

Missouri's Afterschool Programs Guidance Related to COVID-19



This guidance pertains to both of the federally funded Missouri Afterschool Programs: School Age Community (SAC) and the 21st Century Community Learning Center (21st CCLC)

Pay for Work:

In the absence of U.S. Department of Education (USED) guidance, the Missouri Department of Elementary and Secondary Education (DESE) believes that sub-grantees should continue to pay salaries for their staff as related to their goals and project plans. Allowable work may include:

- Virtual staff meetings (conference calls, Zoom meetings, Skype, etc.)
- Curriculum work (must be specific to the Afterschool program)
- Lesson plan development (must be specific to the Afterschool program)
- 21st CCLC program data entry in Kids Care Center
- Online professional development (or other appropriate means)
- Systems planning work (i.e. summer programs, evaluation, sustainability, safety, budgets, etc.)
- Online programming (or other appropriate means) for youth that may be reasonable and necessary
- Other expectations and associated job tasks that are reasonable and necessary during the closure period

Note: Final approval of work and work protocols are the responsibility of the local school district or organization awarded the grant. Hours worked should remain commensurate to program need. Federal supplement not supplant provisions remain in force.

If the Afterschool program is relocated to alternate sites or buildings, please be sure it is in coordination with the school district as applicable, and that all programs (schools and non-schools) consult with their local health department on the best procedures for your area.

Data During the School Closure Period:

Continue to maintain records of daily hours and general work type by employee during the closure period just as you do during open school, as this data may be requested at DESE's discretion.

Please be certain to keep thorough documentation.

The tracking of any lost program time, lower attendance results, lower expenditure patterns and/or other outcome data will be collected as part of the end-of-year reporting process. Reasonable and fair accommodations will be made with regard to any reduction in results within Afterschool program's operation due to COVID-19.

Reimbursement Process:

If budget amendments are needed please continue to submit these through the normal process (schools continue to use ePeGS; non-schools continue to use the paper budget amendment form located on the Afterschool portal but it must be submitted electronically to exl@dese.mo.gov).

DESE will continue to process payment requests. Please continue submitting any requests for reimbursements through normal channels (schools continue to use ePeGS; non-schools continue to use the paper request form located on the Afterschool portal but it must be submitted electronically to exl@dese.mo.gov).

Payments will remain on a reimbursement basis. Funds awarded for the 2019-20 school year that may not be fully expended by June 30, 2020 may not be rolled over/carried over to the next year. We encourage you to continue to offer what services and supports you can during the period of closure or uncertainty to your Afterschool program students and families (please consult with your district/organization regarding any policies, etc.). For the 21st CCLC programs, please remember these funds can only support those students and families of the 21st CCLC program and not the community at large.

How to Reach DESE Afterschool Staff:

Our DESE Afterschool staff will continue to work either remotely or in our offices during this time, or until otherwise directed. We will be on email and phone daily if you need to reach us for any questions or assistance. Please continue to use the same contact information for us that you always do.

Additionally, many events/meetings/conferences are being postponed or canceled. The Afterschool portal will be updated as information comes to our attention.

You can also find contact information for the Missouri AfterSchool Network (MASN), including the AREs/coaches, on the Afterschool portal. Please be assured they too will continue to be here to provide support and answer questions you may have.

We encourage you to keep us informed of your plans during this time and if you have any questions please reach out to us; we will continue to share any updates and information as it becomes available to us.

Thank you for all you do for your students, families and communities!