Extended Learning Office Project Director Training

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Federal Programs and Oversight | *Aug.4-5, 2025*

TN Department of Education

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Meet your Extended Learning Team

- Anessa Ladd, Extended Learning Grant Manager

- Mario Pennington, Federal Grants Manager

- Artina Fossett, Administrative Assistant

- Welcome
- Key Accomplishments in FY24
- Focus Areas for Growth
- Key Changes for FY26
- Program Manual
- Monitoring Tool
- ePlan Instructions
- Fiscal Management
- FERS
- ELAP
- Questions and Answers

Key Accomplishments in FY24

- **24%** of students **demonstrated growth** by advancing one level on their **Math Assessment** and **25%** in **Reading/Language Arts.**

- **44%** of student participants in K-2 demonstrated **growth on a universal reading screener.**

- **55%** of student participants in grades 7-12 **improved their GPA.**

- **70%** of student participants who had missed 18 days or more in the prior school year, demonstrated an **improved attendance rate**.

- **70%** of student participants experienced a **decrease in in-school suspensions** compared to previous year.

- **75%** of student participants demonstrated an **improvement in teacher-reported engagement in learning.**

Top 3 Focus Areas for Growth in ExL

- **Regular Attendees**

  ➤ Programs will meet or exceed the required number of regular attendees based on the allocation formula.

- **Program Activities**

  ➤ Programs will offer a broad array of academic and enrichment activities daily.

- **Fiscal Management**

  ➤ Programs will spend funds appropriately and draw down funds timely.

Regular Attendees

- 21st CCLC
  - Served a total of **24,876** students in FY25
  - Out of the total served, **57%** (14,218) were Regular Attendees
  - Based on the Allocation Formula, 21st CCLC Grantees should have served 15,872 Regular Attendees, a difference of (1,654) students.
  - **42%** (50) of 21st CCLC Grantees **met** their Regular Attendees Goal
  - **58%** (69) of 21st CCLC Grantees **did not meet** their Regular Attendees Goal

Regular Attendees

- LEAPs
  - Served a total of **13,034** students in FY25
  - Out of the total served, **58%** (7,581) were Regular Attendees
  - Based on the Allocation Formula, LEAPs Grantees should have served 8,204 Regular Attendees, a difference of (623) students.
  - **36%** (20) of LEAPs Grantees **met** their Regular Attendees Goal
  - **64%** (36) of LEAPs Grantees **did not meet** their Regular Attendees Goal

Program Activities

Site activities should include both academic and enrichment daily.

- **Best practices for the academic session**
  - ➢ 45-60 minutes in length per day
  - ➢ Hands-on manipulatives utilized
  - ➢ Focus on Math and Reading/Language Arts

- **Best practices for enrichment session**
  - ➢ 30-45 minutes in length per day
  - ➢ Variety of activities which could include STEM, art, music
  - ➢ 60 minutes per week (not per day) of structured physical activity
  - ➢ Enrichment is scheduled and provided to staff

Fiscal Management

- Grant funds are spent appropriately on allowable activities.

- Grantee funds are down from ePlan monthly starting Oct. 1 for a minimum of 8 drawdowns per year.

Key Changes to FY26 ExL

- **Change Program Start Date**
  - To ensure program funds are maximized and students are served to the fullest extent possible, programs will be required to be fully operational and serving students by **Sept. 1**; however, programs may start before Sept. 1. It is expected that programs will be fully operational from **September until May** of the current school year.

- **Revise the number of Days for LEAPs**
  - Starting in FY26, LEAPs Programs will be required to be open **160 days** during the school year (Aug. 2025-May 2026) instead of 180 days.

- **Define Family Engagement**
  - Family engagement will be defined as 12 hours of programming, specific to ExL, offered per year at each site.
  - Mandatory Parent Orientation must be included within the 12 hours of programming.

Key Changes to FY26 ExL

- **Termination of Just Cause**

A grant may be terminated at any time for just cause, which includes, but is not limited to, non-compliance with grant terms and conditions, failure to meet project milestones, mismanagement of funds, or submission of false or misleading information. If a grant is terminated for just cause, the applicant will be ineligible to reapply for funding under this program for five years from the date of termination.

- **Site Closures**

As this is a competitive grant, all funded activities must remain within the original scope of services outlined in the grantee's approved grant application. Therefore, adding a new site to replace an existing site or supplementing an existing site is not permitted under the terms of the grant. If a grantee wants to close a site, all funds must for that site must be reverted back to state and the closed site is no longer eligible to receive funding for the remainder of the grant cycle.

Key Changes to FY26 ExL

- **LEAPS FY27 and 21st CCLC Request for Application**

For existing grantees, grant award decisions will be based partly upon previous grant cycle performance. Overall peer review scores will be reduced based on prior negative performance including:

- Failure to serve 90 percent of the expected number of regular attendees in Year 2 (-10 points) or Year 3 (-10 points)
- Failure to complete and submit all TDOE local evaluation reports by the established deadlines in Year 1 (-5 points), Year 2 (-5 points), or Year 3 (-5 points);
- Failure to meet 80 percent of ELAP Data Quality Checks (DQCs) by the established deadline in Year 1 (-5), Year 2 (-5 points), or Year 3 (-5 points);
- Failure to expend 90 percent of funds from the previous award cycle (-5 points);

Program Manual

Monitoring Tool

ePlan Application Instructions

Timeline for FY26 Funds and Applications

- Allocations will be loaded to **FY26** remaining funds applications in by the end of the week .

- All grantees should complete and submit their FY25 application(s) by **Aug. 29.**

ePlan User Access

- Complete and submit an ePlan User Access Form [here](#) for **new grantees** or for **updates for existing grantees.**
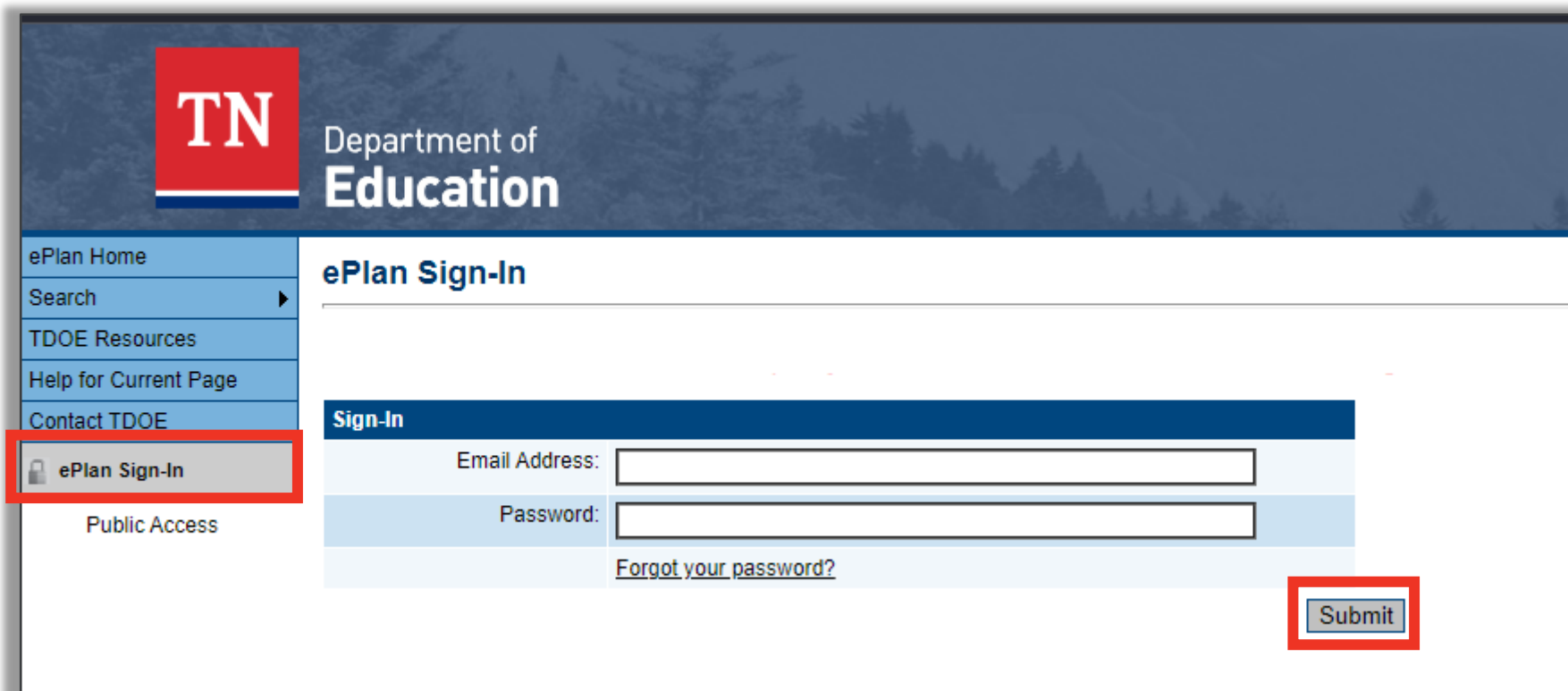
Login to ePlan

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

Select Funding Applications

- From the Navigation menu select **Funding > Funding Applications.**
- Then select the 2026 fiscal year and application.

Change Status

- **Change status from:**
  - *Not Started* to *Draft Started* (LEAPs and 21st CCLC Remaining Funds)

- **Click *Confirm* to change the status.**

Cover Page

- **Enter contact/organizational information at the top and complete Proposed Sites table at the bottom.**

Organization Official Address

* Organization Name		* Street
* City		* Zip Code
* Phone		* Organization Website

Extended Learning Project Director

* Name	* Email	* Phone

Proposed Sites

Center / Site Name	Proposed Number of Students Served	Grade Span Targeted	Site Location (Address)	Students attend a Title I School	Students attend a CSI, TSI, or ATSI School
🗑				☐	☐

Add Row

☑ Check this box if the sites being served have changed since the grant was initially awarded?

Have the changes to sites served been approved by the Extended Learning team?

○ Yes

○ No

Save And Go To ▶

Program Logistics and Design

- **For each grade band being served, complete the Program Schedule table.**

Program Schedule. The applicant should check the appropriate grade level(s) to be served. For each grade level, indicate if programming will be provided before or afterschool as well as during the summer. The applicant should indicate when transportation will be provided. Enter the total number of hours the program will be open under each day of the week.

☐ Elementary

	Transportation Provided	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before	☐							0.00
After	☐							0.00
Summer	☐							0.00
ELT Program	☐							0.00

☐ Middle

	Transportation Provided	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before	☐							0.00
After	☐							0.00
Summer	☐							0.00
ELT Program	☐							0.00

☐ High

	Transportation Provided	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours Per Week
Before	☐							0.00
After	☐							0.00
Summer	☐							0.00
ELT Program	☐							0.00

Equitable Services Application Page (21ˢᵗ CCLC Only for Cohort 22, 23, 24)

☐ ☐ N/A: The organization provides an assurance that there are no eligible private schools located within the areas served by the subgrant.

As required under the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), private nonprofit elementary and secondary schools that are located within the attendance area served by the grant may participate in equitable services. Consultation must occur before the fiscal agent makes any decision that affects the opportunity of eligible private school students and teachers to participate.

Therefore, consultation must occur during the design and development of the grant application. If awarded, applicants are also required to consult with private school officials on an ongoing basis regarding the provision of equitable services, during the annual private school equitable services consultation process as defined by the department. Awarded organizations must maintain documentation of initial and ongoing consultation for monitoring and reporting purposes.

* Open Response:
Describe the consultation process between the organization and eligible private school(s). In the response, include (1) important dates, (2) modes of communication, and (3) the information provided to non-public school representatives. (Upload 21st CCLC Affirmation and Final Agreement form in Related Documents by Oct. 1, 2024).

[text area]

[Check Spelling]
[0] of 36000 characters

Complete the table below to list the eligible non-public schools that were consulted. (Upload 21st CCLC Affirmation and Final Agreement form in Related Documents by Oct. 1, 2024).

Non-Public School Name	Date of Contact	Interested in Participating?
🗑 * [ ]	* [ ] 📅 Clear	* Select... ▾
Add Row		

* If there are participating non-public schools, describe the process used to determine the equitable share of funds to make available for equitable services. - See K-5 from Title VIII, Part F Equitable Services for Eligible Private School Children, Teachers, and Other Educational Personnel Non-Regulatory Guidance or the FY25 21st CCLC Program Guide for more information.

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Budget

Budget Item Creation Option 1: Edit or Create the Budget Items inside ePlan

To manually enter each budget line item on the application *Budget* page:

- For each budget line that the organization plans to use, click the **Modify** link located to the left of the account number to open the *Budget Detail* page for that item.

Action	Account Number	Total
Modify	73300 - Community Services	$0.00
Modify	99100 - Transfers Out	$0.00

- On the *Budget Detail* page for the item, click **Add Budget Detail**.

Add Budget Detail	<< First	< Previous	Next >	Last >>	Items 0-0 out of 0	Items/Page: 10 ▾
Delete	Edit	Budget Detail			Narrative Description	

Total for filtered Budget Details: $0.00

Budget Detail		Narrative Description
Account Number:	73300 - Community Services ▾	
Line Item Number:	105 - Supervisor / Director ▾	
Optional Program Code:		
Location Code:	EXAMPLE LEA (999) ▾	
Quantity:	1.00	
Cost:	$0.00	
Budget Detail Total:	$0.00	

Budget

- On the *Create Budget Detail* page:
    o The Account Number is pre-selected from the previous screen.
    o Select the appropriate Line Item Number from the dropdown menu.
    o Enter the Quantity and Cost for the Budget detail. The quantity is most commonly 1.00.
    o ePlan auto-calculates the Line Item total as Quantity multiplied by Cost.
    o Add a narrative description for each entry.

- To **edit** existing Budget Details, click the pencil icon. To **delete** an existing Budget Detail, click the trash can icon.
- Click **Return** to navigate back to the *Budget* page.

ePlan Budget Narratives

▪ When developing the FY26 Budget Narratives, please place the following information in the first narrative box of your budget.
  – List each Site that will be in operation and include the following:
    • Start date and end date for school year and summer
    • Days per week in operation for morning and afternoon
    • Hours of operation for morning and afternoon
    • Number of days in operation for morning and afternoon

▪ Example:
  ABC Center
  -School Year: Sept.1-May 8; M-F from 7-8 AM and 3-5 PM; 160 days per year
  -Summer: June 8-19; M-F from 1-5 PM; 10 days per year
  XYZ Center
  -School Year: Aug. 25-May 8; M-F from 7-8 AM and 3-5 PM; 165 days per year
  -Summer: No summer programming

ePlan Budget Narratives

- When developing the FY26 Budget Narratives, please provide:
  - Description: Describe what you are buying and what it will be used for in programming
  - Show the Math

- Example:
  - **Line Item #116-$84,000 total:** This line item will be used to hire teachers to tutor students daily in Reading/Language Arts and math and to provide enrichment activities.

    ABC Center

    6 teachers x 3 hours/day x $25/hour x 120 days/year = $54,000

    XYZ Center

    5 teachers x 2 hours/day x $25/hour x 120 days/year = $30,000

Change Status

- **Change status to *Draft Completed* (or *Revision Completed*)**

- **Workflow: *LEA Fiscal Representative Approved > LEA Authorized Representative Approved***

- **The application has not been submitted to the department until it is in *LEA Authorized Representative Approved* status.**

Fiscal Management

Internal controls

- Internal controls are the processes, policies, and procedures that an organization implements to ensure the reliability of its financial reporting, the effectiveness and efficiency of its operations, and its compliance with laws and regulations. They are designed to safeguard assets, prevent errors and fraud, and promote accountability.

    Examples of internal controls:

    1. Make sure you know your site staffing, student enrollment, and be familiar with your ELAP data, and make periodic unannounced drop-ins.

When internal controls fail

- When internal controls fail, funds are being misused that are meant for our children.

- Case 1
  - Site coordinators and staff reported 877 hours of time worked; they did not work.
  - Intentionally reported data inaccurately; one student withdrew from the school system in May 2020 and never enrolled, but they were reported to have 7,865 minutes of program attendance from August 22, 2022, through December 16, 2022.
  - Comptroller's internal control deficiency- The former afterschool director failed to provide adequate oversight to the afterschool program employees.From October 2022 through December 2022, the project director failed to visit any of their sites.
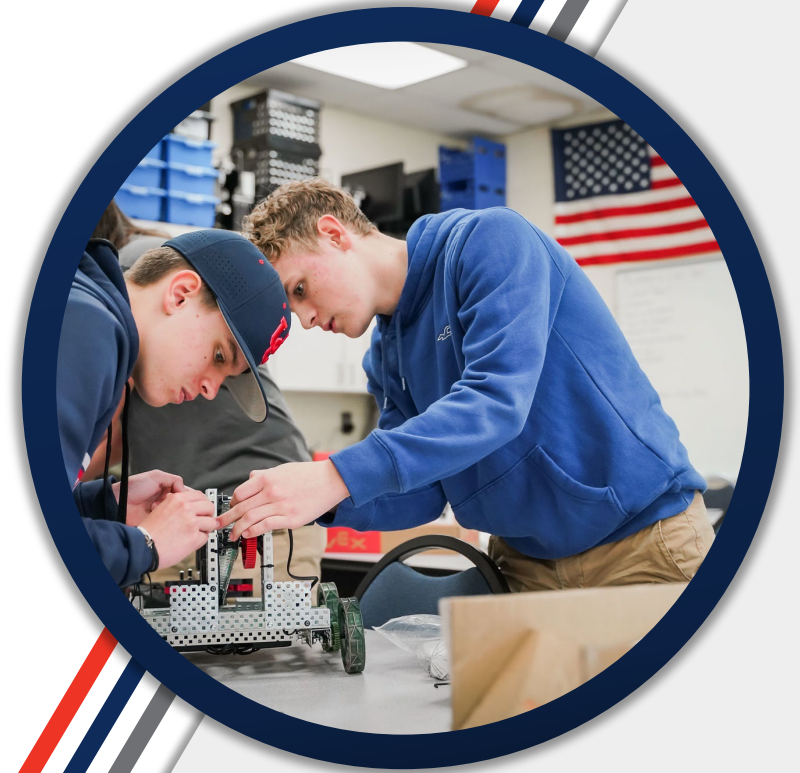
When internal controls fail

- When internal controls fail, funds are being misused that are meant for our children.

- Case 2

1. **Inaccurate Attendance Documentation:**
   Grantees are required to record student attendance by minute in the ELAP database. However, student sign-out times were not documented. This lack of detail compromises the reliability of attendance data.

2. **Improper Program Participation:**
   Students signed in and received snacks, but a majority left immediately afterward without signing out. Interviews revealed that some students attend solely for the snack and are not engaged in programming.

3. **Inflated Attendance Reporting:**
   Although the site director reported a daily attendance of 75–110 students, only 11 students remained for programming during the visit. Several students indicated they were simply waiting for athletic practices/games, not participating in programming.

When internal controls fail
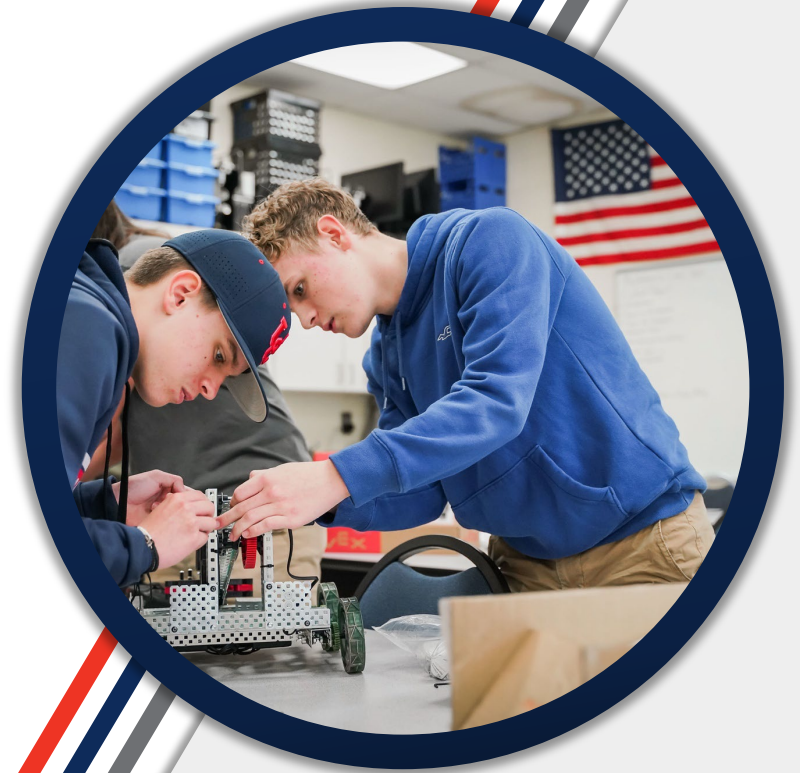
- When internal controls fail, funds are being misused that are meant for our children.
- Case 3

- **No Programming:** None of the sites were open on April 22. Locations stated as being closed due to the EOC testing period. This raises concerns about missed opportunities to support students during a critical academic time.

- **Lack of Communication:** School office staff and administrators were unaware of site closures and, in some cases, the extended learning program's existence.

- **Operational Minimums at Risk:** There is concern that the grantee may not meet the minimum 120 days of operation required for the grant year. Sites were also closed during a past monitoring in December 2024.

- **Inaccurate Certification in ELAP:** Certified data regarding hours of operation and Site Coordinator information was not accurate across multiple sites.
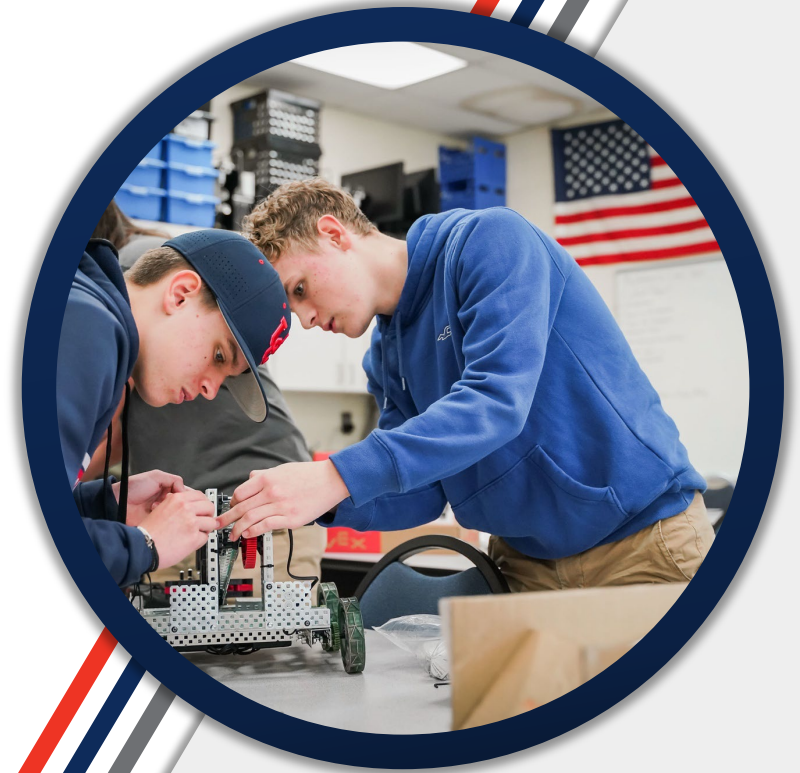
Reimbursement Requests

Reimbursement Request- Documentation

All line items other than salaries and benefits require supporting documentation uploaded into the related documents tabs. The related documents must be separated and named by the individual line item and dollar amount of the total claimed. Attachment examples for the required format are below.

- Line item 355 $74.59
- Line item 399 $4,756.47
- Line item 422 $258.12
- Line item 429 $115.89
- Line item 499 $1140.50
- Line item 524 $293.46
- Line item 599 $7,832.62

Reimbursement Request- Documentation

- Because this is a reimbursement grant, you must include remittance as a part of your documentation. Acceptable documents are checks that have cleared or credit card statements that clearly show the vendor, item, and amount. You will need to upload the receipts along with a copy of your check or credit card statement every time you submit your reimbursement request for lines 355, 399, 422, 429, 499, 524, and 599.

- Documentation must be legible when uploaded.

- All required signatures on purchase orders, timesheets, and travel must on your documentation.

- If your reimbursement is returned, the comments can be found in the history log.

- Sales tax is not allowable.

Reimbursement Request- Line Item Descriptions

355 – Staff 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 Contract 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).

Reimbursement Request – Line Item Description

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. (This is typically healthy snacks that will be eaten by students)

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. (These items are used directly by students.)

Reimbursement Request-Line Item Description

499 Other Supplies & Materials

Cleaning supplies or office supplies: hand sanitizer, copy paper, ink toner. (These items are typically used by staff.)

504 – Indirect Costs

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. A budget narrative must be entered to explain how you will spend your funds.

Reimbursement Request-
Line Item Description

524 In-Service/Staff Development

Any travel expenses related to training for you or your staff. You will claim all expenses: airline, hotel, registration, meals, mileage, car rental on this line. Do not put these expenses on line 355.

599 Other Charges

Items that are not contracted. Examples: fuel for buses, field trips, utility bills, fingerprint and background checks, CPR certification classes, cell phone, and internet.

Budget Revisions

- When revising a budget in ePlan,
  - Do not change original narrative and math
  - Provide revision number, date, and new total
  - Describe what you are revising
  - Include how much was added/decreased to this line item and from which line item it was added/decreased
  - Show the math used for the revision

- **Example**

  Revision 1: Feb. 10, 2026- New Total $1,680
  Moving $480 to Line 116 from Line 183 to assist with monies needed to hire additional teachers due to increase in attendees.

  ABC Site: 2 additional teachers x 2 hours/day x 120 days=$480

  Original
  Center A: 5 teachers x 2 hours per day x 120 days=$1200
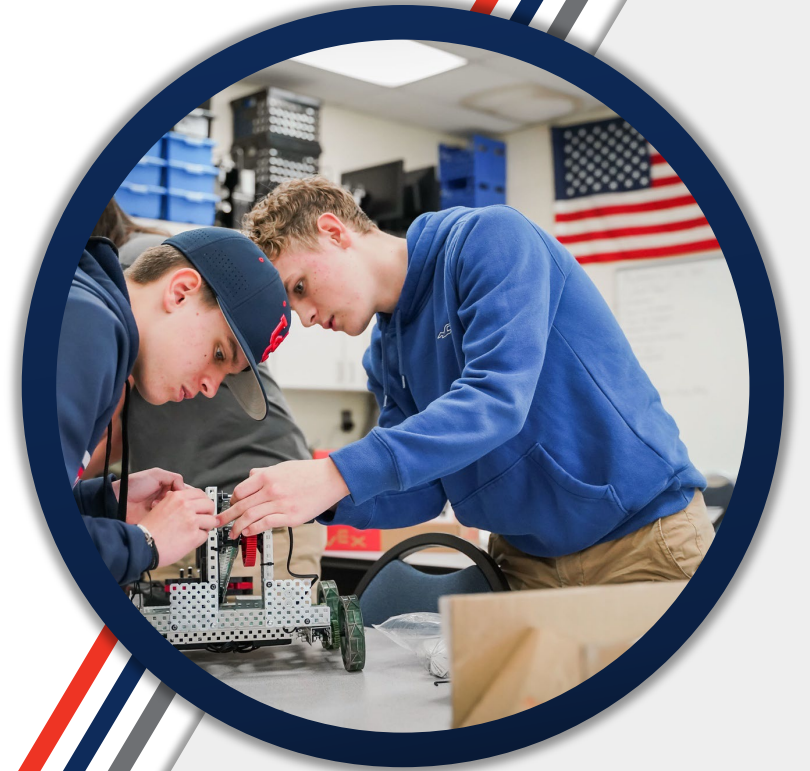
FERs

FERs

- FER instructions can be found here.

- We will set up a TEAMs call for any cohort that has submitted your FER 60 days late last year.

- CBOs only: Upload a blank page for the (FER) Statement of Revenues, Expenditure and Trial balance links. LEAs must upload those documents in their FER.

Upcoming Important Dates and Links

FY26 ExL Calendar

- [FY26 ExL Calendar](#)

2025-26 Extended Learning Calendar

Date	Activity
July 21-22	Project Directors' Training
August 14	Extended Learning Office Hours
August 22	21st CCLC APR Data Entry Window 1 Opens: Activates, Staffing, and Participation
September 11	Extended Learning Office Hours
October 1	FER due in ePlan (Best Practice is August 30)
October 9	Extended Learning Office Hours
October 31	Local Evaluation October Report due to SWORPS
November 6	21st CCLC APR Data Entry Window 2 Opens: Outcomes
November 11-12	Virtual check-ins for grantees
November 30	Data Quality Check #1: Enrollment Data
December 4	Extended Learning Office Hours
January 8	Extended Learning Office Hours
January 31	Local Evaluation January Report due to SWORPS
January 31	Data Quality Check #2: School-day teacher emails
February 9	Family Survey Opens
February 12	Extended Learning Office Hours
March 2	Teacher Survey Opens
March 12	Extended Learning Office Hours
March 30	Student Survey Opens
March 31	Data Quality Check #3: Enrollment Data
April 7-8	Virtual/Regional check-ins for grantees
May 7	Extended Learning Office Hours
May 30	Data Quality Check #4: Regular Attendees
May 31	ELAP surveys close
June 15	Data Quality Check #5: End-of-year Data
June 30	Local Evaluation June Report due to SWORPS

2026 ˅

Division of Federal Programs and Oversight
Andrew Johnson Tower • 710 James Robertson Parkway • Nashville, TN 37243
tn.gov/education

June 2025

Upcoming PD

- **ExL Office Hours:**
  - Dates: 2nd Thursday of most months (August-May) with first one starting Aug.14
  - Time: 1:00-2:30 p.m. CT / 2:00-3:30 p.m. ET
  - Click HERE for a list of dates and a link to join

- **ExL Virtual Check-ins:** Save the date! More details will be provided soon.

Date
November 11
November 12

Sign-up for Important Updates

- Federal Programs Newsletter
  - Click HERE to receive monthly updates

Federal Programs Update

A Monthly Newsletter for Federal Programs & Grants Stakeholders

TN Department of Education

In this issue:

Important Highlights

Program Highlights
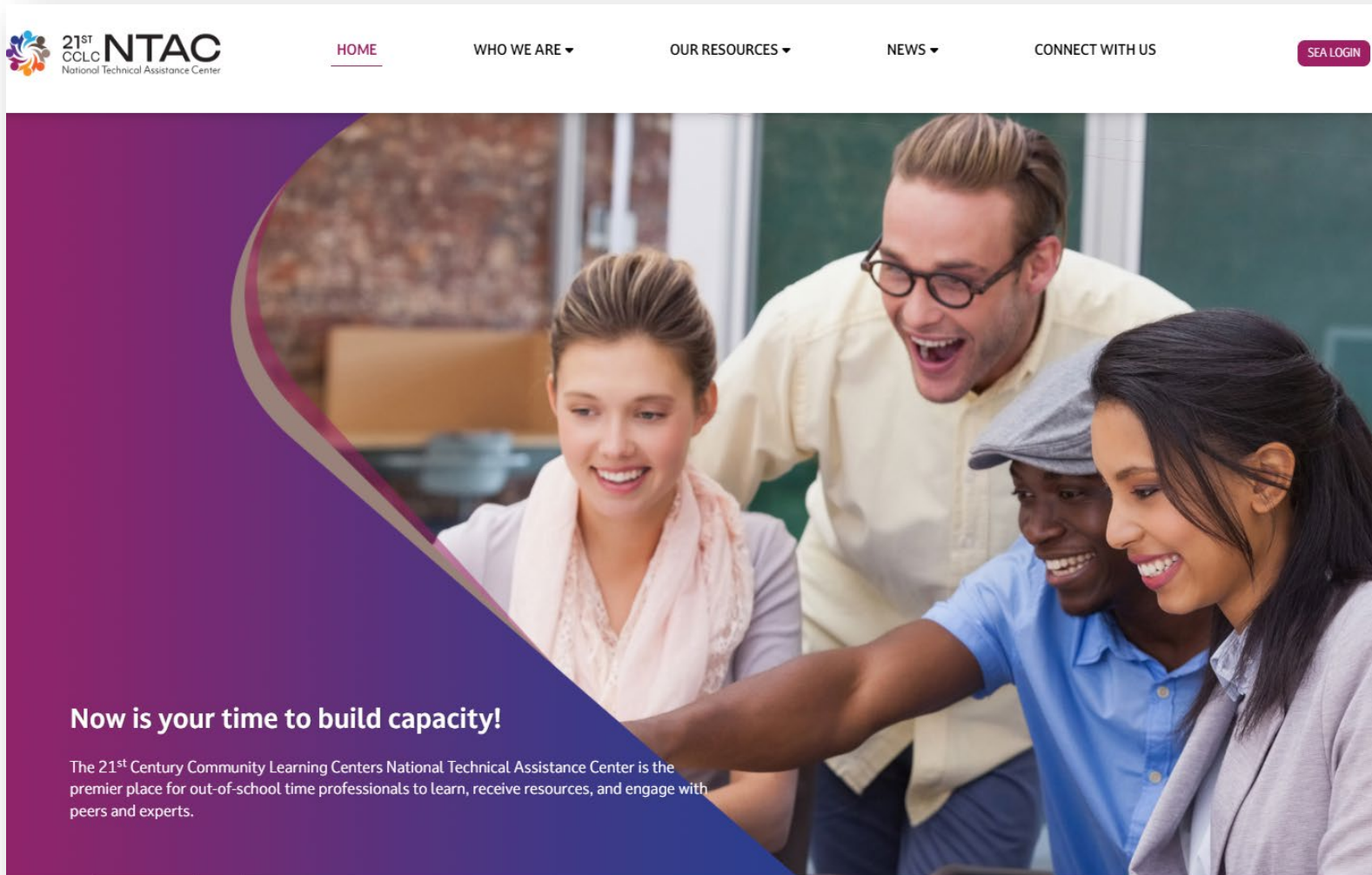
Across the Department

Mark Your Calendars

Office Hours

Important Links

Division Contacts

Program Highlights

- Every Student Succeeds Act (ESSA)
- English Learners (EL)
- Migrant Education Program (MEP)
- Relief Funding
- Students Experiencing Homelessness
- Extended Learning

21st CCLC NTAC Website-Y4Y Replacement

- https://21stcclcntac.org
- Contains new resources as well as archived Y4Y resources.

Resources

- ExL Resources can be accessed in [ePlan](#) > TDOE Resources > 5. Funding Applications and Grants > Extended Learning Programs- 21st CCLC and LEAPs Documents & Information:
  - [Parent/Guardian Active Consent to Participate in Student Surveys](#)
  - [Budget Crosswalk](#)
  - [Budget Entry for 21st CCLC and LEAPs](#)
  - Technology Request Form Coming Soon
  - Site Closure Form-upon request from extended.learning@tn.gov
  - [Standards for School-Administered Child Care Programs Feb 2024](#)
  - [21st CCLC NTAC](#)
  - [Federal Programs and Oversight Newsletter Registration](#)

Closing

Thank You!

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Mario Pennington | Federal Grants Manager
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TN Department of **Education**

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1-800-232-5454

Notifications can also be submitted electronically at:

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

TN Department of Education