

2024–25 System of Support for Expanded Learning Renewal Application: Form 3 – County Lead Work Plan, Responsibilities, and Expertise

Work Plan

The renewal applicant must complete a County Lead Work Plan that describes how support will be provided **directly** to all expanded learning programs funded with After School Education and Safety Program, 21st Century Community Learning Centers (21st CCLC), and Expanded Learning Opportunities Program (ELO-P). The COE is the **field-based** support for Expanded Learning Programs and is often the first point of contact for programs. The applicant must demonstrate the expertise and capacity to implement the work plan and explain how the Technical Assistance services will be evaluated. If the COE is hiring staff/subcontracting for services, the COE is the responsible entity and must ensure that the staff hired/subcontracted party has the expertise and qualifications to directly support programs.

The CDE will provide the COE the work plan template and a list of grantees and LEAs that have been identified as needing critical TA. The work plan must include specific, measurable, realistic, and timely (SMART) goals and the list of grantees and LEAs identified in needing critical TA.

Progress updates must be provided quarterly to the CDE on status of the SMART goals related to critical TA, targeted TA, and universal TA.

The CDE will have final approval of the work plan. The work plan and reports (programmatic/progress reports and expenditure reports) will be reviewed and approved by the CDE Education Administrators.

Responsibilities

California Education Code states that COEs funded for ASES, 21st CCLC, and ELO-P TA funding must do the following:

- Provide TA, evaluation, and training services to support program improvement and TA for the following:
 - TA for new programs and any program that is not meeting attendance or performance goals, or both, and requests that assistance.

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- Support program startup within 45 days after grant awards to programs.
- Training and support shall include, but is not limited to, supporting local educational agencies with leveraging multiple funding initiatives to support expanded learning, including, but not limited to, community schools, school meal programs, and California state preschool programs.

Expertise

To perform the supports listed above, it is necessary and foundational for all applicants to demonstrate expertise in the following:

- **Knowledge of and expertise in the Quality Standards for Expanded Learning in California** - Every COE must demonstrate in their supports how they will provide training and coaching on the Quality Standards for Expanded Learning Programs which can be found on the After School Network web page at <https://www.afterschoolnetwork.org/post/quality-standards-expanded-learning-california>
- **Capacity-Building** - Expertise and knowledge of the *Education Code*, policy guidance and Frequently Asked Questions as they relate to ASES, 21st CCLC, and ELO-P. The policy and guidance can be found on the CDE web page at <https://www.cde.ca.gov/ls/ex/>
- **Knowledge and expertise of the TA Strategies**- A clearly documented process of how the COE determines what TA strategy would be most effective to address the needs of a specific LEA based on critical, targeted, and universal TA. Critical TA is the priority for the COE. The full TA Framework can be found on the ASAP Connect web page at <https://asapconnect.org/wp-content/uploads/2023/02/Full-TA-Framework.pdf>
- **Ongoing Capacity Building and Calibration** – A variety of support activities are available for COEs to build their capacity including Virtual Check-ins, Subcommittees, Office Hours, Fireside Chats, Statewide Convenings and more. A commitment to participate in these opportunities is critical to sustain knowledge, be apprised of current updates, and better support the field.
- **Regional/County Team Role within the SSEL- p. 10 of SSEL Renewal Application**

Print Name of County Lead/Individual Overseeing the Grant

Signature of County Lead/Individual Overseeing the Grant and Date

on behalf of:

County Office of Education