



Nita M. Lowey 21st Century Community Learning Centers

APR Guidance for COVID-19 Closures

Due to COVID-19 21st Century Community Learning Centers (21st CCLC) have needed to adjust the way programming is offered and therefore impacting how federal data is collected. As of Wednesday, April 29, 2020 the following guidance should be followed in regard to data collection.

Tracking Attendance

Tracking attendance while providing remote programming can be complicated. You may count students in attendance for the following scenarios:

- a. **Kits or Packets-** Providing an enrichment kit, packet, etc. to students would be counted as 1 day attending program. If the student completes the kit or packet, count the student attending program for the number of days the activity should have taken them. A picture of the completed project would be adequate documentation of completion.
- b. **Virtual Program-** Any student who attends virtually should be counted as in attendance for program the day of the meeting. Virtual meetings include but are not limited to video conferencing, phone calls, and social media interactions.
- c. **Physical Interaction-** Any activity where staff members interact with students (within social distancing guidelines), those students who were reached should be count as in attendance for the day of the event. Example: car parade

Tracking Staffing & Activities

We have added a new column on each google sheet under the Student and Adult Activities tabs. The new column reads: "Did activity occur after COVID-19 mandated school closure?" Since activities have been adjusted to meet virtual programming, we are asking that grantees enter yes for each activity you provided once school closures started. Remember, that in order to be "counted" for federal APR purposes, all activities must be assigned to a category.

- a. **Kits or Packets-** Track how often this was offered and the main content of the packet.
- b. **Virtual Program-** Track how often this was offered and the main content of the virtual program.
- c. **Physical Interaction-** Track how often this occurred and the main purpose for the interaction. Family engagement could also be added if family members participated.

Unallowable Activities

We understand how hard programs are working to reach their students. However, there are still some unallowable activities that should not be included in either the attendance spreadsheet or google sheet. The unallowable activities are listed below.

- a. **Food Distribution-** Programs may not count food distribution for a child attending program or as a 21st CCLC activity. (Packet and Kit distribution is allowed)
- b. **Child Care-** Programs may not count child care for essential workers as an activity or for attendance for the 21st CCLC program.

As a reminder, staff should be keeping track of all 21st CCLC related tasks on a task log. If you have additional questions or scenarios please contact Amanda Domino at adomino@mt.gov and she will help you correctly document attendance and activities.



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