



Adult Education Services

POLICY MEMORANDUM PY22-23.2

DATE: July 14, 2022
TO: Providers of WIOA Title II Arizona Adult Education
FROM: Sheryl Hart, Deputy Associate Superintendent of Adult Education Service
RE: To apprise local providers of grant-required reports and their due dates for the current program year

The following information is based on from Section III of the *Arizona Adult Education Request for Grant Applications for Educational Services in Fiscal Years 2021 – 2024* (p. 27) with appropriate updates for the current program year. Please refer to the [Provider Technical Assistance Guide](#) for additional information.

Report Name		Due Date*	Comment
Student Demographic & Performance Data		15 th of each month	Submit form found HERE to confirm completion
Final Allocation Budget for the Fiscal Year		Sept. 30 th	Submit in GME
TABE Violation Log and List of Certified TABE Administrators		9/15	Submit form found HERE
		12/15	
		3/15	
		6/15	
Allocation Budget Revisions		As needed	Revise as needed or upon request by ADE/AES throughout fiscal year
Proposed Technology Plan		Aug. 15 th	Submit to AES-POC@azed.gov
Professional Learning Implementation Plan		Sept. 30 th	PL Plan Template and directions are HERE
IET Implementation Plan	Existing IET programs	Oct. 31 st	Submit to AES-POC@azed.gov
	New IET programs	Min. 30 days prior to launch	
Semi-Annual Eligibility and Waitlist Report A.R.S. §15.232(C)		Dec. 15 th	Edith Marquez will email report template in November.
Proposed Implementation Plan for Continuation of Funding (PIP) (for following PY)		May 31 st	Submit in GME
Semi-Annual Eligibility and Waitlist Report A.R.S. §15.232(C)		June 15 th	Edith Marquez will email report template in May.
The remaining reports will be due after the new program year has started.			
Final Year-End Narrative Report		July 31 st	Submit to AES-POC@azed.gov
IET Validation Report		July 31 st	Submit to AES-POC@azed.gov
Final Professional Learning Report		July 31 st	Make final updates to existing PL Implementation Plan
Career and Training Services Report		July 31 st	Submit to AES-POC@azed.gov
Expenditure Summary Reports with Final Completion Report		Sept. 30 th	Submit in GME
Additional Reports		As requested	Submit upon request from ADE/AES

Equity for all students to achieve their full potential

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