KENTUCKY DEPARTMENT OF EDUCATION

Nita M. Lowey 21st Century Community Learning Centers Guidance for Afterschool Programs FAQ

21st Century Community Learning Centers program providers can be an important component to support students and families while schools are closed. The information provided is intended to help inform the actions of 21st Century Community Learning Center program providers during this period.

WILL 21ST CCLC GRANT FUNDS BE IMPACTED BY SCHOOL CLOSURES?
As long as 21st CCLC staff are completing work aligned to the program, they may continue to work and the program will be reimbursed.

WHAT ABOUT DATA ENTRY REQUIREMENTS?
At this time, data entry is not required. Be assured, programs will not be penalized for data requirements during this time. If you have data before schools closed that needs to be entered, this data should be entered. The KDE will review data entry requirements when schools reopen. Note that staff should retain evidence of activities performed during this time period. Examples may include, but not be limited to, lesson plans, materials, virtual activities, and communication shared with students and families, staff logs, and timesheets.

WHAT ABOUT ATTENDANCE REQUIREMENTS?
Programs will not be penalized for attendance requirements during this time.

CAN PROGRAM STAFF BE COMPENSATED WHILE SCHOOLS ARE CLOSED?
The KDE is continuing to provide reimbursement for salaries for program site coordinators and program directors who complete 21st CCLC-related work from home during this time. Staff may continue to be compensated as normal using 21st Century Community Learning Centers grant funds for completing 21st CCLC activities and duties. Eligibility for pay of other staff (those who work part-time or hourly) is determined by the district using criteria for reimbursement of other staff in similar situations (such as for those working in ESS programs) and is reimbursable under the same criteria as for site coordinators and program directors.

WHAT KIND OF JOB DUTIES AND ACTIVITIES FOR PROGRAM STAFF ARE ALLOWABLE WHILE SCHOOLS ARE CLOSED?

Allowable staff duties (permissible use of funds) include:

- Lesson plan development (must be specific to the 21st Century Community Learning Centers program).
- Data Entry
- Designing and delivering online academic and academic enrichment activities for participants and families.
- Communicating with participants and family members to provide additional support for academic learning activities.

- Providing individual support to students aligned to what is typically offered during regular programming, virtual or online.
- Conducting instructor-led virtual activities for participants and family members.
- Utilizing online professional development for staff through the KY 21st CCLC Professional Development Portal.
- Virtual staff meetings (for example, conference calls, Zoom meetings and Skype).
- Gathering virtual materials and information to support students and families.
- Administrative costs associated with programs (for example, processing reimbursement requests (QRRs), budget amendments, program amendments, payroll and other budget operations).
- Purchasing appropriate learning materials to support enrolled students and families. Seek prior approval as required.
- General grant maintenance and planning.
- Comparing Center Profile data from year to year.
- Developing assessments for school year and summer programming
- Developing recruitment and retention strategies to increase student participation.
- Planning adult skill-building activities for parents.
- Researching resources online.
- Maintaining program inventory and other documentation requirements.
- Other activities – please seek prior approval from your KDE Consultant.

WHAT TYPES OF PROGRAM ACTIVITIES CAN BE PROVIDED TO STUDENTS AND FAMILIES WHILE SCHOOLS ARE CLOSED?

While delivery will be different from standard program operations, a variety of activities that are part of 21st Century Community Learning Centers programs can continue through use of online and virtual resources. Activities must be in support of program goals and directly related to student achievement. Please note, these activities will not be counted as regular program days and attendance should not be taken.

Allowable programming activities (permissible uses of funds):

- Online tutoring and remediation/acceleration programs that support core content areas, utilizing platforms to which students can access at home.
- Virtual programming to support remediation/acceleration in math, reading, and science.
- Development and delivery of student and parent educational, social-emotional, and well-being support materials provided virtually or electronically to program participants and parents.
- Dissemination of resource materials to families and well-being phone call checks, such as information about where meals are being provided, where other community resources are located, and how families can support their children during this period.
- Other activities – please seek prior approval from your KDE Consultant.

HOW SHOULD PROGRAM DIRECTORS AND SITE COORDINATORS TRACK ACTIVITIES?

- Staff should continue to document any program activities and staff duties completed during work-at-home time through timesheets and/or work logs, as outlined above.
- Maintain records of daily hours.
- Meet federal supplement, not supplant, requirements.
- Submit required purchase requests and other requests to your KDE Consultant.

FOR MORE INFORMATION AND ANSWERS TO ADDITIONAL QUESTIONS:
Districts and community organization leaders interested in additional support may contact their KDE consultants directly.

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Submit Quarterly Reimbursement Requests (QRRs) to:
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