



The coronavirus disease (COVID-19) global pandemic is significantly impacting communities, schools, families and workplaces. During this incredibly challenging time, we would like to thank you for your continued patience as we navigate through this uncharted territory. We encourage you to stay safe, remain abreast of information provided by the Oklahoma State Department of Education (OSDE) and other reputable sources.

Below are frequently asked questions we have received regarding the Title IV, Part B – Nita M. Lowey 21<sup>st</sup> Century Community Learning Center (CCLC) program. Please note that we will continue to update our FAQ's as more information is made available from the United States Department of Education (USDE).

For official information from the Oklahoma State Department of Education, please visit the OSDE website designated to COVID-19 resources [here](#).

## ➤ UNDERSTANDING THE CESSATION OF SCHOOL OPERATIONS

On March 16, 2020, the State Board of Education ordered all accredited public schools to cease operations, effective March 17 until April 6, 2020. See official letter [here](#).

### What is included in “operations” that must be ceased?

All instructional services, grading and extracurricular activities, staff development, trainings and conferences must cease. However, essential clerical and administrative activities such as business management (i.e., encumbrance clerk, human resources, fiscal services, governance), nutrition services and maintenance may continue as needed.

During this time, staff other than those outlined above as essential staff, should not be compelled to go to work.

### Are 21<sup>st</sup> CCLC program services included in the above State Board of Education order?

Yes, 21<sup>st</sup> CCLC program services are included in the above State Board of Education order. As this order is updated, we anticipate that further guidance will be forthcoming.



## FREQUENTLY ASKED QUESTIONS

[Can grant funds be used during COVID-19 related school and program closures to support activities that are outside of our program's currently approved grant scope of work or currently approved budget \(i.e., virtual services, staff training, etc.\)?](#)

Additional or new activities **may** be considered during school and program COVID-19 related closures. However, such activities will require preapproval by the OSDE 21<sup>st</sup> CCLC program office to ensure that the purpose and beneficiaries of the proposed activities meet the intended purpose of these grant funds.

In order to expedite the approval process for these requests, we will be providing a form to allow you to briefly describe your request and any budget implications. Further information and specific instructions on this process and budget amendments in the Grants Management System (GMS) will be sent to each grantee.

[If programs are closed due to COVID-19, can staff continue to be paid? If so, under what conditions?](#)

We understand and share your concern about the financial burden for program staff during this time. We encourage you to explore allowable options for team members to continue to work for the benefit of the program and its beneficiaries. We have reached out to the USDE for additional guidance, so more information may be available soon.

Please be aware that local education agencies or organizations should have board approved leave policies (family medical leave, military leave, school closure, etc.) and policies on the payment of staff under these circumstances in place. We recommend revisiting these policies at this time for restrictions or needed amendments to reflect public health related closures, such as COVID-19.

At this time, all 21<sup>st</sup> CCLC work must be completed remotely or virtually. Under no circumstances should staff be compelled to gather for planning or training purposes. Governor Stitt's Executive order 2020-08 and the Center for Disease Control (CDC) recommendation is no gatherings of more than 10 people.

All work must be specific to 21<sup>st</sup> CCLC programming. Potential activities that may be considered for payment using these grant funds include:

- School collaboration efforts (such as resource building, evidence-based math and reading support)
- Fiscal Year 2021 21<sup>st</sup> CCLC annual report preparation
- Virtual staff meetings (for example, Zoom, Skype, or conference calls)



- Student and parent education and social-emotional well-being support
- Family education and engagement opportunities (Including community supports, such as information about how and where meals are being provided, how families can support their children during the period of ordered school building closures, etc.)
- Curriculum work (must be specific to the 21<sup>st</sup> CCLC program)
- Lesson planning (must be specific to the 21<sup>st</sup> CCLC program)
- 21<sup>st</sup> CCLC program specific data entry
- On-line professional development for staff
- Systems planning work (for example, summer programs, evaluation planning sustainability planning, safety, budgeting)
- Other expectations or associated job tasks listed in job descriptions that are reasonable and necessary during the closure period
- Gathering virtual off-site student materials and information to support families
- Administrative costs associated with programs (for example, processing claims, budget adjustments, payroll and budget operations)

#### What items should grantees consider when implementing any of the above activities?

Grantees should consider the following:

- Maintaining records of daily hours and general work type during the ordered school-building closure period
- Tracking lost program time, lower attendance results, lower expenditure patterns and/or other outcome data as part of the 21<sup>st</sup> CCLC program
- Continuing to meet federal supplement, not supplant requirements
- Proceeding with program and budget revisions as necessary

#### Can 21<sup>st</sup> CCLC programs operate virtual or other at-home enrichment programming in an effort to continue to serve students?

Yes, grantees may offer alternative enrichment programming in the absence of on-site programming. Note that sites must be able to document time and effort, and that programming must be allowable (Click [here](#) for the list of allowable, grant-funded activities).

Consistent with grant regulations, such programming must operate outside of school day hours. In particular, if a 21<sup>st</sup> CCLC program provides services through virtual learning, programs will need to consider how they will demonstrate that students who do not have online access will have options to participate in other learning opportunities through the program during this time.



### How will school and program closures impact the 21<sup>st</sup> CCLC allocations to states and grant awards to subgrantees?

At this time the USDE has not changed the state allocation, nor has OSDE made any new decisions regarding current or future award amounts or carryover.

### How will school and program closures impact the federal and state reporting requirements for the 21<sup>st</sup> CCLC grant?

As of now, the USDE has not waived federal reporting requirements for 21<sup>st</sup> CCLC grantees. Given the fluidity of the current situation, OSDE anticipates that there may be accommodations for reporting deadlines or requirements in the coming weeks, and we will be in touch as more information becomes available.

In addition to federal reporting requirements, 21<sup>st</sup> CCLC grantees are required to submit a state-level, end-of-year annual report. Beginning this year, the annual report will be completed and submitted within the Grants Management System. Please anticipate further instructions regarding the annual reporting process.

### If programs are closed due to COVID-19, are 21<sup>st</sup> CCLC grantees exempt from meeting days of operation and attendance requirements for the school year?

Our intention is to be as flexible as possible given the unique circumstances of the current situation. As districts develop their plans for continuous learning, our hope is that programs will be able to capture data from these offerings. We will notify grantees with updates as they become available.

### What is the expectation regarding survey completion?

Again, our intention is to be as flexible as possible given the unique circumstances of the current situation. The OSDE understands how valuable survey feedback from the students, families and staff involved with your programs is to your program planning throughout the year. Many of your teams have already invested heavily in collecting survey data, and please know that whatever information has already been collected will be provided back to your teams during the coming year. Program leaders will be receiving a request by email to provide input as to how the surveying process should be completed this year given current circumstances. We will provide a plan for wrapping up the survey process after your input is collected and considered, but ask that you suspend collection for now and until an agreed upon plan is put in place.



With the cancellation of the in-person 21<sup>st</sup> CCLC spring training events, are there other options that would allow me to provide my staff with professional development opportunities during this time?

Several virtual training opportunities are already available to Oklahoma 21<sup>st</sup> CCLC grantees (i.e., Youth Work Methods, You for Youth). A list of afterschool specific virtual training opportunities will be forthcoming from our office. As a reminder, grantees may pay 21<sup>st</sup> CCLC staff for the time they spend participating in these virtual sessions, even if schools and programs are not in session.

Have decisions regarding the 2020-2021 grant competition or a special carryover exception been considered for grantees in the final year (year 5) of the grant cycle?

Given the unique challenges facing grantees at this time, the OSDE is keenly aware that all options for grantees in the final year of the grant cycle should be explored to allow for the most flexibility available within grant guidelines. Further guidance specific to grantees in the 5<sup>th</sup> year of service and the 2020-2021 grant competition will be forthcoming.

## ➤ HOW CAN WE SUPPORT YOU?

The Oklahoma State Department of Education 21<sup>st</sup> CCLC team is here to help! Like many of you, our staff are working from home to remain safe. As a result, there will be a slight delay returning any voicemails left on our phones. We are able to respond quickly to email or if you would like to have face-to-face contact, we can quickly and easily schedule a Zoom call.

Additionally, we would like to remind you that we have lots of ways for you and your team to remain connected – join our Oklahoma 21<sup>st</sup> CCLC Facebook group, follow us on Twitter, participate in the new listserv conversation, watch for our monthly newsletter or visit our [SDE -21CCLC webpage](#) for updates.

### Questions?

For questions regarding the program administration, contact [Sonia Johnson](#), Executive Director Family and Community Engagement/21<sup>st</sup> CCLC.

For questions regarding claims or budgets, contact [Tracie Raibourn](#), 21<sup>st</sup> CCLC Fiscal Coordinator.

For questions regarding staff training or data reporting, contact [Katy Smith](#) or [Shante Fenner](#), Grant Specialist.

For all other questions or to reach any staff member, contact [Hannah Smith](#), 21<sup>st</sup> CCLC and Family Engagement Coordinator.