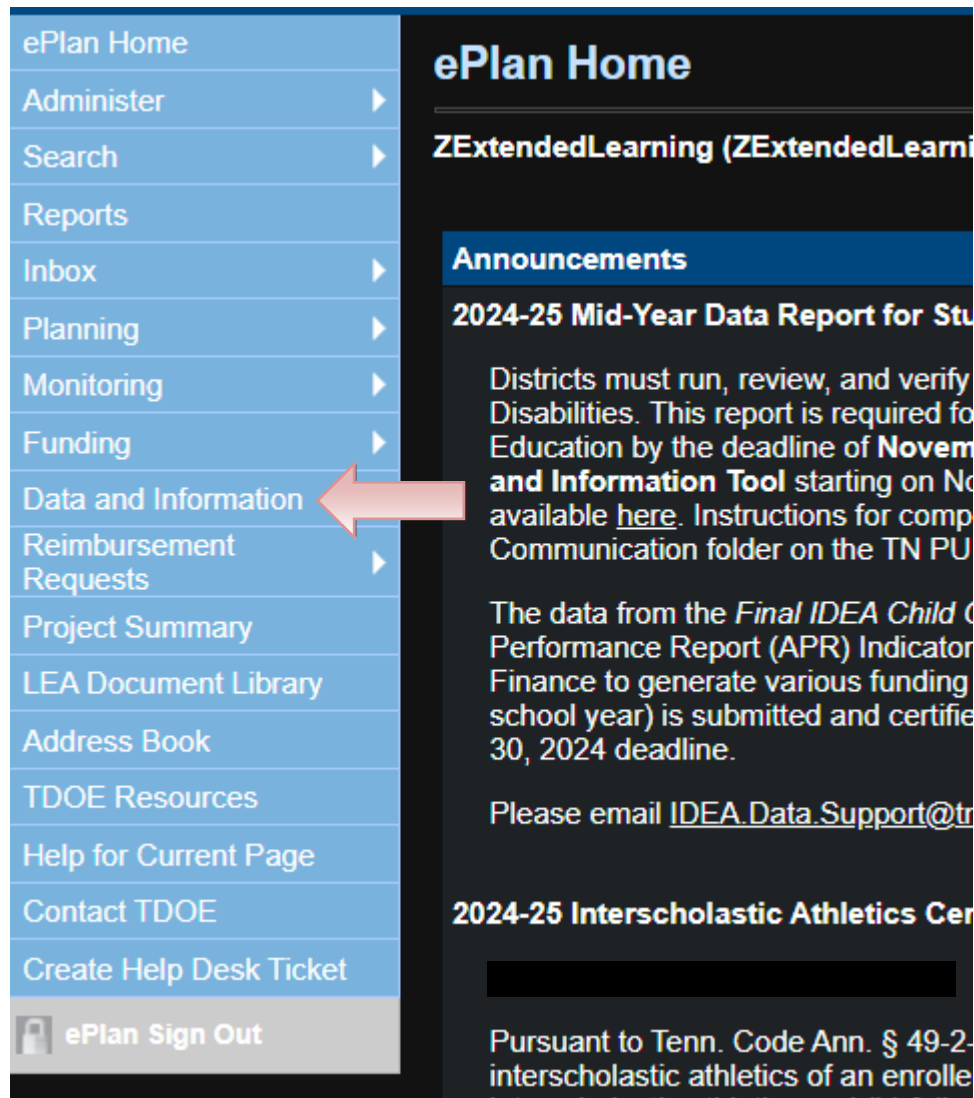


Documentation upload into ePlan for Desktop Monitoring Instructions.

1. This desktop request must be started by your fiscal representative. Go to the Data and Information tab located on the left of the screen.



2. Change the year to 2025 and select the 21st CCLC & LEAPs Desktop Monitoring link.

The screenshot displays the ePlan system interface. On the left is a vertical navigation menu with the following items: ePlan Home, Administer, Search, Reports, Inbox, Planning, Monitoring, Funding, Data and Information, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, TDOE Resources, Help for Current Page, Contact TDOE, Create Help Desk Ticket, and ePlan Sign Out. The main content area is titled 'Data and Information' and shows 'ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2025'. Below this title are two dropdown menus: '2025' and 'Active'. A blue bar highlights the 'Data and Information' section, and below it, the link '21st CCLC & LEAPs Desktop Monitoring' is visible. A large red arrow points upwards from the bottom of the page towards this link.

3. Change the status to Draft Started. You will not be able to edit your desktop monitoring report until you change the status.

Status: **Not Started**


Change Status To: [Draft Started](#)

[View Change Log](#)

[Delete this Data and Information in Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

	All
<input type="checkbox"/>	History Log
	<u>History Log</u>
	<u>Create Comment</u>
<input type="checkbox"/>	21st CCLC & LEAPs Desktop Monitoring
	<u>Instructions</u>
	<u>Reimbursement Request</u>
	<u>Related Documents</u>
<input type="checkbox"/>	Reimbursement Request Checklist
	<u>Reimbursement Request Checklist</u>
	All



4. Click the reimbursement request to view the upload information and links to upload your documents.

21st CCLC & LEAPs Desktop Monitoring

ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2025




Status: **Draft Started**


Change Status To: [Draft Completed](#)

[View Change Log](#)

[Delete this Data and Information Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

	All
	History Log
	History Log
	Create Comment
	21st CCLC & LEAPs Desktop Monitoring
	Instructions
	Reimbursement Request
	Related Documents
	Reimbursement Request Checklist
	Reimbursement Request Checklist
	All



- Upload all the documents requested. You will repeat this step until you have all the line items uploaded. Use the required format below the upload links to label your documentation. Not all the line items listed may be applicable to your grant.

Required and/or Optional Uploads - Please upload all items relevant to the identified reimbursement request.

Documents		
Type	Document Template	Document/Link
(21st CCLC/LEAPs) Payroll Ledger(s) [Upload at least 1 document(s)]	N/A	Upload New
(21st CCLC/LEAPs) Signed and Approved Timesheet(s) [Upload at least 1 document(s)]	N/A	Upload New
(21st CCLC/LEAPs) Supporting Documentation [Upload at least 1 document(s)]	N/A	Upload New

Upload all required salaries and benefits with your supporting documentation. The related documents must be separated and named by the individual line item and dollar amount of the total claimed. See example below.

- 105 - \$0.00
- 116 - \$0.00
- 162 - \$0.00

- Title each document using the example in the screen shot below:
- If you do not have any additional documentation, upload a blank sheet for the supporting documentation link.

Required and/or Optional Uploads - Please upload all items relevant to the identified reimbursement request.

Documents		
Type	Document Template	Document/Link
(21st CCLC/LEAPs) Payroll Ledger(s) [Upload at least 1 document(s)]	N/A	Upload New [Update] [Delete] Payroll Ledger - August 31
(21st CCLC/LEAPs) Signed and Approved Timesheet(s) [Upload at least 1 document(s)]	N/A	Upload New [Update] [Delete] 105 - \$3500 [Update] [Delete] 116 - \$7,800.00 [Update] [Delete] 299 - \$547.56
(21st CCLC/LEAPs) Supporting Documentation [Upload at least 1 document(s)]	N/A	Upload New

Upload all required salaries and benefits with your supporting documentation. The related documents must be separated and named by the individual line item and dollar amount of the total claimed. See example below.

- 105 - \$0.00
- 116 - \$0.00
- 162 - \$0.00

- If you have additional funding sources, click on the box to indicate yes. Leave this box unchecked if your only source of funds is 21st CCLC or LEAPS.
- Click the plus sign to enter the percentage of 21st/LEAPS funding you receive and the total percentage you receive from other sources. The percentage must total 100%.

Short Answer Questions - Answer about the reimbursement request identified above.

Do you receive funding from other sources? If so, check the box.

% * Provide the percentage (%) of funds received through 21st CCLC/LEAPs.

% * Provide the percentage (%) of other funding sources.

10. Answer the last question at the bottom the monitoring page.

* Do you ensure that internal controls are in place in your organization (at least two signatures on purchases, travel, and timesheets)?
Select...

11. Click on the blue Save and Go To box located at the top or the bottom of page to return to the main page of the monitoring report.

The screenshot shows a web interface for a 'Reimbursement Request'. At the top, the title 'Reimbursement Request' is displayed in a large, bold, blue font. Below the title, the text 'ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2025 - 21st CCLC &' is visible. A blue button labeled 'Save And Go To' is highlighted, and a dropdown menu is open from it. The dropdown menu contains the following options: 'Current Page', 'Next Page', 'Previous Page', 'Sections', 'History Log', '21st CCLC & LEAPs Desktop Monitoring', and 'Reimbursement Request Checklist'. A large red arrow points downwards from the 'Save And Go To' button towards the 'Sections' option in the dropdown menu. Below the dropdown menu, there are several input fields with labels: 'Grant Name', 'Cohort', 'Fiscal Year', 'Amount', 'Line(s) (all applicable to the reimbursement request)', and 'Voucher'. The background of the interface is dark blue.

12. Change status to: Draft Completed to submit the desktop monitoring report.

21st CCLC & LEAPs Desktop Monitoring Section

ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2025 - 21st C

Status: **Draft Started**

Change Status To: Draft Completed

[View Change Log](#)

[Delete this Data and Information](#) [Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

	All
<input type="checkbox"/>	History Log
	History Log
	Create Comment
<input type="checkbox"/>	21st CCLC & LEAPs Desktop Monitoring
	Instructions
	Reimbursement Request
	Related Documents
<input type="checkbox"/>	Reimbursement Request Checklist
	Reimbursement Request Checklist
	All

13. The fiscal representative must change the status to LEA Fiscal Representative Approved. Your desktop monitoring is NOT complete until the status is LEA Authorized Representative Approved.

21st CCLC & LEAPs Desktop Monitoring Sections

ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2025 - 21st CCLC & L




Status: **LEA Authorized Representative Approved**

Change Status To: [TDOE 21st CCLC & LEAPs Desktop Monitoring Director A](#)
or
[TDOE 21st CCLC & LEAPs Desktop Monitoring Director F](#)

[View Change Log](#)

[Delete this Data and Information Revision](#)

Description ([View Sections Only](#) [View All Pages](#))

	All
	History Log
	History Log
	Create Comment
	21st CCLC & LEAPs Desktop Monitoring
	Instructions
	Related Documents
	Reimbursement Request Checklist
	Reimbursement Request Checklist
	All

14.Desktop monitoring is complete when the status is TDOE approved. If corrective items are identified, the desktop monitoring report will be returned. You will find the next steps in the history log.

21st CCLC & LEAPs Desktop Monitoring Sections




ZExtendedLearning (ZExtendedLearning) Non-LEA - FY 2025 - 21st CCLC & LEAPs D

Status: **TDOE 21st CCLC & LEAPs Desktop Monitoring Director Appr**

Change Status To: [Revision Started](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

	All
	History Log
	History Log
	Create Comment
	21st CCLC & LEAPs Desktop Monitoring
	Instructions
	Related Documents
	Reimbursement Request Checklist
	Reimbursement Request Checklist
	All