

21st CCLC Guidance Document #3 – Notification of Program Participation Requirements Flexibility Waiver - May 8, 2020

The purpose of this notification is to inform you of the modified participation requirements that will be in effect for this program year, which runs from July 1, 2019-June 30, 2020.- third year in a five year funding cycle. Please see below for the original requirement and the approved flexibility waiver. **Sub-grantees must meet one of the options in the flexibility waiver in order to avoid a budget reduction this year.**

Original requirement:

*Sub-grantees must meet **95% of their target number** of students or face budget reductions. In order to be counted as a participant, a student must be present for at least **30 hours**. In grant years two through five, if less than **95% of the student participation target** is met, the sub-grantee's budget will be proportionately reduced by the amount of the percentage deficiency. For example, if **94%** of the projected participants have attended **30 hours** or more, the grantees budget will be reduced by **1%** in the year of the deficiency.*

Flexibility waiver:

*Sub-grantees must meet **95% of their target number** of students or face budget reductions. In order to be counted as a participant, a student must be present for at least **15 hours**. In grant year three only (2019-2020), if less than **95% of the student participation target** is met, the sub-grantee's budget will be proportionately reduced by the amount of the percentage deficiency. For example, if **94%** of the projected participants have attended **15 hours** or more, the grantees budget will be reduced by **1%** in the year of the deficiency.*

OR

*Subgrantees must meet **45% of their target number** of students or face budget reductions. In order to be counted as a participant, a student must be present for at least **30 hours**. In grant year three only (2019-2020), if less than **45% of the student participation target** is met, the sub-grantee's budget will be proportionately reduced by the amount of the percentage deficiency. For example, if **44%** of the projected participants have attended **30 hours** or more, the grantees budget will be reduced by **1%** in the year of the deficiency.*

Program participation reporting will take place as it has in the past. You will be expected to report total participation hours for all 21st CCLC participants. This year's template will include separate columns for participation up to March 17, the date when schools were closed, and a single column for virtual programming attendance that occurred after that date.

As originally discussed, attendance records through March 17 must be disaggregated for activities that occur:

- Before or after school, on weekdays;
- During Extended Learning Time (for approved programs);
- During school breaks, holidays or on weekends; or
- Over the summer.

Attendance records for *any* activities that occurred between March 18 and the end of the school year will all be recorded in a separate, single column, regardless of what time of day or day of the week they occurred.

For the purpose of determining participation targets, the total number of participation hours for each student will be based on the total hours across all columns, both prior to March 18 and after, during school closures. It is expected that the template will be made available sometime later in May.

The approved waiver took into consideration both the loss of programming hours that occurred when schools were shut down due to the COVID-19 health emergency and the issue of delays in background check approvals required for School Age Child Care (SACC) program staff that occurred last fall and impacted those programs requiring SACC registrations.