

## 21<sup>st</sup> CCLC Guidance Document #1 (during closure period)

*Guidance for 21<sup>st</sup> CCLC sub-grantees regarding continuation of 21<sup>st</sup> CCLC programming. We encourage programs to find creative ways to keep staff working during this COVID-19 pandemic that continues to support the goals and objectives of the grant. If continuity of staff can be maintained, it is good for those staff members and it is good for the program.*

Staff may continue to be paid with 21<sup>st</sup> CCLC grant funds, for work including remote work, at the discretion of NYSED, in service to your local 21<sup>st</sup> CCLC project goals. If this work has already been started, it can be approved retroactively. Allowable work includes:

- Virtual staff meetings (*conference calls, Zoom meetings, Skype, etc.*)
- Curriculum work (*must be specific to the 21<sup>st</sup> CCLC program*)
- Lesson plan development (*must be specific to the 21<sup>st</sup> CCLC program*)
- APR, Mid-Year, and attendance reporting as required
- Online professional development
- Systems planning work (e.g., summer programs, evaluation, sustainability, safety, budgeting)
- On-line programming for youth and/or families that may be reasonable and necessary
- Virtual advisory board meetings, survey deployment, QSA
- Other expectations and associated job tasks listed in job descriptions that are **reasonable and necessary** during the closure period

Items to be aware of if implementing any of the above:

- Final approval of work and work protocols are required to be submitted to NYSED. Please submit Temporary Program Modification Request form (attached) for approval. Send documentation to [EMSC21STCCLC@nysed.gov](mailto:EMSC21STCCLC@nysed.gov). **All email communication (subject line and any attachments) must include your project number**
- Hours worked should remain commensurate to the need
- Federal Supplement not Supplant provisions remain in force

Data collection and reporting continues during the school closure period.

- Maintain records of daily hours and general work type by employee during the closure period, as this data may be requested at the NYSED's discretion
- NYSED is still waiting for the APR reporting windows to be announced, or for any further guidance regarding APR

Additional guidance addressing other issues will be forthcoming when it is approved by leadership for dissemination.