

Expanded Learning Programs 2024–25 Program Instrument



California Department of Education

April 24, 2024 “Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic; social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences. The purpose of this program is to create incentives for establishing locally driven before and after school enrichment programs both during school days and summer, intersession; or vacation days that partner public schools and communities to provide academic and literacy support and safe, constructive alternatives for youth. **Please note, when a grantee is monitored, the Expanded Learning Division (EXLD) will review all EXLD administered grants; including before- school, after- school, summer/supplemental, equitable access, and After School Education and Safety Program (ASES) transportation; as well as the Expanded Learning Opportunities Program (ELOP).**

I. Involvement

Expanded Learning Programs 01: Collaboration with Schools and Community

- 1.0 ASES, 21st Century Community Learning Centers (CCLC), After School Safety and Enrichment for Teens (ASSETs)—The local educational agency (LEA)/grantee agency actively collaborates, during both initial program development and ongoing program implementation, with the schools the students attend (20 United States Code [20 U.S.C.] Section 7174[b][2][D]; California *Education Code* [EC] sections 8422[b], 8482.5[b], 8483.3[c][6], 8484.6[a]).
- 1.1 ASES, 21st CCLC, ASSETs—The LEA/grantee agency plans collaboratively with parents, youth, representatives of participating public schools (e.g., school site principals and staff); governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector (EC sections 8422[b], 8482.5[b], and 8483.3[c][6]).
- 1.2 ASES, 21st CCLC, ASSETs—The program was developed and will be carried out in active collaboration with the schools the students attend and integrated with the regular school day and other extended learning opportunities (20 U.S.C. Section 7174[b][2][D]; EC Section 8483.3[c][5]).
- 1.3 ASES, 21st CCLC—Off-site programs align the educational and literacy/academic assistance element of the program with participating students' regular school programs (EC Section 8484.6[a]).
- 1.4 21st CCLC, ASSETs—The LEA/grantee agency coordinates with other federal, state, and local programs to make the most effective use of public resources (EC sections 8421[f][5] and 8484.8[e][5]).
- 1.5 21st CCLC, ASSETs—The LEA/grantee agency provides evidence of the collaborative partnerships listed in the initial program narrative, including any specific duties/responsibilities or contributions (e.g. Memoranda of Understanding (“MOU”), service providers, in-kind contribution agreement etc. 20 U.S.C. Section 7174(b)(2).
- 1.6 21st CCLC, ASSETs—The LEA/grantee agency demonstrates how the partnerships have benefitted the expanded learning program. (20 U.S.C. Section 7174(b)(2).

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- 1.7 21st CCLC, ASSETs—The LEA/grantee agency demonstrates the coordination of state, local and/or other federal funds to plan, implement, and sustain the expanded learning program 20 U.S.C. Section 7174(b)(2).

Evidence Requests

Coordination of Funding

- Abbreviation: CrdntnFndg
- Description: Provide documentation of a commitment to the coordination of resources to support Expanded Learning Programs (EXLPs) as provided in EXLP item 1.4.
- Item Instructions: EXLP 01—Documentation could include the School Plan for Student Achievement, Local Control and Accountability Plan, and/or Memorandum of Understanding.
- Related Items: EXLP 01

Stakeholder Collaboration

- Abbreviation: StkhldrClbrtn
- Description: Provide documentation of active and ongoing collaboration with stakeholders, including those listed in EXLP item 1.1, as applicable.
- Item Instructions: EXLP 01—Documentation could include meeting agendas, minutes, and/or attendee sign-in/out sheets; emails with stakeholders; or completed analysis of survey samples by stakeholders.
- Related Items: EXLP 01

Program Sustainability

- Abbreviation: Pgrm Sustnbly
- Description: Provide documentation of plans and efforts to sustain the expanded learning program if federal funds are discontinued.
- Item Instructions: EXLP 01—Documentation may include commitment letters, MOUs, and in-kind contributions by LEAs and partners to ensure that the expanded learning program will continue to exist in the event that no federal funds are available.
- Related Items: EXLP 01

Expanded Learning Programs 02: Ongoing Consultation with Private Schools

- 2.0 21st CCLC, ASSETs—The LEA/grantee agency consulted with appropriate private school officials during the design and development of the program as well as throughout the implementation and assessment of those services concerning (20 U.S.C. sections 6320[b][3], 7881[c][3])
- (a) Identification of students’ needs (20 U.S.C. sections 6320[b][1][A], 7881[c][1][A]).
 - (b) What services will be offered (20 U.S.C. sections 6320[b][1][B], 7881[c][1][B]).
 - (c) Service delivery options, including delivery of services through a contract with a potential third-party provider, and the method or sources of data used to determine the number of low-income children in the participating school attendance areas who attend private schools (20 U.S.C. sections 6320[b][1][C][F][G], 7881[c][1][C]).
 - (d) Assessment and improvement of services (20 U.S.C. sections 6320[b][1][D], 7881[c][1][D]).
 - (e) The size and scope of services to be provided to eligible private schoolchildren, teachers, and other educational personnel and the proportion of funds allocated for these services (20 U.S.C. sections 6320[b][1][E], 7881[c][1][E]).
 - (f) Program delivery options (20 U.S.C. sections 6320[b][4], 7881[c][4]).
 - (g) Written reason for not using a contractor preferred by private school officials (20 U.S.C. sections 6320[b][1][H], 7881[c][2]).

Evidence Requests

Consultation with Private Schools

Abbreviation: CnslttnPrvtSchl

Description: Documents that show how the LEA consulted with private schools regarding participation in federal programs. Examples include public notices, letters, agendas, sign-in sheets, meeting minutes, emails, or affirmation of consultation with appropriate private school officials.

Item Instructions: EXLP 02—Provide documentation that shows how the LEA consults with private schools regarding participation in federal programs, including Title IV, part b.

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Related Items: EXLP 02, SEI 06, CE 03

II. Governance and Administration

Expanded Learning Programs 03: Serves Eligible Students in Appropriate Grade Levels

- 3.0 ASES, 21st CCLC, ASSETs—The LEA/grantee agency serves eligible students in appropriate grade levels at participating schools (20 U.S.C. Section 7173[a][3][A][i]; *EC* sections 8421[a], 8482.3[a], and 8484.8[e][1]).
- 3.1 ASES—The LEA/grantee agency serves eligible students in kindergarten and grades one through nine, inclusive, at participating public and charter schools (*EC* Section 8482.3[a]).
- 3.2 21st CCLC—The LEA/grantee agency serves eligible students in elementary and middle grades of eligible public and/or private schools (20 U.S.C. Section 7173[a][3][A][i]; *EC* Section 8484.8[e][1]).
- 3.3 ASSETs—The LEA/grantee agency serves eligible students in grades nine through twelve, inclusive, of eligible public and/or private schools. (20 U.S.C. Section 7173[a][3][A][i]; *EC* Section 8421[a])
- 3.4 ELOP—If over 75 percent unduplicated pupils the LEA/grantee agency shall offer to all pupils in classroom-based instructional programs in TK/kindergarten and grades 1 to 6, inclusive, access to expanded learning opportunity programs, and shall provide access to any pupil whose parent or guardian requests their placement in a program. If under 75 percent unduplicated pupils, the LEA/grantee agency shall offer to all unduplicated pupils, in classroom-based instructional programs in TK/kindergarten and grades 1 to 6, inclusive, access to expanded learning opportunity programs, and shall provide access to any unduplicated pupil whose parent or guardian requests their placement in a program (*EC* Section 46120(b)(1))

Evidence Requests

Students and Grades Served

Abbreviation: PplsAndGrdsSrvd

Description: Provide documentation from the current school year that shows the grade span of students served by the program.

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Item Instructions: EXLP 03—Documentation could include program flyers, brochures, or web page(s). Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 03

Offer and Access

Abbreviation: OfrrAndAcss

Description: Provide LEA communication sent to all families about the available expanded learning opportunity program.

Item Instructions: EXLP 03.4—Documentation could include program flyers, emails, brochures, web page(s). Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 03

Expanded Learning Programs 04: Operates Program Required Hours and Days

- 4.0 ASES, 21st CCLC, ASSETs—The LEA/grantee agency operates its program the required number of hours per day and days per week on every regular school day (*EC* sections 8421[c], 8483[a], 8483.1[a][1], and 8483.2).
- 4.1 ASES, 21st CCLC—The after-school program component commences immediately upon the conclusion of the regular school day and operates a minimum of 15 hours per week and at least until 6 p.m. on every regular school day (*EC* Section 8483[a]).
- 4.2 ASES, 21st CCLC—If the after-school program operates at a school site located in an area that has a population density of less than 11 persons per square mile, it may end operating hours no earlier than 5 p.m. (*EC* Section 8483[a][1][A][ii]).
- 4.3 ASES, 21st CCLC—Before school programs operate for no less than one and one-half hours each regular school day (*EC* Section 8483.1[a][1]).
- 4.4 ASES, 21st CCLC—The LEA/grantee agency that operates both a before and after school program during summer, intersession, or vacation periods operates these programs a minimum of four and one-half hours per day (*EC* Section 8483.2.).
- 4.5 ASSETs—The LEA/grantee agency operates a minimum of 15 hours per week, which may include after school only or after school and during any combination of before school, weekends, summer, intersession, and vacation (*EC* sections 8421[c], 8422[d][1], and [2]).

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- 4.6 ELOP—In-person before- or after- school Expanded Learning opportunities were offered on every school day and combined instructional time, recess, lunch, and expanded learning opportunities time were no less than nine hours on all individual school days when added to the school day, except eight hours for ASES frontier sites (EC Sections 46120(b)(1)(A)(C)).
- 4.7 ELOP—The LEA provided for at least 30 non-school days, during intersessional periods, no less than nine hours on all individual non-school days, except eight hours for ASES frontier sites (EC Section 46120(b)(1)(B) and 46120(b)(1)(C)).

Evidence Requests

Hours and Days of Operation

Abbreviation: HrsandDysofOprtn

Description: Provide documentation from the current school year that indicates the hours and days the program operates, including daily start and end times.

Item Instructions: EXLP 04—Documentation could include weekly planners; and/or program flyers, brochures, and/or web page(s). Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 04

Expanded Learning Programs 05: Early Release and Late Arrival Policies

- 5.0 ASES, 21st CCLC—The LEA/grantee agency has established policies for reasonable Early Release of students in the after-school program and reasonable daily Late Arrival of students in the before school program (*EC* sections 8483[a][1][B] and 8483.1[a][1]).

Evidence Requests

Early Release and Late Arrival Policies

Abbreviation: ErlyRIsLtArrvPlcs

Description: Provide documentation of the approved program Early Release and Late Arrival Policies and how they are being implemented.

Item Instructions: EXLP 05—Documentation should provide evidence of established policies per EXLP item 5.0 including one week of student sign-in/out sheets (student names redacted) to demonstrate compliance with the approved Early Release and Late Arrival Policies.

Related Items: EXLP 05

Expanded Learning Programs 06: Daily Nutritious Snack and/or Meal, or Breakfast

- 6.0 ASES, 21st CCLC, ASSETs—The program provides a daily nutritious snack and/or meal, or breakfast for attending students (*EC* sections 8423[c][3], 8483.1[c], and 8483.3[c][8]).
- 6.1 ASES, 21st CCLC—The nutritious snack conforms to the nutrition standards in Article 2.5 of Chapter 9 of Part 27, commencing with *EC* Section 49430 (*EC* Section 8482.3[d]).
- 6.2 ASES, 21st CCLC—The before school program offers a breakfast meal for attending students as described by *EC* Section 49553 (*EC* Section 8483.1[c]).

Evidence Requests

Menus

Abbreviation: Mns

Description: Provide documentation demonstrating the program provides a daily nutritious snack and/or meal/breakfast.

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Item Instructions: EXLP 06—Documentation should include one week of menus from the current or previous fiscal year that demonstrate the provision of snacks/supper/breakfast.

Related Items: EXLP 06

Nutrition Facts Label

Abbreviation: NtrnFtsLbl

Description: Provide documentation demonstrating the daily nutritious snack and/or meal/breakfast conforms to the nutrition standards based on calculations from the California Project Lean, located at <https://www.californiaprojectlean.org>.

Item Instructions: EXLP 06—Documentation should include nutrition information for items served for the daily snack, meal, and/or breakfast provided.

Related Items: EXLP 06

Expanded Learning Programs 07: Submits Data and Maintains Records

- 7.0 ASES, 21st CCLC—The LEA/grantee agency submits data and reports and maintains records as required (*EC* sections 8482.3[f][5] and 8482.3[f][10][A]-[B]).
- 7.1 ASES, 21st CCLC—The LEA/grantee agency maintains documentation of the after-school program plan for a minimum of five years (*EC* Section 8482.3[g][1][F]).
- 7.2 ASES, 21st CCLC, ELOP—The LEA/grantee agency reviews its after school program plan every three years including, but not limited to: program goals, program content, outcome measures, and other information requested by the California Department of Education (CDE) (*EC* Section 8482.3[g][1]).
- 7.3 ASES, ASSETs—The LEA/grantee agrees to follow all fiscal reporting and auditing standards required by the CDE (*EC* sections 8421[f][8][B] and 8482.3[f][5]).
- 7.4 21st CCLC—The LEA/grantee agency conducts an annual fiscal audit (*EC* Section 8484.8[b][3]).
- 7.5 21st CCLC, ASSETs—The LEA/grantee must maintain written standards of conduct covering conflict of interest (2 Code of Federal Regulations [CFR] Section 200.318[c]).

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7.6 ASES, 21st CCLC, ASSETs, ELO-P—The LEA/grantee agency that charges **family fees** and collects Program Income, will be monitored to: (*EC* sections 8421[f][8][B], 8422[c], 8482.3[f][5], and 8482.6[a]; 2 CFR sections 200.302, 200.303, and 200.307).

- Ensure the funds collected were expended within the performance period of the grant.
- Identify how much income was collected and how it was collected.
- Identify how funds were expended and ensure that the funds expended were used for program activities or services to students.
- Ensure that programs are keeping an accurate record of fees collected and that fees collected are tracked separately from the ASES/21st CCLC/ASSETs funds.
- Ensure that programs waive the fee for a child who is eligible for free and reduced priced meals (FRPM), and waive the fee for a child who is a homeless youth or in foster care. (*EC* sections 8422[c] and 8482.6).

7.7 ELOP— The Program Plan has been approved by the LEA’s governing board in a public meeting and posted on the LEA’s website (Program Plan Template),

Evidence Requests

Conflict of Interest Policy

Abbreviation: ConflInstPcly

Description: LEAs established written standards of conduct covering conflicts of interest and governing the actions of its employees.

Item Instructions: EXLP 07—Documentation could include the district’s, and if applicable; the non-LEA’s service provider’s approved policies and procedures, or board minutes.

Related Items: EXLP 07

Independent Annual Audit

Abbreviation: IndpndntAnlAdt

Description: Provide documentation that an annual independent audit is completed.

Item Instructions: EXLP 07—Documentation should include an electronic copy of the most recent independent audit report. If there are audit findings in the report, indicate the page numbers where the findings can be found.

Related Items: EXLP 07

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Program Plan Retention

Abbreviation:	PgrmPlnRtntn
Description:	Provide documentation of implementation of the approved program retention policy.
Item Instructions:	EXLP 07—Documentation shall include a copy of a program plan that is at least five years old.
Related items:	EXLP 07

Program Plan Review

Abbreviation:	PgrmPlnRvw
Description:	Provide documentation that the program plan is reviewed at least every three years.
Item Instructions:	EXLP 07—Documentation should include the program’s current plan showing that it is no more than three years old.
Related Items:	EXLP 07

Records Retention Policy

Abbreviation:	RcrdsRtntnPlcy
Description:	Provide documentation of approved policies and procedures for collection and retention of fiscal, attendance, and other operational data.
Item Instructions:	EXLP 07—Documentation could include the district’s, and if applicable, the program’s approved policies and procedures, or board minutes.
Related Items:	EXLP 07

Fees

Abbreviation:	Fees
Description:	Provide documentation regarding the collection, tracking, and use of fees collected from families.
Item Instructions:	EXLP 07—Documentation could include General Ledger, expenditure reports, and program income policies in place to waive or reduce the income collected for youth eligible for FRPM and that the program is not charging youth who are identified as homeless, or foster youth.

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Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 07, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

ELOP Program Plan Approval

Abbreviation: ELOPInAprvl

Description: Provide evidence of Board approval.

Item Instructions: EXLP 7.3—Documentation should include Board item and minutes.

Related Items: EXLP 7.2

ELOP Posting

Abbreviation: ELOPst

Description: Provide evidence of web posting.

Item Instructions: EXLP 7.3—Web page posting must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 7.2

Expanded Learning Programs 08: Inventory

8.0 ASES, 21st CCLC, ASSETS—The LEA/grantee agency maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal funds. The inventory management should include procedures that ensure adequate safeguards to prevent loss, damage, or theft of the property, adequate maintenance procedures; and taking physical inventory every two years. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition

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(i) Transfer, replacement, or disposition of obsolete or unusable equipment

([EC Section 35168; Title 5, California Code of Regulations Section 3946]
[Title 2 Code of Federal Regulations Section 200.313])

Evidence Requests

Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for \$500 or more per Education Department General Administrative Regulations (EDGAR)/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: EXLP 08—Shall be a running record from the inception of the program. In place of a comment, indicate no purchases of equipment of \$500 in a documentary format such as a memo or letterhead. A sample template is available in the CDE Monitoring Tool (CMT) resources.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 14, NorD 04

III. Funding

Expanded Learning Programs 09: Funding Direct Services to Students

- 9.0 ASES, 21st CCLC—The LEA/grantee agency allocates no less than 85 percent of total grant amount to each school site for direct services to students for all EXLPs (EC Section 8483.9[c] [Title 2 Code of Federal Regulations (CFR) 200.413; 34 CFR 76.530 and 702]).
- 9.1 ASES, 21st CCLC, ASSETs—The LEA/grantee agency spends no more than 15 percent of the amount of the grant for administrative costs, which includes any indirect costs. Grantees are funded and monitored by site, thus the grantee is required to track expenditures by site (EC sections 8426[c][1] and 8483.9[b] [Title 2 CFR 200.414; 34 CFR 76.560-561]).
- 9.2 ASSETs—The LEA/grantee agency spends no more than the greater of six percent of the grant amount or seven thousand five hundred dollars (\$7,500) to collect outcome data for evaluation and for reports as required by the CDE (EC Section 8426[g][2]).

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- 9.3 ASES, 21st CCLC, ELO-P—The LEA/grantee incurred expenditures that are necessary, reasonable and documented for the activities included in the board approved ASES program plan and/or ELOP plan. (EC Section 8483.3[c])
- 9.4 ASES, 21st CCLC, ASSETs, ELOP— The LEA must maintain and make available for review records that clearly document how the funds were expended, the total cost of the project, the share of cost provided from other sources, and other records to facilitate an effective audit (EC Section 8483.9[c]) (EC sections 8426[c][1] and 8483.9[b]) [2 CFR 200.337, Title 34 CFR Section 76.730-731), Title 20 United States Code Section 1232(f)].

Evidence Requests

General Ledger

- Abbreviation: GnLdgr
- Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).
- Item Instructions: EXLP 09—Documentation for previous fiscal year, delineated by site, that shows compliance with EXLP program instrument items 9.0–9.2.
- Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

Subcontractor Agreements with Fiscal Records

- Abbreviation: SbcntAgrmntWFsclRcrds
- Description: Subcontractor agreements between grantee and subcontractor (if applicable) with fiscal records including, General Ledgers and Time and Effort Records.
- Item Instructions:
- Related Items: EXLP 09

Time and Effort Records

- Abbreviation: TmEfrtRcrds
- Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget

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estimates or detailed general ledger do not qualify as support for time accounting.

Item Instructions: EXLP 09—Provide documentation (site-specific) for the previous fiscal year.

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 10, CE 13, NorD 05

Expanded Learning Programs 10: Local Contribution of Cash or In-Kind

10.0 ASES—the LEA/grantee agency operating an ASES program has obtained a local contribution of cash or in-kind local funds equal to not less than one third of the total grant amount. Facilities or space usage may fulfill not more than 25 percent of the required local match. Grantees are funded and monitored by site, thus the grantee is required to demonstrate compliance by site (*EC* sections 8483.7[a][6] and 8483.75[a][4]).

Evidence Requests

Local Contributions

Abbreviation:	LclCntrbtns
Description:	Provide documentation that a local contribution of cash or in-kind local funds was obtained following the guidelines provided in EXLP item 10.0.
Item Instructions:	EXLP 10—Documentation should include a detailed spreadsheet of all local cash or in-kind contributions for the previous fiscal year (sample template available in CMT resources) and agreements demonstrating donations of goods and/or services as applicable.
Related Items:	EXLP 10

Expanded Learning Programs 11: Supplement not Supplant

11.0 ASES, 21st CCLC, ASSETs—The LEA/grantee agency uses categorical funds only to supplement, and not supplant, state and local funds (*EC* sections 8483.5[e] and 8483.75[b]; 20 U.S.C. Section 7174 [b][2][G]).

Evidence Requests

Duty Statements

Abbreviation:	DtyStmnt
Description:	An individual employee's duty statement describing responsibilities and activities (cost objectives), as agreed to by employer and employee.
Item Instructions:	EXLP 11—Should include duty statements for all program staff (LEA and subcontractor) paid with EXLP funds that includes the employee's job description, specifically as it relates to the

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percentage of time dedicated to providing direct services to students.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 10, CE 11, CE 13, NorD 06

Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for \$500 or more per EDGAR/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: EXLP 11—Should be a running record from the inception of the program. In place of a comment, indicate no purchases of equipment of \$500 in a documentary format such as a memo or letterhead. A **sample** template is available in the CMT resources.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 14, NorD 04

General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed (the General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: EXLP 11—Documentation must be site-specific.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

IV. Standards, Assessment, and Accountability

Expanded Learning Programs 12: Evaluation Requirements

12.0 21st CCLC, ASSETs—The program developed by the LEA/grantee agency meets evaluation requirements and principles of effectiveness:

- (a) Program is based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in schools and communities (20 U.S.C. Section 7175[b][1][A]).

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- (b) Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment activities (20 U.S.C. Section 7175[b][1][B]).
- (c) Program is based upon evidence-based research that the program or activity will help the students meet challenging state and local academic achievement standards (20 U.S.C. Section 7175[b][1][C]).
- (d) Ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students. Include performance indicators and measures described in 20 U.S.C. Section 7173(a)(14)(A) and 20 U.S.C. Section 7175(b)(1)(D).
- (e) Collect data necessary for the measures of student success described in subparagraph 20 U.S.C. Section 7175(b)(1)(D) and 20 U.S.C. Section 7175(b)(1)(E).
- (f) Program undergoes a periodic evaluation in conjunction with the CDE’s overall evaluation plan as described in 20 U.S.C. Section 7173(a)(14), to assess the program’s progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success (20 U.S.C. Section 7175[b][2]).
- (g) The results of evaluations under this section shall be used to refine, improve, and strengthen the program or activity; and to refine the performance measures (20 U.S.C. Section 7175[b][2][B][i]).
- (h) The results of evaluations are made available to the public upon request with public notice of such availability provided (20 U.S.C. Section 7175 [b][1]-[2], and 20 U.S.C. Section 7175[b][2][B][ii]).

Evidence Requests

Program Evaluation

- Abbreviation: PrgmEvltn
- Description: Documentation, such as needs assessment, established performance measures, program mission/vision, benchmark assessments, meeting agendas/minutes to discuss results/improvement; and public notification of evaluation results, that demonstrate program meeting evaluation requirements per EXLP item 12.
- Item Instructions: EXLP 12—Public notification of evaluation results as web page posting must be uploaded either as an internet address in a document or as a screen capture.

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Related Items: EXLP 12

Public Notice

Abbreviation: PblcNtc

Description: Upload documentation that the evaluation results have been publicly posted. Include when and how the notice was posted, the web page and how the evaluation results can be obtained.

Item Instructions: EXLP 12—Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 12

Expanded Learning Programs 13: Data-Driven Quality Improvement Process

13.0 ASES, 21st CCLC, ASSETs—Programs submit documentation/evidence of a data-driven quality improvement process that is based on the department's guidance on program quality standards. (*EC* sections 8427[a][2] and 8484[a][2])

Evidence Requests

Continuous Quality Improvement

Abbreviation: CntnsQltyImprvmt

Description: Provide documentation the program has developed a data-driven continuous quality improvement process that is based on the department's guidance on program quality standards per the *EC* referenced in EXLP 13.0.

Item Instructions: EXLP 13—Documentation should include Continuous Quality Improvement Process by site, stakeholder surveys, data analysis, stakeholder meeting agendas, minutes, and sign-in/out sheets; improvement plans; and program evaluation. Template available in the CMT resources. Annual Outcomes Based Data Report spreadsheets are already submitted to the department and should not be uploaded to CMT.

Related Items: EXLP 13

V. Staffing and Professional Development

Expanded Learning Programs 14: Provides Staff Training

14.0 ASES, 21st CCLC—The LEA/grantee agency provides staff training and development (*EC* Section 8483.3[c][4]).

Evidence Requests

Staff Training

Abbreviation: StffTrnng

Description: Provide documentation that the program provides staff training and development.

Item Instructions: EXLP 14—Documentation could include training schedules, agendas, and/or attendee sign-in/out sheets.

Related Items: EXLP 14

Expanded Learning Programs 15: Student-to-Staff Ratio

15.0 ASES, 21st CCLC, and ELOP—The LEA/grantee agency ensures that programs maintain a student-to-staff ratio of no more than 20 to 1 (*EC* Section 8483.4).

15.1 ELOP—The program serving transitional kindergarten or kindergarten pupils maintains a pupil-to-staff member ratio of no more than 10 to 1 (*EC* Section 46120(b)(2)(D)).

Evidence Requests

Student-to-Staff Ratio

Abbreviation: StdntStffRtio

Description: Provide documentation that programs maintain a student-to-staff ratio (program-wide) of no more than 20 to 1.

Item Instructions: EXLP 15—Documentation could include daily student rosters/attendance sheets (students' names redacted) and staff assignment sheets/attendance records for the most current previous month.

Related Items: EXLP 15

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TK/K Student-to-Staff Ratio

Abbreviation:	TK/KStffRtio
Description:	Provide documentation that programs maintain a student-to-staff ratio (program-wide) of no more than 10 to 1.
Item Instructions:	EXLP 15.1—Documentation could include daily student rosters/attendance sheets (students' names redacted) and staff assignment sheets/attendance records for the most current previous month.
Related Items:	EXLP 15

Expanded Learning Programs 16: Staff Minimum Qualifications

- 16.0 ASES, 21st CCLC, and ELOP—The LEA/grantee agency ensures that all staff members who directly supervise students meet the minimum qualifications for an instructional aide according to the policies of the school district (*EC* Section 8483.4).
- 16.1 ASES, 21st CCLC, and ELOP— All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district (*EC* Section 8483.4).

Evidence Requests

Staff Minimum Qualification

Abbreviation:	StffMnmQlfctn
Description:	Provide a list of the staff funded with program funds and documentation that all staff who provide direct services to students meet the district's minimum instructional aide qualifications.
Item Instructions:	EXLP 16—Documentation should include the district's current policy related to the instructional aide minimum qualifications, and personnel records for all staff funded with program funds who directly supervise students at each site being reviewed.
Related Items:	EXLP 16

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Staff Qualifications Documentation

Abbreviation: StffQlfctnsDcmntn

Description: Provide documentation that all staff members, who directly supervise students, meet the minimum qualifications for an instructional aide according to the policies of the school district.

Item Instructions: EXLP 16—Should include personnel records for every staff person who directly supervises students at each site being reviewed, including copies of transcripts, degrees, or district administered tests, demonstrating all staff meet minimum qualifications.

Related Items: EXLP 16

Staff Health Screening and Fingerprint Clearance

Abbreviation: StffHlthFprt

Description: District policy related to health screening and fingerprint clearance, protocols, and list of every staff person who directly supervises students at each site being reviewed, which demonstrates that all staff meet the health screening and fingerprint clearance requirements.

Item Instructions: EXLP 16—Should include district policy related to health screening and fingerprint clearance, as well as evidence that every staff person who directly supervises students at each site being reviewed meets health screening and fingerprint clearance requirements.

VI. Opportunity and Equal Educational Access

Expanded Learning Programs 17: Safe Access to Facilities

17.0 ASES, 21st CCLC—The LEA/grantee agency provides services in a safe and easily accessible facility that ensures students travel safely to and from the program site and home. Programs may be conducted upon the grounds of a community park, recreational facility, or other site as approved by the CDE (20 U.S.C. Section 7174[b][2][A][i][ii]); *EC* Section 8484.6).

17.1 21st CCLC, ASSETs—If the program is located in a facility other than an elementary or secondary school, the LEA/grantee agency has ensured that the program will be at least as available and accessible to the students to be served as if the program were located in an elementary or secondary school (20 U.S.C. Section 7174[c]).

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17.2 ASES—If an LEA/grantee agency locates a program off school grounds, safe transportation is provided to the students enrolled in the program (*EC* Section 8484.6[a]).

17.3 ASSETS—If an entity operates programs on multiple sites, safe transportation is available to transport participating students if necessary (*EC* Section 8421[e][1]).

Evidence Requests

Program Transportation Policy

Abbreviation: PrgmTrnsptnPlcy

Description: Provide documentation of the program’s transportation Policy.

Item Instructions: EXLP 17—Documentation should include the program’s Transportation Policy, specifically as it relates to safe travel to and from program site(s); if applicable, including policy for students served in an off-site location.

Related Items: EXLP 17

School Safety Plan

Abbreviation: SchISftyPln

Description: Provide documentation of the School Safety Plan.

Item Instructions: EXLP 17—Documentation should include the School Safety Plan, specifically as it relates to all EXLPs, including records of all safety drills conducted during EXLP hours of operation.

Related Items: EXLP 17

Expanded Learning Programs 18: Information in Parents' Languages

18.0 ASES, 21st CCLC, ASSETS—The LEA/grantee agency provides parents with information on school and parent programs, meetings, and activities in a format and, to the extent practicable, in a language the parents can understand (*EC* Section 48985; 20 U.S.C. Section 6318[e][5]).

18.1 ASES, 21st CCLC, ELOP—When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written

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in English and the primary language, and may be responded to either in English or the primary language (*EC* Section 48985).

Evidence Requests

Parent Notification

Abbreviation: PrntNtfctn

Description: Provide documentation that information pertaining to the EXLP has been provided to parents in a format and, to the extent practicable, in a language parents can understand, as applicable by law.

Item Instructions: EXLP 18—Documentation should include, based on school language census data, current school year EXLP information sent to parents in the appropriate language for any sub-population that is greater than or equal to 15 percent (whole number, rounded).

Related Items: EXLP 18

Expanded Learning Programs 19: 21st CCLC Equitable Access and ASES Frontier Transportation

19.0 21st CCLC, Equitable Access—The LEA/grantee agency uses Equitable Access Grant funds to provide supplemental assistance to programs to provide Equitable Access and participation in community learning center programs as identified in the needs assessment provided in the original grant application (*EC* sections 8421[e][2], 8484.8[b][1], and 8484.8[b][2][A-B]).

19.1 ASES Frontier Transportation—The LEA/grantee agency uses Frontier Transportation funds to supplement, but not supplant, local transportation services (*EC* Section 8483.7[a][5]).

Evidence Requests

General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger shall include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: EXLP 19—Documentation must be site-specific.

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Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

Program Application and Plan

Abbreviation: PrgmApplctnPln

Description: Provide documentation that 21st CCLC Equitable Access funds are being spent in accordance with the original approved grant application.

Item Instructions: EXLP 19—21st CCLC ONLY—Upload the original approved grant application to ensure expenditures match the approved purpose/plan.

Related Items: EXLP 19

VII. Teaching and Learning

Expanded Learning Programs 20: Physical Activity, Academic, and Enrichment Elements

- 20.0 ASES, 21st CCLC, ASSETS—The program provides opportunities for physical activity (*EC* sections 8423[c][3] and 8483.3[c][7]).
- 20.1 ASES, 21st CCLC, and ELOP—An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science (*EC* Section 8482.3[c][1][A]).
- 20.2 ASES, 21st CCLC, and ELOP—An educational enrichment element that may include, but is not limited to fine arts, career technical education, recreation, physical fitness, and prevention activities (*EC* Section 8482.3[c][1][B]).
- 20.3 21st CCLC, ASSETS—Academic enrichment including tutoring, particularly for students who attend low performing schools, to meet the challenging state academic standards. Broad array of additional services, programs, and activities: such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, and counseling programs. Also includes: arts, music, physical fitness and wellness programs, technology education programs, mathematics, science, career and technical programs, internships or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school

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students that are designed to reinforce or complement the regular academic program of participating students (20 U.S.C. Section 7171[a][1][2]).

Evidence Requests

Program Elements

Abbreviation: PrgrmElmnts

Description: Provide documentation that the program provides opportunities for purposeful and structured physical, academic, and enrichment activities, as described in EXLP 20.0–20.3, for the current year.

Item Instructions: EXLP 20—Documentation could include lesson plans and/or flyers, brochures, or web page(s). Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 20