



21st Century Community Learning Centers Comprehensive Monitoring Instrument

Program Name:

Unit Number/Cohort Number: / Program Director:

Fiscal Agent Organization:

Funding Year: 1st 2nd 3rd 4th Start Date in Current Fiscal Year:

Total Number of Students to Be Served (per the RFP): Number of Program Sites:

Date of Monitoring Visit:

Site(s) Visited (by Name or Location):

Report Completed by:

Completion Date:

Monitoring of the 21st Century Community Learning Centers (21st CCLC) Program focuses on indicators across common compliance strands in the following areas: Program Management, Program Implementation, Family Engagement, Federal, State and Local Statutes and Fiscal Management. The 21st CCLC Program (LEA/Non-LEA) must respond to all indicators identified with “Findings” by adhering to the “Requested Action Needed” as specified in the report. The State Educational Agency (SEA) is required to monitor the quality and effectiveness of the programs operating with funds provided through 21st Century Community Learning Centers (21st CCLC) Grant, as per 34 CFR § 80 (EDGAR). **In order to effectively utilize available State resources, fiscal reviews may be scheduled and conducted at a separate time from the 21st CCLC program monitoring.**

Common Compliance Strands

The 21st CCLC Program is reviewed using the following inter-related compliance strands:

- I. **Program Management.** The 21st CCLC Program must adhere to all requirements, assurances, and certifications as indicated in the 21st CCLC Grant application that was approved by the NC State Board of Education.
- II. **Program Implementation.** The 21st CCLC Program must ensure that programs are implemented that provide students with academic support and enrichment opportunities that complement the instruction provided the students during the regular school day.
- III. **Family and Community Engagement.** The 21st CCLC program provides participating family members literacy and other educational opportunities aligned to activities of the students participating in the program.
- IV. **Federal/State/Local Statutes.** The 21st CCLC program must meet all applicable Federal, State, and local health, safety and civil rights laws.
- V. **Fiscal Management.** 21st CCLC program funds are expended consistent with the approved application, State guidelines, and provisions of 34 CFR § 80 Education Department General Administrative Regulations (EDGAR).

Rating Rubric			
Meets Requirements	Finding(s)	Meets Requirements with Recommendations*	NA- Not Applicable
Compliance indicator is 100% met and supported by all required evidence(s).	Evidence or lack of evidence show compliance indicator has not been met.	Basic compliance requirements are met; recommendations are provided for improvement.	Accountability standard is not applicable.
All Required documents are provided and support compliance.	Incomplete or lack of required documentation.		
Interviews support documentation, processes, and implementation.	Interviews lack understanding or support of documentation, processes, and implementation.		
Compliance is consistent at program level and sites sampled.	Compliance is inconsistent at program level and sites sampled.		

*Descriptions of “Findings” and “Recommendations” are included in the Narrative Section of the monitoring report.

NOTE: Because the methodology of the 21st CCLC monitoring includes sampling, the monitoring process cannot produce an all-inclusive assessment of items in this instrument. The 21st CCLC program is responsible for operating its categorical programs in compliance with all applicable laws and regulations.



Strand I. Program Management. Programs must adhere to all requirements, assurances, and certifications as indicated in the approved State application.

Indicators: The indicators below apply to the following protocols and procedures for program management.

Indicators	Evidences (Check all that apply and use "Notes/Comments" to add detail)
<p>1.1 Program primarily serves students that attend Title I, Part A- eligible or low poverty schools/feeder schools (http://www.ncpublicschools.org/program-monitoring/titleIA/ for more info).</p>	<ul style="list-style-type: none"> - List of Title I eligible programs/schools including schools to be served by 21st CCLC Grant - Poverty rate for schools/feeder schools to be served - Attendance Progress Report <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>1.2 Program serves projected number of students or can demonstrate efforts to continually recruit students/families to reach the projected number of program participants according to the approved grant application.</p> <p>Number of projected students per RFP: _____.</p> <p>Number of students present on day of visit: _____.</p> <p>Total number of students enrolled on day of visit: _____.</p>	<ul style="list-style-type: none"> - Attendance Progress Report - Attendance log (on day of visit) - Recruitment plan/materials - Other : _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>1.3 Program schedule is structured to incorporate all proposed activities in the approved grant application.</p> <ul style="list-style-type: none"> - Regular school-year program is offered a <u>minimum</u> of 12 hours per week). - Programs serving year-round feeder schools should identify intersessions as summer program component. 	<ul style="list-style-type: none"> - Programmatic schedule - Minutes from planning meetings - Lesson plans - Other : _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	



Initial Finding: _____		Initial Action Needed: _____	
<p>1.4 Program operates outside of regular school day, including during summer, weekends, and/or through <i>Expanded Learning Time</i> model (see http://www.ncpublicschools.org/docs/21cclc/resources/standards/standards-procedures.pdf, p. 7-8 for definition of Expanded Learning Time).</p>		<ul style="list-style-type: none"> - Programmatic schedule (for each site) - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>	
Notes/Comments: _____			
Recommendations: _____			
Initial Finding: _____		Initial Action Needed: _____	
<p>1.5 Fiscal Agent Organization has developed staff handbooks and ensured staff have appropriate training regarding the following areas (at a minimum) as it relates to the 21st CCLC Program and in accordance with state and federal guidance:</p> <ul style="list-style-type: none"> • Daily operation (including arrival and dismissal process); • Building/Student safety; • Personnel procedures (including process for documenting staff hours); • Instructional planning and effective teaching practices; • Allowable uses and process to expend 21st CCLC funds (for appropriate staff). 		<ul style="list-style-type: none"> - Policy and procedures/ Staff handbook - Staff training materials - Sign-in sheets, Minutes - Documented email/Communication with staff members - Student/Parent handbook - Staff interviews - Organization chart - Personnel website - PowerPoint presentations - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>	
Notes/Comments: _____			
Recommendations: _____			
Initial Finding: _____		Initial Action Needed: _____	
<p>1.6 Fiscal Agent Organization and/or program creates and disseminates information to build awareness in the community about the 21st CCLC Program and attempts to garner support and resources for sustainability beyond the grant period.</p>		<ul style="list-style-type: none"> - Documents to support sustainability plans (e.g., records of matching and/or in-kind contributions in third or fourth year of implementation, commitments of support, etc.) - Marketing materials (Brochures and flyers/webpages/tweets/Facebook, etc.) - Email to external community stakeholders or potential funders - Minutes from meetings with community stakeholders (including and beyond RFP partnerships/agreements) - Correspondences with community stakeholders (including and beyond RFP partnerships/agreements) - Examples of program branding and use of the 21st CCLC logo 	



		_ Other: _____ NOTE: Cite specific documentation reviewed in Notes/Comments section below.
Notes/Comments: _____		
Recommendations: _____		
Initial Finding: _____		Initial Action Needed: _____
1.7 Fiscal Agent Organization and/or program staff demonstrates effort to maintain effective communication with feeder schools to support student academic and/or social progress.		_ Documented frequency of attempted communication with the school _ Collaborative planning meetings _ Email/Webpage _ Partnership agreement _ Other: _____ NOTE: Cite specific documentation reviewed in Notes/Comments section below.
Notes/Comments: _____		
Recommendations: _____		
Initial Finding: _____		Initial Action Needed: _____
1.8 Fiscal Agent Organization and/or program management uses informal and formal data/evaluation results to refine or improve upon the program's efforts to achieve its goals in the approved grant proposal.		_ Types of program evaluations/formative or summative assessments (sample) _ CFDC data _ Program Assessment Summary _ Assessment Reports in CCIP grants management system _ Strategic planning documentation _ NC CAP Self- Assessment _ Student work samples _ Other: _____ NOTE: Cite specific documentation reviewed in Notes/Comments section below.
Notes/Comments: _____		
Recommendations: _____		
Initial Finding: _____		Initial Action Needed: _____



Strand II. Program Implementation: 21st CCLC programs must ensure that programs are implemented that provide students with academic support programming and enrichment opportunities that complement students' regular in school academic programs.

Indicators: The indicators below apply to the implementation of the program.

Indicators	Evidences (Check all that apply and use "Notes/Comments" to add detail)
<p>2.1 Student program activities focus on a minimum of reading/language arts and mathematics in alignment with the NC Standard Course of Study.</p>	<ul style="list-style-type: none"> - Lesson plans aligned with the NC Standard Course of Study - Evidence of varied approaches to teaching and learning - Evidence of a broad array of activities to complement teaching and learning during the regular school day - Schedule of activities - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>2.2 The program is designed to support all students through a varied use of instructional methods and activities, including the use of diverse reading materials, technology, or other resource materials that stimulate student interest.</p>	<ul style="list-style-type: none"> - Lesson plans; Notes from curricular planning meeting - Varied learning activities to support social, emotional and physical health for students and/or families - Minutes from collaborative team meetings - Staff training agendas, copies of sign-in sheets - Resources utilized - Examples of engaging use of technology and/or other resource materials - Field trips - Student interest surveys - Teacher/Parent surveys - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>2.3 Instructional materials and methods align to the appropriate age, grade, and ability level and needs of the students.</p>	<ul style="list-style-type: none"> - Lesson plans - Data collection processes/observations - Evidence of individual student-aligned strategies to meet the level of need



	<ul style="list-style-type: none"> - Teachers provide ongoing checks for student understanding of activity - Evaluations of student work - Documentation from feeder school collaboration - Staff training agendas, copies of sign-in sheets - Minutes from collaborative team meetings - Individual behavior plans (as applicable) - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>2.4 The program offers services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs, and character education programs, that are designed to reinforce and complement the regular academic program of participating students.</p>	<ul style="list-style-type: none"> - Program schedule in alignment with the approved grant proposal - List of varied activities to supplement academic program - Lesson plans - Samples of staff training - Field trips - Individual behavior plans (as applicable) - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>2.5 Program staff receives appropriate individual or group professional development on an ongoing basis as needed to support instructional planning and effective teaching practices.</p>	<ul style="list-style-type: none"> - Staff professional development plans/ schedule for the year and summer - Staff/Student observations - Program staff handbook - Written plan for staff evaluation - Program Director/Lead Teacher observation notes - Agendas, sign-in sheets, and/or minutes - Training resources - Other: <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	



Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>2.6 Ongoing review of student social and academic progress as well as periodic assessments of student work is used to inform and refine program activities and lesson plans.</p>	<ul style="list-style-type: none"> - Data collection processes/observations - Written or oral feedback from staff on student work - Team planning meeting - Teachers provide ongoing checks for student understanding of activity - Communication to parents/students on academic progress - Feeder school collaboration - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>2.7 Program Director (or Fiscal Agent Organization designee) maintains ongoing communication with staff to ensure program activities are coordinated and delivered in accordance with the final approved application and is based on effective practices.</p>	<ul style="list-style-type: none"> - Staff communications - Agendas, sign-in sheets, minutes - PowerPoints /Training resources - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____

Strand III. Family and Community Engagement. The program provides participating family members literacy and other educational opportunities aligned to activities of the students participating in the program.

Indicators: The indicators below apply to the effective strategies and outreach for family engagement.

Indicators	Evidences (Check all that apply and use "Notes/Comments" to add detail)
<p>3.1 The program provides participating parents and families educational opportunities. Related activities might include but are not limited to the following:</p> <ul style="list-style-type: none"> • Student academic support; • Student performance; • GED classes; 	<ul style="list-style-type: none"> - Calendar of parent/family events - Evidence of educational opportunity activities for parents/families - Plan regarding family engagement (written, if available) - Agendas, sign-in sheets, minutes from parent meetings or family events - Documentation of dedicated staff for parent engagement work (as relevant)



<ul style="list-style-type: none"> • Social/government resources; • Family literacy; • Financial literacy. 	<ul style="list-style-type: none"> – Other pictures/documentation from family events – Parent interviews – Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>3.2 Program provides a 21st CCLC (group or individual) parent orientation and parent /student handbook that address the following areas at a minimum:</p> <ul style="list-style-type: none"> • Purpose/Goals of the 21st CCLC Program; • Enrollment process; • Attendance expectations; student check-in/check-out process; • Student behavior expectations; • Transportation arrangements. 	<ul style="list-style-type: none"> – Parent orientation materials – 21st CCLC Student/Parent Handbook – Meeting minutes – Student/Parent meeting sign-in – Parent/Student signature acknowledgment of receipt – Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>3.3 Established procedures and/or policies are implemented regarding communication with non-English speaking and/or illiterate parents as applicable.</p>	<ul style="list-style-type: none"> – Evidence of application/orientation information, handbooks, meeting/presentation materials, and other written communications translated into non-English speaking documents (as needed) – Evidence of the use of interpreters and/or translation equipment for all parent meetings and training sessions – Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>3.4 Established procedures and/or policies are implemented regarding the frequency and content of communication and educational services provided to parents, families, and the community.</p>	<ul style="list-style-type: none"> – Program calendar – Active enrollment in programs for parents – <i>Documented community awareness strategies and efforts to enhance involvement</i>



	<ul style="list-style-type: none"> - Flyers, brochures - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____

Strand IV. Federal, State and Local Statutes: 21st CCLC programs must meet all applicable Federal, State, and local health, safety and civil rights laws.

Indicators: The indicators below apply to the following applicable laws under federal, state and local governance.

Indicators	Evidences (Check all that apply and use "Notes/Comments" to add detail)
<p>4.1 Program operates in a facility that meets state, local, and/or federal safety guidelines.</p> <p>For information regarding NC building and fire codes, see</p> <p>http://www.ncdoi.com/OSFM/</p> <p>OR</p> <p>http://ecodes.biz/ecodes_support/free_resources/2012NorthCarolina/Fire/12NC_Fire.html</p>	<ul style="list-style-type: none"> - Written emergency/critical incident plans, including evacuation plan - Fire drill logs/ Fire inspection documentation - Evidence of emergency drills (weather, lock-down, fire, etc.) - Building inspection documents (as appropriate) - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>4.2 Criminal background checks are completed for each program employee, including the Program Director and volunteers, prior to employment; record checks include at least the last 3 years (see 21st CCLC Policies and Procedures Manual, http://www.ncpublicschools.org/21cclc/resources/standards/).</p>	<ul style="list-style-type: none"> - Sample of criminal background checks (10% of all staff or 5, whichever is greater) - Personnel policy manual <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	



Initial Finding: <input type="text"/>	Initial Action Needed: <input type="text"/>
<p>4.3 Program staff receive 21st CCLC Staff handbook and related training regarding student and staff safety procedures, includes the following information (at a minimum):</p> <ul style="list-style-type: none"> • Emergency/critical incident plans, including evacuation plans; • Basic first aid; • Emergency contact information; • Student departure and arrival, including approved parents/guardians to pick-up students; • Mandatory reporting of suspected child abuse and neglect ; for more info, see https://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm , or for NC, specifically, see http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_7B/GS_7B-301.html. 	<ul style="list-style-type: none"> - Procedures and policies manual - Written emergency/critical incident plans, including evacuation plan - Agendas, sign-in sheets, minutes - Training materials/documents - First aid training documentation (not required, but optimal) - Other: <input type="text"/> <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: <input type="text"/>	
Recommendations: <input type="text"/>	
Initial Finding: <input type="text"/>	Initial Action Needed: <input type="text"/>
<p>4.4 Policies/procedures are in place to ensure that students are transported safely to and from the program site (as appropriate).</p>	<ul style="list-style-type: none"> - Written transportation process (arrival/departure), including documented staff training - Communications which document check-in/check-out procedures for staff and parents - Rental/Lease agreement for transportation if applicable - Maintenance records (if vehicle owned by fiscal agent) - Roster of drivers - Agendas, sign-in sheets, minutes - Other: <input type="text"/> <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: <input type="text"/>	
Recommendations: <input type="text"/>	
Initial Finding: <input type="text"/>	Initial Action Needed: <input type="text"/>



<p>4.5 Policies and/or procedures on student conduct and discipline are clearly communicated to students, parents, and staff and related procedures are implemented consistently.</p>	<ul style="list-style-type: none"> - Disciplinary procedures and expectations clearly defined - Samples of student discipline reports - Staff handbook - Parent/Student handbook - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>4.6 During the development of the grant proposal, the Fiscal Agent Organization engaged in timely and meaningful consultation with private school officials in the program’s attendance zone to ensure that eligible private school children and their teachers or other educational personnel are provided with equitable services or other benefits under the 21st CCLC program.</p> <p>OR</p> <p>After the initial grant award year, the Fiscal Agent Organization notifies the private school officials in the program’s attendance zone on an annual basis to inform them of the 21st CCLC services available to private school students.</p> <p>For more regarding consultation with private schools, see http://www2.ed.gov/policy/elsec/leg/esea02/pg111.html.</p>	<ul style="list-style-type: none"> - List of private schools in attendance area - Written plan for consultation (if available) - Meeting notice and agenda - Certified mail receipts - Meeting minutes - Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>4.7 Program has policies in place for safe and appropriate use of the internet, including, but not limited to the following:</p> <ul style="list-style-type: none"> • Compliance with The Children’s Internet Protection Act (CIPA)-- designed to block youth’ access to obscene or harmful material; For more info on CIPA, see http://www.fcc.gov/guides/childrens- 	<ul style="list-style-type: none"> - Procedures for safe use of the internet and social media (school district policies on file as appropriate) - Handbook (staff, students/parents) and related training materials - Parental consent to utilize the Internet/Photo/Web communications - Agendas, sign-in sheets, minutes from related staff training - Documented alignment with school district, charter, or feeder school use and access policies



<p>internet-protection-act.</p> <ul style="list-style-type: none"> Compliance with the Children’s Online Privacy and Protection Act; See http://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule. 	<p>– Other: _____</p> <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
<p>Notes/Comments: _____</p>	
<p>Recommendations: _____</p>	
<p>Initial Finding: _____</p>	<p>Initial Action Needed: _____</p>
<p>4.8 Fiscal Agent Organization complies with all 21st CCLC data requests in compliance with state and federal regulations.</p>	<ul style="list-style-type: none"> Consolidated Federal Data Collection (CFDC) submission of Grantee Profile and Annual performance Report <i>Related Document</i> uploads in the 21st CCLC Funding Application in the Comprehensive Continuous Improvement Plan (CCIP) grants management system Documentation of any program performance, attendance, or other evaluative data as requested by NCDPI Written response from program to address any compliance concerns disclosed by NCDPI Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
<p>Notes/Comments: _____</p>	
<p>Recommendations: _____</p>	
<p>Initial Finding: _____</p>	<p>Initial Action Needed: _____</p>

Strand V. Fiscal Management: 21st CCLC program funds are expended consistent with the approved application, State guidelines, and provisions of 34 CFR § 80 Education Department General Administrative Regulations (EDGAR).

Indicators: The indicators below apply to the following applicable compliance with fiscal requirements.

Indicators	Evidences (Check all that apply and use “Notes/Comments” to add detail)
<p>5.1 The Fiscal Agent Organization has a 21st CCLC fiscal procedures manual and appropriate staff follow the established processes as it relates to the following:</p> <ul style="list-style-type: none"> Staff sign-in/sign-out Purchasing program supplies with 21st CCLC funds 	<ul style="list-style-type: none"> 21st CCLC Fiscal Procedures Manual Training materials/documents Agendas, sign-in sheets, minutes Staff interviews Equipment inventory 21st CCLC Fiscal Monitoring Report/Results Other: _____



<ul style="list-style-type: none"> • Submittal of monthly reimbursement requests in ERaCA (if non-LEA) • Documentation and submittal (if non-LEA) of monthly receipts, proofs of purchase, and other relevant documentation to justify reimbursement requests • Maintaining accurate inventory of 21st CCLC equipment and supplies 	<p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
<p>Notes/Comments: _____</p>	
<p>Recommendations: _____</p>	
<p>Initial Finding: _____</p>	<p>Initial Action Needed: _____</p>
<p>5.2 The fiscal agent organization employs 21st CCLC Program staff, including the Program Director (as appropriate), and incurs 21st CCLC expenses based on what is reasonable, allocable, and necessary to support the goals identified in the approved grant application and annual budget, and in consideration of the number and size of program sites as well as the number and age of students to be served.</p>	<ul style="list-style-type: none"> – Approved budget – Staff job description and qualifications – Number of staff/students – Number of sites – Staff roster – Documentation of other resources (where applicable) – Other : _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
<p>Notes/Comments: _____</p>	
<p>Recommendations: _____</p>	
<p>Initial Finding: _____</p>	<p>Initial Action Needed: _____</p>
<p>5.3 Any non-21st CCLC financial or in-kind resources from private, local, state, or other federal funding utilized to support the 21st CCLC program are disclosed to NCDPI upon request, and if other funding sources are available, the Fiscal Agent Organization clearly demonstrates that 21st CCLC funds are used to <i>supplement</i> and not <i>supplant</i> the level of State, local and other non-Federal funds that would, in the absence of those federal funds, be available to support the program activities.</p>	<ul style="list-style-type: none"> – Staff interviews-mandatory <ul style="list-style-type: none"> • Does the program use 21st CCLC funds to provide services that the (LEA or non-LEA) program provided with nonfederal funds in the prior year? <ul style="list-style-type: none"> ○ If yes, are the non-21st CCLC funds still available? If no, why not? ○ In the absence of 21st CCLC funds, would the service still be provided? • Does the program use 21st CCLC funds to provide services that the (LEA or non-LEA) program is already required to make available under other federal, state, or local regulations? – Other: _____



Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____
<p>5.4 If the Fiscal Agent Organization collects any fees from 21st CCLC students, parents, or participating families, the Fiscal Agent Organization is able to clearly demonstrate the following:</p> <ul style="list-style-type: none"> Any individual fees charged to participating families are minimal in scope and the collection of fees is not a prohibiting factor in any eligible student/family's participation in the 21st CCLC Program; All 21st CCLC application and orientation materials clearly communicate the availability of a sliding income scale to determine fees and/or that full scholarships are available as necessary; <p>AND</p> <ul style="list-style-type: none"> Any 21st CCLC fees collected are re-invested in the operation of the 21st CCLC Program during the same fiscal year. 	<ul style="list-style-type: none"> NOT APPLICABLE; No 21st CCLC fees are collected Documentation of any 21st CCLC fees collected and how those fees are reinvested in the program during the same fiscal year Application materials/Written explanation of fees (when appropriate) 21st CCLC Fiscal Procedures Manual 21st CCLC Fiscal Monitoring Report Student/Parent Handbook Student enrollment Other: _____ <p><i>NOTE: Cite specific documentation reviewed in Notes/Comments section below.</i></p>
Notes/Comments: _____	
Recommendations: _____	
Initial Finding: _____	Initial Action Needed: _____



ADDITIONAL NOTES/ QUESTIONS/CONCERNS FOR FISCAL MONITORING

A large, empty rectangular box with a black border, intended for additional notes, questions, or concerns related to fiscal monitoring. A small grey rectangular box is present in the top-left corner of this area.