



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

PROGRAM MEMORANDUM 25-5

DATE: September 8, 2025

TO: State Directors of Adult Education
State Directors of Career and Technical Education

FROM: Nicholas J. Moore /s/
Acting Assistant Secretary for Career, Technical, and Adult Education

SUBJECT: Transition from G5 to GrantSolutions and Payment Management System for Formula Grants under the Strengthening Career and Technical Education for the 21st Century Act and the Adult Education and Family Literacy Act

The U.S. Department of Education (ED) Office of Career, Technical, and Adult Education (OCTAE), in partnership with the U.S. Department of Labor (DOL), is transitioning from G5 to a new grants management system (GrantSolutions) for grant award processing and a new payment system (Payment Management System) for funding access and drawdowns. This transition is part of an interagency agreement signed by ED and DOL on May 21, 2025 to further integrate adult education and family literacy programs funded under Title II of the Workforce Innovation and Opportunity Act (WIOA), career and technical education (CTE) programs funded under the Strengthening Career and Technical Education for the 21st Century Act of 2018 (Perkins V), and the workforce programs funded under Title I of WIOA.

GrantSolutions is a shared-service system provider that supports many federal agencies throughout the grant award lifecycle. GrantSolutions is used by grant recipients and federal staff to perform grants management activities. You will use GrantSolutions to view your future grant award agreements and any subsequent changes to your grant awards, communicate with federal staff on information requests, and request amendments.

The Payment Management System (PMS) provides processing of grant payments for federal agencies. PMS offers awarding agencies and grant recipients cash management services, centralized payment services, and personal grant accounting support. You will use PMS to submit payment requests for drawdown of your grant award funding. Please note that financial reporting for your Perkins V grant awards will continue to be reported via the Consolidated Annual Report (CAR) in the Perkins Information Management System. Financial reporting for your AEFLA grant awards will continue to be reported via the National Reporting System (NRS).

Below are instructions on how to gain access to GrantSolutions and PMS. Grantees should promptly take the steps outlined below to avoid any disruption to access of grant funds once they are transferred to DOL.

GrantSolutions Access

GrantSolutions will create accounts for the authorized representatives and State Directors of each grantee using the information that was provided by ED from your existing grant award in the G5 system. Login instructions will be sent to these individuals via email by GrantSolutions around the same time that existing grant awards are assigned new file identifiers for use in the GrantSolutions system. Future disbursements and other information concerning existing grant awards will be accessed through GrantSolutions.

If your organization already has a grant managed through GrantSolutions, you may already have an account and will not need to create a new account.

Information regarding GrantSolutions is available at:
<https://home.grantsolutions.gov/home/frequently-asked-questions/>

If you need assistance with your GrantSolutions account, the help desk is available for assistance Monday through Friday 7 a.m. – 8 p.m. ET. 1-866-577-0771; help@grantsolutions.gov

Payment Management System (PMS) Access

To complete your organization's setup in PMS, you must (1) request access; and (2) submit banking documentation.

You will need a 12-digit PMS Employer Identification Number (EIN) which will be provided to you via a subsequent email communication.

(1) Request Access to PMS

Grantees must first establish an ID.me account to gain access to PMS by visiting <https://api.id.me/en/session/new>. PMS user access will only be approved if you have an ID.me account. If you have questions related to creating an ID.me account or need technical assistance with accessing PMS via ID.me, instructions and additional guidance can be found at https://xms.hhs.gov/help/job-aids/help_pages.html.

(2) Submit Banking Documentation

Grantees must establish a new Payee Account for this funding in PMS. This step will require you to add banking information to the Payee Account using the SF-1199A Direct Deposit Form (see attached SF-1199A form). The SF-1199A must be completed by both your organization and your financial institution.

- When completing the SF-1199A form, the Claim or Payroll ID Number is your organization's 12-digit PMS Employer Identification Number (EIN) which will be provided to you in a subsequent email communication.

Information regarding ID.me is available at: <https://pms.psc.gov/grant-recipients/idme-faqs.html>.

To setup your PMS account after establishing your ID.me visit: <https://pms.psc.gov/grant-recipients/user-access.html>.

To add a bank account to your PMS account visit: <https://pms.psc.gov/grant-recipients/banking-add-change.html>.

Information regarding PMS is available at: <https://pms.psc.gov/grant-recipients/grant-recipient-faqs.html>.

If you need assistance with your PMS account, the help desk is available for assistance at 1-877-614-5533; PMSSupport@psc.gov or you may submit a service ticket online at https://gditshared.servicenowservices.com/hhs_pms.

Support and Training

OCTAE and DOL have several engagements planned to support grantees in the smooth transition from G5 to GrantSolutions and PMS:

- OCTAE hosted a webinar for State Directors on Monday, September 8, 2025. Nick Moore answered questions regarding the purpose, goals, and timeline associated with this transition.
- DOL will host a GrantSolutions training session on Thursday, September 11, 2025, from 2:00 p.m. to 3:00 p.m. ET. Registration for this training can be accessed here: <https://usdolee.webex.com/weblink/register/r70719ec546d3b6a34395385967c8a7b1> This training session will be recorded for those who are unable to attend.
- DOL will host a PMS training session on Monday, September 15, 2025, from 1:00 p.m. to 2:30 p.m. ET. Registration for this training can be accessed here: <https://usdolee.webex.com/weblink/register/r3e39880a6de6929222313dac4deadb6a>. This training will be recorded for those who are unable to attend.
- Questions regarding this transition may be sent to cte@ed.gov or nrs@ed.gov.