Extended Services Information Request

Nita M. Lowey 21st Century Community Learning Centers (21st CCLC)

The Idaho State Department of Education (SDE) does not allow the generation of program income at the state or subgrantee level.

Program Income is the gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. (2 CFR §200.80)

If your district/organization intends to provide extended services or fundraising outside of 21st CCLC programming and funding please submit this form along with other required documentation for approval by the SDE to ensure compliance.

Subgrantee/Round: __________________________

Centers/Sites: ______________________________________________________________

Please submit a document addressing the following questions:

1. What extended services will be provided? Please include dates, times of extended services offered, and types and amount of fees associated with these non-21st CCLC services.
2. Does your organization fundraise outside of 21st CCLC programming?
   a. If yes, please submit a clear plan outlining how 21st CCLC funds, students or program time will not be utilized in these activities.
3. Provide your plan to communicate to parents/guardians and your community about your NO CHARGE 21st CCLC program and extended services?
   a. How will they enroll for extended services (opt in/out on registration)?
   b. How will it be communicated to all parents that students that attend during 21st CCLC specific times will NOT be charged (Registration forms, handbooks)
4. Will you offer staff PD/trainings during extended service times of operation? Please describe your plan to ensure staff are being paid for 21st CCLC approved trainings and NOT for programming support.
a. Provide your plan to track time and effort for staff to ensure only 21st CCLC administrative or training time will be submitted for reimbursement during extended services.

5. Provide your plan to track 21st CCLC supplies/equipment or other purchases services funded with 21st CCLC to be used only for 21st CCLC programming time.
   a. How will your organization/district ensure these items or services only be used during 21st CCLC designated program times?
   b. How will your organization/district provide services, supplies and equipment during extended services without 21st CCLC funding?

6. Provide your plan to submit required federal Annual Performance Reporting data for 21st CCLC programming time. Include anticipated attendance, activities, staffing, family events, and partnerships.

Additional Documents Required

- Annual calendar to document days and times offered for NO charge 21st CCLC program.
- Copy of parent/program handbook communicating the separation of NO charge 21st CCLC program time and additional opt-in extended services.
- Annual calendar to document days and times of extended services offerings.
  - Including summer camps, extended child care, holiday breaks, teacher in-service and all additional days and times extended services will be offered.

Important: By signing below, I understand that the SDE does NOT allow the collection or generation of fees in order for any student to participate in 21st CCLC programming. Our organization will provide all 21st CCLC program time at NO CHARGE for all participants.

Authorized Signer (Print Name):____________________________________

Authorized Signer (Signature):____________________________________

Date Submitted:____________________

*PLEASE ALLOW FOR 7-10 BUSINESS DAYS FOR THE SDE TO REVIEW AND RESPOND TO YOUR REQUEST.

For Questions Contact
Sheena Strickler, Nita M. Lowey 21st CCLC SEA Coordinator
Idaho State Department of Education
650 W State Street, Boise, ID 83702
208 332 6813 | www.sde.idaho.gov
sstrickler@sde.idaho.gov