

# Extended Learning Monitoring Tool

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).

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The purpose of this monitoring tool is to improve the quality of extended 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 the 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 request 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](mailto: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	Required Uploads
1	<p>The grantee has identified and is serving eligible students and their families consistent with the original grant application (or approved amendments).</p> <p>Citation: TDOE ExL Program Manual</p>	<input type="checkbox"/> Written Student Selection Criteria <input type="checkbox"/> Progress reports <input type="checkbox"/> Participant list <input type="checkbox"/> Registration forms <input type="checkbox"/> Participant eligibility data or spreadsheets <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Written student selection criteria (who are you targeting)</li> </ul>
2	<p><b>21st CCLC Grantees Only:</b> 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 annual basis throughout the duration of the grant.</p> <p>Citation: ESSA § 8501(c)</p>	<input type="checkbox"/> Intent/Affirmation Forms <input type="checkbox"/> Proof of Communication (i.e., emails, phone logs, meeting agendas, etc.) <input type="checkbox"/> Interview-Description of process <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Proof of private school consultation (i.e., intent and/or affirmation forms)</li> <li>Proof of communication with private schools (i.e., emails, phone logs, meeting agendas, etc.)</li> </ul>

Programming															
Monitoring Indicator			Supporting Evidence	Required Uploads											
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. <table><tr><td></td><td>21st CCLC</td><td>LEAPs</td></tr><tr><td rowspan="2">Hours Open Requirement by grade</td><td>Pre-K-5: 12+ hours/week</td><td>K-12: 15+ hours per week</td></tr><tr><td>6-12: 10+ hours/week</td><td></td></tr><tr><td>Days Open Requirement</td><td>120 days minimum*</td><td>160 days minimum*</td></tr></table> <p>*The minimum day count should not include days with only morning programming or summer.</p> <p>Citation: TDOE ExL Program Manual</p>			21st CCLC	LEAPs	Hours Open Requirement by grade	Pre-K-5: 12+ hours/week	K-12: 15+ hours per week	6-12: 10+ hours/week		Days Open Requirement	120 days minimum*	160 days minimum*	<ul style="list-style-type: none"><li><input type="checkbox"/> Written program schedule including start/end date, number of days open per year, hours of operation by morning and afternoon, and number of hours per week.</li><li><input type="checkbox"/> Interview - Description of programming</li><li><input type="checkbox"/> Posted program calendars/schedules</li><li><input type="checkbox"/> Other</li></ul>	<p><b>Grantee:</b></p> <ul style="list-style-type: none"><li>Spreadsheet for the program year with the following listed by site:<ul style="list-style-type: none"><li>-Start date of programming</li><li>-End date of programming</li><li>-Hours of operation by morning and afternoon</li><li>-Number of days open per year</li><li>-Number of hours open per week</li></ul></li></ul>
	21st CCLC	LEAPs													
Hours Open Requirement by grade	Pre-K-5: 12+ hours/week	K-12: 15+ hours per week													
	6-12: 10+ hours/week														
Days Open Requirement	120 days minimum*	160 days minimum*													
4	The grantee has disseminated information about the center's operation to community members in a manner that is understandable and accessible. <p>Citation: ESSA § 4204(b)(2)(A)(iii)</p>		<ul style="list-style-type: none"><li><input type="checkbox"/> Student enrollment forms/packet samples</li><li><input type="checkbox"/> Program flyers and/or advertisements</li><li><input type="checkbox"/> Sample communication sent to family members or teachers about student's participation in the program</li><li><input type="checkbox"/> Orientation flyers, emails, surveys, etc.</li><li><input type="checkbox"/> Program orientation meetings with sign-in sheets</li></ul>	<p><b>Grantee:</b></p> <ul style="list-style-type: none"><li>Sample communication sent to family members or teachers about student's participation in the program</li><li>Program family orientation meetings with sign-in sheets by site</li></ul>											

## Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
5	Any site schedule changes are posted and communicated to parents, volunteers, and partners.  Citation: TDOE ExL Program Manual	<input type="checkbox"/> Proof of communication with parents, volunteers, and partners (i.e., emails, phone logs, program flyers, etc.) if scheduled changes have been made <input type="checkbox"/> Other	<b>Grantee:</b> <ul style="list-style-type: none"> <li>Proof of communication with parents, volunteers, and partners (i.e., emails, phone logs, program flyers, etc.) if scheduled changes have been made</li> </ul>
6	The site has participant eligibility requirements, schedule, non-discrimination policy, Comptrollers notice, and snack/dinner menu posted in public view located within family pickup area.  Citation: SBE Rule 0520-12-01-.15	<input type="checkbox"/> A bulletin board showing each item at each site located within the family pickup area <input type="checkbox"/> Other	N/A
7	The Grantee has procedures located in employee handbook for: <ul style="list-style-type: none"> <li>A) Filing civil rights complaints and</li> <li>B) Staff awareness of EDGAR Section 76.532 prohibiting the use of grant funds for religion.</li> </ul> The grantee also has employee acknowledgment of receiving the handbook and the policies.  Citation: ESSA § 4-21-101; 34 C.F.R. § 76.532	<input type="checkbox"/> Employee handbook <input type="checkbox"/> Meeting agenda with employee sign-in sheets <input type="checkbox"/> Staff Acknowledgement Forms <input type="checkbox"/> Interview <input type="checkbox"/> Other	<b>Grantee:</b> <ul style="list-style-type: none"> <li>Employee handbook</li> <li>Staff meeting agenda showing topics were discussed with employee sign-in sheets</li> </ul>

Programming		
Monitoring Indicator		Supporting Evidence
8	<p>The program schedule and disciplinary policies are included in the family/student handbook, which is distributed at orientation or upon enrollment.</p> <p>Citation: TDOE ExL Program Manual</p>	<input type="checkbox"/> Family Student Handbook <input type="checkbox"/> Evidence of handbook distribution to families <input type="checkbox"/> Other
		<b>Grantee:</b> <ul style="list-style-type: none"> <li>Family/Student Handbook</li> <li>Evidence of handbook distribution to families by sites</li> </ul>
9	<p>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.</p> <p>Citation: TDOE ExL Program Manual; SBE Rule 0520-12-01-.15</p>	<input type="checkbox"/> Menu posted on bulletin board <input type="checkbox"/> Observation <input type="checkbox"/> Other
		<b>Grantee:</b> <ul style="list-style-type: none"> <li>Sample calendar of snacks and/or supper menus by sites</li> </ul>
10	<p>Programs must offer 12 hours of programming annually at each site for adult family members, specific to extended learning. The 12 hours should also include the mandatory extended learning parent orientation, but not the general family engagement events the school day hosts.</p> <p>Citation: ESSA § 4205(a)(10); TDOE ExL Program Manual</p>	<input type="checkbox"/> Communication of event <input type="checkbox"/> Sign-in sheets <input type="checkbox"/> Agendas <input type="checkbox"/> Schedules <input type="checkbox"/> Photos <input type="checkbox"/> Other
		<b>Grantee:</b> <ul style="list-style-type: none"> <li>Proof of family engagement (i.e., communication, flyers, event agendas, materials, sign-in sheets, etc.) by sites</li> </ul>

## Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
11	<p>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.</p> <p>Citation: TDOE ExL Program Manual</p>	<input type="checkbox"/> Regular school day discipline log <input type="checkbox"/> Extended Learning discipline log <input type="checkbox"/> Sample log(s) if none completed <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Sample discipline log forms</li> </ul>
12	<p>Sites are in active collaboration with the regular school day staff to best determine the needs of the students in the extended learning program.</p> <p>Citation: ESSA § 4204(b)(2)(D)(i)</p>	<input type="checkbox"/> Email communication with the regular school-day teacher <input type="checkbox"/> Meeting notes or agenda <input type="checkbox"/> School visits/School communication log <input type="checkbox"/> IEP meeting notes/invites <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Proof of staff communication with the regular school-day teacher (i.e., emails, meeting notes or agenda, sign-in sheets, etc.)</li> </ul>
13	<p>Site staff follow the program schedule and work well together to meet the needs of all students using positive techniques to guide student behavior.</p> <p>Citation: TDOE ExL Program Manual</p>	<input type="checkbox"/> Observation <input type="checkbox"/> Training <input type="checkbox"/> Other	N/A

## Programming

Monitoring Indicator		Supporting Evidence	Required Uploads
14	<p>Site activities reflect a broad array of activities that improve student academic achievement in reading/language arts and math based on performance goals.</p> <p>Citation: ESSA § 4204(b)(2)(B), § 4205(a), and § 4205(b)(1)(C); TDOE Performance Goal 1, 2, 7</p>	<input type="checkbox"/> Emails, agenda, sign-in sheets <input type="checkbox"/> Interviews with staff <input type="checkbox"/> Lesson plans are followed by staff <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Academic Lesson Plans examples</li> <li>Proof of staff communication with the regular school-day teacher around academics (i.e. emails, meeting notes or agenda, sign-in sheets, etc.)</li> </ul>
15	<p>A range of enrichment activities, including 60 minutes of physical activity each week, are embedded in the site programming (e.g., hands-on science, art, music, etc.) to ensure students are actively engaged in both the activities and the learning process.</p> <p>Citation: TDOE ExL Program Manual</p>	<input type="checkbox"/> Posted daily schedule <input type="checkbox"/> Lesson plans are followed by staff <input type="checkbox"/> Completed student surveys <input type="checkbox"/> Pictures <input type="checkbox"/> Observation	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Enrichment Lesson Plan Examples</li> <li>Weekly/Monthly Enrichment Calendar Samples by sites</li> </ul>
16	<p>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.</p> <p>Citation: ESSA § 4204(b)(2)(C)</p>	<input type="checkbox"/> Sign-in sheets of partners and volunteers <input type="checkbox"/> Proof of communication with partners (partner meeting agendas with sign-in sheets, emails) <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Current partnership agreement forms</li> <li>Current MOUs</li> </ul>

## Programming

Monitoring Indicator		Supporting Evidence	Required Uploads						
17	The grantee houses site activities in a safe and easily accessible facility. Citation: § 4204(b)(2)(A)(ii)	<input type="checkbox"/> Observation <input type="checkbox"/> Other	N/A						
18	The student/staff ratio is appropriate and safe for the specific activities conducted and meets the following maximum staffing requirement: *Ratios double for field trips. <table border="1"><tr><td>Age</td><td>Adult/Child Ratio</td></tr><tr><td>Elementary (pre-K-5)</td><td>1:20</td></tr><tr><td>Middle/High (6-12)</td><td>1:30</td></tr></table> Citation: SBE 0520-12-01-.15	Age	Adult/Child Ratio	Elementary (pre-K-5)	1:20	Middle/High (6-12)	1:30	<input type="checkbox"/> Participant list <input type="checkbox"/> Daily schedule <input type="checkbox"/> Observation <input type="checkbox"/> Other	N/A
Age	Adult/Child Ratio								
Elementary (pre-K-5)	1:20								
Middle/High (6-12)	1:30								
19	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)(j)	<input type="checkbox"/> Emergency Response Plan for each site <input type="checkbox"/> Documentation of practiced safety drills <input type="checkbox"/> Other	<b>Grantee:</b> <ul style="list-style-type: none"><li>Emergency Response Plan for each site</li><li>Safety drill logs for each site</li></ul>						
20	Grantee has a minimum of two (2) staff members per site 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. A first aid kit is also required to be on site. Best Practice is to certify all staff in CPR and first aid.  Citation: SBE 0520-12-01-.15 (13)(g-h)	<input type="checkbox"/> List of program staff by site who have completed ERP and CPR/first aid training – include dates of training <input type="checkbox"/> Copies of CPR Cards <input type="checkbox"/> Other	<b>Grantee:</b> <ul style="list-style-type: none"><li>List of program staff by site who have completed ERP and CPR/first aid training – include dates of training</li><li>Copies of CPR Cards</li></ul>						



## Programming

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21	<p>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). This procedure must include daily student sign-in/out logs with individual time in and out.</p> <p>Citation: ESSA § 4204(b)(2)(A)(i)</p>	<input type="checkbox"/> Sign-in/out Logs <input type="checkbox"/> Transportation plan for students <input type="checkbox"/> Approved pick-up for each student <input type="checkbox"/> Policy in parent/student handbook <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Written transportation Plan</li> </ul>
22	<p>Student emergency contact and medical information are on file and easily accessible.</p> <p>Citation: TDOE ExL Program Manual</p>	<input type="checkbox"/> Student emergency information in an easily accessible format	N/A

## Staffing and Professional Development

Monitoring Indicator		Supporting Evidence	Required Uploads
23	<p>All staff, contractors, and volunteers have undergone a thorough screening and background check. Background checks are required every five (5) years for all extended learning staff.</p> <p>Citation: SBE 0520-12-01-.07</p>	<input type="checkbox"/> List of staff, contractors, and/or volunteers who have passed background checks, including dates for all sites <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>List of staff, contractors, and/or volunteers who have passed background checks including dates for all sites</li> </ul>
24	<p>Written job descriptions and signed employee timesheets, including employee signature and supervisor are on file.</p> <p>Citation: SBE 0520-12-01-.05; TDOE ExL PM</p>	<input type="checkbox"/> Job descriptions for ExL site staff <input type="checkbox"/> Timesheet Forms for ExL <input type="checkbox"/> Staff interviews <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Job descriptions for site staff</li> <li>Timesheet Form Template</li> <li>Sample of Timesheets for ExL Staff for the previous month</li> </ul>
25	<p>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 department 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. Best practice is that 50 percent of PD would be specific to Extended Learning. In addition, the Project Director (PD) or representative should attend all mandatory meetings, such as the PD training and multi-state conference.</p> <p>Citation: SBE 0520-12-01-.15 (8)(a); (2) (b)(2); TDOE ExL PM</p>	<input type="checkbox"/> Professional Development Spreadsheet/Log for all ExL Staff including staff name, PD topic and number of PD hours for each staff member <input type="checkbox"/> ExL Staff professional development certificates of attendance <input type="checkbox"/> Sign-in sheets or logs <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Professional Development Spreadsheet/Log by site for all ExL Staff, including staff name, PD topic, and number of PD hours for each staff member</li> </ul>

## Reporting and Evaluation

Monitoring Indicator		Supporting Evidence	Required Uploads
26	<p>Program staff conducts three (3) staff meetings pertaining to program operation and student needs as well as conducts two (2) documented monitoring visits per site annually.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Staff meeting agendas and minutes with sign-in sheets <input type="checkbox"/> Completed Monitoring tool for sites <input type="checkbox"/> Interviews <input type="checkbox"/> Other	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Staff meeting agendas and minutes with sign-in sheets</li> <li>Completed Monitoring Tool conducted by the Project Director for sites</li> </ul>
27	<p>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.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> ELAP Report 102 Monthly Participation Report by Site(s) for previous month <input type="checkbox"/> Site sign-in / sign-out documents by sites for previous month	<p><b>TDOE Pre-Check:</b></p> <ul style="list-style-type: none"> <li>ELAP Report 102 Monthly Participation Report by Site(s) for previous month</li> <li>Sample of Sign-in/out documents for all sites for previous month</li> </ul>
28	<p>The Grantee meets 90 percent of ELAP Data Quality Check (DQCs) by the established deadline.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Data Quality Checks	<p><b>TDOE Pre-Check:</b></p> <ul style="list-style-type: none"> <li>Data Quality Checks</li> </ul>
29	<p>The grantee conducts a local evaluation three (3) times per year by the established deadline to assess 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.</p> <p>Citation: ESSA § 4205(b)(2)(A); § 4205(b)(2)(B)(i); § 4205(b)(2)(B)(ii)</p>	<input type="checkbox"/> Local Evaluation Checks <input type="checkbox"/> Evidence of communication between grantee and stakeholders request for information <input type="checkbox"/> Other	<p><b>TDOE Pre-Check:</b></p> <ul style="list-style-type: none"> <li>Local Evaluation Checks</li> </ul>

## Fiscal Management

Monitoring Indicator		Supporting Evidence	Required Uploads
30	<p>The Grantee has a policy/procedure governing the preparation and approval of budgets and budget amendments.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Approved budget is reflected in the Grantee's accounting software <input type="checkbox"/> Approved budget in ePlan <input type="checkbox"/> Budget Amendments in ePlan <input type="checkbox"/> Other <input type="checkbox"/> N/A	<p><b>TDOE Pre-Check:</b></p> <ul style="list-style-type: none"> <li>ePlan funding applications</li> </ul>
31	<p>The Grantee has a policy/procedure in place to authorize, verify, and reimburse travel expenditures.</p> <p>Citation: 2 C.F.R. § 200.303</p>	<input type="checkbox"/> Travel Requests <input type="checkbox"/> Purchase orders <input type="checkbox"/> Receipts /Invoices <input type="checkbox"/> Check/expenditure <input type="checkbox"/> Other <input type="checkbox"/> N/A	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Grantee written travel policy</li> </ul>
32	<p>The grantee has a policy/procedure in place to ensure funds will supplement and not supplant other Federal, state, local, and non-public funds to provide allowable programs and activities.</p> <p>Citation: § 4203(a)(9) and § 4204(b)(2)(G)</p>	<input type="checkbox"/> Interview <input type="checkbox"/> Observation <input type="checkbox"/> Other <input type="checkbox"/> N/A	N/A

Fiscal			
Monitoring Indicator		Supporting Evidence	Required Uploads
33	<p>The Grantee budget and accounting records align with the approved funding application and reflect the approved line items/amounts, including beneficial equipment.</p> <p>Citation: TDOE ExL PM; 34 C.F.R. § 76.707 (obligations chart)</p>	<input type="checkbox"/> Expenditure reports <input type="checkbox"/> Reimbursement request supporting documentation <input type="checkbox"/> Observation -Alignment with the grant application or approved amendments or requests <input type="checkbox"/> ePlan budget <input type="checkbox"/> Other	<b>TDOE Pre-Check:</b> ePlan funding applications
34	<p>The Grantee has written policies/procedures for inventory, and the inventory database includes the following:</p> <p>A: 1. Description of all items over \$100            2. Serial number and other identifying numbers (barcode or other local identifying number)            3. Acquisition date            4. Cost            5. Physical location of property            6. Use and condition; and            7. Disposition data (date, method of disposition, sales price-if applicable) when property is retired from service.</p> <p>B. Grantee will conduct a physical inventory of the property at least once every year.</p> <p>Citation: 2 C.F.R. § 200.313(d)</p>	<input type="checkbox"/> Completed inventory database with all items listed in 35, A & B. <input type="checkbox"/> Check inventory at sites <input type="checkbox"/> Other <input type="checkbox"/> N/A	<b>Grantee:</b> <ul style="list-style-type: none"> <li>Completed inventory database with all items listed in 35, A &amp; B.</li> </ul>
35	<p>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</p>	<input type="checkbox"/> ePlan reimbursement requests <input type="checkbox"/> Other <input type="checkbox"/> N/A	<b>TDOE Pre-Check:</b> <ul style="list-style-type: none"> <li>ePlan reimbursement requests</li> </ul>

## Fiscal Management

Monitoring Indicator		Supporting Evidence	Required Uploads
36	<p>The Grantee budget and accounting records align with the approved funding application and reflect the approved line items and amounts.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Expenditure reports <input type="checkbox"/> Reimbursement request supporting documentation <input type="checkbox"/> ePlan budget <input type="checkbox"/> ePlan approved budget <input type="checkbox"/> other <input type="checkbox"/> N/A	<p><b>TDOE Pre-Check:</b></p> <ul style="list-style-type: none"> <li>ePlan reimbursement requests</li> </ul>
37	<p>The grantee ensures internal control; each project director signs for expenditures made from his/her program.</p> <p>Citation: TDOE ExL PM</p>	<input type="checkbox"/> Requisition requests <input type="checkbox"/> Purchase orders <input type="checkbox"/> Other <input type="checkbox"/> N/A	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Completed requisition and/or purchase order with Project Director's approval of expenditures</li> </ul>
38	<p>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?</p> <p>Citation: UG § 200.307 Citation: 2 C.F.R. § 200.307 Program Income</p>	<input type="checkbox"/> Policy on program fees/income <input type="checkbox"/> Program Fee approval from TDOE and/or US ED <input type="checkbox"/> Accounting ledger showing how funds were accounted for and used <input type="checkbox"/> Other <input type="checkbox"/> N/A	<p><b>Grantee:</b></p> <ul style="list-style-type: none"> <li>Policy on program fees/income</li> <li>Program Fee approval from TDOE and/or US ED</li> <li>Accounting ledger showing how funds were accounted for and used</li> </ul>
39	<p>All financial records and programmatic records, supporting documents, statistical and other records are maintained for three (3) years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records.</p> <p>Citation: UG § 200.334</p>	<input type="checkbox"/> Records from the First FY <input type="checkbox"/> Records from the Second FY <input type="checkbox"/> Records from the Third FY <input type="checkbox"/> Other <input type="checkbox"/> N/A	N/A

## Fiscal Management

Monitoring Indicator		Supporting Evidence	Required Uploads
40	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	<input type="checkbox"/> Application/ amendment <input type="checkbox"/> List of personnel by site with the funding source <input type="checkbox"/> Employee Schedules <input type="checkbox"/> Signed employee timesheets <input type="checkbox"/> Other <input type="checkbox"/> N/A	N/A
41	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)	<input type="checkbox"/> Timesheets <input type="checkbox"/> Personal Activity Reports (PARs) (if applicable) <input type="checkbox"/> Other	N/A
42	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)	<input type="checkbox"/> Written Sustainability Plan <input type="checkbox"/> Other <input type="checkbox"/> N/A	<b>Grantee:</b> <ul style="list-style-type: none"> <li>Written Sustainability Plan</li> </ul>
43	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	<input type="checkbox"/> Proof of communication with subcontractors (i.e., correspondence agendas, sign-in sheets, etc.) <input type="checkbox"/> Other Sub-contract documentation <input type="checkbox"/> Expenditures <input type="checkbox"/> Other <input type="checkbox"/> N/A	<b>Grantee:</b> <ul style="list-style-type: none"> <li>Proof of communication with subcontractors (i.e., correspondence agendas, sign-in sheets, etc.)</li> </ul>