



Monterey County Office of Education

Region 5 Expanded Learning Partnerships

AFTER SCHOOL EDUCATION AND SAFETY (ASES) AND 21ST CENTURY COMMUNITY LEARNING CENTERS (21ST CCLC) PROGRAMS OVERVIEW

Note: This overview is a summary of key facts and is not intended to be a complete listing of requirements. For additional information, go to: <http://www.cde.ca.gov/ls/ba/as>

The ASES/21st CCLC programs use funding to promote local partnerships between schools and local community resources to provide literacy, academic support and enrichment, and safe constructive alternatives for students from kindergarten through twelfth grade. NOTE: ASES serves only through grade nine, while 21st CCLC serves students through 12th grade. ASES is a state funded, 3 year renewable grant program authorized through voter approved CA Prop 49. 21st CCLC is a federally funded 5 year competitive grant program authorized through Title IV, Part B of the Elementary and Secondary Education Act (ESSA).

PROGRAM ELEMENTS

ASES and 21st CCLC programs should include both educational and enrichment activities. Activities should be based on the needs and interests of participating students.

The educational component can include tutoring and/or homework assistance in the following subject areas: language arts, mathematics, history, social science, computer training, or science.

Enrichment examples include, but are not limited to: fine arts, physical fitness and nutrition, career-technical education, and prevention activities. Program activities should be project-based, encourage skill building, and incorporate the 4C's of common Core.



"We believe our work invests in the future through building community."

-Region 5 ReV Up Conference Attendee

KEY PROGRAM REQUIREMENTS

Every after school program shall:

- ✓ Begin immediately upon the conclusion of the regular school day.
- ✓ Remain open until 6 p.m. on every regular school day and operate for at least 15 hours per week. Elementary and Middle schools must enroll students 5 days a week. Minimum target attendance must be met on a daily basis (all 5 days) in order to remain in compliance.
- ✓ It is the intent of the Legislature that middle school students attend the full program. At a minimum, middle school students must participate at least 9 hours a week and 3 days a week in order to be counted.

KEY PROGRAM REQUIREMENTS (CONT.)

- ✓ Meet attendance targets designated in the application for funding. CDE is authorized to adjust the grant amount of any school that falls below 85% of targeted attendance in two consecutive years. Or, CDE may adjust grant awards if pupil attendance drops below 75% in any year.
- ✓ Meet fiscal reporting, attendance reporting or outcomes reporting requirements. CDE may also withhold the grant allocation for a program if the prior year reporting is outstanding. After technical assistance has been provided, the CDE may at any time terminate a grant that fails for three consecutive years to demonstrate measurable outcomes required for funding (EC Section 8483.7).
- ✓ Have a reasonable early daily release policy for participating students. Before school programs must have a reasonable late arrival policy. Students in a before school program must participate for at least 45 min of a 1.5 hour program to be counted.
- ✓ Offer a daily, nutritious snack and/or supper meal that meets USDA requirements and CA nutrition guidelines.
- ✓ Allow all students enrolled at the school site to participate in a program. All programs are voluntary. Homeless and/or foster youth receive priority enrollment.
- ✓ Not prohibit student participation due to the inability to pay a fee.

STAFFING

- ✓ The maximum student to staff ratio is 20:1.
- ✓ Staff and volunteers are subject to the health screening and fingerprint clearance requirements in current law and Local Educational Agency (LEA) policy.
- ✓ Staff members who directly supervise students must meet the minimum qualifications for an instructional aide, pursuant to the LEA's policies.
- ✓ Instructional Aides, or "paraprofessional staff," must have earned a secondary school diploma.
- ✓ Additional qualifications may include:
 - Complete at least 2 years of study, or 48 units, at an institution of higher education;
 - Obtain an associate's or higher degree;
 - Meet a rigorous standard of quality and can demonstrate through a formal state or local academic assessment: knowledge of, and the ability to assist in instructing, as appropriate, reading/language arts, writing, and mathematics.



COLLABORATION REQUIREMENTS

The ASES and 21st CCLC programs are intended to be developed as a collaborative process. Local collaboratives should include parents, youth, representatives of participating public schools, governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations and the private sector, but are not limited to these groups.

EVALUATION REQUIREMENTS

ASES/21st CCLC Grantees must submit the following data as part of an annual evaluation process:

- ✓ Program attendance per pupil identifier
- ✓ Assessment of the 12 Quality Standards
- ✓ Assessment of Stakeholder Involvement in the CQI process

- ✓ **21st CCLC grantees are also required to complete the Annual Performance Report (APR). CDE will send information about 21st CCLC APR reporting instructions to individual grantees.**

CONTINUOUS QUALITY IMPROVEMENT

Grantees must demonstrate evidence of engagement in a continuous quality improvement process.

- ✓ CDE Expanded Learning programs are required to show evidence of a completed program self-assessment and site-based action plan(s). Programs may decide what program self-assessment tool to use to determine areas for annual quality improvement. For more information, see Program Quality resource page on our website: <http://www.region5afterschool.org/#!program-quality/c1b8n>

FISCAL REQUIREMENTS

- ✓ ASES programs must receive commitments equal to at least 33 percent of their grant amount in cash or via in-kind matching funds. Facility usage may amount to no more than 25 percent of the total. 21 programs have no match requirement.
- ✓ ASES Programs are reimbursed \$8.88 per child per day for after school and \$5.92 per day for before school programs. The minimum grant award is \$31,960.65. Supplemental funding cannot exceed more than 30% of base funding.
- ✓ 21st CCLC Programs are reimbursed \$7.50 per child per day for after school and \$5 per day for before school programming. Supplemental funding cannot exceed more than 30% of base funding.
- ✓ Up to 15 percent of grant funds can be used for administration.
 - Up to 5 percent, or the rate approved by the CDE (whichever is lower), of the grant award can be used for indirect costs (Note: This must be considered an administrative cost).
- ✓ At least 85 percent of grant funding must be allocated to school sites for direct services to students.

PAYMENT SCHEDULE

ASES grantees in good standing with the CDE will receive three payments annually. The first, 65 percent, will be issued when the grantee returns the grant award notification and related paperwork, indicating grant acceptance and assurance to comply with grant requirements. Grantees will receive a second payment of 25 percent upon receipt of mid-year reports and a final payment of 10 percent at the end of the year after receipt of final reports. 21st

CRITICAL UPDATES

- ▶ Attendance reports will be due semi-annually on: January 31 and July 31.
- ▶ Expenditure reports will be due quarterly on: October 31, January 31, April 30, and July 31.
- ▶ Yearly evaluation report due: Mid September for ASES and 21st CCLC grantees.
- ▶ APR for 21st CCLC Grantees due annually at the end of October.

For reporting forms and evaluation guidelines, go to: <http://www.cde.ca.gov/ls/ba/as>



SUPPORT AND RESOURCES

For further assistance, information, and/or training needs contact:

- ▶ Region 5 Lead Mara Wold at 408-313-6059 mwold@montereycoe.org
- ▶ Region 5 Manager Leticia Gomez Gong at 831-237-0053 or lgomezgong@montereycoe.org.
- ▶ For fiscal/payment questions contact Deborah Denico at 916-319-0215 or ddenico@cde.ca.gov.
- ▶ For state grant requirements contact Jennifer Moreno at 916-319-0200 or jmoreno@cde.ca.gov.
- ▶ For additional after school resources, go to: <http://www.region5afterschool.org>