Appendix J: Extended Learning Monitoring Tool

Grantee:	Grant/Cohort:	Date of Site Visit:
Program Director:	Phone:	Email:
Mailing Address:		
Sites Visited:		

EDGAR: The non-federal entity must monitor its activities under federal awards to assure compliance with applicable federal requirements and that performance expectations are being achieved (2 C.F.R. § 200.329).

The purpose of this monitoring tool is to improve the quality of extending learning programs and to assess the use of best practices in youth programming. The goal of the program is to motivate all students to reach their optimal academic potential and social development by engaging in meaningful educational and enrichment activities in collaboration with staff, parents, volunteers, and community partners.

The monitoring process may include site visits and observations by Tennessee Department of Education (department) staff, as well as interviews with program personnel and participants. Program staff will be asked for written documentation supporting the various indicators. Program staff may ask questions and ask for clarification or feedback regarding improvements needed.

The monitoring tool will be housed and completed in ePlan. Extended learning program staff will review grantee file materials, as well as the findings from the monitoring process, to determine which projects to continue and the level of funding to offer.

The agency may file a written appeal to the department concerning the monitoring outcome within 10 working days from the date of the evaluation. The written appeal should be emailed to Extended.Learning@tn.gov. The appeal packet should contain materials that support the appeal. Extended Learning Programs staff will review the materials and will notify the appellant of the decision concerning granting any corrective action within 10 working days of receipt of the appeal.

Programming				
	Monitoring Indicator	**Supporting Evidence Reviewed On-site**	**Compliance Status & Comments**	**Supporting Documentation**
1	The grantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments). Citation: TDOE ExL Program Manual	☐Progress reports ☐Participant list ☐Registration forms ☐Participant eligibility data or spreadsheets ☐Other	☐Compliant ☐Non-compliant ☐N/A	**Grantee:** ☐Written student selection criteria (who are you targeting)
2	The grantee conducted timely and meaningful consultation with eligible private school officials during the development of the 21st CCLC program or activities. The grantee provides proof that this consultation occurs on an ongoing basis throughout the duration of the grant. Citation: ESSA § 8501(c)	❑ Interview-Description of process ❑ Other	☐Compliant ☐Non-compliant ☐N/A	**Grantee:** ☐Proof of private school consultation (i.e. intent and/or affirmation forms) ☐Proof of communication with private schools (i.e. emails, phone logs, meeting agendas, etc.)

3	The grantee provides the minimum number of days and hours for the grades served listed below AND as described in the original grant application. 	☐Interview - Description of programming ☐Posted program calendars/schedules ☐Other	☐Compliant ☐Non-compliant ☐N/A	**Grantee:** ☐Spreadsheet for the program year with the following listed by site: -Start date of programming -End date of programming -Hours of Operation by morning and afternoon -Number of days open per year -Number of hours open per week

Table inside cell:

	21st CCLC	LEAPs
Hours Open Requirement by grade	Pre-K–5: 12+ hours/week 6-12: 10+ hours/week	K-12: 15+ hours per week
Days Open Requirement	120 days minimum*	180 days minimum*

*The minimum day count should not include days with only morning programming.

Citation: TDOE ExL Program Manual

4	The grantee has disseminated information about the center's operation to community members in a manner that is understandable and accessible. Citation: ESSA §4204(b)(2)(A)(iii)	❏ Other	☐Compliant ☐Non-compliant ☐N/A	**Grantee:** ☐Student enrollment forms/packet samples Program flyers and/or advertisements ☐Sample communication sent to family members or teachers about student's participation in the program **Site Level:** ☐Orientation flyers, emails, surveys, etc. ☐Program orientation meetings with sign-in sheets
5	Site staff follows the program schedule which includes both academic and enrichment programming with 60 minutes of intentional physical activity each week. Citation: TDOE ExL Program Manual	☐Posted program schedule ☐Lesson plans ☐Curriculum ☐Other	☐Compliant ☐Non-compliant ☐N/A	**Site Level:** ☐Program schedule for site (s) ☐Lesson plan examples documenting both academic and enrichment programming including physical activity

6	Any site schedule changes are posted and communicated to parents, volunteers, and partners. Citation: TDOE ExL Program Manual	❑ Other	☐Compliant ☐Non-compliant	**Site Level:** ☐Proof of communication with parents, volunteers, and partners (i.e. emails, phone logs, program flyers, etc.) if scheduled changes have been made
7	The site has participant eligibility requirements, schedule, non-discrimination policy, Comptrollers notice, and snack/dinner menu posted in public view. Citation: SBE Rule 0520-12-01-.15	❑ A bulletin board showing each item at each site in an appropriate location. ❑ Other	❑ Compliant ❑ Non-compliant ❑ N/A	
8	The Grantee has procedures for: A) filing civil rights complaints and B) Staff awareness of EDGAR Section 76.532 prohibiting the use of grant funds for religion. Citation: ESSA § 4-21-101; 34 C.F.R. § 76.532	☐Interview ☐Other	☐Compliant ☐Non-compliant ☐N/A	**Grantee:** ☐Employee handbook ☐Meeting agenda showing topics were discussed with employee sign in sheets
9	The program schedule and disciplinary policies are included in the parent/student handbook which is distributed at orientation or upon enrollment. Citation: TDOE ExL Program Manual	☐Other	☐Compliant ☐Non-compliant ☐N/A	**Site Level:** ☐Student/Family Handbook ☐Evidence of handbook distribution to families

10	Healthy food and drinks that meet the guidelines of the After School Snacks and Suppers section of the USDA Food and Nutrition Service are provided at each site. Citation: TDOE ExL Program Manual; SBE Rule 0520-12-01-.15	☐Menu posted on bulletin board ☐Observation ☐Other	☐Compliant ☐Non-compliant ☐N/A	**Site Level:** ☐Sample calendar of snacks and/or suppers menus
11	Family engagement is embedded throughout the entire year in the program as evidenced by sign-in agendas, schedules, etc. Citation: ESSA § 4205(a)(10); TDOE ExL Program Manual	☐Sign-in sheets ☐Agendas ☐Schedules ☐Photos ☐Other	☐Compliant ☐Non-compliant ☐N/A	**Site Level:** ☐Proof of family engagement (i.e. communication, event agendas, materials, sign-in sheets, etc.)
12	The staff keeps records of the number of In-school suspensions for each participant that occur during the school day. Staff also keeps records for discipline offenses that occur during extended learning time. Citation: TDOE ExL Program Manual	☐Regular school day discipline log ☐Extended Learning discipline log ☐Sample log(s) if none completed ☐Other	☐Compliant ☐Non-compliant ☐N/A	**Site:** ☐Sample discipline log forms
13	Sites are in active collaboration with the regular school day staff to best determine the needs of the students in the extended learning program. Citation: ESSA § 4204(b)(2)(D)(i)	☐Email communication with the regular school-day teacher ☐Meeting notes or agenda School visits/School communication log ☐IEP meeting notes/invites ☒Other-RTA meeting schedule	☐Compliant ☐Non-compliant	**Site:** ☐Proof of staff communication with the regular school-day teacher (i.e. emails, meeting notes or agenda, sign-in sheets, etc.)

14	Site staff works well together to meet the needs of all students and uses positive techniques to guide student behavior. Citation: TDOE ExL Program Manual	❑ Observation ❑ Training ❑ Other	❑ Compliant ❑ Non-compliant ❑ N/A	
15	Site activities reflect a broad array of activities that improve student academic achievement in reading/language arts and math based on performance goals. Citation: ESSA §4204(b)(2)(B), §4205(a), and §4205(b)(1)(C); TDOE Performance Goal 1, 2, 7	❑ Interviews with staff ❑ Lesson plans are followed by staff ❑ Other	❑ Compliant ❑ Non-compliant ❑ N/A	**Site:** ☐Lesson plans showing links to State academic standards ☐Proof of staff communication with the regular school-day teacher around academics (i.e. emails, meeting notes or agenda, sign-in sheets, etc.)
16	A variety of enrichment activities are embedded in the programming at the sites (e.g., hands-on science, art, music, etc.) effectively so that students are engage in the activity or learning process. Citation: TDOE ExL Program Manual	☐Posted daily schedule ☐Lesson plans are followed by staff ☐Completed student surveys ☐Pictures ☐Observation	❑ Compliant ❑ Non-compliant ❑ N/A	**Site Level:** ☐Lesson Plan Examples ☐Weekly/Monthly Enrichment Schedule Samples ☐Student survey example
17	Grantee demonstrates how they will coordinate Federal, State, and local programs and make the most effective use of public resources to enable students to participate in a variety of meaningful and fun enrichment activities. Citation: ESSA §4204(b)(2)(C)	☐Sign-in sheets of partners and volunteers ☐Other-pictures, schedules	❑ Compliant ❑ Non-compliant ❑ N/A	**Grantee:** ☐Current partnership agreement forms ☐Current MOUs ☐Proof of communication with partners (partner meeting agendas with sign-in sheets, emails)

18	The grantee houses site activities in a safe and accessible facility. Citation: §4204(b)(2)(A)(ii)	☐Observation ☐Other	❑ Compliant ❑ Non-compliant ❑ N/A	
19	The student/staff ratio is appropriate and safe for the specific activities conducted and meets the following maximum staffing requirement: <table><tr><td>Age</td><td>Adult/Child Ratio</td></tr><tr><td>Elementary (PreK-5)</td><td>1:20</td></tr><tr><td>Middle/High (6-12)</td><td>1:30</td></tr></table> *Ratios double for field trips. Citation: SBE 0520-12-01-.15	☐Participant list ☐Daily schedule ☐Observation ☐Other	❑ Compliant ❑ Non-compliant ❑ N/A	
20	An emergency response plan (ERP) specific to site/extended learning has been prepared and includes appropriate monthly drills with procedures for emergency situations including fire, tornado, intruder/lockdown, and earthquake (others if needed). Citation: SBE 0520-12-01-.15 and (13)(k)	☐Documentation of practiced safety drills ☐Other	❑ Compliant ❑ Non-compliant ❑ N/A	**Site Level:** ☐Emergency Response Plan for each site ☐Safety drill logs
21	Grantee has identified a minimum of (2) staff members per site to be trained in appropriate emergency management procedures and are certified in CPR and first aid. A staff member who holds a current certification in CPR and first aid training shall be present at all times. It is also required a first aid kit be on site. Citation: SBE 0520-12-01-.15 (13)(g-h)	☐Other	❑ Compliant ❑ Non-compliant ❑ N/A	**Site Level:** ☐List of program staff who have completed ERP training – include dates of training ☐Copies of CPR Cards

22	The grantee has a secure procedure for the travel of students safely to and from the site (bus transportation, parent pick-up, walking, or student drivers). Citation: ESSA §4204(b)(2)(A)(i)	☐Sign-in/out Logs ☐Transportation plan for students ☐Approved pick-up for each student ☐Policy in parent/student handbook ☐Other	☐ Compliant ☐ Non-compliant ☐ N/A	**Site Level:** ☐Written transportation Plan
23	Student emergency contact and medical information are on file and easily accessible. Citation: TDOE ExL Program Manual	☐Student emergency information in an easily accessible format	☐ Compliant ☐ Non-compliant ☐ N/A	
Staffing & Professional Development				
24	All staff, contractors, and volunteers have undergone a thorough screening and background check. Background checks are required every five (5) years. Citation: SBE 0520-12-01-.07	☐Other	☐ Compliant ☐ Non-compliant ☐ N/A	**Grantee:** ☐List of staff, contractors, and/or volunteers who have passed background checks including dates for all centers

25	Written job descriptions and signed employee timesheets including employee signature and supervisor are on file. Citation: SBE 0520-12-01-.05; TDOE ExL PM	☐Staff interviews ☐Other	❑ Compliant ❑ Non-compliant ❑ N/A	**Site Level:** ☐Job descriptions for site staff ☐Timesheet Forms
26	The ExL staff has documented professional development (PD) activities on file that are in the core areas of academic instruction as well as extended learning best practices and/or TDOE-sponsored trainings. The project and site directors should have 18 hours of PD per year. All other ExL staff shall have 12 hours of PD per year. Citation: SBE 0520-12-01-.15 (8)(a); (2) (b)(2); TDOE ExL PM	☐Staff professional development certificates of attendance, ☐Sign-in sheets or logs ☐Other	❑ Compliant ❑ Non-compliant ❑ N/A	**Site Level:** ☐Spreadsheet including staff name, PD topic and number of PD hours for each staff member
27	Program staff conducts at staff meetings pertaining to program operation and student needs as well as conducts documented monitoring visits. Please note in 2025-26, grantees will be required to conduct (3) staff meetings annually and monitor program sites quarterly. Citation: TDOE ExL PM	☐Interviews ☐Other	❑ Compliant ❑ Non-compliant ❑ N/A	**Grantee and Site:** ☐Staff meeting agendas and minutes with sign-in sheets Completed ☐Monitoring tool for sites
Reporting and Evaluation				
28	Extended Learning Afterschool Programs (ELAP) student participation data is entered at least weekly. Grantee has participant sign-in/sign-out documents to support ELAP data. Citation: TDOE ExL PM	☐Site sign-in / sign-out documents	❑ Compliant ❑ Non-compliant ❑ N/A	**TDOE Pre-Check:** ☐ELAP attendance report

29	The Grantee submits required reports and data to the department's office of extended learning by due date including local evaluation/other reports, APR, ELAP, and CBO DGAs. Citation: TDOE ExL PM	☐Mid-Year Report ☐End-of-Year Report ☐21 APR ☐Local evaluation data ☐DGAs (CBOs) ☐Data Quality Checks	❑ Compliant ❑ Non-compliant ❑ N/A	**TDOE Pre-Check:** ☐Initial Report ☐End of Year Report ☐21APR ☐Local evaluation data ☐Contracts (CBOs) ☐Data Quality Checks
30	The grantee conducts a local evaluation annually to access progress towards providing high-quality programming and uses the results to refine, improve, and strengthen the program. Results are made available to the public upon request. Citation: ESSA §4205(b)(2)(A); §4205(b)(2)(B)(i); §4205(b)(2)(B)(ii)	☐Evidence of communication between grantee and stakeholders request for information ☐Other	❑ Compliant ❑ Non-compliant ❑ N/A	**TDOE Pre-Check:** ☐Local Evaluation data
Fiscal Management				
31	The Grantee has a policy/procedure governing the preparation and approval of budgets and budget amendments.	❑ The approved budget is reflected in the Grantee's accounting software ❑ Approved budget in ePlan	❑ Compliant ❑ Non-compliant	

		□ Budget Amendments in ePlan □ Other		
	Citation: TDOE ExL PM			
32	The Grantee has a policy/procedure in place to authorize, verify, and reimburse travel expenditures. Citation: 2 C.F.R. § 200.303	□ Travel Requests □ Purchase orders □ Receipts / Invoices □ Check / expenditure □ Other	□ Compliant □ Non-compliant □ N/A	**Grantee:** □Grantee written travel policy
33	The Grantee has written policies/procedures for inventory and the inventory database includes the following: A) an inventory database that contains the following elements: a) description of all items over $100 b) serial number and other identifying numbers (barcode or other local identifying number) c) acquisition date d) cost e) the physical location of property f) use and condition; and g) disposition data (date, method of disposition, sales price-if applicable) when property is retired from service. B) a physical inventory of the property at least once every year	□ Check inventory at sites	□ Compliant □ Non-compliant □ N/A	**Grantee:** □Completed inventory database with all items listed in 35, A & B.
	Citation: 2 C.F.R. § 200.313(d)			

34	The equipment that was purchased by grantee was beneficial for the program. Citation: 2 C.F.R. § 200.318 Procurement	❑ Observation -Alignment with the grant application or approved amendments or requests	❑ Compliant ❑ Non-compliant ❑ N/A	**TDOE Pre-Check:** ☐ePlan funding applications
35	The Grantee has records to support whether funds were obligated and liquidated within the approved grant period. Citation: 34 C.F.R. § 76.707 (obligations chart)	❑ Purchase Orders/Contracts ❑ Other	❑ Compliant ❑ Non-compliant ❑ N/A	**TDOE Pre-Check:** ☐ePlan funding applications
36	Grantee funds are drawn down from ePlan monthly starting in October for a minimum of 8 drawdowns per year in correlation to expenditures by grantee. Citation: UG §200.302	❑ ePlan reimbursement requests	❑ Compliant ❑ Non-compliant ❑ N/A	**TDOE Pre-Check:** ☐ePlan reimbursement requests
37	The Grantee budget and accounting records align with the approved funding application and reflect the approved line items and amounts. Citation: TDOE ExL PM	❑ Expenditure reports ❑ Reimbursement request supporting documentation ❑ ePlan budget	❑ Compliant ❑ Non-compliant ❑ N/A	**TDOE Pre-Check:** ☐ePlan reimbursement requests
38	The grantee ensures internal control, each project director signs for expenditures made from his/her program. Citation: TDOE ExL PM	❑ Purchase orders	❑ Compliant ❑ Non-compliant ❑ N/A	

39	If the Grantee charges for services or income from other sources, the grantee has obtained appropriate permission from TDOE/US ED. Is the income properly accounted for? Citation: UG §200.307 Citation: 2 C.F.R. § 200.307 Program Income	❑ Other	❑ Compliant ❑ Non-compliant ❑ N/A	**Grantee:** ☐Policy on program fees/income ☐Approval from TDOE and/or US ED ☐Accounting ledger showing how funds were accounted for and used
40	The Grantee determines that purchases with funds comply with federal cost principles (i.e., reasonable, necessary, and allocable). Are adequate controls in place to account for monies received? Citation: 2 C.F.R. § 200.403	❑ Evidence of multiple bids ❑ Documents showing purchases impacted the targeted population ❑ Other	❑ Compliant ❑ Non-compliant ❑ N/A	
41	All financial records and programmatic records, supporting documents, statistical and other records are maintained for 3 years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records. Citation: UG §200.334	❑ Records from the First FY ❑ Records from the Second FY ❑ Records from the Third FY ❑ Other records for unresolved issues	❑ Compliant ❑ Non-compliant ❑ N/A	

42	Position count and FTEs are consistent with the budget/application (or approved amendments). Salaries and benefits of staff are tracked appropriately. Citation: TDOE ExL PM	☐ Application / amendment ☐ Signed employee timesheets ☐ Other	☐ Compliant ☐ Non-compliant ☐ N/A	**Grantee:** ☐List of personnel by site with the funding source ☐Employee Schedules
43	Employees who work on multiple activities funded from different sources have personnel activity records (PAR) that support the distribution of their salaries/wages. Citation: 2 C.F.R. § 200.430(i)	☐ Timesheets ☐ Other	☐ Compliant ☐ Non-compliant ☐ N/A	**Grantee:** ☐Personal Activity Reports (PARs) (if applicable)
44	The grantee has a sustainability plan in place that discusses how the extended learning program will continue after funding ends. Citation: ESSA §4204(b)(2)(D)(i)	☐ Other	☐ Compliant ☐ Non-compliant ☐ N/A	**Grantee:** ☐Written sustainability plan
45	If the grantee sub-contracts daily programming services to an outside entity, provide a narrative as to how the grantee provides oversight of the sub-contracted entity's programming to meet grant/contract requirements, how expenditures are monitored for allowability and appropriateness, and how the grantee ensures its policies and procedures are being met. Citation: TDOE ExL Program Manual	☐ Other Sub-contract documentation ☐ Expenditures ☐ Other	☐ Compliant ☐ Non-compliant ☐ N/A	**Grantee:** ☐Proof of communication with subcontractors (i.e. correspondence agendas, sign-in sheets, etc.

Exemplary Practices, Recommendations, and Corrective Action Plan

Grantee Name:	
Exemplary Practices	
Practice	**Description**
Department Recommendations for Improvement	
Area	**Recommendation**
Grantee Request for Technical Assistance	
Area	**Grantee Request for Department Assistance**

Compliance Action Plan				
Corrective action needed: ☐ **Yes** ☐ **No**				
Compliance Issue	Action Step(s)	Required Documentation	Recurring Issue (Yes/No)	DEADLINE for Completion

Signatures			
Signatures below assure a review of, and agreement with, the complete monitoring document including, where applicable, the above Exemplary Practices, Recommendations for Improvement, LEA Requests for Department Assistance, and Compliance Action Plan.			
Grantee Position/Title	**PRINTED Name**	**Signature (AFTER monitoring is completed)**	**Date**
Primary Point of Contact			
TDOE Extended Learning Staff			
TDOE Extended Learning Administrator			