

## 21<sup>st</sup> CCLC Guidance Document #2 – Notification of additional requirements

The purpose of this notification is to inform you of two requirements that will enable NYSED to continue to fund all of your programs through the current COVID-19 crises. It will require your cooperation in the following ways:

- **The COVID-19 Temporary Program Modification Request Form is now mandatory for all programs. It must be submitted by COB, Monday, April 6, 2020.** You are all responding to this crisis in different ways depending on your organization's ability. We need to know how each of your organizations are responding. Many programs have already sent in their Temporary Program Modifications. It is inspiring to learn how dedicated many of you are providing a continuation of services, albeit in new and creative ways. But even if you have sent all staff home and are not providing any services or conducting any program business, we need your justification for making that decision.

I know many of you still have questions that were not addressed in Guidance Document #1. One major question all of you are likely concerned about is whether NYSED will be granting any flexibility regarding sub-grantees' target numbers and participation hours requirements.

- In order to determine how to handle budget reductions due to not meeting target numbers this year (2019-2020), we need to hear from you. We need to gather some facts to help us get a sense of how targets could be impacted. The most efficient way for us to do that is to have you answer a few questions via a very short survey. **Please respond by April 6, 2020 to this very short survey at the following Survey Monkey link:**

<https://www.surveymonkey.com/r/TQVM3QL>