



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

<b>07/31/25</b>	<b>Finalized FS-10F's</b> (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:mwbegrants@nysed.gov">mwbegrants@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 <b>MUST</b> 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</b> (FY2024-2025) 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. <u>A reminder that changes made on the last day, August 15, 2025, cannot be verified for accuracy.</u></b>
<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</b> federally funded projects (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:PIFadulthood@nysed.gov">PIFadulthood@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:adulthood@nysed.gov">adulthood@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:adulthood@nysed.gov">adulthood@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>	<b>Renewal fiscal documentation (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: <a href="mailto:ALE@nysed.gov">ALE@nysed.gov</a> ; <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> or <a href="mailto:WIOA@nysed.gov">WIOA@nysed.gov</a> .
<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</b> to <b>NYSED</b> (Program Office) for 2026-2027 to: <a href="mailto:EPE@nysed.gov">EPE@nysed.gov</a> . Include <b>EPE FTE Worksheet</b> (required) and <b>EPE Student Travel and Dependent Care</b> Application if applicable.
<b>07/31/26</b>	<b>FS-10F's</b> (long form) submitted no later than this date to <b>Grants/Finance</b> for <b>ALE</b> and <b>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

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 <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		
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		
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		
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.