

21st Century Community Learning Centers Guidelines for the Fiscal Year 2011-2012 Required 10 Percent Reduction

As you are aware, due to a reduction in the federal fiscal year 2011 Michigan 21st Century Community Learning Centers grant allocation, we were required to reduce each grant award amount by 10 percent. This means if your grant award was \$750,000 you are now allocated \$675,000. This will require modifications to the MEGS+ Continuation application. We realize the hardship this cut in federal funds places on you and your program.

The following information will give guidance and suggestions for accomplishing this 10 percent reduction. Please note that every program has unique situations and we are attempting to provide options, not a single solution.

The model you choose should minimally impact student programming whenever possible. **You may not reduce student program schedules by more than two hours per week and you must maintain the minimum number of program weeks.** The current requirement is:

Programs must have a minimum of four days per week, three hours per day, for thirty-two weeks during the regular school year and the same number of days, and hours for six weeks in the summer. The Michigan Department of Education (MDE) has further defined program requirements for 21st CCLC grantees to provide a minimum of three hundred eighty-four (384) hours during the regular school year and a minimum of seventy-two (72) hours for summer programs.

For the 2011-12 school year only, programs may reduce the school year portion of this requirement (32 weeks) by up to two hours per week. In other words, the minimum schedule must be ten hours per week, for 32 weeks during the school year (320 hours) and 12 hours per week for six weeks (72 hours) in the summer. It is recommended that programming be held four days per week; however, variations to that schedule may be approved by your MDE lead consultant.

A few suggested ideas for reduction follow, but these are not the only options. Please contact your MDE lead consultant about your budget cuts if you have any question about their approvability. Final approval of your budgets must be approved by your MDE lead consultant.

Options for reductions are:

- Reduce supplies.
- Reduce indirect costs.
- Reduce professional development expenses, including travel.
- Reduce support staff, such as data entry positions.

- Reduce contractors/vendors.
- Reduce parent services.
- Reduce the number of hours for the site coordinators if your program currently exceeds the minimum number of hours as quoted below from the most recent *Grant Announcement*.

A full-time site coordinator is defined as working 30-40 hours a week for the number of weeks students are in session plus up to four weeks for planning and professional development.

- Reduce the number of students served, by no more than ten percent if this will result in a reduction in staff required. However, the program must retain high-quality ratios as defined in the *Model Standards for Out-of-School Time After-school Programs in Michigan*:

High-quality ratios:

- *Grades K to 3—one adult for ten children.*
 - *Grades 4 to 8—one adult for 15 children.*
- (Grades 9-12 should follow the grades 4-8 ratio).*

These changes are for the 2011-2012 fiscal year only. We will assess the need for action on the 2012-2013 budgets when we learn of future federal allocations. If you have further questions or concerns, please contact your MDE lead consultant.