

Short -Term Guidance for Alabama 21st Century Community Learning Centers (21st CCLC) Afterschool Programs

Pay for work during school closure related to COVID-19.

In lieu of detailed guidance from the USDOE, Alabama will follow the criteria identified in this short-term guidance document for services provided by 21st CCLC grantees. Staff may continue to be paid with 21st CCLC grant funds, for work, including remote work, at the discretion of the Program/Site Director to support program goals for the students served. There will be **NO face-to face meetings**. A work-log should be kept for accountability. The site director will maintain a list of staff schedules. Work logs and staff schedules should be completed every Friday prior to the designed work week. Please use the attached document to show work performed. On every Monday of the designed work week, submit this document to your assigned technical advisor. (This document should be typed). Please maintain your regular work time documentation, too.

Allowable work under your approved grant application includes:

- Academic support for students through remote/off-site learning opportunities (tutoring online) utilizing platforms to which students have access. TAs should be invited to the remote activity.
- Online or other remotely delivered programming for youth should be reasonable and necessary. If virtual programming is not an option, an attempt can be made to provide other activities and physical learning supplements to students who are in areas of connectivity deserts. (Develop a dissemination process for these students to pick-up packets that follow all public health guidelines).
- Sign-in sheets should be maintained to show students participation in the above activities and for attendance.
- LEAs, share your 2019-2020 Academic Continuity Plan with the Non-LEAs so that learning goals are consistent.
- Virtual staff meetings (*conference calls, Zoom meetings, Skype, FaceTime, etc.*).
- Curriculum work (*must be specific to the 21st CCLC program*).
- Lesson plan development (*must be specific to the 21st CCLC program*).
- 21st CCLC program EZ Report data entry.
- Online professional development (Y4Y).
- LEA/Non-LEA planning work (e.g., COVID-19 impact on summer programs, evaluation, sustainability, safety, budgeting, risk assessment, self-assessments, mid-year report).

- Review grant application for eGAP revisions.
- Other expectations and associated job tasks listed in job descriptions that are reasonable and necessary during the closure period.

Items to be aware of if implementing any of the above

1. Final approval of work and work protocols are the responsibility of the local Program/Site Director and assigned TA.
2. Hours worked should remain commensurate to the need.
3. **Federal Supplement not Supplant provisions remain in force.**

School closure period

1. Maintain records of daily hours and general type of work performed by employee(s) during the closure period, as this information may be requested.
2. Hours worked by 21st CCLC staff that are full-time/regular employees can only be performed outside of regular work time. **(This means outside of the school day hours).**
3. Reasonable and fair accommodations will be made regarding any reduction in results within 21st CCLC program goals due to COVID-19.

CAN PROGRAM STAFF BE COMPENSATED DURING THE ORDERED SCHOOL-BUILDING CLOSURE PERIOD?

Staff may continue to be compensated as normal using 21st Century Community Learning Centers grant funds for work performed during the mandated school closure based on program goals. Beginning April 6th, K-12 schools will open using alternate methods of instruction and 21st century staff can continue to receive appropriate compensation for activities consistent with activities listed above. As detailed guidance is provided to states from the United States Department of Education, this guidance will be adjusted to meet the requirements set forth.

Please contact the 21st CCLC State Team at (334) 694-4516 or via email regarding any questions or concerns. Yolonda Averett (State Coordinator) at yaverett@alsde.edu or Julie Harrington at jharrington@alsde.edu.