

# Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)

## Navigating Newsletter- Issue 1



April 2020

## 21<sup>st</sup> CCLC Programming & School Closures

### ***Hello 21<sup>st</sup> CCLC Leaders:***

*Hoping you are each healthy and well! We've put together this newsletter to assist you in navigating the 21<sup>st</sup> CCLC grant during this time. There are many ideas throughout the newsletter to support 21<sup>st</sup> CCLC programming for your site, families, and students.*

*As you adjust to your new work surroundings; please be assured that staff of the 21<sup>st</sup> CCLC ADE Unit are here to assist you and provide you with updates and guidance as is available.*

*Please continue to communicate with your assigned Program Specialist for any questions or items related to your specific context.*

**"Be on the lookout for the 21<sup>st</sup> CCLC Customer Satisfaction Survey coming to your email inbox in mid-April!"**



### **WHAT YOU'LL FIND INSIDE THIS ISSUE:**

- Allowable Fiscal Spending Ideas
- Professional Development Ideas
- Reporting Ideas
- Planning Ideas
- Remote Family Engagement Ideas
- Online Resources



## Allowable Fiscal Spending Ideas:

The 21<sup>st</sup> CCLC Team is offering flexibility to Arizona's 21<sup>st</sup> CCLC grant programs impacted by the COVID-19 outbreak. **We highly encourage sites to continue to spend funds on allowable costs.** The allowable costs must be necessary, allocable, and reasonable. Please reach out to your assigned Program Specialists for technical assistance and prior approval. Revisions may be necessary in the Grants Management System.

**Below are some Do's and Don'ts on how your 21<sup>st</sup> CCLC programs can continue to support your students and your school community during this time:**

- ✓ **DO** make supply purchases for the remainder of the School Year and Summer Programming. If you are in Years 1-4, it is allowable to make purchases which can be used this year and are also durable enough to be used again for the remaining years of 21<sup>st</sup> CCLC programming.
- ✓ **DO** make 21<sup>st</sup> CCLC capital purchases to support the remainder of the School Year and your planned Summer Program. All expenditures, including capital items purchased with 21<sup>st</sup> CCLC funds must be used outside of the instructional day. If sites would like to use these capital items during the regular school day then there must be an appropriate cost share with a regular school day funding source. Make sure to check with the other funding sources to ensure cost sharing is allowable. As with other durable supplies, if you are in Years 1-4, it is allowable to make purchases for your current program and continue to utilize those durable purchases for future years of 21<sup>st</sup> CCLC programming.

**\*Special Consideration for Year 5 Grantees\*** If the closures are lifted in time, it is permissible for Year 5 Grantees to hold a robust June Summer Program using 21<sup>st</sup> CCLC funds. If the closures do not allow a June Summer Program to occur on site, then order supplies with caution. Auditors may find larger purchases at the end of the 5-year grant unusual which may generate an audit finding and request the items paid from a different funding source.

- ✗ **For DO's and DON'Ts** regarding expenditure of funds on on staff or contracted provision of instruction for students under the "Instructional – 1000" category of funds of the budget, refer to the *21<sup>st</sup> CCLC Restart of Operations* guidance document.
- ✗ **DON'T** expend funds on student educational services without submitting a signed *How Instructional Hours Are Defined* form, ADE specialist approved plans and approval of any budget and budget narrative details via grant application revision in the GME system.



**Clarification:** While school closure is in effect LEAs may offer educational services online and as take-home packets, etc. Under conditions where the school offers learning options under these conditions and where the instructional day is clearly defined, it is possible to offer 21<sup>st</sup> CCLC student services.

See the *21<sup>st</sup> CCLC Restart of Operations* guidance document for important clarification and guidance on how this can occur.

**Below are some ideas that sites with the 21<sup>st</sup> CCLC grant should continue doing during the closures:**

- ✓ Continue to submit monthly reimbursement requests
  - ✓ Continue to submit revisions in GME. Tutorial is available on our website <https://www.azed.gov/21stcclc/trainings-professional-development/>
  - ✓ Start work on the FY21 Continuing Application. The FY21 Continuing Application budgets are loaded into GME and guidance is available on our website: <https://www.azed.gov/21stcclc/required-reporting/>
  - ✓ Continue to work on the FY21 Cycle 16 New Application (where applicable) [Nita M. Lowey 21<sup>st</sup> CCLC Grant Application Guidance & Resources](#)
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## **Professional Development (PD) Ideas:**

**COMING SOON!**

We will be hosting a Weekly **21<sup>st</sup> CCLC Lunch and Learn** Series during the remainder of the academic year. This one-hour meeting will offer you a place to ask questions, share your thoughts, hear guidance, connect with other 21<sup>st</sup> CCLC program leaders around the state and to speak with ADE 21<sup>st</sup> CCLC Program Specialists.

Calls will be held Wednesdays from 1pm-2pm (2pm-3pm Mountain Time)

**Our first call will be held on Wednesday, April 1, 2020**

**Use these Call-In Details:**

**+1 480-420-4055**

**Conference ID: 896 405 061#**

**Looking forward to hearing from you soon!**



**Reminder:** Great PD Resources are **always available** to you and your staff on our website and through U.S. Dept of Education's Technical Assistance Site- You4Youth!

- Visit our site: <https://www.azed.gov/21stcclc/trainings-professional-development/>
- Y4Y tools/webinars: <https://y4y.ed.gov/tools>

## REPORTING IDEAS:



**Below are some ways coordinators can support their 21st CCLC programs with reporting requirements during this time.**

- Update all Attendance Records in AzEDS, including any attendance from before the school closures and capturing attendance from new virtual offerings
- Confirm Attendance at ADE using the CCLC20 report in the AzEDS Portal in your ADE Connect Account. If you don't have access to the AzEDS Portal, contact your Entity Administrator for access
- Update Summary of Classes (II) 2019-2020
- Start Site Evaluation Report (Especially the 1<sup>st</sup> and 3<sup>rd</sup> components: Self-Assessment Compliance checklist and Continuous Improvement Worksheet)
  - Conduct Continuous Improvement Subcommittee Conversations with staff in afterschool and school day staff:
    - Strengths: What went well?
    - Weaknesses: What could be improved?
    - Opportunities: What are ideas for next year?
    - Threats: What hindered your success?  
(for example, **a viral pandemic?**)
    - Strategies for Improvement Moving Forward!

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<https://www.azed.gov/21stcclc/required-reporting/>



**Note:** Site visits scheduled for this spring will be replaced with desktop monitoring, virtual visits, and phone calls until in person meetings can occur again.

Your ADE 21st CCLC Program Specialists are available to help with all of your 21st CCLC program questions.

## Planning Ideas:

Below are some ways to support the program with planning opportunities during this time.



**USFR Guidance (2100 Support Services)** —These are activities designed to assess and improve the students' well-being, to supplement the teaching process and are associated with the overall administration of student support services.

Allowable activities (permissible uses of funds) to promote and support program goals that are directly related to the program effectiveness within support services may include, but are not limited to the following:

- Curriculum development for current program and/or a robust summer learning program
- Developing instructional techniques and/or creating special curriculum materials
- Continuous improvement planning
- Program planning that utilizes the Site Evaluation Report
- Virtual staff planning (for example, conference calls, Zoom meetings, and Skype)
- System support planning (for example, evaluation, sustainability, safety, budgeting)
- Planning for staff trainings/staff PD (for example, trainings that may assist instructional staff in planning, developing, and evaluating student learning)

## Planning Forward: Potential Opportunities in June and July

Given the restrictions on education during the FY20 year due to the COVID-19 pandemic, we realize that as the remaining school year is sorted out, LEA leaders will also turn their minds towards planning for robust summer programs and next school year's 21st CCLC services.

The Arizona Department of Education (ADE) anticipates that the ADE 21st CCLC unit will most likely be able to provide each awarded site in the 2021 fiscal year with enhancement funds above and beyond each school's normal FY21 21st CCLC grant allocation. We cannot project amounts at this time, as we must wait for the federal 21st CCLC allocation from the United States Department of Education and a budget review of available funds. For LEAs/fiscal agents with continuing grants for the following fiscal year, there will likely be enhancement funds.

Here are two potential considerations for summer programs:

- 1) Plan for robust June summer programs (uses FY20 funds)
- 2) Plan for "Jump Start" 21st CCLC programs to occur in July (uses FY21 funds)





## Remote Family Engagement Opportunities:

### WHICH FAMILY ENGAGEMENT ACTIVITIES CAN CONTINUE DURING THE SCHOOL CLOSURE PERIOD?



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Involving and supporting parents, family members, and guardians during school closures is critical. Strategies can range from providing academic and social emotional activities to ensuring that families are receiving information regarding community resources available to them during these times. Remember, that families are most likely experiencing challenges right now, so the *program's main priority is to address the current situation*. Some families may have capacity to work with their children during the day or evening, so the program may provide support and activity options. Other families may need to figure out how to put food on their table, so having access to community resources will be all they have time for. Please be cognizant about offering multiple types of support.

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A variety of Family Engagement activities that are part of 21<sup>st</sup> CCLC programs can continue remotely and off-site. Activities must be in support of program family engagement goals and may include:

- Academic and Social and Emotional support for families and students through remote/off-site learning opportunities utilizing platforms to which they have access:
  - Disposable Drive-by Make and Take Activity Packets
  - Activity Menus
  - Conversation Starters (social/emotional and current events)
  - Virtual Meetings (platform to bring the community together)
- School collaboration efforts (such as resource building). Helping to gather and disseminate materials and information to families.
- Family education and engagement opportunities (for example, including community supports and resources to access during the emergency, information where meals are being provided, how families can support their children during school-building closures).

**Reminder:** Great Family Engagement Resources are **always available** to you and your staff on our website:

- <https://www.azed.gov/21stcclc/family-engagement/>
- <https://cms.azed.gov/home/GetDocumentFile?id=5d127ead1dcb2509b433a420>  
(FE Framework)

## Online Resources:

### Educator and Family Resources

- <https://www.azed.gov/communications/2020/03/10/guidance-to-schools-on-covid-19/>
- <https://pbskids.org/>

### AZ ADE 21<sup>st</sup> CCLC Resources

- <https://www.azed.gov/21stcclc/trainings-professional-development/>
- <https://arizonatogether.org/>

### Arizona Center for Afterschool Excellence (AzCASE)

- <https://azafterschool.org/>
- <https://azafterschool.org/family-resources-child-care-options/>

### Summer Learning Toolkit

- <https://www.wallacefoundation.org/knowledge-center/summer-learning/toolkit/pages/default.aspx>

### You for Youth (Y4Y)

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

### Social Emotional Support

- <https://docs.google.com/spreadsheets/d/1H8zuZtINOCsZnp2gvj0WJroBEnq2PmmbSPkYltjPE90/edit#gid=0>

