Nita M. Lowey

21st Century Community Learning Centers

(21st CCLC)

Navigating Newsletter

Issue 4

Dear 21st CCLC Leaders:

The Arizona Department of Education (ADE) is here to help answer your questions and find solutions to program implementation, fiscal, and program compliance issues during the COVID-19 pandemic. We hope this Navigating Newsletter provides answers and clarity to some of the questions you have. As new topics emerge, please continue to reach out to your ADE Education Program Specialist to discuss your specific situation. We look forward to connecting with you soon.

Stay healthy & well!

INSIDE THIS ISSUE:

- **Reporting Questions & Answers**

- **Due Dates for End of Year Reports**

Join us for our next Lunch & Learn session!
Wednesday, May 13, 2020- Summer Learning @ 1:00pm
LINK:
https://us.bbcollab.com/guest/bbd1ce34951d40f88fb6fd755e27ead0

Dial-IN: 1-571-392-7650, Pin # 8370617569

May 11, 2020

21ˢᵗ CCLC Questions & Answers

QUESTIONS	ANSWERS
➢ **Summary of Classes**	
1. **Does a *How Instructional Hours are Defined Form* need to be submitted and approved in order to report Family Engagement Activities?**	1. **No.** Family Engagement services can happen at any time and the instructional school day does not need to be defined in order to carry out those activities.
2. **As a Tier 2 site who was awarded in December 2019, in the top portion of the report, do we include the goals written into the grant or the FY'20 goals?**	2. Please include the goals written into the grant, not the FY'20 goals.
➢ **Annual Performance Report (APR)**	
3. **Is there a new data point sites are submitting for the Spring 2020 APR?**	3. **Yes.** On pgs. 5 and 6 of the **Instructions for End of Year Reporting (link below)**, explains the new **federally** required narrative response. The brief narrative will be submitted along with the Spring APR template in an email to Kim.Logan@azed.gov
4. **For the outcome Teacher Survey, can we collect it electronically or does it have to be on paper?**	4. **Yes.** The survey can always be collected electronically in line with LEA FERPA procedures.
➢ **Site Evaluation Report**	
5. **Do we need to complete the data findings portion of the SMART Objectives Worksheet for each objective?**	5. **No.** As most sites do not have access to necessary data; we are not requiring any site to complete this portion for any objective. This statement may be entered: ***The program is not able to complete the Data findings for this objective due to the lack of data available because of the mandatory school closures in spring of 2020.***
For Instructions of the End of Year Reporting in Spring 2020 during COVID-19, visit: https://cms.azed.gov/home/GetDocumentFile?id=5eab2d7003e2b31b30b7cded	

Due Dates for all End of Year Reports

Due Date	Report Name	Notes
6/1/2020	**Revisions FY20- Last Day for Revisions**	**Submit to GME**
6/5/2020	**Continuing Application FY20**	**Submit to GME**
6/5/2020	**Summary of Classes (II) 19-20**	**Submit to Assigned Program Specialist**
6/12/2020	**Site Evaluation Report 19-20**	**Submit to Evaluation Specialist (Kim Logan) AND Program Specialist**
6/17/2020	**Reimbursement Request FY20 Last Day for Request**	**Submit to GME**
6/19/2020	**APR Spring 19-20 Reporting**	**Submit to Evaluation Specialist (Kim Logan)**
6/19/2020	**Spring 2020 Student Attendance in AzEDS**	**Confirm Spring 2020 attendance is accurate in AzEDS (via CCLC20 report in AzEDS Portal)**

Review of our webinar from 4.29.2020 Click HERE:

Lunch & Learn ● End of Year Reporting