



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** April 15, 2020

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Dr. Scott M. Koenigsknecht, Deputy Superintendent  
P-20 System and Student Transitions 

**SUBJECT:** **UPDATED** 21st Century Community Learning Centers (CCLC)  
Requirements During COVID-19 Closures

Governor Gretchen Whitmer ordered the temporary closure of all schools in the state in [Executive Order 2020-5](#), effective as of March 16, 2020. This included all in-person 21<sup>st</sup> CCLC programs. On April 2, 2020, the Governor issued [Executive Order 2020-35](#) making the closure of schools permanent and suspension of in-person K-12 instruction for the remainder of the 2019-2020 school year.

Frequently Asked Questions (FAQs) have been developed and posted to the 21<sup>st</sup> CCLC website (attached) to clarify 21<sup>st</sup> CCLC requirements during this unprecedented situation. The FAQs on the 21<sup>st</sup> CCLC website have been updated to include questions 6 through 34, and will continue to be updated as necessary as the situation evolves.

Please address questions to the 21<sup>st</sup> CCLC lead consultant in the Office of Great Start or email [21stcclc@michigan.gov](mailto:21stcclc@michigan.gov).

For questions regarding this memo, please contact Lorraine Thoreson at [thoresonl@michigan.gov](mailto:thoresonl@michigan.gov) or 517-241-4974.

Attachment

cc: Michigan Education Alliance

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**21<sup>st</sup> Century Community Learning Centers (CCLC)  
Mandatory School Closure  
Frequently Asked Questions (FAQ)**

1. Due to the mandatory temporary closure of all schools in the state of Michigan beginning March 16, 2020 through April 5, 2020, per [Executive Order 2020-5](#), will hours have to be added to meet the 21<sup>st</sup> CCLC 320-hour requirement?
  - A. No, 21<sup>st</sup> CCLC programs are required to shut down to limit risk of exposure to communicable disease. The number of hours the program is closed will be adjusted from the 320-hour requirement. Please work with your lead consultant when programs resume to determine how to best meet the needs of the students and families.
  
2. With our program shut down, can we continue to pay 21<sup>st</sup> CCLC staff?
  - A. As the Michigan Department of Education (MDE) is waiving the requirement for hours to be made up, programs are encouraged to continue to pay **all** staff during the shutdown to alleviate potential financial instability and hardship for employees. Staff should be assigned projects and activities related to program planning, offering virtual opportunities for programing and/or virtual professional development (PD). Work logs should be kept for accountability purposes. However, there will not be additional 21<sup>st</sup> CCLC funds allocated to support additional staff requirements. If modifications to your budget need to be made, please work with your lead consultant.
  
3. What is the expectation regarding evaluation and survey completion?
  - A. Michigan State University will be emailing an updated calendar and posting it in EZReports. All evaluation and survey requirements must still be met.
  
4. Will there be virtual professional development (PD) opportunities for staff during the school closings?
  - A. The Weikart Center (aka TACSS) will continue to offer scheduled virtual office hours and will be emailing opportunities for virtual PD opportunities.
  
5. What about After-School Suppers?
  - A. MDE agrees with Governor Gretchen Whitmer that we need to do everything possible to support the nutritional needs of our at-risk students. Please work within your organizations and school districts to provide these important meals, if possible. Please see the MDE Feeding Children During School Closures Memo #COVID-19-005 [here](#).

**UPDATES as of April 14, 2020 (post issuance of [Executive Order 2020-35](#))**

6. Are programs required to operate 10 hours per week?

A. Yes, programs may provide a combination of blended learning services for youth and families that continue to support the goals identified in the original grant to meet the 10-hour requirement. 21<sup>st</sup> CCLC programs should continue to support enrichment, hands-on, active learning. Project-based, individual, and small group challenges help students “learn by doing.” Phone conferences or check-ins should be included with all types of distance programming. The 10-hour requirement may be divided throughout the week and days.

7. What counts as virtual programming?

A. Virtual programming may include, but is not limited to, interactive read aloud sessions, book studies, lessons, daily check-ins (individual or whole group), STEM challenges, video instruction, interactive flashcards and games. All live interactive sessions must be limited to enrolled students only.

8. What counts as non-virtual programming?

A. Non-virtual programming may include, but not be limited to, interactive resources and activities for youth and families, such as activity kits, art materials, family games, and individual challenges. For younger students, that might be materials to make homemade games, simple science experiences that can be done with common materials, or a kit to develop some math skills. For older youth, it might look like a zoom call to help with homework, a STEM challenge, or a video and discussion. Many resources are offered through public television programming. Connecting these with home activity kits can offer a great blended experience for students who do not have digital access. Distance programs may also offer support of meals and food distribution. 21<sup>st</sup> CCLC programs are to provide enrichment and support to students and their families through hands-on, project-based learning. Therefore, worksheets that mimic traditional school-day program materials are discouraged.

9. Can we serve more youth than initially requested?

A. Yes, programs should serve the maximum number of youths from the funded site as possible in order to support families and communities during this unprecedented time.

10. Can services be provided schoolwide?

A. Programs need to continue to serve the target population identified in the original grant application as their primary focus, and they are

permitted to serve additional youth to the extent possible schoolwide, as stated in #9 above.

11. What is the minimum/maximum number of enrollments?
  - A. Programs may increase enrollment as needed to support the original target population outlined in the grant. All participating youth will need to be registered in EZReports by their program site.
  
12. Are there budget reductions associated with attendance during this time?
  - A. Programs are encouraged to maintain or increase enrollment of the target population to serve the maximum number of youths. All programs are expected to meet their original goal minimum by June 30, 2020.
  
13. How many professional development hours are allowable for staff?
  - A. Professional development should continue to be made available to staff to support the implementation of the learning from a distance plan, crisis management, and ongoing continuous improvement. However, professional development hours do not count toward the weekly 10-hour program minimum.
  
14. What family services can be provided?
  - A. Programs should offer services to support families as needed. This may include, but is not limited to, providing community-based crisis and educational resources, virtual or phone check-ins, translations, and teaching and learning supports.
  
15. When should distance programming begin?
  - A. Many Michigan 21<sup>st</sup> CCLC grantees have already begun to offer some distance programming. Distance programming of 10 hours per week should begin as soon as possible, and no later than April 28, 2020.
  
16. When will school-year distance programming end?
  - A. Each site must meet a minimum of 300 programming hours before June 30, 2020. Adjustments and reduction in funding will be determined for any sites that do not meet this minimum requirement. Additional programming may be offered as approved budgets allow.
  
17. Will there be in-person summer programming?
  - A. Programs should plan for both an in-person and a virtual six-week summer program contingent on forthcoming executive orders.

18. What are the best practices around cyber safety for students?

- A. All virtual learning opportunities must utilize private/closed group settings and be accessible only to approved staff and enrolled students to ensure the privacy and safety of students. If programming is offered virtually to additional students, those participating in live events must be vetted in a way that will secure the privacy of enrolled students.

19. How can we support accessibility to students?

- A. Current program budgets may be used to support students' access to distance programming. Many wireless and internet providers are supporting free services in the state. Programs should work with the schools/districts to determine the need for supports. Changes to budget line items greater than 10% must be pre-approved by MDE. All expenditures must meet the "reasonable and customary" requirements and may not supplant other available funding.

20. How can supplies be distributed to students and families?

- A. Programs should coordinate with local school districts and meal service programs to determine the safest way to distribute items. A health and safety policy may need to be developed to best support this action. Mail services, or non-contact package drop-off or pick-up options, should be considered.

21. How should enrollment information be documented?

- A. All student enrollment documentation will continue to be entered into EZReports. Programs will need to create a plan as to how this information will be collected.

22. How will attendance be documented?

- A. Attendance will continue to be submitted by the 10<sup>th</sup> of each month into EZReports beginning May 10<sup>th</sup> to account for any attendance completed prior to April 30, 2020. All learning from distance opportunities will need to be entered as instructed by MSU.

23. How should staff hours be documented?

- A. Staff should record hours worked and submit as required, according to organization or district policies.

24. EZReport Sessions – What needs to be collected?

- A. MSU has set up "learning from a distance activities (virtual and non-virtual)" to document programming. Enter these as instructed by MSU.

25. When should budget and staffing amendments be completed?

- A. As soon as a plan is developed and approved, an amendment should be submitted in MEGS+ no later than May 10.
26. What are the expectations around unspent funds?
- A. All unspent funds will remain in the state budget for the continuation year. No carryover will be allowed. New fiscal year funds will be available on July 1, 2020 when the continuation application budget is approved. There will not be a penalty for unspent funds due to the COVID-19 [Executive Order 2020-35](#).
27. What are the allowable/non-allowable expenses? Has this changed or expanded?
- A. Expenditures must be deemed reasonable and customary and may not exceed the original approved budget. Amendments to the budget may be requested to cover additional materials and equipment to support distance programming.
28. What can be purchased and sent home?
- A. Students may need basic materials such as paper, pencils, markers, crayons, tape and scissors. Keep in mind not all families will have these materials available at home. Special materials for special projects that will not be readily available may be purchased for "activity kits."
29. Can new staff be hired?
- A. Staff should continue to be hired based on the policies developed within each program's organization and district. All staff must continue to complete and pass a comprehensive background check before any unsupervised contact, including virtual contact, with children and youth.
30. Can staff be temporarily furloughed?
- A. MDE discourages the practice of reducing staff temporarily. Staff should be maintained to support the learning from a distance plan and provide the best possible distance programming. However, if the agency finds that there is a surplus of staff to meet the needs of the families, furloughs are allowed. Programs are cautioned that re-hiring staff may be difficult after various [Executive Orders](#) are lifted.
31. What are ratio recommendations for virtual and learning from distance settings?
- A. It is recommended that at least two staff participate in all live learning from distance settings for logistical and monitoring support. A detailed log should be created and maintained for all individual student and family communications.

32. How can we support accessibility for staff?

- A. Program budgets may include devices necessary for staff to provide virtual learning and phone contact to students and families. Each program will need to determine the needs, based on the type of programming and budget.

33. How do we respond to sick staff? Family of staff?

- A. All organizational/district personnel policies must accommodate staff and family illnesses, according to the guidelines outlined in previous [Executive Orders](#) regarding the COVID-19 emergency.

34. How can supplies be distributed to staff?

- A. Mail or non-contact pick-up and drop-off procedures should be followed.