

Fiscal Agent Change Request

Instructions Fiscal Agent Change Request Due Date: March 31

All programs have one eligible entity that is the fiscal agent. For After School Education Safety (ASES), this must be either a local education agency (LEA) or a public agency. For 21st Century Community Learning Centers (21st CCLC) and After School Support and Enrichment for Teens (ASSETs) programs, the fiscal agent can also be a private entity, such as a community-based organization (CBO). The fiscal agent must adhere to the assurances and Education Code Sections that govern the program. California's *Education Code (EC)* allows an ASES program to change its designated fiscal agent if the proposed new fiscal agent is a current entity in a partnership that received the grant and is otherwise eligible to serve as an ASES program fiscal agent (i.e., is an LEA or public agency), and if the California Department of Education (CDE) approves the request (*EC* Section 8482.3[f]).

The fiscal agent change provision applies to ASES programs, but 21st CCLC and ASSETs programs may essentially accomplish such a change through the restructuring of a partnership provision. Partnerships/consortia may be restructured if all of the following conditions are met:

- (A) *All partners or consortium members agree to the restructure.*
- (B) *The new structure complies with the requirements of EC Section 8421(f)(8) (if an ASSETs grant), or EC Section 8482.3(f) (if an ASES or 21st CCLC grant), as applicable.*
- (C) *There is no change in the school, or schools, served by the restructured partnership or consortium.*
- (D) *The department agrees to the restructure.*

After School Education and Safety Program Requirements for Changing Fiscal Agents:

- The new fiscal agent must be either a LEA or other public agency.
- The new fiscal agent must be an existing consortium partner of the ASES grant as approved by the CDE (*EC* Section 8482.3[f]).
- The new fiscal agent must submit an updated ASES Program Plan located at <https://www.cde.ca.gov/ls/ex/documents/fiscalagentchange.pdf> reflecting changes impacted by a new fiscal agent. The required elements of the program plan are contained in *EC* Section 8482.3(g).

21st Century Community Learning Centers and After School Support and Enrichment for Teens Requirements for Changing Fiscal Agents:

- The new fiscal agent must be a LEA, CBO, Indian tribe or tribal organization, another public or private entity, or a consortium of two or more such agencies or organizations, or entities.
- The new fiscal agent must be an existing consortium partner of the 21st CCLC or ASSETs grant as approved by the CDE.
- The new fiscal agent must continue to implement the program plan outlined in the original grant application.

Applying for the Fiscal Agent Change Request:

The new proposed fiscal agent must complete, sign, and submit the attached documents by **March 31**:

- Fiscal Agent Change Request form (attached);
- Certified assurances located at <https://www.cde.ca.gov/ls/ex/documents/fiscalagentchange.pdf> ; and
- Updated Program Plan (ASES only)

In addition, the CDE's General Assurances and Certifications located at <https://www.cde.ca.gov/ls/ex/documents/fiscalagentchange.pdf> must be downloaded and kept on file with the new fiscal agent for audits, compliance reviews, etc.

If the fiscal agent change request is granted, it will become effective in the next grant cycle beginning on July 1.

If you have any questions, please contact your Education Programs Consultant located at <https://www.cde.ca.gov/ls/ex/documents/fiscalagentchange.pdf> or the Expanded Learning Division at 916-319-0923.

Fiscal agent change requests, including all required attachments and signatures, must be postmarked by **March 31**. Submit the request to:

Attn: Fiscal Agent Change Request
Expanded Learning Division
California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814

Fiscal Agent Change Request

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|---|-------|
| Grantee Agency Name: | |
| County District Code or Federal Employer Identification Number: | |
| Grant Identification Number: | |
| Name of Authorized Agent: | |
| Title of Authorized Agent: | |
| Address: | |
| City, State, Zip Code: | |
| Phone Number: | |
| E-mail Address: | |
| New Fiscal Agency Name: | |
| County District Code or Federal Employer Identification Number: | |
| Grant Identification Number: | |
| New Authorized Agent Name: | |
| Title of New Authorized Agent: | |
| Address: | |
| City, State, Zip Code: | |
| Phone Number: | |
| E-mail Address: | |
| Justification for Proposed Change: | |
| | |
| Grantee Authorized Agent Signature: | Date: |
| | |
| New Authorized Agent Signature: | Date: |
| | |

Signatures and Approvals

PART A—SCHOOL PRINCIPAL APPROVAL

The principal of each school to be served by the program must approve this application (*EC* Section 8482.3[f][2]) and commits to supporting the program (*EC* Section 8483.3[c][6]). As a partner in the application, the principal agrees to share responsibility for the planning and quality of the program (*EC* Section 8482.3[f][3]) and to operate a program on their site (*EC* Section 8482.3[f][1]) or at a site not located on the school campus that meets *EC* requirements (*EC* Section 8486).

| County District School Code | School Name | Name of Principal | Signature of Principal | Date |
|-----------------------------|-------------|-------------------|------------------------|------|
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PART B—DISTRICT APPROVAL

The LEA superintendent or charter school governing board must approve this application (*EC* Section 8482.3[f][2]). As a partner in the application, the superintendent or governing board agrees to share responsibility for the planning and quality of the program (*EC* Section 8482.3[f][3]) and to operate a program on their site(s) (*EC* Section 8482.3[f][1]) or at a site(s) not located on the school campus that meets *EC* requirements (*EC* Section 8486).

Note: Directly funded charter schools applying for this grant funding are not required to obtain the superintendent’s signature for approval.

| County District School Code | District Name | Name of Superintendent | Signature of Superintendent | Date |
|-----------------------------|---------------|------------------------|-----------------------------|------|
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PART C—CERTIFICATION AND DESIGNATION OF APPLICANT AGENCY

Each application must designate an applicant agency as the fiscal agent of the grant. The applicant agency must be a LEA or public agency. A “public agency” means a county board of supervisors or, if the city is incorporated, a city council (*EC* Section 8482.3[f][4]). The applicant agency agrees to clearly demonstrate fiscal accountability and to follow all programmatic, fiscal reporting, accountability, and auditing standards, as well as all legal and legislative requirements of state and federal funding (*EC* section 8482.3[f][5] and 8483.3[c][9]).

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|-----------------------------|-------|
| Agency Name: | |
| Name of Superintendent | |
| Signature of Superintendent | Date: |