



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 21st 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 MANDATORY CLOSURE OF SCHOOL BUILDINGS FOR THE 2019-20 SCHOOL YEAR

UPDATED: On March 25, the State Board of Education [amended its first order](#) to direct all accredited public schools to suspend all in-person and extracurricular activities and close buildings for the remainder of the school year.

While school buildings will remain closed for the remainder of the year for general student and personnel attendance, exceptions include: staff providing nutrition services, facilitating or supporting required delivery of distance learning and essential core services. Essential core services include governance, human resources, billing, maintenance and continuity of building functions, staff to maintain building access control and security measures, and student enrollment.

Between March 25 and April 5, districts are directed to provide OSDE with a request for waiver and a set of assurances for the remainder of the school year. The Board's order directs districts to begin distance learning upon approval. However, preparations including convening staff development, consistent with the intent and purposes of the Board's order, may begin immediately.

[Are 21st CCLC program services included in the above State Board of Education order?](#)

UPDATED: Yes, Title IV, Part B - 21st CCLC program services are included in the above State Board of Education order. Programs will be able to continue to provide meaningful learning experiences that complement the school site's distance learning plan and seek to maintain relationships between the program, school, students and



families during this period of school building closures. These services must be offered in accordance with the March 25, State Board of Education order.

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 21st 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 21st 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 21st 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 21st 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 21st CCLC program)
- Lesson planning (must be specific to the 21st CCLC program)
- 21st 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 21st CCLC program
- Continuing to meet federal supplement, not supplant requirements
- Proceeding with program and budget revisions as necessary

Can 21st 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 21st 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.



NEW: We are planning a variety of distance learning options for our 21st CCLC students, including virtual learning and sending supplies home. What should we consider as we develop our plan?

During this incredibly challenging time for families, we would encourage you to consider the following guiding questions in your planning:

- 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? Is there another way to offer the learning experience without the need for special materials or equipment?

NEW: Do programs need to keep or restrict services to normal program hours or hours outside of regular school day hours during this time?

This will depend on the distance learning plan developed at the local level. Title IV, Part B - 21st CCLC funds are considered supplemental, meaning they should be used to supplement the regular school day. At this time, regular school day would be defined by your district's distance learning plan. 21st CCLC services should complement, not overlap, these plans and learning time.

NEW: We have a contract with an enrichment provider. Now that we are moving to a distance learning model, are we able to continue to pay the contractor?

As a part of your transition to a distance learning model, we recommend reviewing the scope, pay structure and deliverables of all contracts for necessary modifications, amendments, or cancellation. Vendors cannot be paid for work/deliverables not received.

NEW: Can professional development occurring in the summer be approved?

We would strongly recommend waiting to register or schedule in-person professional development opportunities for the summer until the CDC guidelines for safe practices are updated.



How will school and program closures impact the 21st 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.

UPDATED: How will school and program closures impact the federal and state reporting requirements for the 21st CCLC grant?

As of now, the USDE has not waived federal reporting requirements for 21st CCLC grantees. All grantees should be prepared to submit the final version of each site's 2019-20 Data Management Spreadsheet with the addition of Spring 2020 information at the end of the term. We understand that your data file submissions will be missing state assessment scores and current attendance and participation tracking may look different, due to the implementation of distance services.

In addition to federal reporting requirements, 21st 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.

UPDATED: As program services continue through distance learning, are 21st CCLC grantees exempt from meeting days of operation and attendance requirements for the school year? How should attendance and participation be collected?

Programs will be able to continue to provide meaningful learning experiences that complement the school site's distance learning plan and seek to maintain relationships between the program, school, students and families during this period of school building closures. The means of delivery for these offerings will look very different in each community, as will the available data points for participation.

We ask that grantees make a consistent effort to record reasonable and available data to indicate participation in their distance offerings. This could be a count of materials sent home with meals, students logging in to virtual sessions or a number of other indicators that may be specific to your program's unique method of service delivery.

UPDATED: What is the expectation regarding survey completion?

At this time, the OSDE has determined that the survey collection process should stop for this year. The online links to surveys will be closed. For those grantees who have already collected family and staff surveys, your survey data will be provided back to your site teams for use within the program quality improvement process over the coming year. For those programs who have not yet collected survey data, be assured that our quality process will continue for your sites. The OSDE/21st CCLC team will be



working with our partners at The David P. Weikart Center for Youth Program Quality to explore other data sources that can be more fully leveraged to support program improvement efforts in the coming year.

NEW: Will the federally required monitoring process for Oklahoma 21st CCLC programs continue during school building closures?

The OSDE will not be initiating the monitoring process with any additional grantees during the remainder of this fiscal year. The monitoring process is based on a risk assessment of program strengths and challenges, so our focus during this time will be to provide additional supports for grantees already involved in the monitoring process. For programs currently engaged in the monitoring process, please know that our team is working remotely through the Grants Management System, where you can continue to upload documents regarding monitoring for review. Our office will be connecting through virtual means to collaborate about monitoring plans and needed supports.

With the cancellation of the in-person 21st 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 21st 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 21st 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 5th year of service and the 2020-2021 grant competition will be forthcoming.



➤ HOW CAN WE SUPPORT YOU?

The Oklahoma State Department of Education 21st 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 21st 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/21st CCLC.

For questions regarding claims or budgets, contact [Tracie Raibourn](#), 21st 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](#), 21st CCLC and Family Engagement Coordinator.