

FY24 Extended Learning End-of-Year Report Instructions

Overview

The FY24 Extended Learning Mid-Year Report will open on **May 15, 2024**, and is due **June 28, 2024**. The report will be entered directly in ePlan. All 21st Century Learning Community Centers (CCLC) and Lottery for Education Afterschool Programs (LEAPs) grantees must submit a report for each active grant. For 21st CCLC, this includes cohorts 19, 22, and 23.

Survey Location and Completion

The Extended Learning End-of-Year Report is located in ePlan under *Data and Information*. The Extended Learning End-of-Year Report will automatically import grantees' active extended learning grants, and each active grant will have its own separate page that must be completed in full.

Report Completion Steps

1. Access the Report

The Extended Learning End-of-Year Report can be accessed under **Data and Information**. ePlan users with the role of *LEA Extended Learning End-of-Year Report Director* will be able to access and complete the report. Once in the *Data and Information* section, select 2024 from the dropdown and click **Extended Learning End-of-Year Report** (Figure 1). Once on the *Sections* page, change the status to **Draft Started** (Figure 2).

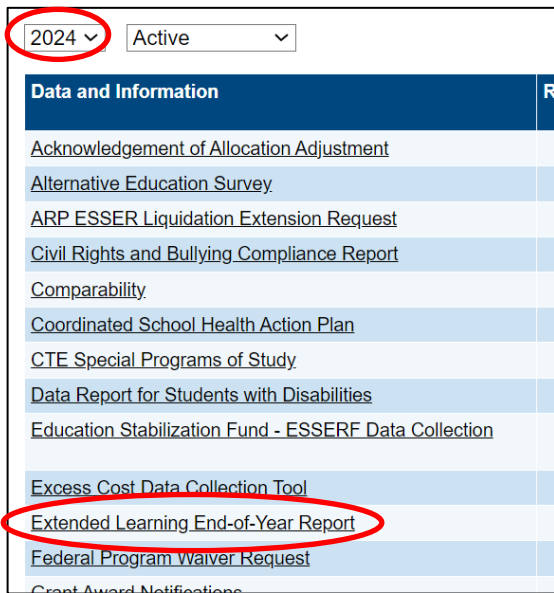


Fig. 1

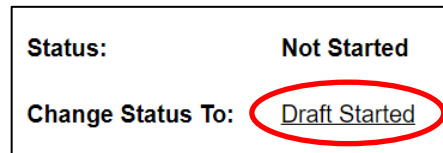


Fig. 2

2. Complete the Report

For each active grant, complete the *End-of-Year Report* page as well as the *Program Income and Fees* page (as applicable). Note that there is no local evaluation included in the FY24 End-of-Year report. That information will be gathered in late-fall 2024.

Extended Learning End-of-Year Report	
<input type="checkbox"/>	21st CCLC—Cohort 23—End-of-Year Report
<input type="checkbox"/>	21st CCLC—Cohort 23—End-of-Year Program Income and Fees
<input type="checkbox"/>	21st CCLC—Cohort 22—Mid-Year Report
<input type="checkbox"/>	21st CCLC—Cohort 22—Program Income and Fees
<input type="checkbox"/>	21st CCLC—Cohort 19—Mid-Year Report
<input type="checkbox"/>	21st CCLC—Cohort 19—Program Income and Fees
<input type="checkbox"/>	LEAPs—Mid-Year Report
<input type="checkbox"/>	LEAPs—Program Income and Fees
<input type="checkbox"/>	Related Documents

Users only need to take action on pages for active grants; there is no need to visit pages if the organization does not have that grant. For example, if the organization has both a LEAPs and a 21st CCLC Cohort 22 grant, then the organization would only need to visit and complete those specific pages of the report. The box at the top of each page will be pre-checked in the organization receives those funds. **If the box at the top of the page is unchecked, no action is needed on that page.**

See the table below for a summary of the EOY report pages that must be completed by each grant.

Grant	End-of-Year Report	Program Income & Fees
21 st CCLC Cohort 19	✓	✓
21 st CCLC Cohort 22	✓	✓
21 st CCLC Cohort 23	✓	✓
LEAPs	✓	✓

For each active grant, enter the following information on the **End-of-Year Report** page:

- **Project Director:** name, phone number, and email
- **Student Participation:** Attendance should be reported from **July 1, 2023**. **IMPORTANT:** The data used to complete this section should come from [ELAP Report 325, GPRA Participation Grade Level Report from 2023-24](#).
 - Total number of pre-K-6 and 7-12 students that have participated for 1-14 hours
 - Total number of pre-K-6 and 7-12 students that have participated for 15-44 hours
 - Total number of pre-K-6 and 7-12 students that have participated for 45-89 hours
 - Total number of pre-K-6 and 7-12 students that have participated for 90-179 hours
 - Total number of pre-K-6 and 7-12 students that have participated for 180 hours or more
 - Out of the total served in PreK-6, how many reached the target participation of 90 or more hours?
 - Out of the total served in 7-12, how many reached the target participation of 45 or more hours?
 - Total of PreK-12 who reached target participation (ePlan will populate this amount based on the numbers entered in the table above).
 - Did the 2023-24 grant program meet its target participation goal for grades PreK-12 based on current fiscal year funding - Yes or No?

- If not, what action steps will you take in the next school year to reach your target participation goal(s)?

Note: The department uses an allocation formula to determine the expected number of students to be served under a grant award. For example, a Cohort 23 grantee that receives a \$100,000 in current fiscal year and provides transportation would be expected to serve 57 students per year (\$100,000/\$1,750). If no transportation is provided, the grantee would be expected to serve 67 students per year (\$100,000/\$1,500). Please use the allocation formula that correlates to your cohort when determining if your program met its target participation goal.

- **Summer Programming**

- Check the box if a 21st CCLC or LEAPs summer program was held this year.
- If yes, complete the narrative prompts below:
 - Summer Program Locations and Hours of Operation: List the program locations, days, and hours of operation for each site.
 - Summer Program Activities: Briefly describe the program activities that were offered to students this summer.

- **Update on Performance Indicators:**

- Describe how program activities reflect an effort to support students' academic and social growth. Please provide a detailed example of at least one activity that was implemented in 2023-24.
- Briefly, share other aspects of the program that you want to highlight.

- **Program Update:**

- Reflecting on the 2023-24 school year, what changes or program updates will be made to continuously improve the program?
- Will there be any changes to the program locations? If yes, check the box.
 - If yes, grantees must also complete the [closure request form](https://stateofkentucky.formstack.com/forms/21st_cclc_leap_site_closure_request) (https://stateofkentucky.formstack.com/forms/21st_cclc_leap_site_closure_request) by **July 15, 2024**
- Will there be changes to the hours of operation at any program site? If yes, check the box.
 - If yes, also describe the proposed changes to program hours.

Note: All LEAP programs must operate a minimum of 15 hours per week. 21st CCLC programs serving Pre-K - 6 students must operate a minimum of 12 hours per week. 21st CCLC programs serving 7 -12 students must operate a minimum of 10 hours per week.

For each active grant, enter the following information on the **Program Income and Fees** page.

- Is the organization generating program income or charging program fees this fiscal year? Check either Yes or No.
 - No, our organization is not generating program income or charging program fees this fiscal year. (No further action is required on this page.)
 - Yes, our organization is generating program income or charging program fees this fiscal year.
 - Enter the projected end of year amount of program income generated as of June 30, 2024.
 - Why is program income needed?
 - How is program income generated?

- Who is responsible for oversight and the specific accounting procedures and internal controls that are used to make sure all income is generated according to applicable statute and federal and state guidelines?
- If program fees are charged, how was the nominal fee determined?
- If program fees are charged, how does the program ensure that students will not be excluded from the program if family members cannot pay the fee?
- If program fees are charged, how are the fees used to offset program expenses for activities that are specified in the grant application?

3. **Submit the Report**

- Once all pages have been completed as applicable for all active grants, navigate back to the *Sections* page.
- Click **Draft Completed** at the top of the *Sections* page to continue through ePlan approvals.
 - **IMPORTANT:** The report must be in *LEA Authorized Representative Approved* status to be submitted to the department.
- Once the report is reviewed by the department, the status will be changed to *TDOE Extended Learning End-of-Year Report Director Approved*.
- If revisions are needed, the report will be returned to the organization with the status of *TDOE Extended Learning End-of-Year Report Director Returned with Feedback*.
 - Requested revisions will be listed in the *History Log* and will also be emailed to the organization's extended learning contact.

Contact

For questions related to the FY24 Extended Learning End-of-Year Report, please contact Extended.Learning@tn.gov.