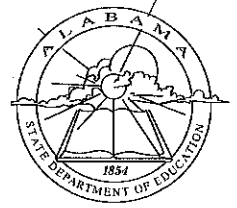




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

October 2, 2019

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of Education

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Mr. Jeffrey Thomas, President
ThomasKelly Software Associates
1 Sugar Creek Center Blvd, Suite 410
Sugar Land, Texas 77478

Dear Mr. Thomas:

RE: 21st Century Community Learning Center (CCLC) EZ Reports Timeline

The below information serves as documentation of the process that grantees must observe as it relates to payments made to ThomasKelly Software for the utilization of EZ Reports for the operation of their 21st Century Programs. I currently serve as the 21st Century Community Learning Center Coordinator for the Alabama State Department of Education (ALSDE) and will work in conjunction with the Truman Pierce Institute to implement this timeline.

October 1, 2019 - EZ Reports System opens for Grantee data input.

November 1, 2019 - EZ Reports financial office submits invoice to 21st CCLC Sub-Grantees. Sub-Grantees will have 30 days to submit payment.

December 1, 2019 - EZ Reports will submit to the ALSDE and Truman Pierce Institute a list of sub-grantees who have not remitted payment for their invoice. The 21st CCLC State Coordinator will contact the subgrantee regarding the unpaid invoice balances and will give the sub-grantee 15 days to submit payment. EZ Reports will deactivate the sub-grantee's access to the EZ Reports System. Upon receipt of payment, EZ Reports will notify the ALSDE that payment has been received and will reactivate the sub-grantees access to the EZ Reports System.

December 15, 2019 - EZ Reports will submit to the ALSDE and the Truman Pierce Institute a list of sub-grantees who have not submitted their invoice payment. The 21st CCLC State Coordinator will notify LEA accounting to withhold the sub-grantee's drawdown of 21st CCLC funds. The 21st CCLC State Coordinator will contact the Federal Programs Coordinator/21st CCLC Coordinator, and Chief Financial Officer/Chief School Financial Officer/Accountant regarding the unpaid invoice and will discuss further penalties that will be applied if the invoice is not paid within 10 days. The EZ Reports system will remain deactivated until the sub-grantee complies and pays the financial obligation.

December 27, 2019 - EZ Reports will submit to the ALSDE and the Truman Pierce Institute a list of grantees who have not submitted payment for their invoice. The 21st CCLC State Coordinator will direct LEA accounting to continue withholding the subgrantee's drawdown of 21st CCLC funds. The EZ Reports system will remain deactivated until the sub-grantee complies and pays the financial obligation. The ALSDE will contact the Superintendent/Executive Director regarding payment and penalties for non-compliance of grant requirements. Final payment must be rendered by January 5, 2020.

January 5, 2020 - EZ Reports will submit to the ALSDE and Truman Pierce Institute a list of subgrantees who have not submitted payment. As permitted by ESSA Statute and Regulations, the subgrantee will receive written notification from the State Superintendent that their 21st CCLC grant has been revoked for non-compliance to 21st CCLC Grant requirements.

If you have any questions or concerns, please contact Yolonda Averett at (334) 694-4516 or yaverett@alsde.edu for additional information.

Sincerely,



Yolonda Averett
21st CCLC Coordinator

YA/JRE