b> for all <b>state</b> funded projects 2024-2025 ( <b>ALE</b> and <b>WEP</b> ). MWBE Compliance Form submitted no later than this date to <a href="mailto:mwbengrants@nysed.gov">mwbengrants@nysed.gov</a> for AEPP funded programs (ALE & WEP)
<b>07/31/25</b>	<b>AEPP Hybrid Instruction Application, 2025-26.</b> The Hybrid Application MUST be downloaded to the program's device before completing and saving it. (AEPP Hybrid Instruction Application can also be submitted with Fiscal Documentation and/or Applications).
<b>08/15/25</b>	<b>Final Deadline for All data in ASISTS (FY2024-2025)</b> for <b>NRS</b> and <b>NYRS</b> funding streams (WIOA, WEP, ALE, EPE).
<b>08/15/25</b>	<b>LAST DAY TO ENTER EPE contact hours and all EPE related data.</b> <u><a href="#">A reminder that changes made on the last day, August 15, 2025, cannot be verified for accuracy.</a></u>
<b>08/18/25</b>	<b>EPE SA 160.2</b> from <b>ASISTS</b> (2024-25) must be submitted to the AEPP office; they must be emailed to <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> These documents are unsigned when submitted electronically. These documents cannot be dated prior to 8/18/2025.
<b>09/01/25</b>	<b>EPE SA 160.2</b> with Superintendent's original signature due no later than this date to <b>NYSED Program Office</b> . Document must be mailed in hard copy with original signatures. (See address below)
<b>09/30/25</b>	<b>FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> to close <b>WIOA federally funded projects</b> (2024-25).
<b>09/30/25</b>	<b>Annual Program Information Form (PIF)</b> to <b>NYSED Program Office</b> (2025- 2026). The PIF must be generated as a pdf directly from ASISTS. Email Program Information Forms to: <a href="mailto:PIFadulteducation@nysed.gov">PIFadulteducation@nysed.gov</a>
<b>11/17/25</b>	<b>AEPP Adult Literacy Compliance Self-Review/Monitoring Form</b> to <b>NYSED Program Office</b> (2025-2026) for EPE, WIOA, WEP and ALE funded programs. Email completed Forms to: <a href="mailto:adulted@nysed.gov">adulted@nysed.gov</a>
<b>12/15/25</b>	<b>AEPP Community Resource Navigator Guide.</b> Email AEPP Community Resource Navigator Guides for each funded project (ALE; EPE; or WIOA) to: <a href="mailto:adulted@nysed.gov">adulted@nysed.gov</a> .
<b>02/03/26</b>	<b>LAST DAY TO ENTER EPE- related data including contact hours for July 2025 – December 2025 into ASISTS.</b>
<b>02/04/26</b>	<b>EPE SA160.1</b> from <b>ASISTS</b> (25-26) due. <b>Full Year Projections MUST</b> be included. Email unsigned SA160.1 to <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> . Any SA160.1 dated prior to this date will not be accepted.
<b>02/18/26</b>	<b>EPE SA160.1</b> with Superintendent's original signature due no later than this date to <b>NYSED Program Office</b> . Document must be mailed in hard copy with original signatures. (See mailing address below)
<b>04/10/26</b>	All <b>final amendments (FS10-A's)</b> for <b>WIOA</b> (federal), <b>ALE</b> and <b>WEP</b> (state) funded projects due no later than this date to <b>NYSED Program Office</b> (2025-2026). Email <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a>



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<b>05/05/26</b>	Renewal fiscal documentation ( <b>FS10, Budget Narrative and MWBE</b> ) for <b>ALE and WIOA/ WEP</b> funded continuation grants and grant-contracts to <b>NYSED Program Office</b> . Email: <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a> . Include completed <b>FTE Worksheet (required)</b> for each funded project, 2026-27.
<b>05/05/26</b>	<b>AEPP Hybrid Instruction and Remote Synchronous Applications</b> for ALE, EPE (EPE Traditional Education and Distance Education Tutoring component only) and WIOA projects, 2026-27. Email: ALE@nysed.gov; EPE@nysed.gov or WIOA@nysed.gov.
<b>05/05/26</b>	<b>AEPP Student Travel and Dependent Care Application</b> . Include with ALE and WIOA renewal fiscal documents for 2026-27. Email: <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a> .
<b>05/05/26</b>	<b>AEPP IET and IELCE Worksheets</b> – Include with WIOA renewal fiscal documents for WIOA IET (Area 1; Area 3) and IELCE (Area 2) projects for 2026-27. Email: <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a> .
<b>06/15/26</b>	Email completed <b>EPE Application to NYSED</b> (Program Office) for 2026-2027 to: <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> . Include <b>EPE FTE Worksheet (required)</b> and <b>EPE Student Travel and Dependent Care Application</b> if applicable.
<b>07/31/26</b>	<b>FS-10F's (long form)</b> submitted no later than this date to <b>Grants/Finance</b> for <b>ALE and WEP</b> (state) funded projects (2025-2026). See mailing address below.
<b>08/17/26</b>	Final Deadline for All data in <b>ASISTS (FY2025-2026)</b> for <b>NRS</b> and <b>NYRS</b> funding streams ( <b>WIOA, WEP, ALE, EPE</b> ).
<b>08/17/26</b>	<b>LAST DAY TO ENTER EPE contact hours and all EPE related data.</b> A reminder that changes made on the last day, <b>August 17, 2026</b> , cannot be verified for accuracy.
<b>08/18/26</b>	<b>SA 160.2 from ASISTS (2025-26)</b> must be submitted to the <b>AEPP office</b> ; they must be emailed to <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> . These documents are unsigned when submitted electronically. These documents cannot be dated prior to 8/18/2026.
<b>09/01/26</b>	<b>SA 160.2 with Superintendent's original signature</b> due no later than this date to <b>NYSED Program Office</b> . Document must be mailed in hard copy with original signatures. (See address below)
<b>09/15/26</b>	<b>FS-10F's (long form)</b> submitted no later than this date to <b>Grants Finance</b> for <b>WIOA</b> federally funded projects (2025-26). See mailing address below.

**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 (7/31/2026) 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 FS **(3/15)** Forms

### Data and Follow-Up Outcomes Due Dates

<b>What Data is Collected</b>	<b>When Data is Due</b>
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 <sup>st</sup> )
Follow Up Outcomes	<u>Quarterly basis:</u> 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](http://www.acces.nysed.gov/aepp/accountability-reporting)

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

## Benchmark Targets Per Quarter

### Quarter 1

Benchmark	Target	Final Goal
Enrollment	25%	100%
Post-Testing	15%	70%
Eligible for a Post-Test	25%	90%
MSG	10%-15%	53.5%
Credential Rate		51%
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	40%	70%
Eligible for a Post-Test	50%	90%
MSG	15%-30%	53.5%
Credential Rate	17%	51%
Follow-up Outcomes	Follow-up Outcomes	
Quarter 2	13%	36%
Quarter 4	11%	32%
Manual Survey	30%	90%

### Quarter 3

Benchmark	Target	Final Goal
Enrollment	75%	100%
Post-Testing	60%	70%
Eligible for a Post-Test	75%	90%
MSG	30%-40%	53.5%
Credential Rate	34%	51%
Follow-up Outcomes	Follow-up Outcomes	
Quarter 2	26%	36%
Quarter 4	22%	32%
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	53.5%	53.5%
Credential Rate	51%	51%
Follow-up Outcomes	Follow-up Outcomes	
Quarter 2	36%	36%
Quarter 4	32%	32%
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 10/31/25
Quarter 2	Entered and reviewed by 1/31/26
Quarter 3	Entered and reviewed by 4/30/26
Quarter 4	Entered and reviewed by 7/31/26

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.