

## NYS 21<sup>st</sup> CCLC Program Modification Request Fact Sheet May 2019

This document will serve to provide clarity to sub-grantees of the process in submitting a program modification request for NYSED review and approval.

### **Program modifications must be completed and submitted properly for NYSED review.**

- Use the *updated* [Program Modification Request form](#)
- [Email](#) the completed form and/or any other required documents to NYSED
- All email communication (subject line and any attachments) must include your project number<sup>1</sup>
- Only include **one change request per form**
- With multiple requests, indicate the modification number as well as the project number. For example: #0187-19-7105 Prog.Mod.#1, #0187-19-7105 Prog.Mod.#2, etc.
- Program modification requests must be submitted to and approved by NYSED before making any significant changes to your approved program as described in your grant application. Changes including but not limited to, revising objectives, adding or removing a school or site, adding or removing a partner, requesting the ELT waiver, etc., would require the submission and approval of a program modification request prior to implementing.
- Reach out to the appropriate [Resource Center](#) if you need assistance completing the form.

### **Any changes to programming must be approved by NYSED prior to implementation.**

- Implementation date (included on the bottom of the form) should reflect when the change is scheduled to occur and should not precede the submission date of the request or NYSED's date of approval.
- Once NYSED has reviewed the modification, programs will be notified one of three possible outcomes:
  - 1) Approved (with date of implementation indicated on request form)  
If the **approved** modification requires a budget amendment (FS-10A), send the completed FS-10A, corresponding MWBE documentation, and a new Goals Calculation Worksheet within 30 days
  - 2) Pending – instructions to send additional documents and/or modify request and re-submit.
  - 3) Request denied

### **Some program modification requests require additional documentation.**

- These may include, but are not limited to, an updated Participating Schools form, revised or new Partnership Agreement(s), letters from partner organizations or budget amendment (FS 10-A).

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<sup>1</sup> Project number explained: Example: 0187-19-7150; '0187'- indicates to NYSED that it is a 21<sup>st</sup> CCLC program, '19'- indicates the program year; (July 1, 2018-June 30, 2019) After June 30,2019, the year changes to '20'; '7150' (last four digits)- indicates the grant project number.