**Rhode Island Department of Elementary and Secondary Education (RIDE)**

**21st Century Community Learning Center (21st CCLC) Grant**

***Program Monitoring Tool***

**Background**

Grant monitoring is one of RIDE’s core functions. Federal statute and regulations require RIDE to conduct regular, systematic reviews of subgrantees of the 21st CCLC grant to monitor for compliance with federal statutes and regulations and applicable State rules and policies [*Education Department General Administrative Regulations* *(EDGAR)* §76.770, *Uniform Guidance (UG)* §200.332(d), *Every Student Succeeds Act (ESSA)* §4202(c)(3)(A) andother sections]. In addition, RIDE considers the monitoring process to be an important method of identifying, and responding to, technical assistance needs of subgrantees. Throughout the monitoring cycle, RIDE’s emphasis is on promoting a culture of support.

The goals of RIDE’s 21st CCLC program monitoring are as follows:

1. To ensure compliance with federal and state requirements and minimize the risk of waste, fraud, or abuse
2. To ensure that proposed programs are implemented in accordance with state and federal program expectations, and as outlined in the original grant application and five-year plan
3. To ensure consistent implementation of high-quality programs for children, youth, and families
4. To identify and begin to address the technical assistance, professional development, and quality improvement needs of subgrantees.

**Purpose**

This document is intended to support on-site program monitoring of 21st CCLC grantees. This document focuses on programmatic elements of the grant, since RIDE has separate processes for fiscal monitoring of all federal subgrantees across funding streams, but it does include some fiscal elements that may be unique to the 21st CCLC grant.

Specifically, this tool:

1. Outlines common expectations of the 21st CLC grant
2. Provides suggested documentation that should be kept on file as evidence that each expectation is being met
3. Clarifies whether the expectation is required by statute or regulation or whether it is an expectation set by RIDE
4. Provides links to additional guidance or resources, where available.

Many aspects of this tool will refer to the subgrantee’s original 5-year application for the program site. When using this tool to prepare for a monitoring visit, please review your application and your most recent budget award.

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| **I. SAFETY AND ENVIRONMENT** | |  | * [Safety policies & protocols TA session 2/14/24](https://docs.google.com/presentation/d/1veGcoKO13o2z7kWHX-8xJzTSeObguxT8/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [US ED Student Safety in 21st CCLC webinar 8/9/18](https://drive.google.com/file/d/1DqtyzxGogcWhKPOKUHaHVKHk92QI9xj-/view?usp=drive_link) |
| 1. At least one person with a current **first aid/CPR certificate** is present at all times during program activities. Preferably all staff who work directly with students are certified. | 1. Valid First Aid/CPR certificates (all current) | RI 21st CCLC programmatic expectation |  |
| 1. There is an **emergency management plan** in place.  * For school-based programs, this may be the school's emergency management plan; however, in this case it should include specific language/adaptations for after-school hours, as appropriate (i.e., which staff are in the building, which building spaces are accessible, etc.) If it is not the school's plan, then it should mirror the school's plan as much as possible, so as to minimize confusion. * For center-based programs, the plan may be developed independently, preferably in communication with public safety experts and/or school-based safety teams. * The plan is reviewed and updated periodically. * All staff and participants are informed about the emergency management plan and are prepared to carry it out. | 1. Emergency management plan, showing date of most recent review/update   AND   1. Orientation, staff meeting, or training agenda, with emergency plan listed | RI 21st CCLC programmatic expectation (Emergency management plans are a RI State statutory requirement for schools) | * [Safety plans email 6/3/22](https://drive.google.com/file/d/1Lny32cITquk2ZLdozdWv8FHOyRk-O2Hw/view?usp=drive_link) |
| 1. **Emergency procedures/evacuation routes** are posted in each program space. | 1. Map or photo showing location of posted procedures/routes   OR   1. Multiple Form A program observation forms, conducted within the prior year indicating that these were in place   OR   1. *This may be demonstrated on-site, in lieu of documentation.* | RI 21st CCLC programmatic expectation |  |
| 1. A **first aid kit** is visible and accessible at each site to adults in the program, including during off-site activities and field trips. The kit should include, at a minimum: bandages (adhesive and cloth), antibacterial ointment, medical tape, protective gloves, tweezers, ice packs, and an elastic bandage/wrap. | 1. Map or photo showing location of first aid kit   OR   1. Multiple Form A program observation forms, conducted within the prior year indicating that these were in place   OR   1. *This may be demonstrated on-site, in lieu of documentation.*   AND   1. Policy, written protocol, or handbook relating to first aid kits and off-site activities | RI 21st CCLC programmatic expectation |  |
| 1. **Fire drills** are conducted at least once per program session during out-of-school hours (at least two times per year). | 1. Fire drill logs (2) with time begun, time ended, and # participants evacuated | RI 21st CCLC programmatic expectation |  |
| 1. A **lockdown drill** is conducted at least once per year. Lockdown drills should be non-sensorial and not involve play acting. Families should be given the ability to opt out. An alternative "options-based" drill is allowable. | 1. Lockdown drill log (1) with time begun, time ended, and # students participating | RI 21st CCLC programmatic expectation | * [Safety plans email 6/3/22](https://drive.google.com/file/d/1Lny32cITquk2ZLdozdWv8FHOyRk-O2Hw/view?usp=drive_link) |
| 1. There is an **emergency staffing plan** in place in order to provide adequate staff coverage in case of emergencies or staff illness. | 1. Emergency staffing plan | RI 21st CCLC programmatic expectation |  |
| 1. **Background checks** are conducted for prior criminal records, child protective service findings, and other improper conduct which may put children and youth at risk. | 1. Human resources policy or staff handbook, indicating under what circumstances staff would be hired based on any background check findings | *RIGL* [§§16-2-18.1](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/16-2-18.1.htm), [18.2](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/16-2-18.2.htm), and [18.3](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/16-2-18.3.htm) | * [*RI 21st CCLC Background Check Guide*](https://docs.google.com/document/d/1aU7b8W1qNEtXaFpV8bv_erRXfNBL2QKn/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [Fingerprinting “to whom it may concern” letter (updated annually)](https://drive.google.com/drive/folders/1kvscdkpyd4O3w4gkGLrukzpd7T4wBY_t) |
| 1. For **paid staff 18 years of age and older**, a national screening via fingerprinting is required by law. This includes organization staff, contracted providers, teachers, and any other paid individuals who may have direct, unmonitored contact with youth. | 1. Cover letters or other official document verifying screening (1 for each staff member and outside provider)   AND   1. List of all currently hired staff members and outside providers (for comparison) | *RIGL* [§§16-2-18.1](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/16-2-18.1.htm), [18.2](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/16-2-18.2.htm), and [18.3](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/16-2-18.3.htm) |
| 1. For **volunteers and staff under 18 years of age**, fingerprinting or a national Social Security screening is preferred, but may not be possible to obtain. Therefore, a state Bureau of Criminal Identification (BCI) check, combined with a check of the National Sex Offender Public Website, is acceptable. | 1. Cover letters or other official document verifying screening (1 for each minor staff member and volunteer)   AND   1. List of all current minor staff members and volunteers (for comparison) | [*RIGL* §§16-2-18.4](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/16-2-18.4.htm) and [18.5](http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-2/16-2-18.5.htm) |
| 1. There is a policy in place to ensure that children/youth are **not left alone** with volunteers or minor staff members who have not been fingerprinted, if any. The policy should include specific, enforceable protocols for handling a variety of situations. | 1. Policy or handbook excerpt with volunteer/minor staff protocols | RI 21st CCLC programmatic expectation |
| 1. Up-to-date **emergency information** for each participant is on file and accessible. This must include key medical/allergy information, a signed medical release, and primary and alternate contact information. | 1. Enrollment form or separate emergency contact form | RI 21st CCLC programmatic expectation |  |
| 1. Children and youth are **signed out** by a parent or other parent-approved person. If youth may sign themselves out, this must be specified in policy. | 1. Sign-out sheet   AND   1. If policy allows self-sign-out:    1. Release/transportation policy or handbook   AND   * 1. Registration or other form for parents to sign to allow their child to sign themselves out | RI 21st CCLC programmatic expectation |  |
| 1. Children and youth receive safe, adequate, and age-appropriate **transportation** between the program and home. | 1. Release/transportation policy   OR   1. Handbook | *ESSA* [§4204(b)(2)(A)(ii)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240) |  |
| 1. Staff are able to **communicate** with one another at all times. This should include both on-site and off-site program activities (e.g., walkie-talkies and/or cell phones). | 1. Communication policy, protocol or handbook   AND   1. *This will be demonstrated on-site.* | RI 21st CCLC programmatic expectation |  |
| 1. Staff are aware of their mandated responsibilities to **report suspected child abuse/neglect**. | 1. Employee handbook   AND   1. Orientation, staff meeting, or training agenda showing this as an item | [RIGL §40-11-3](http://webserver.rilin.state.ri.us/Statutes/TITLE40/40-11/40-11-3.HTM) |  |
| 1. The program takes place in a **safe, available, and accessible facility**. If this is not the target school itself, the facility must be at least as available and accessible to the students as if it were the school. | 1. Accessibility report   OR   1. *This may be demonstrated on-site, in lieu of submitting documentation.* | *ESSA* *§§* [4204(b)(2)(A)(i)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240), [4204(c)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=241) |  |

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| **II. FISCAL MANAGEMENT** | |  |  |
| 1. **Spending corresponds** **to** the most recently approved **budget**. Copies of Financial Reports (for grants that are in eCivis) or Financial Status Reports and Cash Reimbursement Forms (FSRs, for grants that are not in eCivis) should be kept on file. In either case, backup documentation should be kept on file for all expenditures. Records should be retained for a minimum of three years after submission of the final annual financial report. | 1. Backup documentation (e.g., timesheets, invoices, receipts, etc.) for one or two Financial Reports or Financial Status Reports. RIDE will notify you prior to the site visit which drawdowns these should be provided for. | *Uniform Guidance* (*UG*) [2 CFR §200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200), especially §§ [200.302](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.302), [200.303](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.303), [200.308](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.308), [200.334](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.334) [200.400](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.400), [200.407](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.407). | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true), especially Sections III, IV |
| 1. Financial Reports (eCivis grants) or Financial Status Report and Cash Reimbursement Form(s) (non-eCivis grants) (i.e., reimbursement requests or **drawdowns**) are submitted at least quarterly to RIDE. Copies should be kept on file, along with backup documentation. | 1. *[RIDE has access to all Financial Reports (grants that are in eCivis) as well as copies of all Financial Status Reports and Cash Reimbursement Forms (FSRs, for grants that are not in eCivis). For a site visit, RIDE will typically select one or two of them and request backup documentation just for these drawdowns.]* | *UG*, especially§§ [200.328](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.328), [200.329](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.329) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true), especially Sections III, IV |
| 1. Expenses charged to the 21st CCLC grant **are segregated from other expenses** within the financial system. | * 1. Printout or screenshot from financial system   OR   1. General Ledger report   OR   1. *[This may be demonstrated on-site, in lieu of submitting documentation.]* | *UG*,especially [§200.302](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.302) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) |
| 1. A procurement **policy** is in place specifying:  * What purchases should be put out to bid (i.e., what dollar thresholds) * How bids are to be evaluated * That bid competitions are full and open * When/if sole-source contracts are acceptable, and * How many people and which roles/titles are required to approve contracts and payments. | 1. Procurement policy | *UG*,especially §§ [200.318](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.318), [200.319](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.319), [200.320](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.320) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true)*, Section III* * [*Annual Plan - Budget Narrative*](https://drive.google.com/drive/folders/1NcaBOvw69liV2R6OKbohU53HORo4hYjY?usp=drive_link) * [*Annual Program Income Report*](https://drive.google.com/drive/folders/1nRSieD9LevF-a6gds9SGlu5U7DmZCk-F?usp=drive_link) |
| 1. All 21st Century CLC expenses must follow key **federal cost principles**:  * Allowable * Necessary * Reasonable * Allocable * Documented | 1. Procurement policy   AND/OR   1. Other fiscal policies and procedures that cover how expenditures are decided upon, implemented, and tracked | Allowable: *UG* §§ [200.403](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.403), [200.421](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.421), [200.423](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.423), [200.438](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.438), [200.442](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.442), [200.445](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.445), [200.450](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.450), [200.216](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.216); *ESSA* §§ [8505](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=425) and [8526](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=429) as amended by [§13401 of the Bipartisan Safer Communities Act](https://www.govinfo.gov/content/pkg/PLAW-117publ159/pdf/PLAW-117publ159.pdf#page=26) ([20 USC 7906](https://uscode.house.gov/view.xhtml?req=(title:20%20section:7906%20edition:prelim)))  Necessary:  *UG* §§ [200.400](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.400) through [200.405](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.405)  Reasonable: *UG* [§200.404](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.404);  Allocable:  *UG* [§200.405](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.405)  Documented: throughout  *UG* [2 CFR §200 Subpart E](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subpart-E) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true)*,* Sections I, II, IV |
| 1. Written, internal, **fiscal policies and procedures** are in place to ensure effective, efficient, and appropriate use of funds as well as to prevent potential waste, fraud, or abuse. | 1. Fiscal policies and procedures, outlining internal controls | Throughout  *UG* [2 CFR §200 Subpart E](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subpart-E), especially §§ [200.302](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.302), [200.303](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.303), [200.400](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.400) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true),Sections I, II*, IV* |
| 1. 21st Century CLC funds must be used to **supplement, not** supplant, State, local, and other non-Federal funds that would be available for similar programs and activities, in the absence of 21st CCLC funds. 21st CCLC funds may not be used for activities required by law. Nor may funds be used to pay for activities that were paid for with other funds in the prior year(s), unless those funds are no longer available. | *This is generally reviewed during the budget review process. RIDE has this documentation on file. No additional documentation needs to be submitted for programmatic site visits.* | [*ESSA* §4204(b)(2)(G)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=241) | * [*RI 21st CCLC Budget* Guide](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true), Sections I, II |
| 1. **Contracts** or memoranda of understanding/agreement are in place with all **providers**. | 1. Provider contract, MOU, or MOA (if applicable, at least one of *each type* currently in place) | *UG* [§200.459](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.459) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true)*,* Section IV |
| 1. For contracts of $25,000 or more, vendors are screened via the **www.sam.gov** website, to ensure that they are not debarred or excluded from receiving federal funds. | 1. Website screenshot or printout (if applicable, at least one) | *UG* §§ [200.206](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.206), [200.214](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.214), [Appendix II to Part 200](https://www.ecfr.gov/current/title-2/part-200/appendix-Appendix%20II%20to%20Part%20200) | * [*RI 21st CCLC Budget* Guide](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true), Section IV |
| 1. A system is in place to track **staff attendance**. There should be protocols in place for employees and their supervisors to verify attendance. | 1. Copy or printout of timesheet   AND   1. Human resources policy or employee handbook, detailing verification protocol | *UG* [§200.430](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.430); particularly subsection (g) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true), Section IV |
| 1. For employees paid partially or fully with 21st CCLC funds, there is a “**time and effort**” system to track and verify that the appropriate amount of salary and benefits is charged to each 21st CCLC grant. For staff who work only on 21st CCLC and only on one grant, this is typically a signed, semi-annual time certification statement. For staff who work on multiple projects and/or on multiple 21st CCLC grants, this could be a signed timesheet system or a time-and-effort system detailing hours worked by funding source for a sample, specified period of time. | 1. Signed semi-annual time certification statement (if applicable, at least one)   AND/OR   1. Copy of timesheet with hours broken out by funding source(s) (if applicable, at least one)   AND/OR   1. Copy/printout from time-and-effort system detailing hours worked by funding source for a sample, specified period of time (if applicable, at least one) | *UG* [§200.430](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.430); particularly subsection (g), and [§200.405](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.405) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true), Section IV; * [*RIDE 21st CCLC Time and Effort Guide*](https://docs.google.com/document/d/1SqXCM4ChT9VM2m7Rf3AveL1dwkQtyXQ-/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) |
| 1. If any **equipment** – including information technology systems or other high-value supplies – is purchased with 21st CCLC funds:  * Property records are maintained, including description, serial #, source, name on title, acquisition date, cost, percentage of federal funds used, location, use, condition, and disposition data including date and sale price if sold. * Equipment is used solely for the 21st CCLC (or proportionately, if purchased with multiple funding sources) and is tagged accordingly. * Equipment is stored securely. * Inventories are conducted at least bi-annually, and preferably annually. | (If applicable)   1. Property record spreadsheet   AND   1. Photo of property tag *[may be demonstrated on-site, in lieu of documentation.]*   AND   1. Copy or photo of tags, signs, locks, etc. *[may be demonstrated on-site, in lieu of documentation.]*   AND   1. Equipment inventory list, with date completed | Regulatory requirement for purchases over $10,000 (formerly $5000) in *UG* §§ [200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.1), [200.313](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.313) particularly subsections (c) and (d), [and 200.439](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.439)  RI 21st CCLC programmatic expectation for other technology and valuable supplies. | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [*RIDE 21st CCLC Equipment Guide*](https://docs.google.com/document/d/1rSrbo_3h2p7SDAse3LFUPJFSM1zKhxBf/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true); * [Equipment Inventory Control template](https://docs.google.com/spreadsheets/d/1WExzhFek741mzPRa4lBJl1wHBLjEypPf/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) |
| 1. The program **coordinates federal, state, and local programs**, as appropriate, in order to make effective use of public resources. This should include the USDA Afterschool Snacks and/or CACFP At-Risk Meals program. It could also include various federal and state funding streams administered by RIDE, including Learn365RI, ESSER, All Course Network, AmeriCorps, Title I-A, School improvement, Title III, Title IV-A, IDEA grants, etc. It could also include local afterschool- or summer-related programs funded through the LEA or municipality. | 1. Budget from other program   OR   1. Copy of email showing coordination   OR   1. Meeting notes from joint planning/coordination session   OR   1. Meeting notes from governance group   OR   1. Joint professional development activity agenda   OR   1. Other evidence of program coordination | *ESSA* [§4204(b)(2)(C)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240) |  |
| 1. A sustainability **plan** is in place for how the program will continue after the 21st CCLC grant ends. | 1. Written sustainability plan   OR   1. Leveraged funds chart, updated since submission of the original 5-year application   OR   1. Strategic planning session notes, showing sustainability planning   OR   1. Other document showing sustainability planning | *ESSA* §§ [4203(a)(8)(B)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=237), [4204(b)(2)(C)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240), [4204(b)(2)(K)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=241) |  |
| 1. Any **program income** may only be earned as a result of the 21st CCLC grant if prior approval is provided by RIDE and the US Department of Education. Otherwise, it will result in a reduction of the grant award equal to the amount of program income earned. If program income is earned, it must be used for the same purposes and under the same conditions as 21st CCLC funds; must be used to supplement 21st CCLC funds; must be tracked separately in fiscal accounting; must be spent down before requesting 21st CCLC reimbursement; and may not be carried over from one fiscal year to another. | *If prior approval was sought, RIDE has this documentation on file. No additional documentation needs to be submitted for programmatic site visits.* | *UG* §§ [200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.1), [200.305(b)(5)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.305),  [200.307](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.307), [200.407](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.407) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true), Section IV |
| 1. **Fees may not be charged** to students or families under anycircumstances for participation in any service, activity or event funded through the 21st CCLC grant. | 1. Registration form demonstrating that no fee is charged | *UG* §§ [200.1](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.1), [200.307](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.307), [200.407](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.407) | * [*RI 21st CCLC Budget Guide*](https://docs.google.com/document/d/1CwjXhf_xbu2I8gewX-iBdMLjxYv_iJMh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true), Section III |

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| **III. GOVERNANCE** | |  |  |
| 1. The 21st CCLC has a **governance body** (e.g., board, board subcommittee, steering committee, advisory committee, etc.) that serves a **meaningful purpose** for the program, assisting with high-levelplanning and decision-making for the grant. The 21st CCLC governance body:  * Addresses meaningful organizational and/or programmatic issues, including, among other issues, student satisfaction and parent involvement. * Meets at least four times per year. | * + - 1. Governance body charter, by-laws, or other document clarifying what the body is and what it is responsible for   AND   1. Meeting schedule for year   AND   1. Meeting agenda or minutes (from one meeting) | RI 21st CCLC programmatic expectation |  |
| 1. The governance body has a **structure** that supports the purpose. It has:  * A clearly articulated role and scope of authority, relative to the grantee organization or school/district * A clear “chain of command” * Clearly defined roles and responsibilities for various positions within the governance body | 1. Governance body charter, by-laws, organizational chart, or other document showing scope/authority and chain of command  AND  2. Document outlining positions within governance body (could be same document as #1) | RI 21st CCLC programmatic expectation |  |
| 1. The 21st CCLC governance body **membership** includes a broad range of stakeholders and partners, including school personnel, grantee staff, parents, community providers, and youth (when appropriate). The governance body should reflect the communities served by the grant. For multi-site grants, each site could have its own governance body or there could be a single cross-site governance body, provided that all schools/sites have a meaningful voice in it. | 1. List of governance members and affiliations | RI 21st CCLC programmatic expectation |  |

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| **IV. PROGRAM** | |  |  |
| 1. All aspects of the 21st CCLC are operated in accordance with the original **5-year application** and, if applicable, the most recent **annual plan**. This includes the goals and objectives, operational structure, program offerings, staffing structure, governance, program evaluation, program quality, governance, linkages to school, professional development, sustainability planning, etc. Any significant changes (i.e. program amendments) must be approved by RIDE. Any significant developments that impact the ability to implement the grant as proposed – whether positively or negatively – should be reported to RIDE throughout the grant period. | *[RIDE has the 5-year proposal and any subsequent Annual Plans and Annual Progress Reports on file, as well as 21APR data. This will also be confirmed through observation. No additional documentation needs to be submitted for site visits.]* | *UG §§*  [200.308](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.308) [200.329(e)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.329) |  |
| 1. The 21st CCLC **afterschool program operates** from approximately late September until June, at least two hours a day, at least four days per week, during hours when school is not in session. It is recommended that programs operate longer each day and for five days a week. | *[RIDE has the 5-year proposal and any subsequent Annual Plans and Annual Progress Reports on file, as well as 21APR data. This may also be confirmed through observation. No additional documentation needs to be submitted for site visits.]* | RI 21st CCLC programmatic expectation  See *ESSA* [§4201(b)(1)(A)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=234) related to non-school hours only |  |
| 1. The 21st CCLC **full-day summer learning program operates** for a minimum of four weeks, when school is not in session, by the start of Year 2 of the subgrant. Five- or six-week long programs are recommended. | *[RIDE has the 5-year proposal and any subsequent Annual Plans and Annual Progress Reports on file, as well as 21APR data. This may also be confirmed through observation. No additional documentation needs to be submitted for site visits.]* | RI 21st CCLC programmatic expectation  See ESSA [§4201(b)(1)(A)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=234) related to non-school hours only |  |
| 1. The 21st CCLC provides **a variety of high-quality program offerings** that enhance academic, social, emotional, and 21st century skill development, including daily opportunities for physical activity.  * Both academic enrichment activities and a broad array of other activities are provided. * The program was developed and is carried out in alignment with State academic standards. | *[RIDE has the 5-year proposal and any subsequent Annual Plans and Annual Progress Reports on file, as well as 21APR data. This will also be confirmed through observation. No additional documentation needs to be submitted for site visits.]* | *ESSA* §§ [4201(a)(1)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=233); [4201(a)(2)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=233); [4201(b)(1)(A)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=234); [4202(c)(3)(E)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=236); [4204(b)(2)(D)(ii)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240) Daily physical activity is a RI 21st CCLC programmatic expectation | * [MTSS TA session 6/6/23](https://docs.google.com/presentation/d/184mvtnOqBvap9k-bTbiAmvNMkKRMYYX9/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) |
| 1. Activities are **planned, sequential, and designed to lead to mastery**. They:  * Reinforce and complement the regular school day * Are targeted to the students’ academic needs * Are aligned with school-day instruction * Are expected to improve student academic achievement as well as overall student success. | * + - 1. RFP for programs, program description, or program proposal that includes program goals, objectives, and age-appropriate sequence of activities   AND   1. Lesson plan for at least one activity | *ESSA* §§ [4201(b)(1)(A)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=234); [4204(b)(2)(B)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240) |  |
| 1. The 21st CCLC uses **best practices**, including research- or evidence-based practices that will complement and enhance academic performance, achievement, postsecondary and workforce preparation, and positive youth development of the students. | *[RIDE has the 5-year proposal and any subsequent Annual Plans and Annual Progress Reports on file. No additional documentation needs to be submitted for site visits.]* | *ESSA* §§ [4204(b)(2)(J)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=241); [4205(b)(1)(C)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=244) | * Federal [*Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments*](https://www.ed.gov/sites/ed/files/fund/grant/about/discretionary/2023-non-regulatory-guidance-evidence.pdf) |
| 1. All program activities and materials are **strictly secular**, neutral, and non-ideological in nature. | *[RIDE has the 5-year proposal and any subsequent Annual Plans and Annual Progress Reports on file, as well as 21APR data. This will also be confirmed through observation. No additional documentation needs to be submitted for site visits.]* | *ESSA*  [§8501(a)(1)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=420) |  |
| 1. The program serves a **diverse student population** that is reflective of the school, including percentages of students who are:  * Eligible for Free/Reduced-Price Lunch (or equivalent) * Students of color * Male/Female/Non-binary * Multilingual Learners (MLLs) * Differently Abled Students (DASs) * Chronically absent (prior year) * Not proficient on state assessments (prior year)   that are at least similar to, if not exceed, school percentages.  The program leaders should periodically look at data to ensure that the program promotes equity. | *[RIDE has 21APR data on file, along with school demographic data on file. No additional documentation needs to be submitted for site visits.]* | RI 21st CCLC programmatic requirement, in general.  For DAS, see [Section 504 of the Rehabilitation Act of 1973](https://www.govinfo.gov/content/pkg/COMPS-799/pdf/COMPS-799.pdf); [34 C.F.R. Part 104](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-I/part-104), [Titles II](https://www.ada.gov/law-and-regs/regulations/title-ii-2010-regulations/) [and III](https://www.ada.gov/law-and-regs/regulations/title-iii-regulations/) of the Americans with Disabilities Act (ADA); [28 C.F.R. Part 35](https://www.ecfr.gov/current/title-28/chapter-I/part-35) & [Part 36](https://www.ecfr.gov/current/title-28/chapter-I/part-36) |  |
| 1. The program employs a **full-time program director** and/or site coordinator(s), at least 35 hours per week. | *[RIDE has the 5-year proposal and any subsequent Annual Plans and budgets on file. No additional documentation needs to be submitted for site visits.]* | RI 21st CCLC programmatic expectation |  |
| 1. The program maintains **high staff qualifications** and expectations, including:  * Paid and volunteer staff who have direct contact with children and youth * Program site leadership. | 1. Resumes or application forms (for each current staff member)  AND  2. Job descriptions  *[RIDE has these on file from the original 5-year application. These only need to be submitted for roles that have been added or changed since then.]* | RI 21st CCLC programmatic expectation |  |
| 1. Subgrantee leadership and staff participate in ongoing and purposeful **professional development/professional learning** to support effective program administration and implementation. All permanent/regular staff must attend at least 20 hours of planned professional development experiences annually. Professional learning should be varied, relevant, and appropriate to people’s roles. Professional learning plans should balance addressing individuals’ needs and addressing common needs among different staff members. | 1. Professional development plan for each staff member | RI 21st CCLC programmatic expectation |  |
| 1. The **program partners with the Rhode Island Afterschool Network** and/or other "external organizations" that can provide guidance, mentoring, professional learning, or other assistance with implementing the grant successfully. | 1. Membership confirmation   OR   1. Contract with external organization   OR   1. Memorandum of Understanding (MOU) with external organization   OR   1. Other evidence of partnership | *ESSA*  §4202(c)(3)(F) | * [RIDE list of External Organizations](https://ride.ri.gov/sites/g/files/xkgbur806/files/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/21stCCLCs/RIDE-External-Organizations.docx) |
| 1. At least one member of the program leadership attends **monthly 21st CCLC subgrantee meetings**. Subgrantees are encouraged to send more than one individual. | *[RIDE has attendance records on file. No additional documentation needs to be submitted for site visits.]* | RI 21st CCLC programmatic expectation |  |
| 1. The program participates in all phases of the **Rhode Island Program Quality Assessment (RIPQA)** process on a cyclical basis. This includes program observations, an organizational self-assessment, and action planning. Program leaders take responsibility for implementing action plans during, and between RIPQA assessment years. | *[RIDE has the 5-year proposal and any subsequent Annual Plans and Annual Progress Reports on file, as well as RIPQA reports. No additional documentation needs to be submitted for site visits.]* | RI 21st CCLC programmatic expectation | * [*RI Afterschool Program Quality Standards and Indicators*](https://drive.google.com/file/d/12TBUTaHyNbGcWg8nyyD5beYQUpgf1yQo/view?usp=drive_link) * [*Guide to RI Afterschool Program Quality Standards*](https://drive.google.com/file/d/1NGn7A-1tzDBNrY59M2FOloOuMvmVnkqg/view?usp=drive_link) * [RIPQA Form A](https://drive.google.com/drive/folders/0B3LGToAw_gTIY2F6WFNsUE1pU1U?resourcekey=0-8JUeapNx0xS_Pcaw6RzblQ) * [RIPQA Form B](https://docs.google.com/document/d/1k8J7EmcAsAk9DOezXKIyGL3dWM91oSel/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true)   ([Spanish](https://docs.google.com/document/d/191-qGft8ujs8k9d6ujtOdAS57LgT_Gi1/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true))   * [Intro to RIPQA trainings](https://docs.google.com/document/d/1ag-kkdbLTqe1IaoT-YGC3EvVG6LUFM17/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) (offered 2x per year) * [Youth Work Methods series](https://drive.google.com/file/d/1x568sDg0U9ajsQHaphjQOzqf80HS1mJY/view?usp=drive_link) (offered 6x/yr) * [Quality Improvement TA session 10/4/23](https://docs.google.com/presentation/d/1gLJekBuy843tmTrAL1PwxUIVygHoRlv0/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) |
| 1. The program uses an effective **data system** to collect and manage program data that are aligned to the requirements of 21APR federal reporting. Programs are urged to purchase a system specifically designed for use by after-school programs or to adapt their district Student Information System for this purpose.  * The data system is able to track participant information, program activities, program attendance, staffing, family engagement activities, program outcomes, and performance measures as appropriate. * Data is updated at a minimum monthly, preferably daily. * Procedures are in place to ensure data privacy/security and data quality. * Data is reviewed at least quarterly for accuracy and completeness. * RIDE data submission deadlines are met and follow-up questions/requests from RIDE are responded to promptly. | 1. Data policy OR 2. Data procedure manual   OR   1. Employee handbook outlining responsibilities for data management | *ESSA* §§ [4203(a)(14)(B)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=238); [4205(b)(1)(E)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=244); [*EDGAR* § 76.722](https://www.ecfr.gov/current/title-34/subtitle-A/part-76/subpart-G/subject-group-ECFR54971d4c79871f9/section-76.722) | * [*RIDE 21st CCLC Data Guide*](https://docs.google.com/document/d/13XwqwDRiz9eHpwKctwT2ZgnQlqMTSjdL/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [Data Checklist](https://docs.google.com/document/d/16XFVAWctUvsgV6cb2_xz1fNx13q2G3Qa/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [Activity category definitions](https://docs.google.com/document/d/17q-pELypeSYvCsdHWgQbU46dkoBlAdU2/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [Common data issues](https://docs.google.com/document/d/1cuy6g60daTHIUZXBXcgqoXPxTkPtDajz/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [GPRA Measures TA session 9/23/21](https://docs.google.com/presentation/d/1NMuQwKXgUr3zpMUsodYMytQXeYjonNXH/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [21APR TA session 9/21/22](https://docs.google.com/presentation/d/1tF1p6fAYrtDgIDLZ8G45cJBWwsxsy1_T/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [21APR TA session 10/26/22](https://docs.google.com/presentation/d/1HSuQ6_tTFsKZ-4q2jxMCF_v7-FvgZyD3/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [YouthServices TA session 8/30/23](https://docs.google.com/presentation/d/1AU9oBab_poBdun6xP2DFjJiHu-PPOzvh/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) |
| 1. A **Data Sharing Agreement** is in place allowing for sharing of individual student-level data between the program and the Local Education Agency. Data sharing should be mutually beneficial and conducted in a timely manner, in accordance with applicable privacy and confidentiality laws. Data should be used to help identify potential program participants, to track program goals and objectives, to assess student outcomes, to conduct program evaluation, and to assist with planning and coordination of services for students. | 1. Data sharing agreement | *[ESSA](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf" \l "page=240)*  [§4204(b)(2)(D)(i)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf" \l "page=240) |  |
| 1. The program has a meaningful **evaluation plan** in place.  * Evaluation activities are in line with program goals and objectives. * The evaluation is carried out in alignment with RIDE’s overall evaluation plan. * Evaluation plans and activities are used to refine and improve the program and refine performance measures, as appropriate. * Evaluation results are made publicly available. | 1. Evaluation plan   OR   1. Evaluation section of most recent Annual Plan outlining evaluation plan   AND   1. Evaluation section of most recent Annual Progress Report showing use of results for program improvement   OR   1. Professional development plan showing use of results of evaluation  OR 2. Other planning document reflecting use of results of evaluation   AND   1. website screenshot showing public availability of evaluation   OR   1. web link to evaluation report | *[ESSA](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf" \l "page=244)*  [§4205(b)(2)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf" \l "page=244) |  |
| 1. The program participates in any **statewide evaluation** activities conducted by RIDE in partnership with its evaluation vendor. This may include analysis of student and program data; tracking of performance indicators; program observations; surveys and/or interviews with staff, parents, students and/or educators; or other activities which may be required during the subgrant period. While there is currently no formal, external evaluation underway, it is anticipated that there will be a new one started during the course of this grant. | *[RIDE has all necessary documentation on file. No additional documentation needs to be submitted for site visits.]* | *[ESSA](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf" \l "page=238)*  [§4203(a)(14)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf" \l "page=238) | * [2020 statewide evaluation report](https://ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/21stCCLCs/RI21stCCLC-Evaluation-Report-2020.pdf?ver=2021-05-12-110623-690), [summary slides](https://ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/21stCCLCs/Statewide%20Evaluation%20Results.pptx?ver=2021-12-31-110335-427), and [key findings slides](https://ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Educational-Programming/21stCCLCs/Statewide%20Evaluation%20Results%20-%20key%20findings.pptx?ver=2021-12-31-110335-707) |
| 1. Timely and meaningful **private school consultation** is conducted on an annual basis with officials from any and all private schools in the program target school’s or schools’ attendance area on the provision of “equitable services.”   “Equitable services” are provided to eligible private school students, if requested by the private school. | *[RIDE has documentation submitted with the Annual Progress Report on file. No additional documentation needs to be submitted for site visits.]* | *ESSA*  Part F, Subpart 1, §§ 8501-8506 | * [*RIDE 21st CCLC Private School Services Guide*](https://docs.google.com/document/d/1EMmMi6lIZATzImuv8zOzv_orGdrcCzZ7/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [Consultation process decision tree](https://docs.google.com/document/d/1HFpVGBnAzzfMV0XZEdNLb-nyZcmP2UNZ/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * [21st CCLC Private School Services TA session Jan. 2024](https://docs.google.com/presentation/d/1uu-fJo3Yue8Izrw4r7w2TaLtzWplVGHQ/edit?usp=drive_link&ouid=100924913392615559640&rtpof=true&sd=true) * Federal [*Title VIII, Part F, Equitable Services Non-Regulatory Guidance, 7-17-23*](https://drive.google.com/file/d/1ifUyUSpdBJnp1wSkEk7XBwbcrOcGv7qn/view?usp=sharing) |

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| **V. SCHOOL LINKAGES** | |  |  |
| 1. An active, meaningful, mutually beneficial **partnership exists between** the Local Education Agency (**LEA**) and a Community-Based Organization (**CBO**) and may include other public or private entities, if appropriate. | *[The general partnership is outlined in the 5-year proposal and any subsequent Annual Plans and Annual Progress Reports that RIDE has on file and additional details are included in the rows below. No additional documentation needs to be submitted for this element for site visits.]* | *ESSA*  [§4204(b)(2)(H)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=241) |  |
| 2. The program primarily serves students who attend one or more target schools, each of which is eligible to operate a Title I Schoolwide Program, and the program is planned and operated in active **collaboration with the target school(s)**. The program leader(s) and the school leader(s) meet on a regular basis to ensure effective, ongoing collaboration. | 1. Meeting schedule for program and school leaders   OR   1. Agendas/notes from meeting(s) between program and school leaders   OR   1. correspondence indicating ongoing collaboration | *ESSA* §§  [4204(b)(2)(D)(i)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240);  [4204(b)(2)(F)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240) |  |
| 3. Regular **dialogue with classroom teachers** and/or other school-day staff (e.g., guidance or adjustment counselors, student support services) is maintained around the academic or social/emotional needs of individual students. | 1. Agendas/notes from meetings with individual teachers or staff   OR   1. Phone logs from conversations with teachers/staff   OR   1. Printouts of email strands about (2-4 samples with names redacted)   OR   1. IEP meeting records (2-4 samples with names redacted) | RI 21st CCLC programmatic expectation |  |
| 4. **Regular communication** mechanisms are maintained with the entire school community. | 1. Newsletters, email blasts, social media posts, etc. (1 of each type used) | RI 21st CCLC programmatic expectation |  |
| 5. 21st CCLC program leaders serve on one or more ongoing **school decision-making teams**, such as School Improvement Teams (SIT), common planning time teams, school reform planning teams, etc. | 1. School Improvement Team (SIT) or other team membership list   OR   * + - 1. SIT or other meeting notes showing participation of 21st CCLC program leaders | RI 21st CCLC programmatic expectation |  |
| 6. 21st CCLC program goals and content are **aligned to school-day** activities and to School Improvement Plans. | 1. Content / standards alignment map   OR   1. Program plans with sequence of activities aligned to school content/standards,   OR   1. Survey of teachers on program design (1-2 total samples) | *ESSA*  [§4201(b)(1)(A)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=234) |  |

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| **VI. FAMILY, YOUTH, AND COMMUNITY ENGAGEMENT** | |  |  |
| 1. **Families** of students served are provided opportunities for **active and meaningful engagement** in their children’s education, including opportunities for literacy and related educational development. Family engagement occurs in a variety of ways:  \* Specific, family-engagement activities are provided.  \* Program staff communicate with all families of participants on a regular basis through a variety of communication mechanisms in a manner that is understandable and accessible (e.g., multiple languages).  \* Staff maintain ongoing, two-way communicate with individual families about their children.  \* Families and community members are given opportunities to participate and/or volunteer in the program; and   \* Family input is sought and used in developing program policies, procedures and activities. | 1. Parent/Guardian involvement policy   AND   1. Family event flyer or invitation   AND   1. Newsletter, email blast, and/or social media post (1 sample)   AND   1. Call log, home visit log, and/or family meeting or conference notes (1 sample with individual student names redacted)   AND   1. Volunteer invitation and/or sign-in sheet   AND   1. Family survey summary, focus group summary,   OR   1. Planning committee notes | *ESSA* §§  [4201(a)(3)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=234); [4203(a)(3)(A)(ii)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=237); [4204(b)(2)(A)(iii)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=240); [4024(b)(2)(M)](https://www.ed.gov/sites/ed/files/documents/essa-act-of-1965.pdf#page=241) |  |
| 2. **Youth input** is sought and used in program design and in setting policies. | 1. Student survey summary OR focus group summary   AND   1. Student advisory board/council minutes, student leadership group minutes,   OR   1. governance body membership list with youth on it | RI 21st CCLC programmatic expectation |  |
| 3. The program’s leadership pursues opportunities for **community members to support** the program. | 1. Document that describes the community outreach by the program and referral of children and families to appropriate resources | RI 21st CCLC programmatic expectation |  |