



21st CCLC Program Operations Manual Cohort 11





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21st CCLC Program Contact



Agenda

- I. 21st CCLC at the State and National Level
- II. Managing Your 21st CCLC Grant at the Local Level
- III. Implementing Your 21st CCLC Grant
- IV. Staffing Your 21st CCLC Program
- V. Program Evaluation and Monitoring
- VI. Fiscal Management
- VII. Closing Out Your 21st CCLC Grant



Operations Manual

The 21st CCLC Operations Manual will serve as a guide and resource for 21st Century Community Learning Centers (21st CCLC) program subgrantees.

It is intended to provide uniform practices to ensure fidelity in the implementation of the 21st CCLC program.

The Operations Manual will be reviewed and updated as policies and procedures change. Any changes to procedures and policies will be shared with subgrantees via email communication, fact-to-face meeting, or webinar.

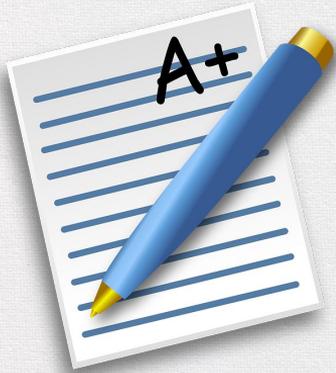


21st CCLC at the State and National Level



Purpose of 21st CCLC

- Improve Academic Achievement
- Offer Enrichment Opportunities
- Promote Family Engagement



State and Federal Accountability

- US Dept of Education (ED) System - 21APR Data Collection
 - Government Performance Results Act (GPRA) Measures
- Subgrantees report performance data
 - Data Entry Window 1 - Activities, Staffing, and Participation
 - Data Entry Window 2 - Outcomes
- Outcomes shared with Congress

Assurances

In order to receive federal funds in the form of a 21st CCLC grant, subgrantees must sign off on a number of assurances.

These assurances can be found in the Electronic Grants Management System (eGMS) once an entity has met the required score and is recommended for funding.

All assurances must be adhered to throughout the grant cycle in order to remain in compliance and eligible for continued funding.

Annual Conferences & Meetings

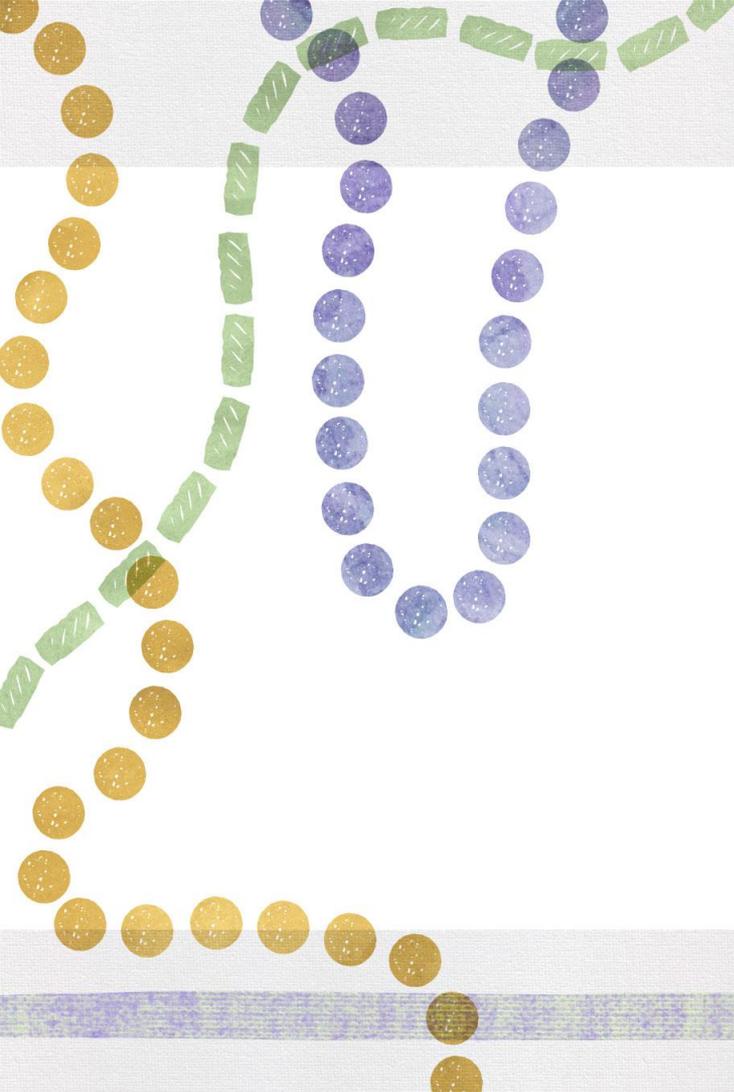
National and State Conferences/Meetings

Veteran subgrantees - strongly encouraged to send two (2) program representatives

- ED sponsored Summer Symposium
- LDOE Sponsored Meetings
- Beyond School Hours Conference

New subgrantees - must send two (2) program representatives

- ED sponsored Summer Symposium
- LDOE Sponsored Meetings
- Beyond School Hours Conference



Managing Your 21st CCLC Grant at the Local Level

Kenya Jenkins
Director, Federal Support

Alignment with Approved Application

Subgrantees must:

- Adhere to all Assurances and other compliance expectations
- Keep state office informed of program changes by submitting a program amendment form

21st CCLC Performance Measures

1. Participants in the program will demonstrate increased academic achievement in reading and mathematics. (GPRA 1,2).
2. Participants will demonstrate improved grades and GPA. (GPRA 2,3).
3. Participants in 21st CCLC programs will demonstrate additional positive behavioral changes. (GPRA 3,4,5)

To meet performance reporting requirements and also comply with federal confidentiality regulations, all 21st CCLC subgrantees must utilize the parental permission for provided by LDOE and sign a Data Sharing Agreement that will allow the sharing of data with programs from City Span and LDOE.

Parental Consent

- Please ensure you are providing every student with the 21st CCLC parental consent form.
- This is the latest parental consent form approved by LDOE legal.

[INSERT SCHOOL DISTRICT NAME] CONSENT FORM

Dear Parents and Guardians,

You are receiving this consent form because you have indicated interest in enrolling your student in a 21st Century Community Learning Center after school program.

To enroll your child in this program, [INSERT SCHOOL DISTRICT NAME] must provide information about your student to the Youth Services online registration system maintained by City Span, which will in turn be shared with the Louisiana Department of Education. The Louisiana Department of Education will also provide performance-related information to the Youth Services system and be accessible to the School District named above.

I understand that:

- To offer after school to my child, [INSERT SCHOOL DISTRICT NAME] will pursue registering my student in a 21st Century Community Learning Center.
- Youth Services and the Louisiana Department of Education will maintain the confidentiality of my student's personally identifiable information in accordance with law.
- To register your student in this program, the following student data must be shared:
 - First and last name
 - Birth date
 - Social security number or other student identifier
 - Student demographics like ethnicity, special education, and English learner status
 - Grades and school attendance
 - Performance-related information like state assessment scores

I CONSENT to the [INSERT SCHOOL DISTRICT NAME] disclosing my child's personal information listed above to Youth Services and the Louisiana Department of Education for the purposes stated above. All documents which include information contained in or derived from a student's education records and personally identifiable information are deemed confidential pursuant to FERPA and La. R.S. 17:3914 and therefore will not be disclosed to any third party.

Signature of Parent/Legal Guardian

My Full Name (please print)

Date

My Child's Full Name (please print)

Data Sharing Agreement (New Programs Only)

- LDOE data team and CitySpan have worked to develop a MOU that all 21st CCLC programs will sign off on for data sharing purposes.

New data sharing restrictions as directed in **R.S. 17:3913 (Act. No. 677 of 2014) (will open in new tab)** require LEAs to have a contract or data sharing agreement with private vendors that deliver services under state contracts. To facilitate this process, LEAs can opt in these agreements by downloading the addendum, signing, scanning, and emailing the signed copy to kenya.jenkins@la.gov . The addendum should be signed by the District Superintendent. For CBO's the individual who signs off on the LDOE assurances should sign off on the addendum.

Agreement: [Cityspan - August 2021 PDF](#)

Addendum: [Cityspan - Addendum](#)

DUE DATE - October 3, 2022

Evaluation Requirements

Subgrantees Must:

- Conduct ongoing monitoring and evaluation
- Participate in federal and state evaluation activities
- Develop and implement an Evaluation Plan
- Must identify and use an independent evaluator

LDOE will provide a date for the submission of the annual evaluation.

Fiscal Oversight and Sustainability

Fiscal Oversight

Sound fiscal management is essential.
Programs must have fiscal processes in place
Work with LDOE staff when necessary

Sustainability

Implement a sustainability plan
Use available funding streams



Sustainability Plan link:



Believes



Implementing Your 21st CCLC Grant

Tisha McKinney

Youthservices/21APR Coordinator



Hours of Programming

For each year of the grant period, all subgrantees must provide services during the regular school year and the summer.

Elementary and Middle School Requirements:

- 30 weeks
- 8-10 hours per week
- 240-300 hours per site

High School Requirements:

- 30 weeks
- 6-8 hours per week
- 180-240 hours per site

Required Summer Programming – Projects must operate for a minimum of three to four (3-4) weeks, four (4) hours per day, with a total of 60 – 80 hours per site

Program Space



- Safe and easily accessible
- Access to gymnasiums, libraries, classrooms, restrooms, and drinking water
- Storage for program supplies
- Program office space
- Posted program hours and Master schedule
- Offer safe transportation to and from the center and home
- Meet OSHA, ADA and other federal and state facility requirements

Youthservices/Attendance

- LDOE requirement - Youthservices/Cityspan
- Maintain 80% of projected number of students
- Regular Attendees = 15 hours or more
- Participate in state-sponsored training
- Place attendance data in system daily or weekly



Attendance Requirements

- Utilize sign in sheets that are in Youthservices
- If programs are not meeting attendance projections, the allocation will be subject to reduction.
- LDOE will compare participation totals periodically with the projected numbers of students anticipated to be served in the original application and approved budgets.
- Programs that are falling short of their projected numbers will work closely with their 21st CCLC Program Contact to identify necessary technical assistance.



Youthservices Training

Virtual Training: Tuesday, October 11, 2022 - 11am - Noon
Tuesday, October 18, 2022 - 3pm - 4pm

Registration Links will be sent via email
New Data Entry Personnel and Refresher



Obtaining C11 Youthservices Access

- Youthservices is used to record participation, track enrollment and attendance and measuring outcomes
- Programs will be required to submit user information to LDOE.
- LDOE will prepare the data for submission to Youthservices.
- The Youthservices Request Form (linked below) is due on or before **September 26, 2022.**
- <https://forms.gle/JNs6sf1RCuZY75VM6>

- Once Youthservices has set up each individual program account, a confirmation email will be sent informing the user(s) that access has been granted.
- The system will not be available for use until access has been granted by Youthservices and the confirmation email has been received by the user.

Types of Access

- There are three types of Access for YouthServices:
 - **Admin Access**- Has access to their list of sites along with the user accounts
 - **User Access**- Has access to their list of sites, but no access to user accounts
 - **Attendance Only**- Has access to input attendance only, and no access to participate information.

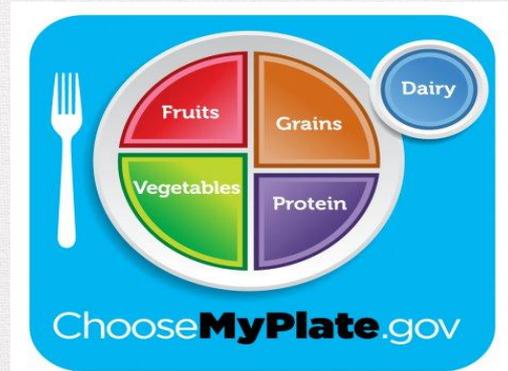
Parent Engagement



- Consistent communication
- Create opportunities for parents
- Provide resources
- Survey parents
- Offer parent activities/trainings

Nutritional Snacks

- Healthy snacks
- Cash reimbursement from the U.S.D.A.
- Partner with local sponsors of Child Care Nutrition Programs approved by LDOE
- Include nutrition education in instructional program



Advisory Focus Group

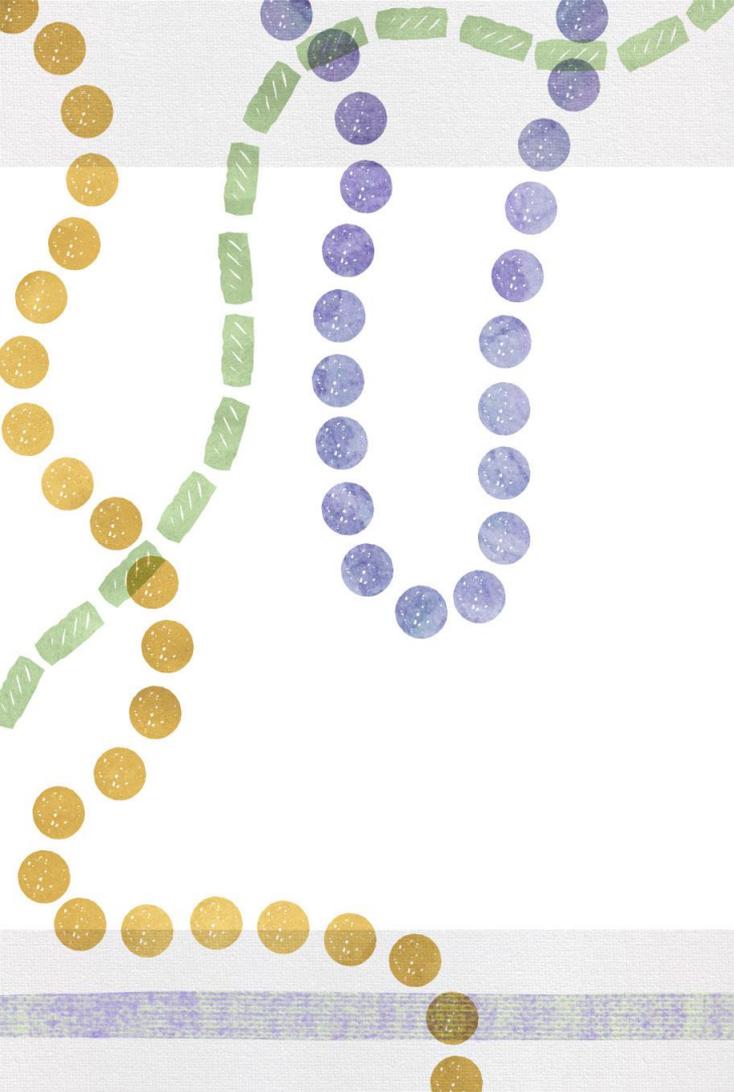
Should be comprised of students, teachers, parents, and community members

Consist of 10-15 members

Three (3) meetings per year

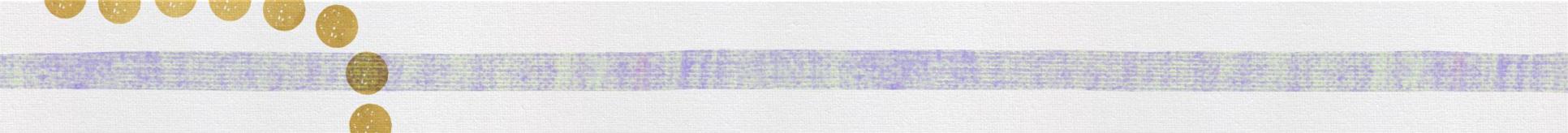
Document meetings





Staffing Your 21st CCLC Program

Kenya Jenkins
Director, Federal Support



Required Staffing

- **Education Liaison** - (hours not to exceed thirty (30) per week) - one dedicated person qualified to manage all of the academic components of the program. This education liaison will be instrumental in facilitating the linkage between the school day staff, principal and the after school staff. The education liaison will also oversee the academic component of the programming, ensure that the appropriate curriculum is being utilized and that it meets the needs of the students. **(90% of this person's time and effort occurs during the school day. No more than 3-5 hours per week should be afterschool)**

Para Support

Paraprofessional (Para) Support -

- As during the regular school day, paras are to be utilized to support the classroom teacher
- Paras should not be providing academic instruction

For example - Adhering to the 1:15 teacher: student ratio a math class with 22 students would have a math teacher and a para to provide support to the teacher since there are more than 15 students.

Recruiting and Retaining Staff

Programs may use:

- Day-school teachers
- Volunteers
- Paraprofessionals
- Parents
- Community members



Required Staffing

- **Full Time Project Director** – one (1) dedicated full-time project director qualified to manage day-to-day and overall operations; ensure compliance with all grant requirements; and lead the program through a process of continuous improvement. The project director will develop a staff hierarchy that shows all levels of supervision, ensures staff is trained, maintains productive working relationships with the state office, contractors, partners, vendors and the independent evaluator.
- **Site Coordinators** – (hours not to exceed one (1) hour prior to programming and one (1) hour after programming) - one (1) dedicated person for each site qualified to manage the design and implementation of all site-level activities. Site coordinators provide oversight of student recruitment, coordinate and collaborate with school day staff, monitor site-level activities, ensure compliance with federal and state laws and regulations, and oversee the collection, coordination, and entry of data.

Professional Development and Performance Management

Offer high-quality Professional Development opportunities

Regular school day “vs” After-school

Staff performance evaluations

Utilization of ED resources

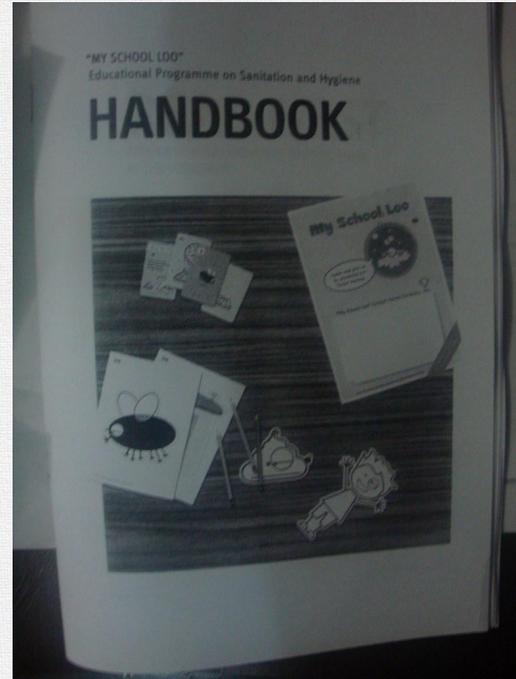


Visit <https://y4y.ed.gov/>

Staff and Program Handbook

Handbook should include:

- Policies, procedures, structure
- Staff expectations
- Student expectations
- Program goals and objectives
- Hiring procedures
- Payment information
- Parent activities
- Student safety
- Emergency Plan
- Transportation Procedures
- Confidentiality requirements
- Internet and Computer Usage





Program Evaluation and Monitoring

Program Monitoring and Technical Assistance

- Announced and unannounced onsite visits
- Continuous review of Youthservices-Attendance
- Face-to-Face Technical Assistance
- Desk Reviews
- Virtual Visits



Statewide Evaluation

LOUISIANA'S FRAMEWORK FOR EVALUATING

AFTER-SCHOOL PROGRAMS/OUT-OF-SCHOOL TIME PROVIDERS (5/2021)

The following framework depicts the formula for Louisiana's evaluation of after-school providers. In an effort to obtain a more rigorous academic approach to program evaluation, the Department will assess provider performance through the following outcome-based components:

1. Academic Performance: 100 points
2. Attendance: 35 points
3. Stakeholder Satisfaction: 15 points

Annual Evaluation

- Submitted to the Department annually
- Identify program strengths and recommendations
- Program improvement and sustainability
- Share results of evaluation (stakeholders, parents, schools)



Fiscal Management of 21st CCLC

Fiscal Management

- Annual Budgets
- Budget Revisions
- Allowable and Unallowable Expenditures
- Equipment
- Field Trips
- Program Income



Annual Budget and Budget Revisions/Amendments

- Electronic Grants Management System (eGMS) is utilized for the submission of budgets/applications, amendments/budget revisions and Periodic Expenditure Reports (PERs)
- eGMS Access - Veteran Programs - Current Access is still valid
- eGMS Access - New Programs - Grants Mgmt team member will be reaching out to contact person to assist with setup and access.

Annual Budget and Budget Revisions/Amendments

- Submission of budget (paper or eGMS)
- Review of budgets by LDOE Grants Management staff
- Approved budgets placed in eGMS
- Fiscal staff and Program Director involved in creation of budget
- Budget amendments/revisions must be submitted via eGMS

21st CCLC Allowable Expenditures

- Salaries: for 21st CCLC Project Director, Education Liaison, and Site Coordinators (reasonable and in line with industry standard) tutors and paraprofessionals;
- Contractors (ex. enrichment contractors, fiscal manager, audit, etc.);
- Independent evaluator (exempt from admin cap);
- Criminal Background Checks (for all staff working directly with students);
- Supplies and materials required for the 21st CCLC program;(academic curriculum must be approved by LDOE prior to purchase)
- Computer hardware and software required for the 21st CCLC program (upon LDOE approval);
- Travel to LDOE approved/required 21st CCLC trainings, conferences, and workshops;
- Transporting students home following 21st CCLC activities;
- Rent – Prorated (upon LDOE approval);
- Utilities – Prorated and (upon LDOE approval);
- Academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools -**Note this is not an exhaustive list**

21st CCLC Unallowable Expenditures

- Uniforms are unallowable expenses unless the program provides a fifty percent (50%) match with other funds. 21st CCLC funds will only be utilized once the fifty percent (50%) match is met and documentation of the match has been provided to LDOE.
- Preparation of the proposal: costs to develop prepare and/or write the 21st CCLC proposal cannot be charged to the grant directly or indirectly by either the agency or subcontractor.
- Pre-award costs may not be charged against the grant. Funds can be used only for activities conducted and costs incurred after the start date of the grant.
- Please note that 21st CCLC funds cannot be used to pay for school-related and school wide athletics, or organized competitive sports activities, league fees and all associated costs, salaries or district dues and are strictly prohibited and considered supplanting. Competitive [interscholastic] sports costs are costs that would have been covered previously through other means, and therefore prohibited under the 21st CCLC program's supplement-not-supplant statutory requirement.
- Entertainment, refreshments, snacks: A field trip without the required academic support will be considered entertainment and not allowable. No overnight or out-of-state field trips are permitted.
- 21st CCLC funds cannot be used to supplant other funds and 21st CCLC staff (when paid with 21st CCLC funds) cannot serve in multiple afterschool programming capacities or receive multiple salaries.
- Alcoholic beverages.
- Bad debts.
- Incentives for students or parents (e.g., plaques, trophies, stickers, t-shirts, give-a-ways). **Note this is not an exhaustive list**

Equipment

- Items must be labeled/tagged
- Kept in a secured location
- Only used by 21st CCLC program
(if purchased with 21st CCLC funds)
- Equipment should be inventoried



Field Trips

- Field trips must be educational in nature
- Must be approved by LDOE staff
- Must be submitted 10 days prior
- Must align with program goals/objectives
- Must take place outside the traditional school day
- Include guided reflection both during and after field trip



Program Income

Although federal law does not prohibit the charging of fees for participation in 21st CCLC programs, in order to ensure that the priorities of the 21st CCLC programs in Louisiana are not compromised, the LDOE prohibits charging any fees. Federal guidance clearly states that programs must be equally accessible to all students targeted for services, regardless of their ability to pay. Federal guidance further recognizes that the priority of the program to serve poor students and families could be compromised through the charging of program fees.





Closing Out Your 21st CCLC Grant



Grant Closeout

At the end of each grant cycle, LDOE will provide detailed instructions to subgrantees on how to close out the grant. This includes a close-out report and a detailed accounting of all 21st CCLC equipment purchased during the grant cycle. Subgrantees should review the Important Dates document in the final year of the grant for timelines and deadlines relating to grant closeout.

Questions



21st CCLC Program Office Contacts

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