Oklahoma 21st CCLC Compliance Monitoring Practices

Monitoring of the 21st Century Community Learning Center (CCLC) grants is required by the United States Department of Education (USDE) and an element of the Oklahoma 21st CCLC Evaluation System. The monitoring tool was designed to incorporate both federal and state regulations, as well as essential elements of quality programming. The tool is used for site monitoring visits to evaluate program compliance and program management. It is suggested that this tool be used as a "checklist" for programs in developing quality 21st CCLC programs.

Monitoring Guidelines

The purpose of monitoring is to ensure that the grantees are in compliance with federal and state regulations both programmatically and fiscally. The Oklahoma 21st CCLC may monitor grantees through desk monitoring, auditing of reimbursement claims, site visits, and monitoring visits. Monitoring plans for each grantee will be developed based upon a completed risk analysis.

Monitoring Visit

When the risk analysis indicates that a monitoring visit is needed, a visit will be scheduled with the grantee. During the on-site monitoring visit, the SEA monitor will view program and fiscal procedures and documents to determine if proper systems of internal control are employed. The monitor will also arrange to meet with the primary partner to assess the strength of the partnership. At the end of the monitoring visit, the monitor will check-in with the program director to clarify any questions they may have and schedule a follow-up meeting at a later date with the program director, superintendent or executive director, primary staff, and primary partner. The meeting agenda will include discussion on the results of the monitoring visit and further action that is needed.

If the grantee is found to be out of compliance with any regulations, a Compliance Plan will be created with the assistance of the SEA monitor. A timeline for plan completion will be established and if necessary, a compliance check visit will be scheduled. The monitor will also determine what training and technical assistance would be beneficial for the program and assist the program director in getting the opportunities scheduled.

Preparing for the Monitoring:

- Notify staff and students that the monitor will be coming to observe. Let them know to carry on as normal and that they are welcome to talk to the monitor or answer questions if asked.
- Print the monitoring tool and review all areas. Make notes on the tool that relate to each item. Identify the supporting documentation and put copies in a folder or notebook for the monitoring visit. If you find items that may have been overlooked in your program, comment that you don't meet that requirement and consider how you will address those items. The monitor will complete the check boxes.
- Notify your administration of the monitoring visit.
- Prepare a schedule and map of your program space for the monitor to be able to observe as they choose.
- Prepare copies of the following for the monitor to include in your file at the SEA office: program schedule, and a list of non-disposable inventory.
- Set up a time for the monitor to meet with the primary partner.

If you have questions on monitoring, please contact your SEA coordinator at 405-522-6225.