



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD — AFTERSCHOOL PROGRAM

KEY STAFF CHANGES

INSTRUCTIONS

Complete this form for any key changes in afterschool program staff (i.e. primary contact person, program coordinator, site coordinator, site director, or other such similar titles/responsibilities) paid with grant funds or any changes in your finance person responsible for your grant funds.

GRANTEE NAME		COHORT NUMBER
GRANT TYPE <input type="checkbox"/> 21 st CCLC (Title IV, Part B) <input type="checkbox"/> SAC	SITE NAME (ONLY IF CHANGE IS AT SITE LEVEL)	
KEY STAFF BEING REPLACED	TITLE	EFFECTIVE DATE OF CHANGE
NEW KEY STAFF NAME, IF APPLICABLE: <input type="checkbox"/> PROGRAM STAFF <input type="checkbox"/> FISCAL STAFF	TITLE	Will this person be the primary grant contact?
ORGANIZATION/AGENCY (IF DIFFERENT THAN GRANTEE NAME)	EMAIL	
ADDRESS		
CITY, STATE, AND ZIP CODE	PHONE NUMBER	EXT.
EXPLANATION/COMMENT, IF NEEDED		
SIGNATURE OF NEW KEY STAFF PERSON		DATE

PLEASE EMAIL TO:

Afterschool@dese.mo.gov

For questions, please call (573) 526-3961.

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