**21st CCLC Flexibility Guidance**

**Due to COVID-19**

**For the 2019-2020 Program Year**

**March 16, 2020**

**Arizona Department of Education Guidance to Schools due to COVID-19:**

The following letter was sent out to Arizona’s schools and families from Governor Doug Ducey and Superintendent of Public Instruction Kathy Hoffman announcing a statewide school closure for two weeks beginning Monday, March 16, 2020 and through Friday, March 27, 2020.

<https://azgovernor.gov/governor/blog/2020/03/open-letter-arizona-families-educators-school-leaders-and-education-community>

Please review the [Arizona Department of Education Website](http://www.azed.gov/) regarding the latest updates and communications to schools and the [Arizona Department of Health Services](https://www.azdhs.gov/) for the latest information on COVID-19.

**21st CCLC 2019-2020 Program Year Flexibility Guidance:**

As this is a developing situation, please continue to obtain guidance from your own school leadership regarding school closure, as school and district leaders will be proceeding with closure under direction from the State of Arizona, and coordinating local response to COVID-19 with County Public Health officials, the Arizona Department of Health Services.

1. **Allowable Reasons for 21st CCLC** **2019-2020 Program Year Flexibility:**

If your school site is unable to offer its 21st CCLC program due to

1) your site’s closure and/or

2) a lack of adequate staffing to safely run the program, and/or

3) a significant decrease in the number of students attending school,

then the ADE's 21st CCLC Unit will allow flexibility in the grant requirements.

Arizona’s 21st CCLC program flexibility includes but is not limited to:

1) the number of days the program is open; and/or

2) the number of regular attendees served for the 2019-2020 program year.

If this flexibility is warranted, your 21st CCLC grant award amount will not be impacted.

**①** The specific reason(s) the 21st CCLC program requires flexibility is the first item that must be communicated via an email to your ADE 21st CCLC Education Program Specialist.

1. **Flexibility for the number of days open in Program Year 2019-2020:**

Normal requirement: All sites are required to open for the number of days promised in the site’s original 21st CCLC grant application. For most sites, this is 120 days in the program year.

Flexibility: ADE's 21st CCLC Unit will allow flexibility in the number of days the program is open if your school site is affected by COVID-19 which require days of 21st CCLC program closure.

**②** The days the 21st CCLC program must be closed is the second item that must be communicated via an email to your ADE 21st CCLC Education Program Specialist.

How to note reduced number of days open due to the COVID-19 pandemic on the *21st CCLC Summary of Classes Report*:

When answering the question about the number of days the program was open on the *21st CCLC Summary of Classes Report*, enter the number of days the site was actually open **and** enter the number of days the site was closed due to COVID-19 pandemic as shown:  \_\_\_\_\_open**/**\_\_\_\_closed.

This will be considered an acceptable reason that the site was not able to offer the 21st CCLC program for the number of days promised in its application.

1. **Flexibility for the number of regular attendees served in Program Year 2019-2020:**

Normal requirement: All sites are required to serve the number of regular attendees as promised in the site’s original 21st CCLC grant application. For most sites, this is around 100 regular attendees.

Flexibility: ADE's 21st CCLC Unit will allow flexibility in the number of regular attendees served for school sites affected by COVID-19 which require days of 21st CCLC program closure.

This flexibility in number of regular attendees served will vary from site to site because the site’s 21st CCLC grant program formula is based on:

* year site is in the grant cycle (Year 1-5)
* number of days site is open in the original grant application
* number of regular attendees promised in original application

**2019-2020 Program Year Flexibility Formula**:

ADE's 21st CCLC Program Year 2019-2020 Flexibility Formula will determine flexibility in the number of regular attendees to be served for school sites affected by COVID-19 which require days of 21st CCLC program closure.

**2019-2020 Program Year Flexibility Formula**:

**Contact your assigned ADE** **21st CCLC Education Program Specialist to assist with and to verify the flexibility formula for the number of regular attendees to be served in Program Year 2019-2020.**

1. PROGRAM DAYS

Determine the ratio of the reduced number of days open to the normal number of program days promised in the original application.

* + Example: Site closed for 24 days due to COVID-19.
    - Original application promised 120 days open
    - Due to school closure, program was only open for 96 days
    - So, the site opened 96 out of 120 days = the site was open for only 80% of the total number of days promised in the original application.
    - Formula: 96/120 = 0.80 or 80%
  + The site in the example above was open for 80% of the normal number of program days promised in the original application.

1. REGULAR ATTENDEES

Determine the normal requirement for the minimum number of regular attendees the site needs to attain for it to qualify for full funding for the next fiscal year (see below). This is based on the original application and the year the 21st CCLC site is in the grant cycle.

Normal requirement:

* + 21st CCLC grants in Cycles 13 and 14 (in years 4 and 5) must serve at least 90% of the number of regular attendees promised in the original application
  + 21st CCLC grants in Cycle 15 (in year 1) awarded in August must serve at least 75% of the number of regular attendees promised in the original application
  + 21st CCLC grants in Cycle 15 (in year 1) awarded later (in December) must serve at least 50% of the number of regular attendees promised in the original application
    - Example: Site is in their 4th year and proposed to serve 100 regular attendees in the original application. The minimum goal for this site is 90 regular attendees for continued funding.

1. CALCULATE THE FLEXIBILITY FORMULA

To determine the flexibility allowed, multiply the percentage of the normal number of program days promised in the original application that the site was open as determined in step (1) above by the minimum number of regular attendees as determined in step (2) above.

* Example: 80% x 90 regular attendees = 72. (***72 regular attendees*** *served* is the minimum number required for continued funding.)

③ The number of regularly attending students the 21st CCLC program proposes to serve according to the flexibility formula is the third item that must be communicated via an email to your ADE 21st CCLC Education Program Specialist.

**Other Flexibility:**

The 21st CCLC Team is committed to supporting 21st CCLC sites affected by school closures due to the COVID-19 outbreak. If there are other issues that may impact your ability to stay in substantial compliance, please contact your assigned Education Program Specialist to discuss your specific situation.

**Resources for childcare:**

To quote the letter from the Governor’s office referenced above, “The safest place for children during this time is at home. They should not be cared for by elderly adults or those with underlying health conditions, including grandparents and other family members.”

We do recognize that many parents will not be able to keep their children at home during work hours, such as some working families and others. As in the past, one of our partners, the Arizona Center for Afterschool Excellence (AzCASE) has immediately put out a call to their network of childcare providers to determine if they are providing childcare programs during this school closure. This information will be available on their Family Resource page, and updated as of Monday, March 16, 2020. See <https://azafterschool.org/>

We thank the many caring people throughout Arizona who are helping to respond to the COVID-19 outbreak and keep our most vulnerable people in our school communities safe; from our littlest young ones to the elders in their families.

**We are here to help.**

Remember that your ADE 21st CCLC Education Program Specialist is available to assist you with any questions you may have.

**The Nita M. Lowey 21st Century Community Learning Centers, Title IV-B (21st CCLC) program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit:** [**http://www.azed.gov/21stcclc/**](http://www.azed.gov/21stcclc/)