



## Monitoring Document Checklist

This checklist can be used to keep track of the documents you need to submit to **Katie Wardisiani** at the Office of Public Instruction. Each category below reflects which documents need to be submitted.

### Program Leadership & Staffing

- Professional Development Templates
- Training Registrations
- Documentation of Student To Staff Ratio
- Description of How Subgrantee Hires & Retains Staff
- Job descriptions for all 21<sup>st</sup> CCLC primary and support staff
- Background check policy
- Staff applications (example)
- Hiring process
- Employee evaluation process

### Program Impact, Students Served, and Program Development & Design

- Attendance Records/TransAct
- Registration template
- Family Engagement Tracker
- Outreach/promotional documents (Ex: flyers, newsletters, social media outlets)
- Communication plan
- Meeting schedules (school day & after school time connection)
- 21<sup>st</sup> Century survey results (school admin, program staff, program admin) provided by state evaluator
- Agreements/Contracts/MOUs
- Documentation of services, activities, and contributions with fellow partnerships
- Partnership meeting agendas
- Recruitment plan
- Written correspondence/contact logs
- Description of how subgrantee recruits and retains partners and collaborators



- Program Handbook
- Behavior policy
- Emergency policies and procedures
- Emergency drill log
- Documentation of accommodations for students with special needs
- Process for ensuring transportation is not a barrier, and is safe
- Transportation policy for 21<sup>st</sup> CCLC students

## **Program Implementation**

- Description of programming and how programming meets evidence-based criteria for students
- Lesson plan examples (one week's worth)
- Daily schedule
- Program policies and handbook
- Program calendars and activity schedule
- Curricular materials/resources

## **Evaluation**

- 21<sup>st</sup> CCLC Data Processor Confirmation Email: Process, procedures, checklists for data collection, verification for timely reporting

## **Adequacy Of Resources**

- Sustainability plan
- In-kind contribution list
- Volunteer log
- Annual Audit (signature page from the yearly/annual audit)
- List of 21<sup>st</sup> Century program roles and hours worked



## Fiscal Requirements

- Financial Reports (encompassing current grant cycle)
- Requisitions/Purchase Orders/Invoices (encompassing current grant cycle)
- Current inventory list (excluding consumables)
- Time and effort reports (2 months worth): All employees paid with 21<sup>st</sup> CCLC funds (encompassing current grant cycle)
- All travel expenses paid with 21<sup>st</sup> CCLC funds (encompassing current grant cycle)
- Program funding history (encompassing current grant cycle)
- Financial summary reports (encompassing current grant cycle)