
Name Awarded Agency

Name of Non-Public School or Agency

21st CCLC Affirmation of Meaningful Non-Public School Consultation & Final Agreement

Affirmation & Agreement forms with non-public schools must be uploaded to the 21st CCLC funding application each year by budget deadline.

Overview

The Every Student Succeeds Act (ESSA) § 8501 requires agencies receiving Title IV, Part B 21st Century Community Learning Center (21st CCLC) funds to provide equitable services to students and teachers in eligible non-public schools. These requirements apply to all 21st CCLC grantees – both local education agencies (LEAs) and community-based organizations (CBOs). The requirement of providing equitable services is achieved through timely and meaningful consultation between the awarded agency and non-public school officials. The consultation process must occur *prior* to any decision that affects the opportunities of eligible non-public school students, teachers, and other educational personnel for equitable services. This consultation must be ongoing, continuing throughout the implementation and assessment of these activities. Further, grantees are required to finalize all ESSA equitable service agreements with non-public school officials. An Affirmation of Meaningful Non-Public School Consultation and Agreement form shall be signed by the awarded agency and non-public official(s) and uploaded ePlan with the 21st CCLC funding application annually. Agencies that have uploaded consultation agreements for each participating non-public school will have satisfied the ESSA requirement that consultation agreements be forwarded to the ombudsman.

State Ombudsman

To help ensure equitable services and other benefits are being provided for eligible non-public school students, teachers, and other educational personnel, the state must designate an ombudsman to monitor and enforce the requirements under both Title I and Title VIII. Tennessee has designated a federal program's ombudsman to oversee ESSA equitable services requirements. If there has been no consultation or agreement between the agency and the non-public school, a complaint may be filed on behalf of the non-public school by completing the Complaint to the Ombudsman [form](#) found in [eplan.tn.gov > TDOE Resources](#) > ESSA/IDEA Non-public Schools Information & Documents. Complaints must be signed by the individual(s) or organization(s) filing the complaint and copied to the awarded agency. Complaints must be sent to the department to the attention of the ombudsman via email to Michelle.Harless@tn.gov.

Combined Affirmation of Meaningful Non-Public School Consultation & Agreement

This sample form covers the meaningful consultation process (Part I) and final agreement (Part II) between an LEA and a non-public school and can be edited to meet stakeholders' needs. The completed form must be uploaded annually to the 21st CCLC funding application by Oct. 1 of each year. Agreements must be signed by representatives of both the awarded agency and non-public school.

Part I: Meaningful Consultation

Part I of this form documents the ESSA § 8501 requirement that timely and meaningful consultation between the LEA and non-public school officials:

1. occurs prior to making any decision that affects the opportunities of eligible non-public school students, families, teachers, and other educational personnel for equitable services and;
2. shall continue throughout the implementation and assessment of these activities.

Check <i>Yes or No</i> to indicate if the non-public school will be participating in the following program:	Yes	No
Title IV, Part B: 21st Century Community Learning Centers		

At a minimum, the ongoing consultation process <u>must</u> cover the topics below for each applicable Title program. Check <i>Yes</i> , <i>No</i> , or <i>N/A</i> to indicate that the following topics were discussed during the consultation:	Yes	No
How students' needs will be identified		
What services will be provided, including how, when, where, and by whom		
How the services will be assessed, and how the results of the assessment will be used to improve those services		
The size and scope of equitable services to be provided to eligible non-public school students, families, teachers, and other educational personnel and the amount of funds available for those services		
How decisions about the services will be made		
Whether the LEA responsible for providing equitable services will provide the services directly, through a separate LEA, or through a third-party contractor		
Whether to provide equitable services to eligible non-public school students by pooling funds or on a school-by-school basis		

For the program marked " <i>Yes</i> " above, the non-public school or agency official affirms for the _____ school year	Yes	No
That timely and meaningful consultation has occurred.		
The program design is equitable for eligible non-public school students, families, teachers, and other education personnel.		

Part II: Agreement

Part II of this form represents the agreement of equitable services between the awarded agency and the non-public school. This is not an exhaustive list and may not cover the entire agreement as each school may have individual or unique needs that could be defined as allowable for equitable services. Agencies may modify and add topics to this form as needed to reflect the actual consultation process and agreement between the agency and the non-public school.

The non-public school agency/school official and awarded agency agree on the terms below for the Title IV, Part B 21st CCLC program.

Describe the size and scope of equitable services to be provided to eligible non-public school students, teachers, and other educational personnel and the amount of funds available for those services.

Example: “___ students are being provided services through an allocation of \$___.”

Describe how the needs of the students are identified:

Describe what services will be provided, including:

1. How,
2. When,
3. Where, and
4. By Whom.

Describe:

1. How decisions about the services/programs will be made,
2. How the services/programs will be assessed and monitored for progress and effectiveness, and
3. How the results of the assessment will be used to improve services/programs.

Describe how the awarded agency will ensure oversight (for issues including allowability, compliance with program requirements, inventories of equipment and materials, etc.):

For the program indicated and described above, the non-public school agency/school official and the awarded agency affirms this consultation agreement for the _____ school year.

Name of Awarded Agency

Name of Non-Public School

Signature of Agency Representative Date

Signature of Non-Public School Representative Date