



# Extended Services Information Request

## Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)

The Idaho State Department of Education (SDE) does not allow the generation of program income at the state or subgrantee level.

**Program Income is the gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance. (2 CFR §200.80)**

**If your district/organization intends to provide extended services or fundraising outside of 21<sup>st</sup> CCLC programming and funding please submit this form along with other required documentation for approval by the SDE to ensure compliance.**

**Subgrantee/Round:** \_\_\_\_\_

**Centers/Sites:** \_\_\_\_\_

**Please submit a document addressing the following questions:**

1. What extended services will be provided? Please include dates, times of extended services offered, and types and amount of fees associated with these non-21<sup>st</sup> CCLC services.
2. Does your organization fundraise outside of 21<sup>st</sup> CCLC programming?
  - a. If yes, please submit a clear plan outlining how 21<sup>st</sup> CCLC funds, students or program time will not be utilized in these activities.
3. Provide your plan to communicate to parents/guardians and your community about your NO CHARGE 21<sup>st</sup> CCLC program and extended services?
  - a. How will they enroll for extended services (opt in/out on registration)?
  - b. How will it be communicated to all parents that students that attend during 21<sup>st</sup> CCLC specific times will NOT be charged (Registration forms, handbooks)
4. Will you offer staff PD/trainings during extended service times of operation? Please describe your plan to ensure staff are being paid for 21<sup>st</sup> CCLC approved trainings and NOT for programming support.

- a. Provide your plan to track time and effort for staff to ensure only 21<sup>st</sup> CCLC administrative or training time will be submitted for reimbursement during extended services.
- 5. Provide your plan to track 21<sup>st</sup> CCLC supplies/equipment or other purchases services funded with 21<sup>st</sup> CCLC to be used only for 21<sup>st</sup> CCLC programming time.
  - a. How will your organization/district ensure these items or services only be used during 21<sup>st</sup> CCLC designated program times?
  - b. How will your organization/district provide services, supplies and equipment during extended services without 21<sup>st</sup> CCLC funding?
- 6. Provide your plan to submit required federal Annual Performance Reporting data for 21<sup>st</sup> CCLC programming time. Include anticipated attendance, activities, staffing, family events, and partnerships.

**Additional Documents Required**

- Annual calendar to document days and times offered for NO charge 21<sup>st</sup> CCLC program.
- Copy of parent/program handbook communicating the separation of NO charge 21<sup>st</sup> CCLC program time and additional opt-in extended services.
- Annual calendar to document days and times of extended services offerings.
  - Including summer camps, extended child care, holiday breaks, teacher in-service and all additional days and times extended services will be offered.

**Important:** By signing below, I understand that the SDE does NOT allow the collection or generation of fees in order for any student to participate in 21<sup>st</sup> CCLC programming. Our organization will provide all 21<sup>st</sup> CCLC program time at NO CHARGE for all participants.

Authorized Signer (Print Name): \_\_\_\_\_

Authorized Signer (Signature): \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**\*PLEASE ALLOW FOR 7-10 BUSINESS DAYS FOR THE SDE TO REVIEW AND RESPOND TO YOUR REQUEST.**

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**For Questions Contact**

Sheena Strickler, Nita M. Lowey 21<sup>st</sup> CCLC SEA Coordinator  
 Idaho State Department of Education  
 650 W State Street, Boise, ID 83702  
 208 332 6813 | [www.sde.idaho.gov](http://www.sde.idaho.gov)  
[sstrickler@sde.idaho.gov](mailto:sstrickler@sde.idaho.gov)