

Extended Learning Day at the 2023 Multi-State Conference

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Artina Fossett, and UT SWORPS**

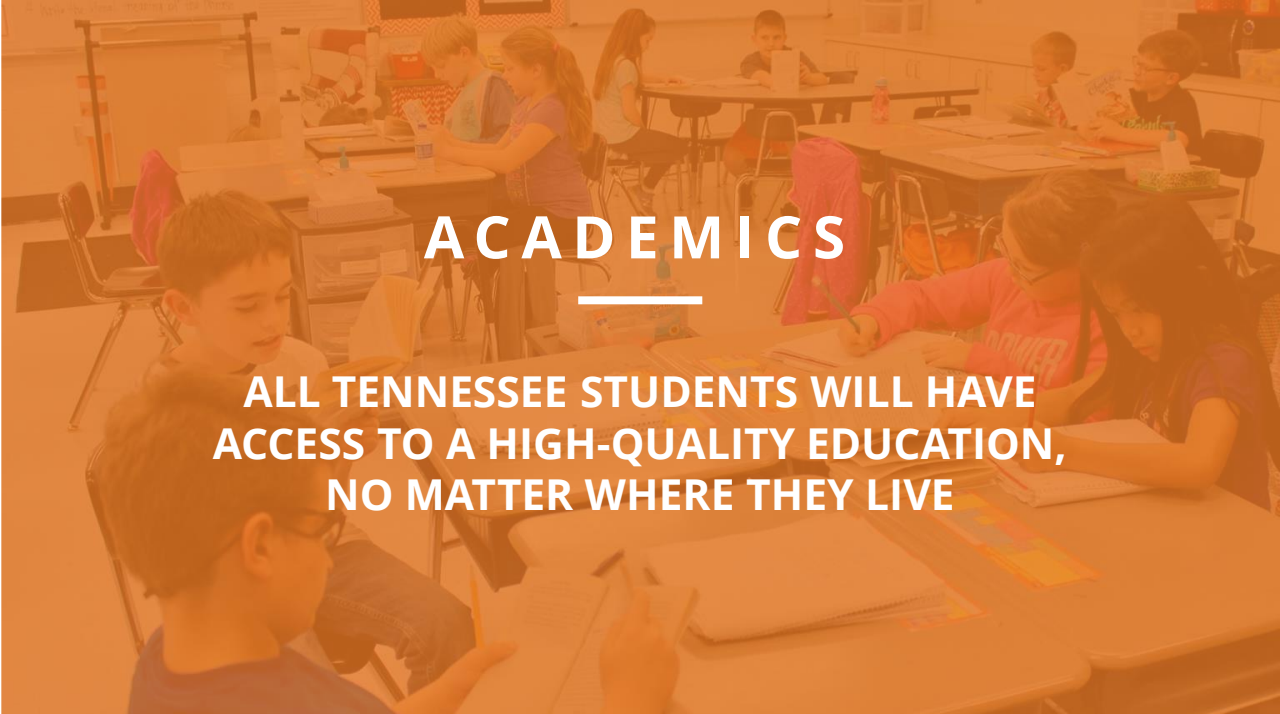
Federal Programs and Oversight | October 2023





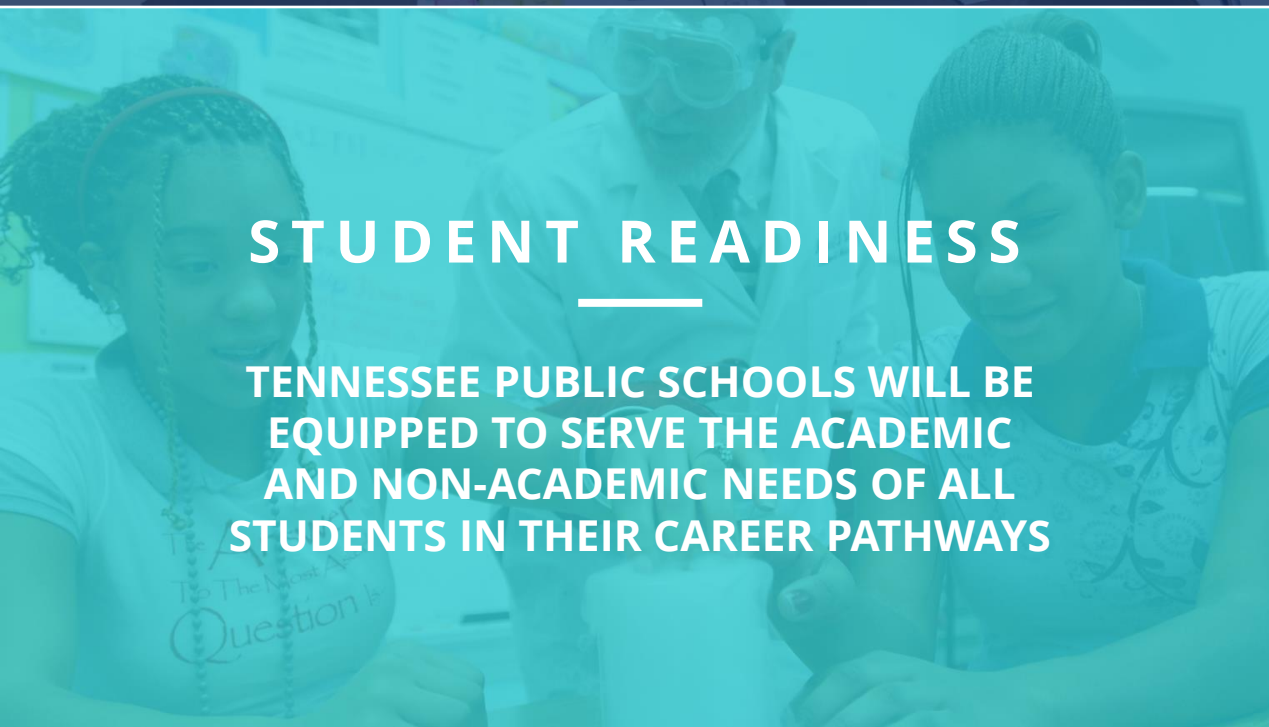
BEST FOR ALL

We will set all students on a path to success.



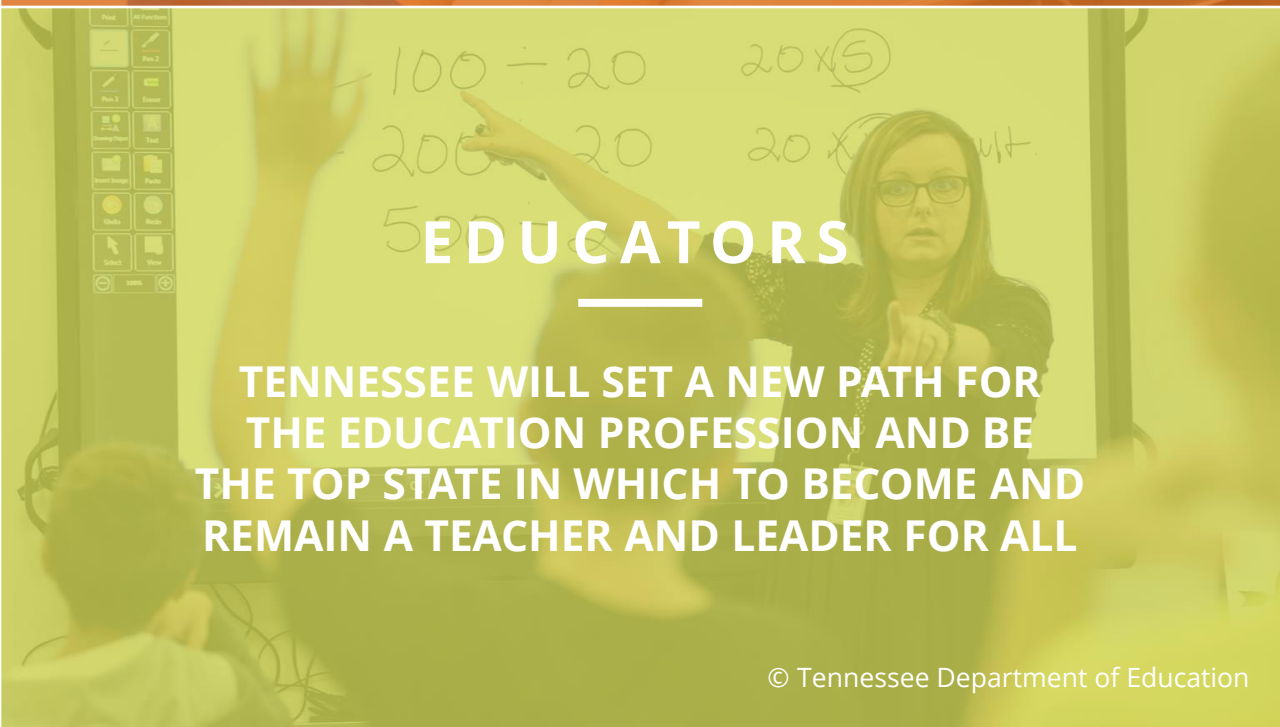
ACADEMICS

ALL TENNESSEE STUDENTS WILL HAVE ACCESS TO A HIGH-QUALITY EDUCATION, NO MATTER WHERE THEY LIVE



STUDENT READINESS

TENNESSEE PUBLIC SCHOOLS WILL BE EQUIPPED TO SERVE THE ACADEMIC AND NON-ACADEMIC NEEDS OF ALL STUDENTS IN THEIR CAREER PATHWAYS



EDUCATORS

TENNESSEE WILL SET A NEW PATH FOR THE EDUCATION PROFESSION AND BE THE TOP STATE IN WHICH TO BECOME AND REMAIN A TEACHER AND LEADER FOR ALL



Wednesday, October 4

- Welcome and Housekeeping
- New Director's Training
- Questions and Answers
- Optional Office Hours and Networking



Welcome!



Extended Learning (ExL) by the Numbers

In 2022-23:

- There were **234** ExL grantees:
 - **86** LEAPs grantees
 - **137** 21st CCLC grantees
- ExL programs impacted **58,331** students across Tennessee.



Housekeeping



2023 Multi-State Conference Reminders

▪ Registration Table

- Name badges
- Check-in surveys (required for professional development credit)

▪ Session Materials

- Available on ePlan > TDOE Resources > Funding Applications and Grants > Extended Learning Programs - 21st CCLC and LEAPs Documents & Information > TDOE Presentations & Webinars (2023-24)
- No ePlan login is required



Session Norms

- Take calls and necessary phone communications outside of the room.
- Remain engaged.
- Visit a team member at the registration table if you have questions about the conference.

New Project Director Training





Agenda

- Scope of Services
- Performance Goals
- Program Operations
- Reporting Requirements
- Monitoring
- Budgets
- Reimbursement Requests



Objectives

- **By the end of this session, attendees will:**
 - understand core expectations of the grants, deadlines, and other operational objectives.
 - have a working knowledge of when reports are due and how grant monitoring is conducted.
 - develop a basic budget and understand the importance of reimbursement requests being submitted in a timely manner.



Scope of Services

Scope of Services

- Given the actual grant award, the number of sites may need to be reduced.
- Consider locations who can serve the expected number of regular participants.
- May need to revise activities.



Performance Goals

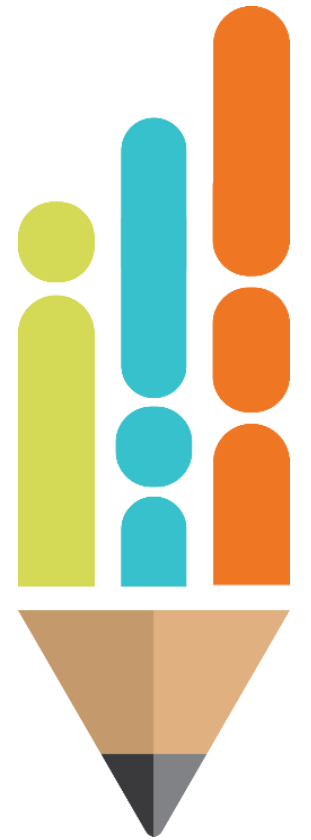
Performance Goals

- **Performance Goal 1:** All students will reach high academic standards at a minimum attaining proficiency or better in reading/language arts and mathematics.
- **Performance Goal 2:** All students will exhibit positive behavior changes that support academic and social growth.
- **Performance Goal 3:** The percentage of students who are chronically absent from school will decrease.



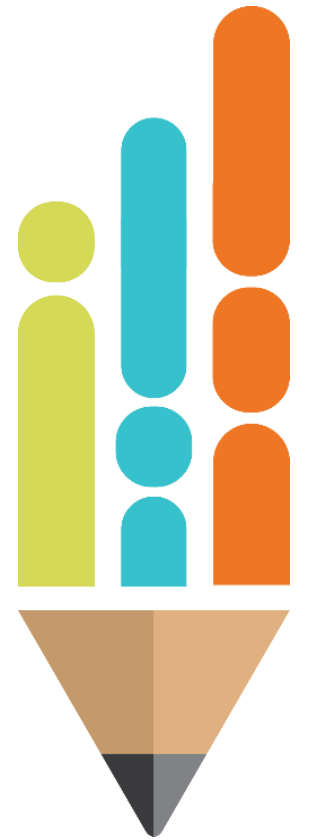
Performance Goals

- **Performance Goal 4:** All students will exhibit positive behavior changes that support academic and social growth.
- **Performance Goal 5:** All students will continuously be engaged in their learning.
- **Performance Goal 6:** Family engagement will be embedded in the entirety of the program.



Performance Goals

- **Performance Goal 7:** Early learners will reach high academic standards demonstrating growth in Reading.
- **Key Components:**
 - Program activities and professional development should align with performance goals.
 - Have a clear and consistent means of communicating results with stakeholders.



Program Operations

Program Activities

- Keep the performance goals in mind when planning activities.
- Approved activities are listed in the grant application.
- Participants expect high-quality programming.
- Have a strong balance of programming.



Hours of Operation - LEAPs

- All LEAPs sites must operate for a minimum of 15 hours a week.
- LEAPs sites are legislated to be open 180 days during a typical school year.
- Programs can operate during holidays or school breaks.
- The grant is primarily for during the school year.



Hours of Operation – 21st CCLC

- Programs serving students in grades K-6 must operate a minimum of 12-15 hours per week at each location
- Programs serving students in grades 7 – 12 must operate a minimum of 10-12 hours per week at each location



Certificate of Approval

- Programs that operate for **15 hours a week or more** must obtain a certificate of approval through the department's school-based support services.
- **Applies to all LEAPs program sites.**
- Must have the certificate in place before beginning programming.
- <https://www.tn.gov/education/districts/early-learning/school-based-support-centers.html>



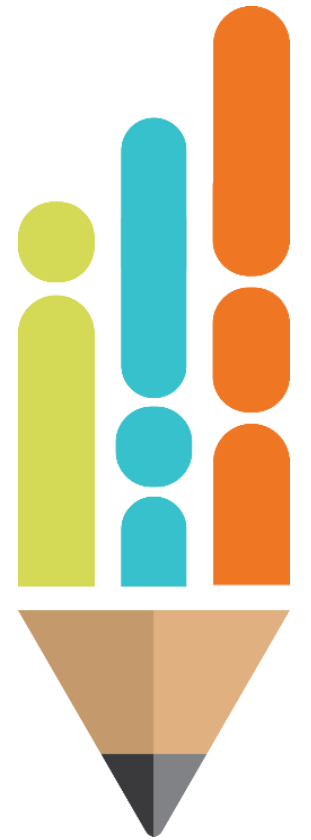
Staffing

- Find the best people.
- Consider using annual contracts.
- Develop basic job descriptions and handbooks for your project staff.
- Staff according to the number of students participating in the program.
- Ensure that school administrators have time to devote to the site for quality programming if they are paid staff.



Communications

- Communication between the project director and site staff
- Communication between the project director and extended learning program staff
- Communication between the project director and school district personnel
- Plan of succession when a project director vacates the position



Contracts – CBOs only

- The department contracts with all community-based organizations (CBOs).
- The commissioner will sign the contract. At that point, it is a fully executed contract.
- Complete the [indirect cost survey](#).



Monitoring



Monitoring

- There are two types of monitoring that our office conducts:
 - On-Site
 - Desktop
- **On-Site Monitoring** – an extended learning staff member will conduct a review of the fiscal management of the grant as well as program operations.
 - You will receive a copy of the monitoring tool in advance of the visit.
 - We will conduct a separate training on how to prepare for a monitoring visit.
 - For LEAs, this monitoring may be part of a Level 3 Results-Based Monitoring (RBM) visit.



Monitoring

- **Desktop** – LEAPs grantees are selected for a desktop review of a specific reimbursement request.
- The grantee will be asked to provide the following documentation related to the request:
 - Receipts
 - Invoices
 - Purchase orders
 - Time sheets



Budgets

Budgeting

- Adequately plan for the entire school year.
- Be good stewards of the grant funds.
- Draw funds out of ePlan on a **monthly** basis.
 - By Dec. 31, 2023—25% of grant funds should be drawn down.
 - By March 31, 2024—50% of funds should be drawn down.
 - By June 30, 2024—75% or more of funds should be drawn down.
- Submit budget revisions as needed in [ePlan](#).



Budgeting

- Look for the TDOE Extended Learning approval in ePlan after submitting budgets and revisions.
- If returned not approved, look for comments in the **history log** and revise.
- Administrative costs must be reasonable
- Expenses that are covered in Indirect Costs should not be included in another line item.



Allowable Expenditures

- Salaries and benefits for program staff
- Professional development for extended learning staff that are required and/or relate to grant objectives, including travel
- Educational supplies required for implementing program activities
- Materials and supplies associated with hands on activities and project-based learning
- Student transportation



Non-Allowable Expenditures

- Promotional or marketing items such as flags or banners
- Decorative items
- Bonuses or incentives for personnel including cash or material items
- Incentives for students including banners, plaques, t-shirts, prizes, and clothing
- Entertainment such as amusement, diversion, and social activities
- Non-academic field trips
- Gift cards, awards, rewards



Non-Allowable Expenditures

- Activities that take place during the regular school day
- Textbooks and workbooks to be used during the regular school day
- Most food (*consult with extended learning program staff for specific guidance on determining when funds may be used to purchase food items*).
- Food for family activities
- Expenses not directly or clearly related to the program
- Facilities or vehicles
- Furniture



Non-Allowable Expenditures

- Travel expenses for individuals not involved with the project
- Lobbying
- Grant writing services
- Late fee payments and interest rates on credit cards
- Substitute teachers used during the day
- New construction or capital improvements such as permanent fixtures or renovations



Technology Requests

- Grantees are limited to 15 technology items per year.
- Technology requests should come from the project director not individual site staff.
- Some examples of requests that will not be approved
 - LCD projectors
 - Camcorders
 - Laptop or desktop computers that are over \$1,000 each
 - More than 15 items per project including hardware, software, and licenses



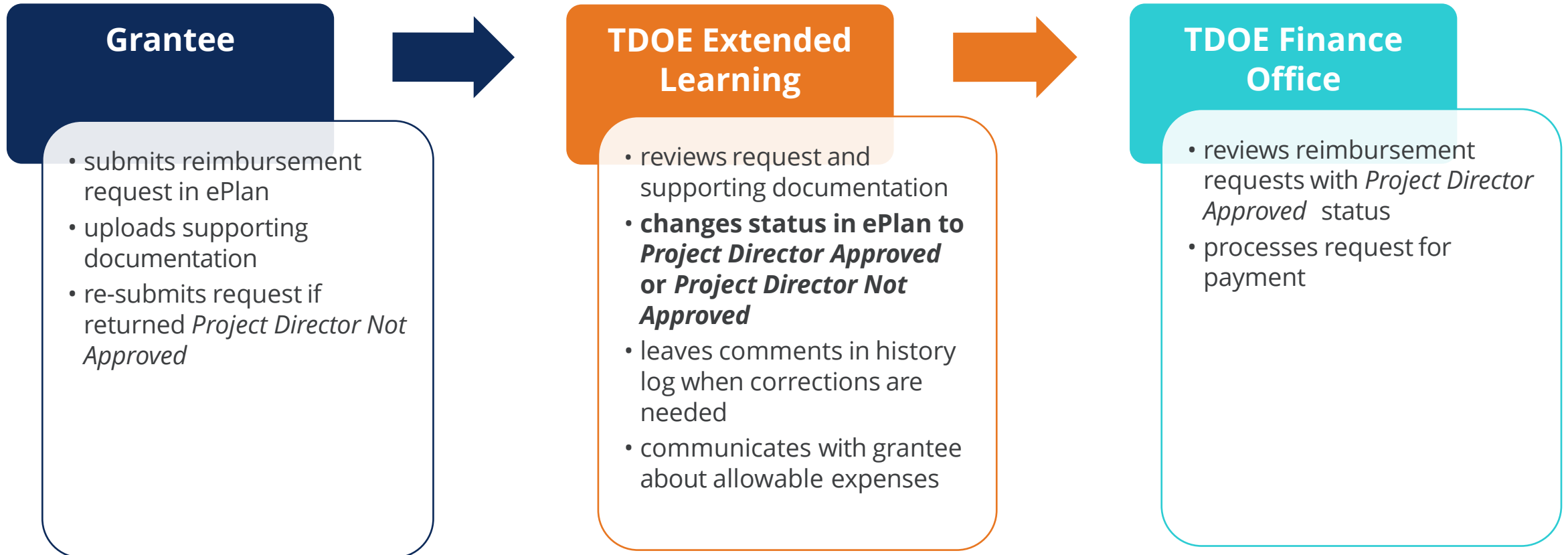
Technology Requests

- Requests must be completed using [this survey link](#) **prior to purchase:**
- We will be able to see your approved technology request, and you will not need to add anything to your reimbursement request.



Reimbursement Requests

Reimbursement Request Work Flow



Reimbursement Request Workflow

- Upload supporting documentation
- All documentation for supplies including but not limited to receipts, invoices, purchase orders, and lesson plans for field trips and any instructional food purchases.
- **Grantees must upload documentation for the following lines every time you request reimbursement: 355, 399, 422, 499, 524, 599.**
- All travel receipts
- All supporting documentation must be equal to line-item expenses: travel, supplies, etc.
- All requests will be reviewed before approval for payment by the extended learning staff.



Helpful Hints

- You can only work on one request per funding cohort at a time. You will not be able to initiate another request until the previous request has been paid.
- It takes 10–14 business days for the request to clear your approvals, be reviewed by TDOE staff, and go through our accounting department. Plan your requests with this in mind.
- We are here to help! Please call or email us if you have questions or need assistance.



Helpful Hints

- Organize your documentation **before** you begin your reimbursement request.
- Make sure your request match the totals of your actual receipts.
- The documentation must be legible. Do not overlap receipts. An illegible receipt is the same as no documentation at all.
- Invoices and receipts need to itemize. We need to see what was purchased.
- Claim items on the appropriate line item.
- If there are items that are unallowable on the receipt i.e., food or sales tax, mark through the item to show that you are not requesting reimbursement.



Line Item Descriptions

- **355 travel**

Any travel expenses for you or your staff that is necessary to complete the functions of your program. Examples: travel you may incur to attend a meeting with us, travel from one site to another, travel related to purchasing supplies, background checks.

- **399 Other Contracted Services**

Contracts you may have with people or vendors. Examples are vendors who have classes for your students, teaching staff, or a position that may be fee- based (person who does your payroll, bus drivers).



Line Item Descriptions

- **422 Food Supplies**

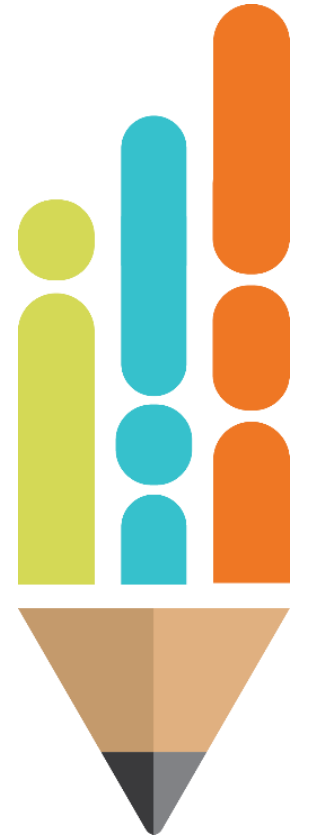
Food that you need for cooking classes, lessons that may involve chemical processes with foods, or snacks for your students that meet the USDA guidelines. Foods must be healthy. If a food item is necessary for a lesson, please upload the lesson plan along with your receipts.

- **429 Instructional Supplies & Materials**

Supplies used in the classroom or items needed for instructional lessons for your students. This can include subscriptions or computer programs that are allowable.

- **499 Other Supplies & Materials**

Cleaning supplies or office supplies: hand sanitizer, copy paper, ink toner.



Line Item Descriptions

- **504 Indirect Cost**

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization.

- **524 In-Service / Staff Development**

Food that you need for cooking classes, lessons that may involve chemical processes with foods, or snacks for your students that meet the USDA guidelines. Foods must be healthy. If a food item is necessary for a lesson, please upload the lesson plan along with your receipts.

- **599 Other Charges**

Items that are not contracted. Examples: fuel for buses, field trips, utility bills, fingerprint and background checks.



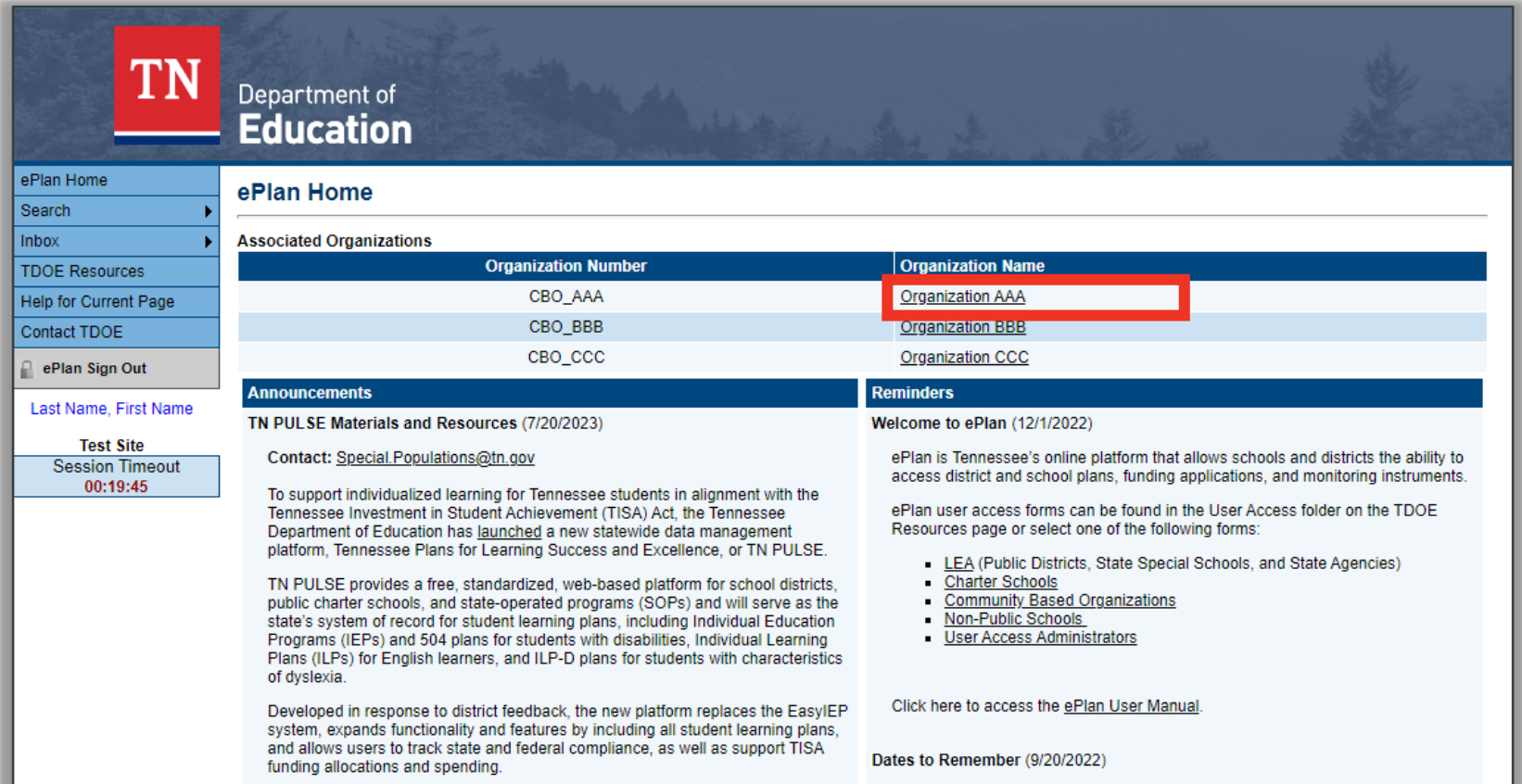
Login to ePlan

- Login to ePlan (<https://eplan.tn.gov/>) with your email and password. Click Submit.

The screenshot shows the ePlan Sign-In page. On the left, a navigation menu includes links for ePlan Home, Search, TDOE Resources, Help for Current Page, Contact TDOE, and ePlan Sign-In (highlighted with a red box). Below the menu is a 'Public Access' section. The main content area is titled 'ePlan Sign-In' and contains a 'Sign-In' header. Below this are two input fields: 'Email Address:' and 'Password:'. A 'Forgot your password?' link is located below the password field. A 'Submit' button is positioned at the bottom right of the form area, also highlighted with a red box.

Select the Organization

- **If you have roles for multiple organizations,** select the specific organization, by clicking on the organization name on the ePlan Home page.
- You can switch organizations by returning to this page.

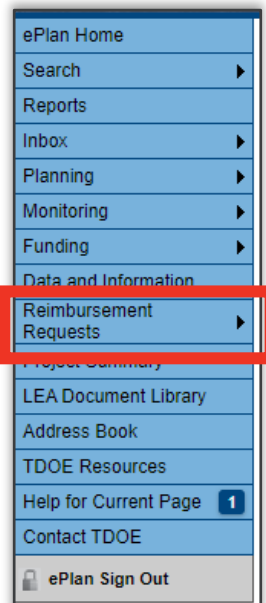


The screenshot shows the ePlan Home page for the Tennessee Department of Education. The page features a navigation sidebar on the left with options like 'ePlan Home', 'Search', 'Inbox', 'TDOE Resources', 'Help for Current Page', 'Contact TDOE', and 'ePlan Sign Out'. The main content area is titled 'ePlan Home' and includes a table of 'Associated Organizations'. The table has three columns: 'Organization Number', 'Organization Name', and 'Organization Name'. The first row is highlighted with a red box, showing 'CBO_AAA' in the first column and 'Organization AAA' in the second column. Below the table, there are sections for 'Announcements' and 'Reminders'. The 'Announcements' section is titled 'TN PULSE Materials and Resources (7/20/2023)' and contains contact information and a description of the TN PULSE platform. The 'Reminders' section is titled 'Welcome to ePlan (12/1/2022)' and provides information about user access forms and a link to the ePlan User Manual. At the bottom, there is a 'Dates to Remember (9/20/2022)' section.

Organization Number	Organization Name
CBO_AAA	Organization AAA
CBO_BBB	Organization BBB
CBO_CCC	Organization CCC

Select Reimbursement Requests

- From the Navigation menu select **Reimbursement Requests > Reimbursement Requests.**
- Then, select the Grant by clicking on the grant name



The screenshot shows the 'Reimbursement Requests' page for the Tennessee Department of Education. The page header includes the TN logo and 'Department of Education'. Below the header, there is a navigation menu on the left and a main content area. The main content area displays 'Organization AAA (CBO_AAA) Non-LEA' and a dropdown menu for the year '2024' and the grant name 'Lottery for Education: Afterschool Programs (LEAPS)'. Below this, there is a table with the following data:

Grant	Available Budget	Total Available Amount	Received Amount	Net Available Amount	Pending Request Amount
Lottery for Education: Afterschool Programs (LEAPS)	\$90,000.00	\$90,000.00	\$0.00	\$90,000.00	None

Create New Reimbursement Request

- Your screen should look like this:
- Click **Create New Reimbursement Request**
- **Note:** *You will not be able to enter a reimbursement request until you have an approved budget in ePlan.*

Project Summary

Organization AAA (CBO_AAA) - FY 2024 - Lottery for Education: Afterschool Programs (LEAPS)

[Return to Reimbursement Requests](#)

Project Information	
Project Number	24--460000
C.F.D.A. Number	
Initial Substantially Approved Date	8/11/2023
Project Begin Date	7/1/2023
Project End Date	6/30/2024
Allocation	\$90,000.00
Available Budget	\$90,000.00
Allow Carryover	True
Project Status	Normal [Hold]

[Create New Reimbursement Request](#)

Reimbursement Requests					
#	Amount	Request Period	Status	Status Date	Voucher #
There are no matching Reimbursement Requests for this grant.					

Adjustments			
Amount	Type	Creator	Date
There are no matching Adjustments for this grant.			

Submitting a Reimbursement Request: Step 6

Click **Confirm** to begin the reimbursement request. Then, on the Sections page, click **Expenditure Details**.

Create Reimbursement Request

Organization AAA (CBO_AAA) - FY 2024 - Consolidated Admin Pool

You are about to change the status of this Reimbursement Request to Draft Started. Click Confirm to change the status.

Confirm Cancel

Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation	Print Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Messages	Messages	Print
Related Documents	Messages	Print
Assurances		Print
All	Messages	Print

[Return to Project Summary](#)

Expenditure Details

- Enter the dollar amount for your reimbursement request. Use the correct line item for your expenditures. Repeat until completed.
- Only line items from the approved budget appear. Complete a budget revision in the Funding Application to add lines or move money from one line to another.
- ePlan automatically populates expenditures from previous requests. Update only the cells where the **YTD amounts have changed**.

Expenditure Details

Organization AAA (CBO_AAA) - FY 2024 - Lottery for Education: Afterschool Programs (LEAPS)

Save And Go To ▶

Line Item Number	Account Number	73300 - Community Services	Total
105 - Supervisor / Director		0.00	0.00
116 - Teachers		0.00	0.00
429 - Instructional Supplies & Materials		0.00	0.00
Total		0.00	0.00

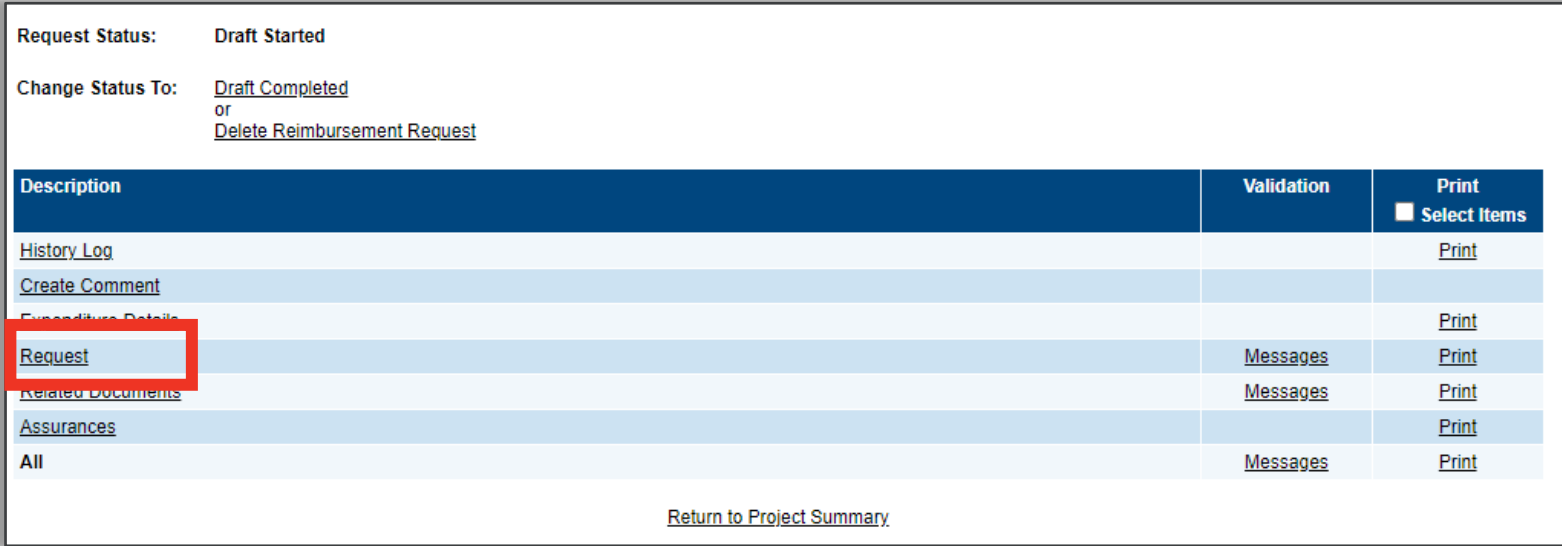
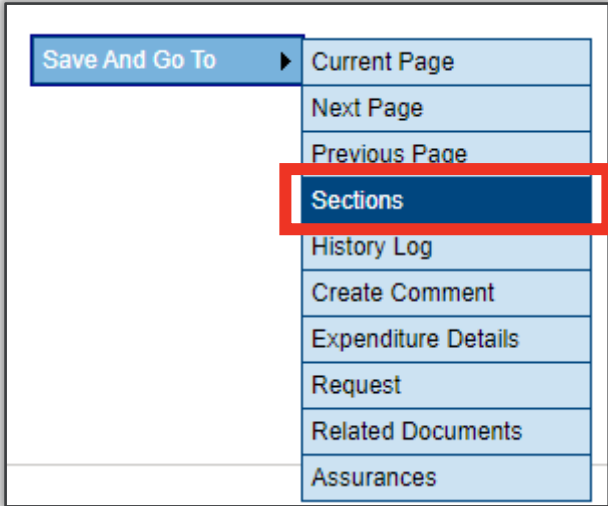
Save And Go To ▶

Hover on the cell to see your approved budget amount.

Budgeted Amount: 20,000.00
Previous Funds Requested: 0.00
Total Funds Requested: 0.00
Amount Remaining: 20,000.00

Save and Go to Sections Page

- Use the **Save and Go To** button to save your work and return to the Sections page.
- Then click to navigate to the **Request** page.




Request Page – Fiscal Summary


- ePlan automatically populates most fields. You must enter the **Fiscal Information As of Date.**

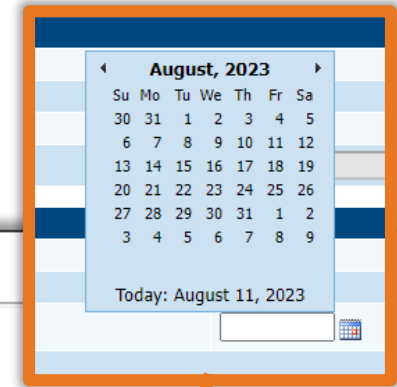
Request

Organization AAA (CBO_AAA) - FY 2024 - Lottery for Education: Afterschool Programs (LEAPS)

Save And Go To 

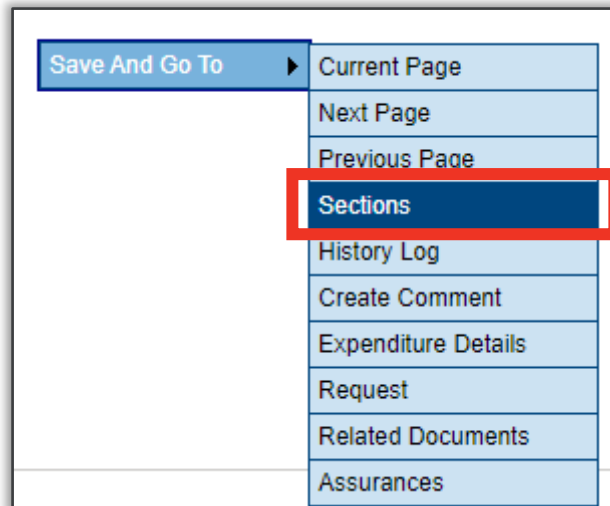
General Information	
Project Number	24--460000
C.F.D.A. Number	
Reimbursement Request #	1
Voucher Number	<input type="text"/>

Fiscal Summary	
Allocation	\$90,000.00
Available Budget	\$90,000.00
Fiscal Information As Of	<input type="text"/> 
Cash Received	\$0.00
Total Cash Basis Expenditures	\$8,500.00
Cash Balance On Hand	(\$8,500.00)
Cash Available	\$90,000.00
Total Amount Requested	\$8,500.00



Uploading Supporting Documentation

- From the Sections page, click on **Related Documents** to balance your line items with supporting documentation.



Request Status: Draft Started

Change Status To: [Draft Completed](#)
or
[Delete Reimbursement Request](#)

Description	Validation	Print Select Items
History Log		Print
Create Comment		
Expenditure Details		Print
Related Documents	Messages	Print
Assurances	Messages	Print
All	Messages	Print

[Return to Project Summary](#)

Line Items and Supporting Documentation

Acceptable

<u>SUPPLIES</u>			
Craft Paper		\$3.50	
Water Color Paint		\$8.75	
		\$12.25	<u>TOTAL</u>

Applicable receipts

RECEIPT	Joe's School Supply Store	NO. 1
Joe's School supply store 12 Sesame Street Nashville, TN 37219		Extended Learning Program 718 James Jefferson Parkway Nashville, TN 37423
		Payer Name Address City, ST ZIP Code
Date	Description	Amount
9/12/2023	Craft Paper	\$3.50
	Water Color Paint	\$8.75
		Subtotal \$12.25
		Tax -
		Total \$12.25

Line Items and Supporting Documentation

Unacceptable

<u>SUPPLIES</u>			
Craft Paper		\$3.50	
Cookie Monster Pizza		\$8.75	
		\$12.25	<u>TOTAL</u>

Applicable receipts

RECEIPT

Joe's School Supply Store

NO. 1

Joe's School supply store
12 Sesame Street
Nashville, TN 37219

Payer Name Address
City, ST ZIP Code

Extended Learning Program
718 James Jefferson Parkway
Nashville, TN 37423

Date

Description

Amount

9/12/2023

Craft Paper

\$3.50

Subtotal

\$3.50

Tax

-

Total

\$3.50

How to Upload Documentation in ePlan

- Click on the **Upload New** link to begin to add your attachments. You will repeat until all your attachments are uploaded into ePlan.

Related Documents

Organization AAA (CBO_AAA) - FY 2024 - Lottery for Education: Afterschool Programs (LEAPS)

Save And Go To ▶

Required Documents		
Type	Document Template	Document/Link
RR (21st Century/LEAPS) Supporting Documentation [Upload at least 1 document(s)]	N/A	Upload New

Save And Go To ▶

How to Upload Documentation in ePlan

- Find the documentation you previously scanned to your computer.

Update Related Document - RR (21st Century/LEAPS) Supporting Documentation

Organization AAA (CBO_AAA) - FY 2024 - Lottery for Education: Afterschool Programs (LEAPS)

Please select a file to upload.

Upload Data File:

PLEASE NOTE that uploading a data file will overwrite any data file that is already attached to this item.

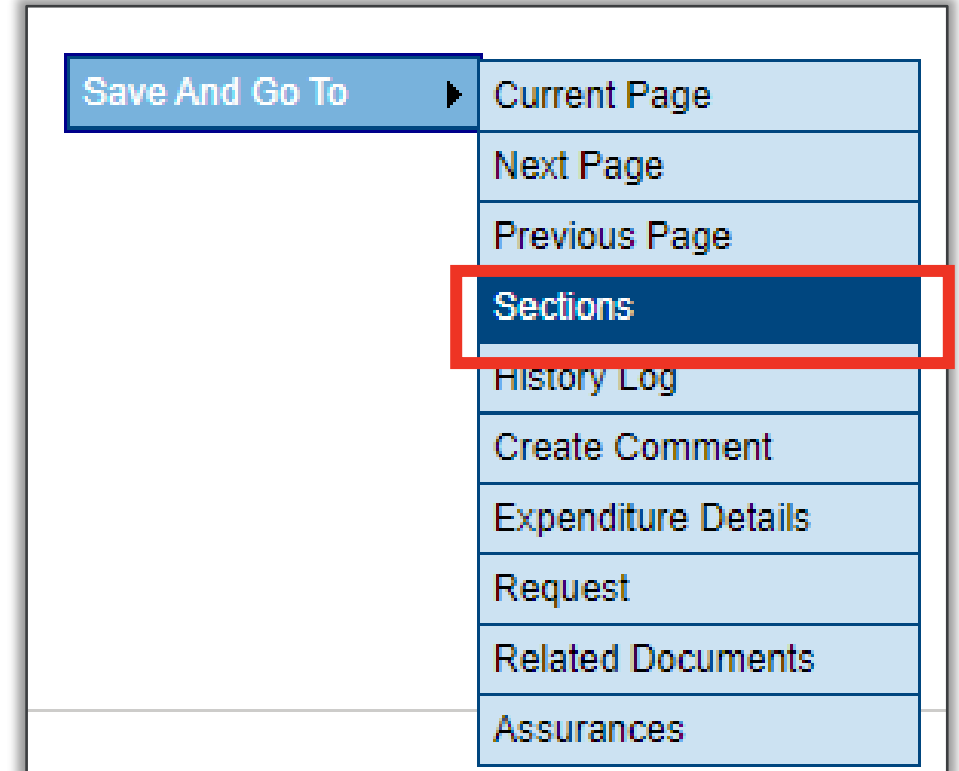
Document Name:

This is where you name your attachment, so it is easy to differentiate between multiple uploads.

Required Documents		
Type	Document Template	Document/Link
RR (21st Century/LEAPS) Supporting Documentation [Upload at least 1 document(s)]	N/A	Upload New [Update] [Delete] Itemized Supplies List 2023-09-12 [Update] [Delete] School Supplies Receipt 2023-09-12

How to Upload Documentation in ePlan

- Repeat these steps until you have all supporting documentation attachments uploaded.
- Remember to click **Save and Go To** when leaving the page.



Draft Completed

- Click on the **Draft Completed** link, then check the box, and confirm the status change to submit your reimbursement to the approval process.

Reimbursement Request Sections

Organization AAA (CBO_AAA) - FY 2024 - Lottery for Education: Afterschool Programs (LEAPS)

Request Status: Draft Started

Change Status To: **Draft Completed**
[Delete Reimbursement Request](#)

Status Change Confirmation

Organization AAAA (CBO_AAA) - FY 2024 - Lottery for Education: Afterschool Programs (LEAPS)

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise. 200.415 - Uniform Grants Guidance

You are about to change the status of this Reimbursement Request to Draft Completed. Check the box and Click Confirm to change the status.

[Confirm](#) [Cancel](#)

Request Status: Draft Completed

Change Status To: [Project Director Approved](#)
or
[Project Director Returned Not Approved](#)

What if there is an unallowable expense?

- If a reimbursement request has items that are non-allowable, or if additional supporting documentation is needed, your request will be returned for revision (*Project Director Not Approved* status) in ePlan.
- The reasons why the request was returned will be in the history log in ePlan.
- You will need to resubmit the request for approval after all corrections are made.



Common Reasons for a Returned Reimbursement Request

- Illegible documentation: overlapped receipts or poor photocopies.
- Lacking signatures: timesheets, purchase orders, travel forms must have two signatures.
- Unallowable items
- Insufficient documentation
- Items claimed on the incorrect line item.





Thank You!

Artina Fossett | Operations Assistant
Artina.Fossett@tn.gov

Mario Pennington | Program Review Coordinator
Mario.Pennington@tn.gov

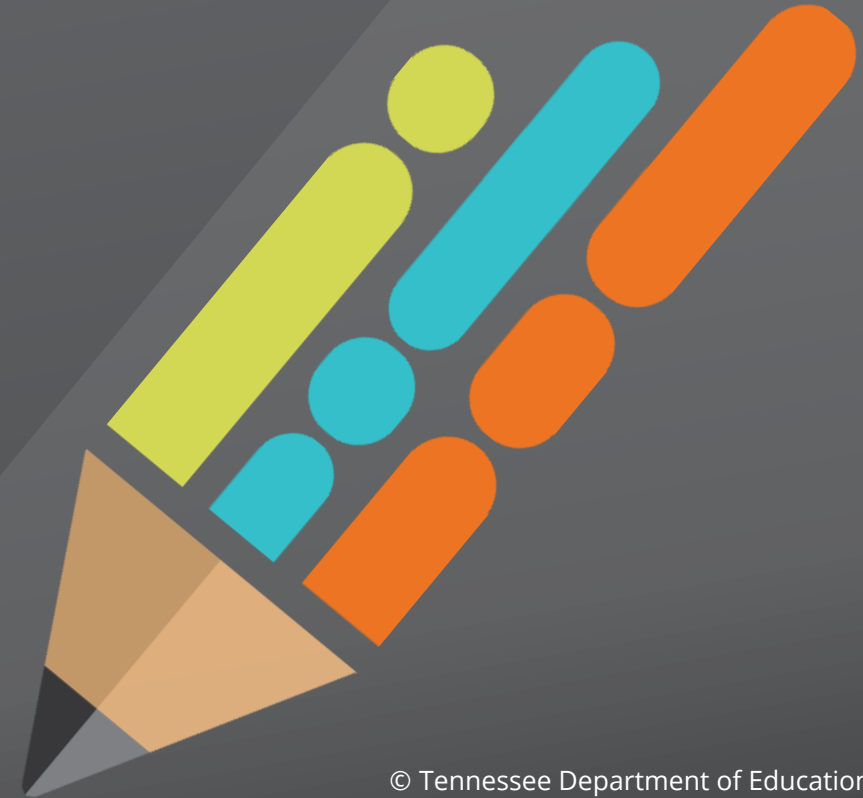
Brinn Obermiller | Senior Director of ESEA Oversight
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Please Share your Feedback:

You may access the PD by navigating here:

https://stateoftennessee.formstack.com/forms/fpo_professional_development_survey



Fraud, Waste or Abuse

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

Notifications can also be submitted electronically at:

<http://www.comptroller.tn.gov/hotline>