COVID-19 Q&A for Nita M. Lowey 21st Century Community Learning Centers  
(As of 04/03/2020)

The Wisconsin Department of Public Instruction (DPI) understands that Wisconsin Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) have many questions regarding obligations during the COVID-19 (Coronavirus) closures. This document is intended to provide answers to some of the commonly asked questions regarding program services and operations related to COVID-19. For information on COVID-19 and its impact on K-12 Education and Libraries, please visit the DPI's COVID-19 webpage.

Please contact your 21st CCLC consultant with further inquiries.

General Information

Q1: How will school and program closures impact the 21st CCLC award?

A: At this time the US Department of Education has not changed the state allocation, nor has DPI made any new decisions regarding current or future award amounts or carryover.

Q2: Where can I find more information on supporting out-of-school time programs during closures?

A: DPI has created a webpage for resources related to the impact of COVID-19 school closures. For the most up to date information, go to the Information on COVID-19 webpage. Additional resources that may be helpful can be found via the following:

- The Afterschool Alliance has many afterschool-specific resources related to COVID-19 posted on their website: http://afterschoolalliance.org/covid/
- The National Afterschool Association (NAA) has also been sharing information about COVID-19 that is specific to afterschool programs on their news page: https://naaweb.org/news
- You for Youth (Y4Y), the technical assistance website for 21st CCLC programs, has two archived webinars that may be helpful to programs:
  - National Summer Learning Association
  - https://www.summerlearning.org/resources-for-programs-and-families-during-school-closures/

Q3: How can I stay connected with other 21st CCLC grantees while my program is closed?

A: There are several ways 21st CCLC grantees can communicate with each other during this time. The DPI maintains a list of contacts for all 21st CCLC grant recipients in
Wisconsin, which can be found on the Nita M. Lowey 21st Century Community Learning Center Grant Program webpage. The information on this list may be used to contact grantees directly. To ask a question of the group, grantees can send a message to the 21st CCLC listserv or post a question on the 21st CCLC Google+ page, which can be accessed via this link: https://plus.google.com/u/0/communities/116559956298611126258. Additionally, while schools are closed, the DPI is hosting weekly, voluntary, virtual calls for grantees to check-in. Calls are held on Wednesdays at 11:00 AM. A schedule and access information will be shared via the 21st CCLC email list and posted on the DPI 21st CCLC web page.

**Q4: The in-person 21st CCLC spring training events have been cancelled. Will the spring training sessions be made available virtually?**

A: Sanford Harmony, authors of a nationally recognized social and emotional learning (SEL) curriculum, will be hosting a virtual SEL-focused training in place of the in-person spring training event. The virtual training will be held on Monday, April 20 from 10:00 AM - 11:30 AM. More detailed information about this opportunity will be sent to grantees soon. A recorded version of the session will be made available. As a reminder, participation in this virtual training is an allowable cost to the grant.

Additionally, the DPI, in conjunction with the Consortium of Applied Research at the University of Wisconsin-Green Bay (UWGB), will be offering optional weekly check-in calls for grantees over the next few weeks. During these calls, DPI and UWGB will be sharing information and resources that grantees may find helpful. Grantees will also have the opportunity to share ideas and ask questions. Information about the dates and access to these calls will be shared via the 21st CCLC email list and posted on the 21st CCLC grantee website.

**Use of Grant Funds**

**Q5: Can grant funds be used during COVID-19 related school and program closures to support activities that are outside of our program’s currently approved plan (i.e., virtual services, staff training, etc.)?**

A: Additional or new activities may be provided to program participants during school and program COVID-19 related closures, but changes to your program plan must be submitted to your DPI consultant (https://dpi.wi.gov/sites/default/files/imce/sspww/pdf/2019-20_CCLC_Liaisons.pdf) in advance of approval. Note that all activities must still align with the allowable activities under the grant. Also, determine if a Budget Change Request (https://dpi.wi.gov/sspww/clc/current-grantees) is required in order to implement the proposed changes, and submit the appropriate form to your DPI consultant for approval if necessary.
**Q6:** Can 21st CCLC grant funds be used to operate in-person programming for students, even if schools are closed (i.e., limited-sized childcare services)?

**A:** If the 21st CCLC grantee has operated in a school district facility, the program should follow the school district policies for any services or closures. If the program generally operates in a community-based organization facility, the program should follow current state and local policies governing in-person gatherings.

**Q7:** Can 21st CCLC grant funds be used to pay unemployment costs?

**A:** Some of your employees may qualify for unemployment benefits. Please work with your Human Resources Department and refer to state and federal guidelines for unemployment processes.

**Q8:** Where can I find more information on the use of federal funds during closures?

**A:** Visit DPI’s School Financial Team’s COVID-19 FAQ at [https://docs.google.com/document/d/19NREEAPsiJlfqaVcETmHyykTPKi5jrDJbj9lmesl74/edit](https://docs.google.com/document/d/19NREEAPsiJlfqaVcETmHyykTPKi5jrDJbj9lmesl74/edit)

**Q9:** Can my program make purchases for the 2019-20 grant year even if the [in-person] program will not operate for the remainder of the grant period?

**A:** All purchases made with 21st CCLC grant funds are federal property and should be used for 21st CCLC programming. Purchases based on your most recent approved budget may still be made. If you are considering purchasing items to send home with students, contact your [21st CCLC consultant](#) with specific inquiries.

**Program Operations**

**Q10:** If programs are closed due to COVID-19, are 21st CCLC grantees exempt from meeting days of operation requirements for the school year?

**A:** DPI is currently reviewing program requirements for the 2019-2020 school year. We will notify grantees with updates as they become available. Our intention is to be as flexible as possible given the unique circumstances of the current situation. Given that CAYEN is used to meet federal reporting requirements, it is important that grantees make every effort to ensure program data is accurately reported.

**Q11:** If programs are closed due to COVID-19, are 21st CCLC grantees exempt from meeting the average daily attendance (ADA) or regular attendee requirements for the school year?

**A:** DPI is currently reviewing program requirements for the 2019-2020 school year. We will notify grantees with updates as they become available. Given that CAYEN is used to
meet federal reporting requirements, it is important that grantees make every effort to ensure program data is accurately reported.

**Q12:** My program is a licensed child care center under the Wisconsin Department of Children and Families (DCF). Can we continue to provide in-person services for youth?

A: Follow the guidance provided by DCF for all operations. Note that in serving those students from the targeted school under the grant award, 21st CCLC funds should be used to continue operations as approved under the program proposal.

**Q13:** Can 21st CCLC programs operate virtual or other at-home enrichment programming in an effort to continue to serve students?

A: Yes, grantees may offer alternative enrichment programming in the absence of on-site programming. Note that sites must be able to document time and effort, and that programming must be allowable (find the full list of allowable, grant-funded activities at https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/21st_CCLC_19-20_Guidelines.pdf). Consistent with grant regulations, such programming must operate outside of day-school operations (if the school is offering virtual learning). In particular, if a 21st CCLC program provides services through virtual learning, the site must ensure that all students have equal access to the same opportunities. Visit https://dpi.wi.gov/broadband for information about digital equity. Additional information about entering virtual programming into the Cayen system is currently under development.

**Q14:** Can the program continue to provide snacks and meals to students even if the program activities are no longer being provided?

A: Yes. Visit the DPI School Nutrition Team’s website for information for programs that are part of the Child and Adult Care Program (CACFP).

**Q15:** Can the program provide snacks and meals to students who were not previously enrolled in the 21st CCLC program?

A: Yes. Programs should refer to the DPI WI Child Nutrition program website. For specific guidance, see tabs located in the center of the webpage.

**Employment or Staffing**

**Q16:** If programs are closed due to COVID-19, can staff continue to be paid? If so, under what conditions?

A: In cases where paid leave is not part of the employee’s current employment agreement, 21st CCLC grant funds cannot be used to pay for leave time for those employees. If staff can demonstrate that they are working on 21st CCLC-related activities during the program closure, then payment for their time may be appropriate. Please be aware that
local agencies or organizations may have additional restrictions in place regarding payment of staff during school closures. The U.S. Department of Education has made additional guidance available regarding staffing costs that may be helpful when determining how or when to pay staff during the COVID-19 related closures. Visit the U.S. Department of Education COVID-19 Information and Resources for Schools and School Personnel website, and specifically, the Fact Sheet Related to U.S. Department of Education Grant Funds During the Novel Coronavirus Disease 2019.

Potential work that may be considered for payment using grant funds includes:

- Virtual staff meetings
- Curriculum planning
- Lesson planning for the 21st CCLC program
- Data entry
- Online professional development
- Ongoing program management or planning (i.e., evaluation, planning summer activities, etc.)
- Online programming for youth (see Question and Answer below regarding off-site 21st CCLC activities)
- Other job tasks associated with the 21st CCLC program and job description that are considered reasonable and necessary during school closures

Q17: How do we request adjustments to our programming as a result of the closures?

A: Contact your 21st CCLC consultant via email. There will also be an opportunity in the YPR to note any proposed changes.

Reporting Requirements

Q18: How will school and program closures impact the federal and state reporting requirements for the 21st CCLC grant?

A: As of now, the U.S. Department of Education has not waived federal reporting requirements for 21st CCLC grantees. Rather than entering data directly into the federal data collection system, known as 21APR, this year grantees must enter the required data into DPI’s new statewide evaluation system (Cayen). Ideally, grantees should have a process in place for collecting the data needed for federal reporting, including teacher surveys, and entering it into the Cayen system. Given the fluidity of the current situation, DPI anticipates that there may be accommodations to reporting deadlines or requirements in the coming weeks. We will be in touch as more information becomes available.

In addition to federal reporting requirements, 21st CCLC grantees are required to submit a state-level, end-of-year report called the Yearly Progress Report (YPR). The DPI is still planning to ask grantees to complete and submit the YPR. However, we are currently discussing amending the reporting requirements and deadline for the YPR to
accommodate the current circumstances. DPI will provide updated information on what to expect with the YPR in the coming weeks.

Timelines and Deadlines

**Q19:** My program is in year five and is pursuing the renewability option. Will there be a delay in announcing which programs have been renewed?

**A:** The DPI is currently in the process of collecting follow-up information from year five grantees that are pursuing the renewability option. Given the unique challenges schools and programs are now facing, DPI recognizes that it may take longer than expected to collect that follow-up information. As such, renewability announcements may be delayed. For now, DPI’s hope is to notify programs of their status in May.