



**Title I**  
**Extended Day Academic Program (EDAP)**  
2015-2016 Program Guidance



The Extended Day Academic Program (EDAP) is funded through Title I. It is a federal grant and therefore some stringent guidelines must be followed. Title I funds before and after school clubs or activities that support academic achievement in math, language arts, fine arts and science. All activities funded by Title I must align to Common Core State Standards.

**Administrator Role**

Administrators at the school are committing that their secretarial staff will help with the budget part of this grant without additional compensation. The administrator understands that they, themselves, will be responsible for the fiscal management and oversight of the grant. The oversight includes:

1. Ensure all activities follow the approved proposal.
2. **Sign all timesheets** to verify EDAP work performed outside of duty day or that their day and work was extended.
3. Ensure EDAP resources support academic achievement in the areas of language arts, math, fine arts or science before or after regular school duty day hours.
4. Monitor EDAP budget and spending.
5. Administrators cannot be paid as the Site Coordinator.
6. Submit pre approval budget forms for all expenditures prior to spending.
7. Assure all students have access to EDAP. All parents are given opportunity to enroll their students.
8. At-risk students should be given priority consideration for participation in activities.
9. When the program advertises sessions and fills classes make sure that it is clear how students will be selected for the program and if there are any limits or restrictions.
10. Documentation regarding criteria for selection needs to be available upon request by Title I, parents or other inquiring individuals.

**Financial Responsibility**

EDAP sites are responsible for keeping track of their own budgets, submitting timesheets, and processing purchase orders etc. The administrator understands and commits that some extra **secretarial services (other duties as assigned) will be necessary to administer the EDAP grant.** Timesheets and supporting documentation will be submitted to Title I each pay cycle. EDAP will need to conclude two days prior to school year end. Timesheets are due to Title I office two days later. Late timesheets will not be processed by Title I. Schools will need to pay for late submissions (past May 27, 2015) from another budget source.

A summary sheet completed by the school with important information such as program end date, a running record of staff stipends, supplies, buses, attendance and budget balances are required once a month. If grantees overspend their budget the financial responsibility of reimbursing Title I EDAP will fall on the school. Title I will monitor spending and close programs if overspending occurs. Financial processes in the Title I program guidance documents must be followed to keep programs at the school and for expedient payment processing. *In cases in which funding is not being used, unallowable expenditures are made, deadlines are not met, staff is not in place, quality programs are not evident or procedures/policies are not followed funding will be removed from the school.*

## **Reporting Requirements**

Recipients will be required to follow all district procurement procedures which may require additional paperwork/reporting/justification. Programs that fail to meet reporting procedures and deadlines will lose funding.

All grant recipients are required to complete the following to Title I:

- Monthly participation and budget report,
- Invoices for busing, supplies and timesheet will all be processed through the Title I office,
- Annual evaluation report that includes both qualitative and quantitative information (to be provided) providing evidence that demonstrates EDAP students' academic progression in CCSS in Language Arts, Science, Math, and/or Fine Arts,
- Submit time sheets and supporting documentation based on the criteria and deadlines provided by Title I.

## **Submission Process**

Timesheets are provided to you by Title I. Timesheets match the proposal and staffing page your school submitted to Title I. Finish completing the timesheet with exact hours worked and program teacher's signature in RED. Administrators sign the timesheet on the administrator line. Check to make sure that the information is correct.

Make copies for your records.

Submit timesheet along with corresponding Student Attendance Sheet attached together by a paperclip. Please no staples. For example, when Ms. Smith teaches a club on 2/2 and 2/5 then that timesheet should have two attendance sheets attached with a paperclip. One for 2/2 and one for 2/5. If two staff are teaching the club each person will be attached in a group so that we can clearly tell that the club has two teachers. Two adults are allowed for every 24 students.

First timesheet submission must include all Student Registration Forms for the class invoicing.

Give timesheets to your Site Coordinator by his/her deadline. He/She will turn them in all at once from the school. Do not submit them individually.

Originals will need to be turned in to Title I, EDAP office, Montgomery Complex, by the deadlines, by site coordinators.

Be careful. Inaccurate timesheets or Student Attendance Sheets will be sent back for correction. This will delay payment. Use this process for payment and your payment should arrive in a timely manner within your pay check. Processing normally takes 4-6 weeks to be paid.

If grantees overspend their budget the financial responsibility of reimbursing Title I EDAP will fall on the school.

## **Financial Guidance**

1. *In cases in which funding is not being used, unallowable expenditures are made, deadlines are not met, staff is not in place, quality programs are not evident or procedures/policies are not followed funding will be removed from the school.*

2. Funds may only be used for Extended Day Academic Programs and only for items in the approved RFI. Preapproved staff will be paid. No staff outside of that list will be paid. All Title I rules, policies and laws apply for allowable expenditures.
3. Timesheets with attached Student Attendance Sheets and required reporting need to be sent to the Title I, Attention: EDAP, per the guidelines and deadlines. Do not wait and submit request for payments all at once or past the deadlines. Programs missing deadlines and not tracking their budgets will be closed. This is a labor law violation.
4. Funds need to be spent down by the end of the program. Please do not leave any money unspent.
5. Certified teachers will receive stipends of \$20 per hour while working instructionally with students.
6. Certified and licensed staff only may work in EDAP.
7. Charter teachers and Educational Assistants will be required to be paid through the Charter school using a BAR.
8. Educational Assistants will receive their hourly rate. They may not provide direct instruction unless certified staff members provide line of sight supervision.
9. A total of \$500 in stipends at \$18 per hour is allowable for a Site Coordinator.
10. Program changes such as club name change, deleting a club, changing times, changing staff, adding a club etc. that do not involve any budget changes or transfers may be completed simply by completing the Request for Proposal Revisions and emailing Roxann Morris the completed document. Roxann will review changes and has the authority of final acceptance. Schools will be notified when changes are approved. Until changes are approved do not make changes and or submit timesheets or invoices with unapproved expenses.
11. No duplication of pay for services should be billed APS. If you are working for CSI and EDAP, for example, do not bill for the same hours on the same day. APS Grant Management reviews each of these programs by your name.

#### **Program Staff Job Description**

1. Plan and implement activities that support academic achievement in the areas of language arts, math fine arts, or science before or after regular school hours per the approved RFI.
2. Make sure each student signs in to class each time on the required *Student Attendance Sheet*.
3. Keep students safe by having a copy of EDAP Student Registration Form at all times which includes emergency contact information, medical information and pertinent accommodation information as it may pertain to student success or safety in the after school program.
4. Stay and make sure each student is picked up by an authorized family member when each session ends. Follow school procedures when student is not picked up in a timely manner. Never leave a child unattended.
5. Begin and end instruction on time per the approved RFI.
6. Instructional preparation time can be billed at the rate of \$18.00 per hour for every one hour per 10 hours of EDAP club time per person. This can be billed after the each set of 10 hours worked. This needs to be billed within the billing cycle worked not accumulated all year.
7. Accurately complete timesheets by the due dates. Attach via paperclip *Student Attendance Sheet* that correlates with each individual timesheet.
8. Turn in timesheet and *Student Attendance Sheet* to Coordinator per his/her deadlines.
9. Ask the school coordinator for the supplies you need that support student learning and are aligned with the approved RFI at the beginning of the program.
10. At-risk students should be given priority consideration for participation in activities. *Documentation regarding criteria for selection needs to be available upon request.*
11. EDAP instructional time must take place before or after the duty day. If your APS paid school day needs to be extended after the EDAP club meetings Title I will need a letter stating that you will make up the time and when. You and your administrator must sign the letter.
12. No student tutors are allowable.
13. Incentives, awards or parties for students or staff are not allowable expenses for time or supplies.

14. Instructional time only is allowed to be paid. There is no pay for supervising recess or break time.
15. Extended Day Academic Programs do not support a homework club, but academic tutoring is allowed.

### **Coordinator Job Description**

Site Coordinators will be paid \$500 per year at the rate of \$18.00 per hour. The Site Coordinator's role is to monitor the fidelity of the instructional program and curriculum to the approved proposal. Site Coordinators are instructional leaders who are part of EDAP to ensure quality Common Core State Standards (CCSS) focused programs are delivered successfully to students and results are evident. Site Coordinators are not responsible for running off copies of timesheets or preparing documentation for teacher's pay and will not be allowed to bill for such work. Site Coordinators may also teach in EDAP as long as they are not billing for time spent on both.

1. Oversee the implementation of the approved RFI including selection of students in greatest need, parent/teacher contact, curriculum delivery, and academic growth,
2. Timely submission based on the due date of one set of original time sheets and *Student Attendance Sheet* in alphabetical order by teacher last name.
3. Accurate monitoring of program spending.
4. Coordination of monitoring visits by Title I Resource Teacher, when necessary. Most visits will be unannounced.
5. Request permission for any program changes such as times, places, budgets, and teachers with the form to request changes. Wait for approval before implementing changes.
6. Document two observations using the rubric provided per semester per club using the observation form provided. Send these in along with your Site Coordinator timesheet.
7. Coordination of buses, if necessary.
8. Fall and spring accountability reports.
9. Paperwork must be completed outside of the contract times.
10. Please remember there is no payment for writing proposals for funding.
11. Payment is for up to \$500.00 per your approved budget. Coordinators are paid \$18.00 per hour for non-direct instruction.
12. Funds for student transportation were available to a limited number of participating schools. These funds are only intended to take students home after the EDAP activities. If your programs require student transportation and your school is approved for buses it would be indicated in your RFI. Coordination of buses is the role of the EDAP site coordinator.

### **EDAP Volunteers**

While encouraging parent and community participation, we must also consider the safety of every child in the district by requiring a background check from volunteers prior to any volunteer activity at any APS school. The background check will be conducted based on information obtained on the online application on the APS website.

### **After School Snack Program**

All schools eligible for the USDA After-School Snack (50% or more students eligible for Free/Reduced Lunch) through APS Food Services are required to provide after school snack as a part of the EDAP Program. If your school does not qualify for the USDA program you may outline what all system your school will implement to provide after-school snack to students.

If you provide after school snack through APS Food and Nutrition Services they have a required process for snack distribution. There is online training involved and an application process. Contact Dorothy Garcia at [garcia\\_dj@aps.edu](mailto:garcia_dj@aps.edu) for more information.

### **EDAP Time and Instructional/Duty Day Time**

Per federal mandates EDAP employees must certify that the time period listed on their timesheet are 100% EDAP. Schools need to work on a plan to ensure that EDAP staff is not double compensated. For example, if the

school day ends at 2:00 PM but staff duty day is from 2:00 PM to 2:30 PM, then the school administrator and site coordinator must create a plan that fits the needs of the students and the program staff and does not violate the law by double dipping or paying twice to the same person for two different tasks. Once this situation is resolved at your school site the administrator needs to send Roxann a memo with the plan, who the plan affects, and an example timesheet of what Roxann should see based on the new plan. Some suggestions include:

- Educational Assistants may be allowed to flex the duty day to come in later or stay later to monitor EDAP students, give them a snack and provide a rest break.
- Students may be allowed to stay on the playground with duty personnel until program begins.
- Administrators may extend the EDAP teacher's duty day to make up for the time of EDAP program during the duty day (Come in early or stay beyond EDAP). Again, the administrator needs to provide Title I with the alternate plan in writing. This plan needs to be signed and agreed upon by each staff.

### **Student Attendance Sheets**

It is required to accurately reflect attendance in EDAP sessions by having student's themselves sign in daily using the EDAP Student Attendance Form. However, in rare cases in which the class may be over twenty students or consist of many very young children as participants, a teacher is allowed to preprint student names on the Student Attendance Sheet(s) and have students' initial by their names. Original documents are required.

### **Opt Out of EDAP**

If a school administrator chooses not to receive the EDAP funding at the school Title I requires written documentation.