

Points to Note:

- **Family Engagement is Mandatory** - ALL 21st Century programs MUST offer opportunities for families to actively and meaningfully engage in their children's education.
- There will be an **Average Daily Attendance** calculator posted on the Delaware 21st Century webpage shortly. It is the responsibility of each 21st Century site to know their latest attendance data, including average daily attendance, enrollment, etc. **Site visits** will now ask for average daily attendance figures and records in addition to the other student enrollment data.
- There is a new **Program / Budget Amendment form** to submit electronically when needed. There are new Amendment Date Periods when these will be accepted. Since this is new, amendments requests will be accepted from now until November 4, 2011. The next open period for amendments is December 1 – 15, 2011.
- There are no more extensions allowed. There is a **carry-over of 15% for 45 days** allowed. If you will be using this carry-over provision, let John know at least one month in advance of your program's end date.
- Please read through your **Continuation Application Assurances!** There are things there you probably forgot you have to do!
- Subgrantee assures that the Center(s) will be meeting Delaware **Office of Child Care License** Regulations. The only exemption for this assurance is in situations where 1) the public school is the lead agent of this subgrant AND 2) all 21st Century program sites are located in public schools in that school district or charter school. *PLEASE NOTE: If a 21st Century program is located in a public school (or schools) where the community-based organization is the lead agent of this subgrant, then that public school (or schools) MUST BE LICENSED by the Delaware Office of Child Care License. Payments to 21st Century subgrantees after December 31, 2011 will be withheld until the subgrantee can show valid Office of Child Care Licensing for each site in their 21st Century program.*
- There are new **Self-Assessment Forms**. These must be filled out twice per year (in December and June) and a copy must be sent to the 21st Century office at the Delaware Dept of Education.
- Students involved with your 21st Century program MUST be flagged in **eSchool Plus** as soon as possible!
- Please **check your NOTOGs** for subgrant number, amount and schedule of payments, start and end dates, etc. Please let us know if you notice anything that might be in error.

- **Final Expenditure Reports** must show both Total Budget line and Total Expenditure line.
- **PPICS** must be completed by November 4th!
- The **APR Summary** is an important document that comes out of PPICS.
- 21st Century **Annual Evaluation Reports** consist of a copy of your Final Expenditure Report, a copy of the APR Summary, and **Evaluation Responses**. The Annual Evaluation Reports are due within 30 days after your subgrant end date. The Evaluation Responses will be provided to you by November 30.
- 21st Century programs that will be finished with Year 5 by June 2012 can apply to be in **Cohort 10**. Past performance will be considered. Subgrants for Cohort 10 are due by February 20, 2012.