

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

*This document provides clarity to subgrantees on the process of submitting a program modification request. Program Modification requests must be submitted to and approved by NYSED before making or implementing any significant changes to your program(s) as described in your grant application. Changes include but are not limited to, revising objectives, adding or removing a school or site, adding or removing a partner, adding personnel, modifying programming, requesting the ELT waiver, etc.*

**Program modifications must be completed and submitted using the specific instructions below for NYSED review.**

- Use the *updated* Program Modification Request form and complete all sections – If not, it will be denied. N/A is not an acceptable response to any of the sections.
- Ensure you indicate the type of request using the boxes at the top of the form. (Summer, Fall, Winter or Spring – check all that apply)
- Email the completed form and/or any other required documents to [EMSC21STCCLC@nysed.gov](mailto:EMSC21STCCLC@nysed.gov)
- Include your project number<sup>1</sup> in all email communication (subject line and any attachments)
- Include only **one change request per form**
- Indicate the modification number as well as the project number for the current program year with multiple requests. For example: #0187-22-7105 Prog. Mod. #1, #0187-22-7105 Prog. Mod. #2, etc.
- Ask your Resource Center to review your program modification request before emailing it to NYSED

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

- Planned implementation dates (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.
- Requests that would change the scope of the originally proposed program are subject to greater scrutiny and additional processing time. These requests are more likely to be denied.
- At times, our program office may be working on many competing tasks and an email or inquiry may be overlooked. If you haven't heard a response from NYSED within two weeks of submitting your program modification request, please send a reminder email (listed above).

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<sup>1</sup> Project number explained: Example: 0187-21-7150; '0187' - indicates to NYSED that it is a 21<sup>st</sup> CCLC program, '22' - indicates the program year; (July 1, 2020-June 30, 2021) After June 30, 2021, the year changes to '22'; '7150' (last four digits) - indicates the grant project number.

- Once NYSED has reviewed the modification, programs will be notified one of three possible outcomes:

1) Approved (with date of NYSED’s approval 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 Goal Calculation sheet, updated Composite Budget within 30 days. If the MWBE goals has increased, you would need to submit the updated Utilization Plan (with current and newly added vendors).

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](#) and/or [Program Site form](#), revised or new Partnership Agreement(s), letters of dissolution from partner organizations or budget amendment (FS 10-A).
- See following examples of when to submit a program modification

Program Change Requested	Documents Needed to Submit	Link to Forms
Adding a new <u>school</u>	<ul style="list-style-type: none"> <li>• Program Modification form</li> <li>• Signed Partnership Agreement (signed by principal, superintendent, &amp; lead agency)</li> <li>• Participating Schools form</li> <li>• Program Site Form (if program will operate at school building)</li> </ul>	<a href="#">Program Modification Form</a>  <a href="#">Sample Partnership Agreement</a>  <a href="#">Participating Schools Form</a>  <a href="#">Program Site Form</a>  Word versions of these forms are available <a href="#">here</a>
Adding a new program <u>location</u> (not at a school)	<ul style="list-style-type: none"> <li>• Program Modification form</li> <li>• Program Site form</li> </ul>	
Adding a new <u>partner</u> (with an organization)	<ul style="list-style-type: none"> <li>• Program Modification form</li> <li>• Signed Partnership Agreement (signed by new partner and lead agency)</li> </ul>	
Adding ELT (day school) services	<ul style="list-style-type: none"> <li>• Program Modification form</li> <li>• Participating Schools Form</li> </ul>	

Dissolving a partnership with a <u>school</u>	<ul style="list-style-type: none"> <li>● Program Modification form</li> <li>● Letter of Dissolution signed by the principal</li> </ul>	
Dissolving a partnership with a <u>partner</u>	<ul style="list-style-type: none"> <li>● Program Modification form</li> <li>● Letter of Dissolution signed by the organization's executive director/president</li> </ul>	
Changing grant services: <ul style="list-style-type: none"> <li>● Student Activities</li> <li>● Family Engagement</li> <li>● Professional Development</li> <li>● Goals &amp; Objectives</li> </ul>	<ul style="list-style-type: none"> <li>● Program Modification form</li> </ul>	