

# Expanded Learning Programs2020–21 Program Instrument

**California Department of Education**

**June 2020**

“Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. The purpose of this program is to create incentives for

establishing locally driven before and after school enrichment programs both during

schooldays and summer, intersession, or vacation days that partner public schools

and communities to provide academic and literacy support and safe, constructive

alternatives for youth. **Please note, when a grantee is monitored, the Expanded Learning Division (EXLD) will review all EXLD administered grants, including before school, after school, summer/supplemental, equitable access, and After School Education & Safety Program (ASES) transportation.**

## I. Involvement

### EXLP 01: Collaboration with Schools and Community

1. ASES, 21st Century Community Learning Centers (21st CCLC), After School Safety and Enrichment for Teens (ASSETs)—The local educational agency (LEA)/grantee agency actively collaborates, during both initial program development and ongoing program implementation, with the schools the students attend.
(20 United States Code [20 U.S.C.] Section 7174 [b][2][D]; California *Education Code* [*EC*] sections 8422[b], 8482.5[b], 8483.3[c][6], 8484.6[a])
	1. ASES, 21st CCLC, ASSETs—The LEA/grantee agency plans collaboratively with parents, youth, representatives of participating public schools (e.g., school site principals and staff), governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector.
	(*EC* sections 8422[b], 8482.5[b],8483.3[c][6])
	2. ASES, 21st CCLC, ASSETs—The program was developed and will be carried out in active collaboration with the schools the students attend and integrated with the regular school day and other extended learning opportunities. (20 U.S.C. Section 7174 [b][2][D]); *EC* Section 8483.3[c][5])
	3. ASES, 21st CCLC—Offsite programs align the educational and literacy/academic assistance element of the program with participating students’ regular school programs. (*EC* Section 8484.6[a])
	4. 21st CCLC, ASSETs—The LEA/grantee agency coordinates with other federal, state, and local programs to make the most effective use of public resources. (*EC* sections 8421[f][5], 8484.8[e][5])

#### Evidence Requests

##### Coordination of Funding

Abbreviation: CrdntnFndg

Description: Provide documentation of a commitment to the coordination of resources to support EXLPs as provided in EXLP item 1.4.

Item Instructions: EXLP 01: Documentation could include the School Plan for Student Achievement (SPSA), Local Control and Accountability Plan (LCAP), and/or Memorandum of Understanding (MOU).

Related Items: EXLP 01

##### Stakeholder Collaboration

Abbreviation: StkhldrClbrtn

Description: Provide documentation of active and ongoing collaboration with stakeholders, including those listed in EXLP item 1.1, as applicable.

Item Instructions: EXLP 01: Documentation could include meeting agendas, minutes, and/or attendee sign-in/out sheets; emails with stakeholders; or completed analysis of survey samples by stakeholders.

Related Items: EXLP 01

### EXLP 02: Ongoing Consultation with Private Schools

1. 21st CCLC, ASSETs—The LEA/grantee agency consulted with appropriate private school officials during the design and development of the program as well as throughout the implementation and assessment of those services concerning (20 U.S.C. sections 6320[b][3], 7881[c][3]):
	* 1. Identification of students’ needs.
		(20 U.S.C. sections 6320[b][1][(A], 7881[c][1][A])
		2. What services will be offered.
		(20 U.S.C. sections 6320[b][1][B],7881[c][1][B])
		3. Service delivery options, including delivery of services through a contract with a potential third-party provider, and the method or sources of data used to determine the number of low-income children in the participating school attendance areas who attend private schools.
		(20 U.S.C. sections 6320[b][1][C][F][G], 7881[c][1][C])
		4. Assessment and improvement of services.
		(20 U.S.C. sections 6320[b][1][D], 7881[c][1][D])
		5. The size and scope of services to be provided to eligible private schoolchildren, teachers, and other educational personnel and the proportion of funds allocated for these services.
		(20 U.S.C. sections 6320[b][1][E], 7881[c][1][E])
		6. Program delivery options. (20 U.S.C. sections 6320[b][4], 7881[c][4])
		7. Written reason for not using a contractor preferred by private school officials. (20 U.S.C. sections 6320[b][1][H], 7881[c][2])

#### Evidence Requests

##### Consultation with Private Schools

Abbreviation: CnslttnPrvtSchl

Description: Documents that show how the LEA consulted with private schools regarding participation in federal programs. Examples include public notices, letters, agendas, sign-in sheets, meeting minutes, emails, or affirmation of consultation with appropriate private school officials.

Item Instructions: EXLP 02: Provide documentation that shows how the LEA consults with private schools regarding participation in federal programs, including Title IV, part b.

Related Items: EXLP 02, SEI 06, CE 03

## II. Governance and Administration

### EXLP 03: Serves Eligible Pupils in Appropriate Grade Levels

1. ASES, 21st CCLC, ASSETs—The LEA/grantee agency serves eligible pupils in appropriate grade levels at participating schools.
(20 U.S.C. Section 7173[a][3][A][i]; *EC* sections 8421[a], 8482.3[a], 8484.8[e][1])
	1. ASES—The LEA/grantee agency serves eligible students in kindergarten and grades one through nine, inclusive, at participating public and charter schools. (*EC* Section 8482.3[a])
	2. 21st CCLC—The LEA/grantee agency serves eligible students in elementary and middle grades of eligible public and/or private schools.
	(20 U.S.C. Section 7173[a][3][A][i]; *EC* Section 8484.8[e][1])
	3. ASSETs—The LEA/grantee agency serves eligible students in grades nine through twelve, inclusive, of eligible public and/or private schools.
	(20 U.S.C. Section 7173[a][3][A][i]; *EC* Section 8421[a])

#### Evidence Requests

##### Pupils and Grades Served

Abbreviation: PplsAndGrdsSrvd

Description: Provide documentation from the current school year that shows the grades and students served by the program.

Item Instructions: EXLP 03: Documentation could include program flyers, brochures, or web page(s). Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 03

### EXLP 04: Operates Program Required Hours and Days

1. ASES, 21st CCLC, ASSETs—The LEA/grantee agency operates its program the required number of hours per day and days per week on every regular school day. (*EC* sections 8421[c], 8483[a], 8483.1[a][1], 8483.2)
	1. ASES, 21st CCLC—The after school program component commences immediately upon the conclusion of the regular school day and operates a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (*EC* Section 8483 [a])
	2. ASES, 21st CCLC ---If the after school program operates at a school site located in an area that has a population density of less than 11 persons per square mile may end operating hours not earlier than 5 p.m.
	(*EC* Section 8483[a][1][A][ii])
	3. ASES, 21st CCLC—Before school programs operate for no less than one and one-half hours each regular school day. (*EC* Section 8483.1[a][1])
	4. ASES, 21st CCLC—The LEA/grantee agency that operates both a before and after school program during summer, intersession, or vacation periods operates these programs a minimum of four and one-half hours per day. (*EC* Section 8483.2.)
	5. ASSETs—The LEA/grantee agency operates a minimum of 15 hours per week, which may include after school only or after school and during any combination of before school, weekends, summer, intersession, and vacation. (*EC* sections 8421[c], 8422[d][1],[2])

#### Evidence Requests

##### Hours and Days of Operation

Abbreviation: HrsandDysofOprtn

Description: Provide documentation from the current school year that indicates the hours and days the program operates, including daily start and end times.

Item Instructions: EXLP 04: Documentation could include weekly planners; and/or program flyers, brochures, and or web page(s). Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 04

### EXLP 05: Early Release and Late Arrival Policies

1. ASES, 21st CCLC—The LEA/grantee agency has established policies for reasonable early release of pupils in the after school program and reasonable late daily arrival of pupils in the before school program.
(*EC* sections 8483[a][1][B], 8483.1[a][1])

#### Evidence Requests

##### Early Release and Late Arrival Policies

Abbreviation: ErlyRlsLtArrvlPlcs

Description: Provide documentation of the approved program Early Release and Late Arrival Policies and how they are being implemented.

Item Instructions: EXLP 05: Documentation should provide evidence of established policies per EXLP item 5.0 including one week of student sign-in/out sheets (student names redacted) to demonstrate compliance with the approved Early Release and Late Arrival Policies.

Related Items: EXLP 05

### EXLP 06: Daily Nutritious Snack and/or Meal, or Breakfast

1. ASES, 21st CCLC, ASSETs—The program provides a daily nutritious snack and/or meal, or breakfast for attending students.
(*EC* sections 8423[c][3], 8483.1[c],8483.3[c][8])
	1. ASES, 21st CCLC—The nutritious snack conforms to the nutrition standards in Article 2.5 of Chapter 9 of Part 27, commencing with EC Section 49430. (*EC* Section 8482.3[d])
	2. ASES, 21st CCLC—The before school program offers a breakfast meal for attending students as described by *EC* Section 49553.
	(*EC* Section 8483.1[c])

#### Evidence Requests

##### Menus

Abbreviation: Mns

Description: Provide documentation demonstrating the program provides a daily nutritious snack and/or meal/breakfast.

Item Instructions: EXLP 06: Documentation should include one week of menus from the current or previous fiscal year that demonstrate the provision of snacks/supper/breakfast.

Related Items: EXLP 06

##### Nutrition Facts Label

Abbreviation: NtrnFtsLbl

Description: Provide documentation demonstrating the daily nutritious snack and/or meal/breakfast conforms to the nutrition standards based on calculations from [https://www.californiaprojectlean.org](http://www.californiaprojectlean.org/).

Item Instructions: EXLP 06: Documentation should include nutrition information for items served for the daily snack, meal, and/or breakfast provided.

Related Items: EXLP 06

### EXLP 07: Submits Data and Maintains Records

1. ASES, 21st CCLC—The LEA/grantee agency submits data and reports and maintains records as required.
(*EC* sections 8482.3[f][5], 8482.3[f][10][A]-[B])
	1. ASES, 21st CCLC—The LEA/grantee agency maintains documentation of the after school program plan for a minimum of five years.
	(*EC* Section 8482.3[g][1][F])
	2. ASES, 21st CCLC—The LEA/grantee agency reviews its after school program plan every three years including, but not limited to, program goals, program content, outcome measures, and other information requested by the California Department of Education (CDE). (*EC* Section 8482.3[g][1])
	3. ASES, ASSETs—The LEA/grantee agrees to follow all fiscal reporting and auditing standards required by the department. (*EC* sections 8421[f][8][B], 8482.3(f)(5))
	4. 21st CCLC—The LEA/grantee agency conducts an annual fiscal audit.
	(*EC* Section 8484.8[b][3])
	5. 21st CCLC, ASSETs —The LEA/grantee must maintain written standards of conduct covering conflict of interest. (2 CFR Section 200.318[c]).

#### Evidence Requests

##### Conflict of Interest Policy

Abbreviation: ConfltInstPlcy

Description: LEA’s established written standards of conduct covering conflicts of interest and governing the actions of its employees.

Item Instructions: EXLP 07: Documentation could include the district’s, and, if applicable, the non-LEA’s service provider’s approved policies and procedures, or board minutes.

Related Items: EXLP 07

##### Independent Annual Audit

Abbreviation: IndpndntAnlAdt

Description: Provide documentation that an annual independent audit is completed.

Item Instructions: EXLP 07: Documentation should include an electronic copy of the most recent independent audit report. If there are audit findings in the report, indicate the page numbers where the findings can be found.

Related Items: EXLP 07

##### Program Plan Retention

Abbreviation: PrgrmPlnRtntn

Description: Provide documentation of implementation of the approved program retention policy.

Item Instructions: EXLP 07: Documentation should include a copy of a program plan that is at least five years old.

Related items: EXLP 07

##### Program Plan Review

Abbreviation: PrgrmPlnRvw

Description: Provide documentation that the program plan is reviewed at least every three years.

Item Instructions: EXLP 07: Documentation should include the program’s current plan showing that it is no more than three years old.

Related Items: EXLP 07

##### Records Retention Policy

Abbreviation: RcrdsRtntnPlcy

Description: Provide documentation of approved policies and procedures for collection and retention of fiscal, attendance, and other operational data.

Item Instructions: EXLP 07: Documentation could include the district’s, and, if applicable, the program’s approved policies and procedures, or board minutes.

Related Items: EXLP 07

### EXLP 08: Inventory

1. ASES, 21st CCLC, ASSETs—The LEA/grantee agency maintains an inventory record for each piece of equipment, with an acquisition cost of $500 or more per unit that is purchased with state and/or federal funds. The record describes the acquisition by:
	* 1. Type
		2. Model
		3. Serial number
		4. Funding source
		5. Acquisition date
		6. Cost
		7. Location
		8. Current condition
		9. Transfer, replacement, or disposition of obsolete or unusable equipment. (*EC* Section 35168; Title 5, *California* *Code of Regulations* (5 *CCR*) Section 3946)

#### Evidence Requests

##### Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for $500 or more per Education Department General Administrative Regulations (EDGAR)/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: EXLP 08: Should be a running record from the inception of the program. In place of a comment, indicate no purchases of equipment of $500 in a documentary format such as a memo or letterhead. A sample template is available in the CMT resources.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 14, NorD 04

## III. Funding

### EXLP 09: Funding Direct Services to Pupils

1. ASES, 21st CCLC—The LEA/grantee agency allocates no less than 85 percent of total grant amount to each school site for direct services to pupils for all EXLPs. (*EC* Section 8483.9[c])
	1. ASES, 21st CCLC, ASSETs—The LEA/grantee agency spends no more than 15 percent of the amount of the grant for administrative costs, which includes any indirect costs. Grantees are funded and monitored by site, thus the grantee is required to track expenditures by site.
	(*EC* sections 8426[c][1], 8483.9[b])
	2. ASSETs—The LEA/grantee agency spends no more than the greater of 6 percent of the grant amount or seven thousand five hundred dollars ($7,500) to collect outcome data for evaluation and for reports as required by the CDE. (*EC* Section 8426[g][2])

#### Evidence Requests

##### General Ledger

Abbreviation: GnrlLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: EXLP 09: Documentation for previous fiscal year, delineated by site, that shows compliance with EXLP program instrument items 9.0 – 9.2.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

##### Subcontractor Agreements with Fiscal Records

Abbreviation: SbcntAgrmntWFsclRcrds

Description: Subcontractor agreements between grantee and subcontractor (if applicable) with fiscal records including, General Ledgers and Time and Effort Records.

Item Instructions:

Related Items:  EXLP 09

##### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates or detailed general ledger do not qualify as support for time accounting.

Item Instructions: EXLP 09: Provide documentation (site-specific) for the previous fiscal year.

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 10, CE 13, NorD 05

### EXLP 10: Local Contribution of Cash or In-Kind

1. ASES—the LEA/grantee agency operating an ASES program has obtained a local contribution of cash or in-kind local funds equal to not less than one-third of the total grant amount. Facilities or space usage may fulfill not more than 25 percent of the required local match.
(*EC* sections 8483.7[a][6], 8483.75[a][4])

#### Evidence Requests

##### Local Contributions

Abbreviation: LclCntrbtns

Description: Provide documentation that a local contribution of cash or in-kind local funds was obtained following the guidelines provided in EXLP item 10.0.

Item Instructions: EXLP 10: Documentation should include a detailed spreadsheet of all local cash or in-kind contributions for the previous fiscal year (sample template available in CMT resources) and agreements demonstrating donations of goods and/or services as applicable.

Related Items: EXLP 10

### EXLP 11: Supplement not Supplant

1. ASES, 21st CCLC, ASSETs—The LEA/grantee agency uses categorical funds only to supplement, and not supplant, state and local funds.
(*EC* Section 8483.5[e], 8483.75[b]; 20 U.S.C. Section 7174 [b][2][G])

#### Evidence Requests

##### Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities, as agreed to by employer and employee.

Item Instructions: EXLP 11: Should include duty statements for all program staff (LEA and subcontractor) paid with EXLP funds that includes the employee’s job description, specifically as it relates to the percentage of time dedicated to providing direct services to pupils.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 10, CE 11, CE 13, NorD 06

##### Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for $500 or more per Education Department General Administrative Regulations (EDGAR)/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: EXLP 11: Should be a running record from the inception of the program. In place of a comment, indicate no purchases of equipment of $500 in a documentary format such as a memo or letterhead. A sample template is available in the CMT resources.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 14, NorD 04

##### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: EXLP 11: Documentation must be site-specific.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

## IV. Standards, Assessment, and Accountability

### EXLP 12: Evaluation Requirements

1. 21st CCLC, ASSETs—The program developed by the LEA/grantee agency meets evaluation requirements and principles of effectiveness:
	* 1. Program is based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in schools and communities;
		(20 U.S.C. Section 7175[b][1][A])
		2. Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment activities; (20 U.S.C. Section 7175[b][1][B])
		3. Program is based upon evidence-based research that the program or activity will help the students meet challenging state and local academic achievement standards; (20 U.S.C. Section 7175[b][1][C])
		4. Ensure that measures of student success align with the regular academic program of the school and the academic needs of participating students and include performance indicators and measures described in
		20 U.S.C. Section 7173(a)(14)(A); (20 U.S.C. Section 7175[b][1][D])
		5. Collect data necessary for the measures of student success described in subparagraph 20 U.S.C. Section 7175(b)(1)(D);
		(20 U.S.C. Section 7175[b][1][E])
		6. Program undergoes a periodic evaluation in conjunction with the CDE’s overall evaluation plan as described in 20 U.S.C. Section 7173(a)(14), to assess the program’s progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success; (20 U.S.C. Section 7175[b][2])
		7. The results of evaluations under this Section shall be used to refine, improve, and strengthen the program or activity, and to refine the performance measures; and (20 U.S.C. Section 7175[b][2][B][i])
		8. The results of evaluations are made available to the public upon request with public notice of such availability provided.
		(20 U.S.C. Section 7175 [b][1]-[2]) (20 U.S.C. Section 7175[b][2][B][ii])

#### Evidence Requests

##### Program Evaluation

Abbreviation: PrgrmEvltn

Description: Documentation, such as needs assessment, established performance measures, program mission/vision, benchmark assessments, meeting agendas/minutes to discuss results/improvement, and public notification of evaluation results, that demonstrate program meeting evaluation requirements per EXLP item 12.

Item Instructions: EXLP 12: Public notification of evaluation results as web page posting must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 12

##### Public Notice

Abbreviation: PblcNtc

Description: Provide documentation that the evaluation results have been publicly posted. Upload documentation that the evaluation results have been publicly posted. Include when and how the notice was posted, the Web page and how the evaluation results can be obtained.

Item Instructions: EXLP 12: Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 12

### EXLP 13: Data-Driven Quality Improvement Process

1. ASES, 21st CCLC, ASSETs—Programs submit documentation/evidence of a data-driven quality improvement process that is based on the department's guidance on program quality standards. (*EC* sections 8427[a][2], 8484[a][2])

#### Evidence Requests

##### Continuous Quality Improvement

Abbreviation: CntnsQltyImprvmnt

Description: Provide documentation the program has developed a data-driven continuous quality improvement process that is based on the department’s guidance on program quality standards per *EC* referenced in EXLP 13.0.

Item Instructions: EXLP 13: Documentation should include Continuous Quality Improvement Process by site, stakeholder surveys; data analysis; stakeholder meeting agendas, minutes, and sign-in/out sheets; improvement plans; and program evaluation. Template available in the CMT resources.

Related Items: EXLP 13

## V. Staffing and Professional Development

### EXLP 14: Provides Staff Training

1. ASES, 21st CCLC—The LEA/grantee agency provides staff training and development. (*EC* Section 8483.3[c][4])

#### Evidence Requests

##### Staff Training

Abbreviation: StffTrnng

Description: Provide documentation that the program provides staff training and development.

Item Instructions: EXLP 14: Documentation could include training schedules, agendas, and/or attendee sign-in/out sheets.

Related Items: EXLP 14

### EXLP 15: Student-to-Staff Ratio

1. ASES and 21st CCLC—The LEA/grantee agency ensures that programs maintain a student-to-staff ratio of no more than 20 to 1.
(*EC* Section 8483.4.)

#### Evidence Requests

##### Student-to-Staff Ratio

Abbreviation: StdntStffRtio

Description: Provide documentation that programs maintain a student-to-staff ratio (program-wide) of no more than 20 to 1.

Item Instructions: EXLP 15: Documentation could include daily student rosters/attendance sheets (students’ names redacted) and staff assignment sheets/attendance records for the most current previous month.

Related Items: EXLP 15

### EXLP 16: Staff Minimum Qualifications

1. ASES, 21st CCLC—The LEA/grantee agency ensures that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide according to the policies of the school district.
(*EC* Section 8483.4)

#### Evidence Requests

##### Staff Minimum Qualification

Abbreviation: StffMnmQlfctn

Description: Provide documentation that all staff who provide direct services to students meet the district’s minimum instructional aide qualifications.

Item Instructions: EXLP 16: Documentation should include the district’s current policy related to the instructional aide minimum qualifications, and personnel records for staff who directly supervise pupils at each site being reviewed.

Related Items: EXLP 16

##### Staff Qualifications Documentation

Abbreviation: StffQlfctnsDcmntn

Description: Provide documentation that all staff members, who directly supervise pupils, meet the minimum qualifications for an instructional aide according to the policies of the school district.

Item Instructions: EXLP 16: Should include personnel records for every staff person who directly supervises pupils at each site being reviewed, including copies of transcripts, degrees, or district administered tests, demonstrating all staff meet minimum qualifications.

Related Items: EXLP 16

## VI. Opportunity and Equal Educational Access

### EXLP 17: Safe Access to Facilities

1. ASES, 21st CCLC—The LEA/grantee agency provides services in a safe and easily accessible facility that ensures students travel safely to and from the program site and home. Programs may be conducted upon the grounds of a community park, recreational facility or other site as approved by the CDE. (20 U.S.C. Section 7174[b][2][A][i][ii]), *EC* Section 8484.6)
	1. 21st CCLC, ASSETs—If the program is located in a facility other than an elementary or secondary school, the LEA/grantee agency has ensured that the program will be at least as available and accessible to the students to be served as if the program were located in an elementary or secondary school. (20 U.S.C. Section 7174[c])
	2. ASES—If an LEA/grantee agency locates a program off school grounds, safe transportation is provided to the pupils enrolled in the program.
	(*EC* Section 8484.6[a])
	3. ASSETS—If an entity operates programs on multiple sites, safe transportation is available to transport participating pupils if necessary.
	(*EC* Section 8421[e][1])

#### Evidence Requests

##### Program Transportation Policy

Abbreviation: PrgmTrnsptnPlcy

Description: Provide documentation of the program’s transportation Policy.

Item Instructions: EXLP 17: Documentation should include the program’s Transportation Policy, specifically as it relates to safe travel to and from program site(s), if applicable, including policy for students served in an off-site location.

Related Items: EXLP 17

##### School Safety Plan

Abbreviation: SchlSftyPln

Description: Provide documentation of the School Safety Plan.

Item Instructions: EXLP 17: Documentation should include the School Safety Plan, specifically as it relates to all EXLPs, including records of all safety drills conducted during EXLP hours of operation.

Related Items: EXLP 17

### EXLP 18: Information in Parents' Languages

1. ASES, 21st CCLC, ASSETs—The LEA/grantee agency provides parents with information on school and parent programs, meetings, and activities in a format and, to the extent practicable, in a language the parents can understand. (*EC* Section 48985; 20 U.S.C. Section 6318[e][5])
	1. ASES, 21st CCLC, ASSETs—When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written in English and the primary language. (*EC* Section 48985)

#### Evidence Requests

##### Parent Notification

Abbreviation: PrntNtfctn

Description: Provide documentation that information pertaining to the EXLP has been provided to parents in a format and, to the extent practicable, in a language parents can understand, as applicable by law.

Item Instructions: EXLP 18: Documentation should include, based on school language census data, current school year EXLP information sent to parents in the appropriate language for any sub-population that is greater than or equal to 15 percent (whole number, rounded).

Related Items: EXLP 18

### EXLP 19: 21st CCLC Equitable Access and ASES Frontier Transportation

1. 21st CCLC, Equitable Access—The LEA/grantee agency uses Equitable Access Grant funds to provide supplemental assistance to programs to provide equitable access and participation in community learning center programs as identified in the needs assessment provided in the original grant application. (*EC* sections 8421[e][2], 8484.8[b][1], 8484.8[b][2][A-B])
	1. ASES Frontier Transportation—The LEA/grantee agency uses Frontier Transportation funds to supplement, but not supplant, local transportation services. (*EC* Section 8483.7[a][5])

#### Evidence Requests

##### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item).

Item Instructions: EXLP 19: Documentation must be site-specific.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, NorD 05

##### Program Application and Plan

Abbreviation: PrgrmApplctnPln

Description: Provide documentation that 21st CCLC Equitable Access funds are being spent in accordance with the original approved grant application.

Item Instructions: EXLP 19: 21st CCLC ONLY: Upload the original approved grant application to ensure expenditures match the approved purpose/plan.

Related Items: EXLP 19

## VII. Teaching and Learning

### EXLP 20: Physical Activity, Academic, and Enrichment Elements

1. ASES, 21st CCLC, ASSETS—The program provides opportunities for physical activity. (*EC* sections 8423[c][3], 8483.3[c][7])
	1. ASES, 21st CCLC—An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science. (*EC* Section 8482.3[c][1][A])
	2. ASES, 21st CCLC—An educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. (*EC* Section 8482.3[c][1][B])
	3. 21st CCLC, ASSETs—Academic enrichment including tutoring, particularly students who attend low-performing schools, to meet the challenging state academic standards. Broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, mathematics, science, career and technical programs, internships or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce or complement the regular academic program of participating students. (20 U.S.C. Section 7171[a][1][2])

#### Evidence Requests

##### Program Elements

Abbreviation: PrgrmElmnts

Description: Provide documentation that the program provides opportunities for purposeful and structured physical, academic, and enrichment activities, as described in EXLP 20.0–20.3, for the current year.

Item Instructions: EXLP 20: Documentation could include lesson plans and/or flyers, brochures or web page(s). Web pages must be uploaded either as an internet address in a document or as a screen capture.

Related Items: EXLP 20