

Site Monitoring Visits and Action Plans for New York State's 21st Century Community Learning Centers Program

The New York State Education Department (NYSED) is sharing the information below with sub-grantees as a reminder of the purpose and expectations of Site Monitoring Visits (SMVs) conducted by the Technical Assistance Resource Centers (TARCs) and/or NYSED and the follow up Action Plans that are required when areas of partial and non-compliance are identified. The following information should be shared with program, partners, and fiscal staff.

Rationale and Process:

NYSED, as the grant recipient of a Title IV Part B 21st Century Community Learning Centers (21st CCLC) grant, is required by the US Department of Education (US ED) to monitor sub-grantees. In order to do this, On-Site Monitoring Visits are conducted to selected sub-grantees each year of the grant. Over the course of the five-year funding cycle, every sub-grantee will receive at least one monitoring visit. The purpose of the visit is to ensure that programs are in compliance with Federal and State regulations and requirements and ensure that our programs are providing high quality services to our youth. **The purpose of these SMVs is not punitive, but rather to identify where assistance may be needed. NYSED cannot stress this enough.** This visit is an opportunity to take stock of where programs may need to improve and to showcase their exceptional staff and students.

Each year, at least 20 Rest of State (RoS) and 25 New York City (NYC) 21st CCLC sub-grantee programs are selected by the NYSED to receive an SMV. Staff from the NYC and RoS 21st CCLC TARCs and/or the NYSED use the Site Monitoring Visit Report Template when conducting the SMV. Prior to the visit, sub-grantees will be asked to send several documents in advance. Others will need to be seen on site, such as documents containing personal information of staff or student participants. It is recommended that sub-grantees become familiar with the SMV and be prepared in advance of their visit.

Role of the TARC:

Following the SMV visit, the TARC reviewer will submit the completed SMV report to the NYSED for review and approval, and then send the final SMV report, cover letter, draft Action Plan and any other supporting documents on to the sub-grantee within 30 days of the SMV. Reports will identify areas of full, partial compliance and non-compliance. Reports will also provide a summary of actions to be taken by a given date, additional recommendations to strengthen practice, and acknowledgment of promising practices. The Action Plan will be reviewed and approved by the TARC after it is received from grantee; it will also be sent to NYSED for their records within six months of the visit date after all indicators are compliant. Follow-up visits will be scheduled as needed by the TARC.

Role of sub-grantee:

If areas of non-compliance or partial compliance are identified, sub-grantees are expected to submit an Action Plan to the TARC within 30 days of receiving the SMV report. The Action Plan must include a timeline for corrective actions to ensure compliance in areas identified. **The purpose of an Action Plan is to identify the specific actions that the sub-grantee will take to ensure compliance. It is expected that sub-grantees will be 100% compliant with SMV indicators within six months of a monitoring visit.**