



21st CCLC Flexibility Guidance Due to COVID-19 For Summer Programs



May 11, 2020

State of Arizona Guidance:

Governor Doug Ducey's May 4, 2020 news conference on the pandemic situation:

<https://youtu.be/bAm7Um5d6B8>

Please review the [Arizona Department of Education Website](#) regarding the latest updates and communications to schools and the [Arizona Department of Health Services](#) for the latest information on COVID-19 in Arizona.

21st CCLC Summer Program Year Flexibility Guidance:

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

Summer and Learning Loss

We realize that educators and parents are deeply concerned with learning loss for our most academically vulnerable students during the summer months. At this time, we are also concerned with the learning loss that has likely already occurred this year due to the school shut down during the pandemic.

There has never been a time when offering summer programs has been more important. Please use the following guidance to help you as you finalize your plans for the summer.

Summer use of computers and other learning technology

Schools can help

For schools that have allowed students and families to check out technology equipment from the school for the academic year under school closure, we encourage LEA and building administrators of all 21st CCLC sites to allow this equipment to be checked out by 21st CCLC students and their families during the summer, as well. This is allowed by federal law during the pandemic. See below for a copy of the federal guidance allowing this practice:

*[Fact Sheet](#) * for Repurposing Federal Equipment and Supplies to Combat COVID-19:*

This document outlines temporary flexibility for repurposing existing equipment and supplies to meet the immediate needs due to the COVID-19 national pandemic.

* <https://www2.ed.gov/documents/coronavirus/covid19-repurposing-equipment-supplies.pdf>

21st CCLC programs can help schools

Remember that 21st CCLC programs can also help purchase technology on a shared use basis with the schools other funding sources as long as it is on a percentage of use basis. Similarly, if technology is lost or broken during program use, 21st CCLC funds can be used on a percentage of use basis to help with those expenditures as well. The percentage of use must be documented when it is requested as an expenditure in a proposed budget.

Coordination of summer services

As always, plan summer services in coordination with other funding streams and Title programs to maximize what your school can offer for your students and their families.

Summer Program Design

June/July Variation:

Arizona's 21st CCLC programs maintain a strong commitment to improving math, reading/language arts/literacy, and science through small class instruction and tutoring.

Summer Program Requirements: <ul style="list-style-type: none">• Grant Years 2-4 REQUIRED• Grant Year 5 OPTIONAL	There will be no rollover of funds. <ul style="list-style-type: none">• FY20 budget ends June 30, 2020• FY21 budget begins July 1, 2020 (funds enhancements anticipated for FY21)
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<u>Plan for robust June Summer Program</u>	<u>Plan for "Jump Start" 21st CCLC Program to occur in July</u>
June Programming	July Programming
<ul style="list-style-type: none">• Funding Source – FY20	<ul style="list-style-type: none">• Funding Source – FY21
<ul style="list-style-type: none">• Robust Program (High Quality/High Participation)	<ul style="list-style-type: none">• "Jump Start" Program
<ul style="list-style-type: none">• Years 2-4 (Year 5 Optional)	<ul style="list-style-type: none">• Years 2-4 ONLY
<ul style="list-style-type: none">• Plan to serve students who are currently enrolled in school. As long as targeted students are prioritized, you may also include students beyond your targeted population identified in your original grant.	<ul style="list-style-type: none">• Plan might be to invite students from targeted group who will be coming into your grade level class in the coming year to give them a jump start.
<ul style="list-style-type: none">• Included in FY20 Budget but Revisions may be necessary	<ul style="list-style-type: none">• Include in FY21 Continuing Application Budget
<ul style="list-style-type: none">• Distance Programming and/or In-Person Programming at LEA's discretion	<ul style="list-style-type: none">• Distance and/or In-Person Programming at LEA's discretion

Planning Considerations for 21st CCLC Summer Programs:

Questions to consider when <i>planning</i> for distance learning:	Ideas for Distance 21st CCLC Learning
<p>Planning a variety of distance learning options for 21st CCLC Summer Programs for students and families may include: distance learning and sending supplies home. We encourage you to consider the following guiding questions in your planning:</p> <ul style="list-style-type: none"> • Will this offering align with your 21st CCLC program objectives? • Will this offering or activity help build or strengthen our relationship with the student and their family? • Will this offering or activity build the skills of family members to support the student's learning experience? • Is the offering or activity aligned with the school day distance learning plans established by the school day teacher? • Are the health and safety of the students and staff in the implementation of this plan, offering or activity following current CDC and state-level recommended guidelines for COVID-19? • When considering sending materials home, how will the safety of the staff, students and families be ensured to limit exposure to COVID-19? 	<p>21st CCLC Programs are supporting Academic, Social and Emotional needs for families and students through distance learning across Arizona. Below are current activities that provide learning opportunities utilizing various platforms to which families/ students may have access:</p> <ul style="list-style-type: none"> • 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) • Connect to Home Activities • Recipes/Cooking Classes • Art projects • Problem Solving Mystery Files • Virtual Scavenger Hunts • Read Alouds on Social Media • Take Home Thematic Activities Kits (reading, math, science, etc.) • Book Study Clubs

Current 21st CCLC Summer School Minimum Requirements	Flexibility Under Covid-19
<p>Each site will align to their proposed original application requirements.</p> <p>Typically:</p> <ul style="list-style-type: none"> ▪ 4-hour block of direct student services on the site campus ▪ 4 days per week ▪ 3 weeks ▪ Summer School teachers can be compensated up to an hour per day for planning. ▪ Free breakfast and lunch are provided for each student. ▪ Minimum enrollment of 10 registered student and no less than 6 students in attendance per class. 	<p>Flexibility will be allowed for summer school programs during the COVID-19 pandemic. Sites must select one of the following options*:</p> <ol style="list-style-type: none"> 1. Run the <i>exact</i> same in-school summer program as proposed in the original application. 2. Run a reduced in-school summer program due to staffing or other constraints. (See minimum requirements below) 3. Run a distance learning summer program with the <i>exact</i> same service requirements as outlined in the original application. 4. Run a reduced distance learning summer program due to staffing or other constraints. (See minimum requirements below) 5. Run a combination of in-school and distance learning summer program (hybrid) as outlined in the original application with an option of reduced hours due to staffing or other constraints.

Current 21st CCLC Summer School Minimum Requirements, Continued	Flexibility Under Covid-19, Continued
	(See minimum requirements below)
	*Each site selects one of the five flexibility options listed on the previous page and enters the information in the “Program Narrative Questions” within the Continuing Application for ADE approval.
	Note: For Flexibility Minimum Allowable Numbers of 2 Hours per day 3 Days per week 3 Weeks per term
<p>There is a minimum enrollment of 10 registered student and will have no less than 6 students in attendance per class.</p> <p>Actively participating in a variety of classes and activities that may include learning through project-based, hands on enrichment tied to real-world college and career application. This enrichment includes offerings in STEM (Science, Technology, Engineering and Math), environmental literacy programs, art, music and physical education, mentoring, technology education including coding, and nutrition and health education.</p>	<p>For in-person summer classes: There is a minimum enrollment of 5 registered student and will have no less than 3 students in attendance per class.</p> <p>For distance learning summer classes: There is a minimum enrollment of 5 registered students and will have no less than 3 students actively participating in the class.</p> <p>Actively participating in class includes completing work assigned with summer school teachers on a regular basis. This could include office hours, video lessons, or phone calls. Work may be mailed back, submitted electronically or turned back into the school. Students may participate in on-line meetings, communicate with summer school teachers through email, phone calls, social media, etc.</p> <p>A “one and done (unassisted/unmonitored) approach” is not a best practice.</p>
<p>Attendance and Registration Requirements:</p> <p>No changes have been made to the Attendance and Registration requirement. Registration forms with parent/guardian consent are required.</p> <p>Attendance is recorded for each class and submitted to Site Coordinator (daily, weekly, monthly).</p> <p>Student attendance rosters provided by class are to correspond to each to timesheet.</p>	<p>Attendance and Registration Reminders:</p> <p>Student attendance rosters must include key information such as:</p> <ul style="list-style-type: none"> ▪ date of activity ▪ time of the activity ▪ name of the instructor(s) ▪ names of the students in attendance ▪ name of the activity so this information can align to timesheets and time and effort logs for instructor pay. <p>Daily attendance is then documented for ADE in AzEDS through the school’s Student Information System (SIS).</p>

Expenditures:

Current 21st CCLC Summer School Minimum Requirements	Flexibility Under Covid-19
Can we purchase consumables & supplies - 6600-1000? What kind of consumable supplies can be purchased?	
<ul style="list-style-type: none"> Consumable Supplies purchased under the 6600-1000 budget code with 21st CCLC funds must be used exclusively by 21st CCLC students at the summer school site. 	<ul style="list-style-type: none"> If summer school is offered in-person: Consumable Supplies purchased under the 6600-1000 budget code with 21st CCLC funds must be used exclusively by 21st CCLC students at the summer school site. If summer school is offered through Distance Learning: Consumable Supplies purchased under the 6600-1000 budget code with 21st CCLC funds can be used by 21st CCLC students at home to complete Distance Learning summer school assignments.
6600-2100 & 6400-2100 What cleaning supplies and cleaning services can be charged to the 21st CCLC grant?	
<ul style="list-style-type: none"> During regular conditions minimal cleaning supplies and minimal cleaning services can be charged to the 21st CCLC grant (as long as 21st CCLC funds are not supplanting other funds that would normally pay for these items). 	<ul style="list-style-type: none"> During the COVID-19 pandemic more flexibility will be allowed to pay for additional cleaning supplies and cleaning services to meet the safety requirements set by the Centers for Disease Control and Prevention (CDC). Masks, hand sanitizer, gloves, and other cleaning supplies can be purchased with 21st CCLC funds. Continue to be cautious of supplanting. 21st CCLC expenditures solely supporting 21st CCLC summer programs are justified without concern for supplanting.
6500-2100 What transportation costs can be charged to the 21st CCLC grant?	
<ul style="list-style-type: none"> 21st CCLC sites may charge up to 4% of their total budget towards transportation costs. 	<ul style="list-style-type: none"> During the COVID-19 pandemic, it may be allowable to charge more than 4% of the 21st CCLC program budget towards transportation costs. Transportation costs may include for summer school students: <ul style="list-style-type: none"> delivery of free breakfast and lunches delivery of supplies & materials to complete assignments. <p>Another allowable support item within this budget line is postage cost and/or self-addressed stamped envelopes.</p>

Capital Expenditures for Summer Programs:

Current 21st CCLC Summer School Minimum Requirements	Flexibility Under Covid-19
<ul style="list-style-type: none"> All 21st CCLC sites should prepare a detailed list of their fixed assets that include all equipment purchased for 21st CCLC. 	<ul style="list-style-type: none"> All 21st CCLC sites should continue to maintain a detailed list of their fixed assets that includes all equipment purchased for 21st CCLC. Sites should adhere to their LEA guidance regarding the proper use of technology and capital items. It is an allowed flexibility at this time, for distance learning summer programming to send fixed assets home to support your 21st CCLC summer program.
<ul style="list-style-type: none"> 21st CCLC funds must be used to carry out before and after school and summer program activities (or activities during other times when school is not in session) as described in the approved project application. 	<ul style="list-style-type: none"> It is a requirement that purchases of equipment for Summer Program use supplement NOT supplant. <ul style="list-style-type: none"> If equipment purchased for summer use will also be used during upcoming academic year during the instructional day, then the proportion of use will also determine the portion of 21st CCLC expenditure allowable in order to avoid supplanting.
<ul style="list-style-type: none"> 21st CCLC funds may only be used to pay for authorized activities to meet the needs of participating students and their families. 	<p>For Years 1- 4</p> <ul style="list-style-type: none"> DO make 21st CCLC capital purchases to support your planned Summer Program. Make sure to check with the other funding sources to ensure cost sharing is allowable. <p>Special Consideration for Year 5 Grantees*</p> <ul style="list-style-type: none"> If the closures are lifted in time, it is permissible for Year 5 Grantees to hold a robust June Summer Program using 21st 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. <i>For more information on Capital Expenditure flexibility (see Page 2 - Navigating News Issue 1)</i>

Other Fiscal Reminders:

- Before submitting 21st CCLC funding application revisions ALWAYS contact your assigned Education Program Specialist at ADE to obtain approval AND contact your internal Business Manager for guidance on the most current budget coding information.
- 21st CCLC funds are not allowed to be carried over from one fiscal year to the next.
- June 2020 Summer Learning Programs must be paid out of Fiscal Year 2020 funds.
- July 2020 Summer Learning Programs must be paid out of Fiscal Year 2021 funds.
- It is likely that 21st CCLC sites will receive enhancement funding for FY21. Sites may plan to use current FY21 funds for robust July 2021 “Jump Start” summer programming and use the enhancement funds to plan for June 2021 summer programming or other site needs.

We thank the many caring educators throughout Arizona who are working so hard to help our students, their families and our school communities during the COVID-19 pandemic.

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/>