

Fiscal Year 24 Office of Community Schools Fiscal and Operations Manual

for Federally Funded Community Schools:
21CCLC and American Rescue Plan (Stimulus) Funded
Community Schools



21st Century Community Learning Centers (21st CCLC) & American Rescue Plan (Stimulus) Overview

Introduction

Community Schools funded by federal grants and/or the New York State Education Department (NYSED) (e.g. 21CCLC or Stimulus funded) must adhere to additional administrative, fiscal and compliance requirements that are more rigorous. Though both funding streams follow similar guidelines, there are slight nuances between both that are articulated in the manual below.

21st Century Community Learning Centers (21st CCLC) are federal grants awarded through New York State Education Department (NYSED). NYSED has awarded these grants to the NYC Department of Education, and it is the expectation of NYSED that we adhere to the program plan and associated costs outlined in the grant application, as well as follow all applicable statutory and regulatory requirements for Federal awards. For 21st CCLC funded Community Schools, OCS Program Managers are ultimately responsible for assuring the program is in alignment with the grant and have final authority on all budgets and expenditures.

The American Rescue Plan (Stimulus) funding was signed on March 11, 2021. This funding is intended to provide support to safely reopen schools, sustain safe operations, and address the impact of coronavirus pandemic on students. These funds must be spent by June 30, 2024. At least 20 percent of the funding must address the academic impact of lost instructional time through summer learning, comprehensive afterschool programs, and/or extended school year programs.

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Operations and Supports Thresholds & Reporting Requirements Summary

Line Item	Threshold	Reporting Requirement
Office Supplies	5% maximum of the total allocation	Report All Costs
Facilities Repairs & Maintenance	Not allowable	N/A
Safety and Health	Fingerprinting costs are covered by the NYCDOE for all 21st CCLC programs	N/A
Waste & Recycling	Not allowable	N/A
Staff Transportation	5% maximum of total allocation. Miles .28 cent, Cab Services must not exceed \$1,000. Consultants are not allowed to use staff transportation funds.	Report All Costs
Staff Training	5% maximum of total allocation.	Report All Costs
Postage	\$500 maximum	Report All Costs
Recruitment & Advertising	Not allowable	N/A
Liability, Property, and Other Insurance	3% maximum of total allocation	Report All Costs
Vehicle Insurance	Not allowable	N/A
Vehicle Operations and Maintenance	Not allowable	N/A
Real Estate Tax	Not allowable	N/A
Bank Charges	Must not exceeded \$200	Report All Costs
Client Transportation	5% maximum of total allocation	Report All Costs
Client Supplies & Activities	5% maximum of total allocation	Report All Costs
Client Stipends	Not allowable	N/A
Incentive Payments/Bonus	Not allowable	N/A
Prepared Meals & Raw Food	The purchase of food and beverages is only allowable in very limited instances such as special program activities (e.g. cooking classes) that are reasonable and necessary to meet the goals and objectives of the grant. CBOs are strongly encouraged to leverage other resources to procure food for events and other school functions.	Report All Costs
Other Expenses	5% maximum of total allocation	Report All Costs
Equipment	OCS PM Pre-Approval Required. See more information in the budget and expense report details.	Report All Costs
Indirect	10% maximum of total allocation	Report All Costs
Mental Health	Not applicable to 21 st CCLC	N/A
Contracted Services – Subcontractor	Stimulus: 50% maximum of the total allocation 21CCLC: Lead CBO's for Federal and NYSED grant funded Community Schools are prohibited from subcontracting to other CBOs. Any subcontracting for services not provided by the Lead CBO will be done directly by OCS with those applicable CBO vendors.	N/A

Summary of Required Documentation for Lead CBO Partners

Budget Submission Deadline - September 15, 2023

- **Budget Submission – Deadline September 15, 2023**
 - Budget Detail
 - Budget Accelerator Printout with Principal Signature
 - Collaborative Planning Meeting Agenda and Notes
 - Signed Collaborative Planning Signature Page
 - [Mental Health Work Plan](#)
 - If your budget is not yet in HHS, please submit required documents to your Program Manager.
- **Invoices – Monthly**
 - [FY24 General Ledger](#). Please refer to the [invoice checklist](#) and the [Finance & Operations page on the OCS website](#) for further guidance.
 - If your contract is not registered, submit monthly invoices to your Program Manager.
 - When invoicing for services, bill for the date that services were delivered not when the service was paid out.
- **Modifications**
 - **21CCLC Funded:** Modifications may require NYSED approval (obtained by OCS Program Managers). Before submitting a modification in HHS, connect with your Program Manager*
 - [FY24 Budget Modification Detail](#)
 - Modified Budget Accelerator Printout with Principal Signature
 - Signed Collaborative Planning Signature Page and Collaborative Planning Meeting Notes
 - **Stimulus Funded:** The CBO Fiscal Point should upload in HHS Accelerator:
 - [FY24 Budget Modification Detail](#)
 - Modified Budget Accelerator Printout with Principal Signature
 - Collaborative Planning Meeting Notes
 - Signed Collaborative Partnership Agreement
- **Subcontractors**
 - **21CCLC:** Lead CBOs for 21CCLC NYSED grant funded Community Schools **are prohibited** from subcontracting to other CBOs. Any subcontracting for services not provided by the Lead CBO will be done directly by OCS with those applicable CBO vendors.
 - **Stimulus Funded:** Lead CBO's for Stimulus funded Community Schools are allowed to subcontract.
 - New subcontractor agreements are required annually, regardless of whether a subcontractor was used in the prior fiscal year.
 - **Prior to the submission of a [subcontract agreement](#), the subcontractor must create a PASSport account** and submit all necessary documents within the account. The subcontractor will be notified by the Mayor's Office of Contracts (MOCS) when they are approved. Subcontract agreements can be submitted to OCS following this approval.

- **Subcontractors can create an account and submit the required documents here:** <https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page>
- The deadline for new subcontractor agreements is **April 30, 2024**. OCS will allow the assessment of subcontractor agreements after the deadline. The agreements submitted after April 30, 2024 will be assessed by the Operations Team who will make a final determination regarding approval. For all requests after April 30, 2024, please email OCSCBOSubcontractor@schools.nyc.gov with a justification.
- **New Policy [Dec 2023]:** CBOs must submit new subcontract agreements for all subcontractors regardless of the amount. This now includes subcontract agreements below \$5,000. All subcontract agreements should be signed by the Principal/Principal designee and uploaded to HSS Accelerator for OCS Program Manager approval.

Collaborative Planning

Shared leadership and collaboration among school members, students, families, and other community stakeholders is key to the Community School Strategy, as found in the January 2020 Rand Corporation evaluation report. Community School Teams¹ (CST) meet and collaborate regularly, using data and the inquiry process to support students, families, and the community. Stakeholders continue to align their vision to provide rigorous and responsive anti-racist programs and services to support students and families. When schools and Community Based Organizations (CBOs) strategically organize resources, reflect community voice, and share leadership, supportive services are integrated into the fabric of the schools. These resources – both financial and human capital - should be aligned so that robust programming, classes, activities, and support are strategically delivered to increase opportunities for students so that all students achieve and thrive. Community Schools are able to better serve the needs of students and their families by lowering barriers and creating a welcoming, safe, and engaging environment for learning.

To empower and prepare students, families and communities to thrive, Community Schools are anchored in a set of foundational values:

- **Strong instruction** designed to provide personalized learning opportunities to increase all students' academic achievement.
- **Robust engagement**, anchored in positive youth development, ensures that schools foster a positive school climate that is welcoming and empowering to students, families and community members.
- **Continuous improvement** using qualitative and quantitative data to tailor programming and instruction focused on results.

In order to deliver on the promises of our partnerships, school leaders, CBOs, students, families and community stakeholders engage in collaborative planning. **Collaborative planning is aligned to the NYC Community Schools Core Feature of Collaborative Leadership and Practice.** The National Center for Community Schools - a practice-based organization supporting Community School initiatives nationally and internationally since 1994 - has developed helpful guidance outlining [Principles of Effective School](#)

¹ Community School Teams are a formalized and co-created leadership structure consisting of school representatives, partners, community members, students, and families.

[CBO/Partnerships](#), to aid your team as you engage in the collaborative planning process. These Principles of Effective Partnerships and OCS's [Guide to Collaborative Planning](#), are applicable to **all** School/CBO Partnerships.

OCS co-invests resources in schools and CBOs to improve equitable outcomes for students and families, thus it is important that all parties are at the table, working together to allocate resources and make decisions on programming and services. Budgets and resource allocations should align with Comprehensive Education Plans (CEPs) that are developed with school leadership teams and reflect parent, teacher, and student voice. Community School Comprehensive Education Plans (CEPs) should align goals to results from the OCS Assets and Needs Assessment Tool and Community School Mid-Year/End-of-Year Report.

Collaborative Planning Meetings

Schools and lead CBOs are required to hold **three** formal **Collaborative Planning Meetings** per school year. However, **21st CCLC requires four quarterly meetings per NYSED**. The quarterly meeting and collaborative planning meeting can be combined and aligned for 21st CCLC funded community schools. Collaborative Planning Meetings enable diverse stakeholders to plan and implement a vision that best supports the school community. The purpose of these meetings is to set, monitor, and review the community school's annual CEP goals, Assets and Needs Assessment Tool, and Community School Mid-Year/End-of-Year Report to ensure that Community School programming and funding are used to make progress toward these goals. Together, CBO and school leaders will make data-driven decisions to ensure equitable allocation of resources to anti-racist programs and services that meet students' needs. [The Guide to Collaborative Planning](#) is a resource for community school teams to engage in highly productive, efficient, and inclusive meetings including best practices, strategies, and tools.

These meetings are facilitated by the **Community School Director (CSD)** or other CBO staff determined by the CBO supervisor. Attendees include School Staff (Principal, Teachers, Administrative Staff) and CBO Staff (CSD, Supervisor, CBO Fiscal Point), and at least one student representative (for middle and high schools), and one family member. For 21CCLC funded Community Schools required attendees include the OCS Program Manager, and 21CCLC Evaluator. Optional members include the School Mental Health Manager, and Director of School Support. Superintendents, their staff, and/or Central Office staff may also opt to participate in these meetings.

Results for Collaborative Planning Meetings:

1. Review annual goals in the Community Schools section of the CEP.
2. Monitor and determine the progress and impact of interventions on CEP goals using data and modify intervention as appropriate.
3. Review CBO and school budgets (including DYCD-funded programs, 21st CCLC, Empire afterschool, and Galaxy funding—such as Title I) to understand the scope of funding available for programmatic support.
4. Assess how current spending is meeting the school's programmatic needs, assess for impact, modify interventions, and generate budget modifications as needed.

During each meeting, CSDs and/or designated CBO Staff are expected to revisit CEP goals, Assets and Needs Assessment, OCS Mid-Year/End-of-Year Report data, discuss the impact of programming, and review present year-to-date spending against the approved Community School budget. The budgets should be directly printed from **HHS Accelerator**. Guidance on how to print budgets can be found [here](#).

Principals are also encouraged to bring an outline of their school funding to this discussion as a way to align all of the resources coming into the school. CBOs can view school Galaxy budgets on the [publicly-accessible website](#). Having a complete picture of all available funds will allow the community school teams to make better informed decisions regarding programs and services to maximize the progress toward CEP goals. For the portion of each meeting in which the team reviews the impact of interventions on CEP goals the team should review available quantitative and qualitative data, including any relevant pre-COVID-19 data.

All schools will complete a [Mental Health Work Plan](#) to capture all services and funding dedicated to mental health services. For schools with a Mental Health Manager (MHM), the MHM will complete the work plan on the schools' behalf. Schools without a MHM are expected to complete the work plan themselves and upload it to HHS Accelerator.

Within one week of the meeting:

- The CSD emails the meeting agenda, notes, and action commitments to all participants.
- The CBO Fiscal Point uploads to HHS Accelerator:
 - The [Collaborative Planning Meeting Agenda](#) and Notes,
 - Signed Collaborative Planning Signature Page,
 - [Budget Detail](#)
 - Budget Accelerator Printout with Principal Signature
 - [Mental Health Work Plan](#)
- If the budget is not available in HHS, all the above materials should be emailed to the OCS Program Manager for review and approval.
- For any meetings that result in a budget modification, connect with your OCS Program Manager:
 - **21CCLC Funded:** Modifications may require NYSED approval (obtained by OCS Program Managers). Before submitting a modification in HHS, connect with your Program Manager*
 - [FY24 Budget Modification Detail](#)
 - Modified Budget Accelerator Printout with Principal Signature
 - Signed Collaborative Planning Signature Page and Collaborative Planning Meeting Notes
 - **Stimulus Funded:** The CBO Fiscal Point should upload in HHS Accelerator:
 - [FY24 Budget Modification Detail](#)
 - Modified Budget Accelerator Printout with Principal Signature
 - Collaborative Planning Meeting Notes
 - Signed Collaborative Partnership Agreement

Collaborative Planning Meeting Calendar

Below are meeting dates by which you should hold each of the Collaborative Planning Meetings for the FY24 cycle. Please note that 21st CCLC requires 4 quarterly meetings per NYSED. The quarterly meeting and collaborative planning meeting can be combined and aligned for 21st CCLC funded community schools. The agenda template for these meetings can be found [here](#).

21CCLC Funded Collaborative Planning Meeting Calendar

- **First Meeting – July-August 2022**

- Lead CBO and School staff will reflect on the impact of programs and services, and discuss and agree on modifications to the FY24 budget that are aligned to the plan for school reopening in September, and the school's CEP SMART Goals.
- **Second Meeting – October-November**
 - Lead CBO and School staff review impact data, present year to date expenses and discuss projections for unspent funding. Collaborate with the team to discuss any potential necessary NYSED modifications needed during the **first modification window (January 30 - February 10, 2023)**.
 - Modifications may require NYSED approval (obtained by OCS Program Managers). Before submitting a modification in HHS, connect with your Program Manager
- **Third Meeting - January-February**
 - Lead CBO and School staff review impact data, present year to date expenses and discuss projections for unspent funding. Collaborate with the team to discuss any potential necessary modifications needed for NYSED budget modifications.
- **Fourth Meeting – April/May 2023**
 - Review impact data, present year to date expenses and discuss projections for unspent funding. Prepare for the close out of the CBO budget and the **last modification window (April 29- May 9, 2023)**. Prepare draft FY 24 budget for NYSED

Stimulus Funded Collaborative Planning Meeting Calendar

- **First Meeting – July-September 2023**
 - Community School Teams including lead CBO, school staff, families and students will reflect on the impact of programs and services, and discuss and agree on modifications to the FY24 budget that are aligned to the plan for school reopening in September, and the school's CEP SMART Goals.
- **Second Meeting – December 2023 or January 2024**
 - Lead CBO and School staff review impact data, present year to date expenses and discuss projections for unspent funding. Collaborate with the team to discuss any potential necessary modifications needed during the **first modification window (January 29 - February 9, 2024)**.
- **Third Meeting – April or May 2024**
 - Review impact data, present year to date expenses and discuss projections for unspent funding. Prepare for the close out of the CBO budget and the **last modification window (April 22- May 3, 2024)**.

Sharing Information between CBOs and Programs

In addition to facilitating the three Collaborative Planning Meetings with their school partners, Lead CBOs are expected to facilitate monthly community school team meetings for all DOE subcontractors and separately funded partners (including DYCD programs if applicable) to coordinate services across multiple providers, safeguard against supplanting and fraud, optimize potential impact of services rendered on students' outcomes, and ensure programs are on track to meet required participation targets.

Planning Punch List for Principals and Community School Directors

Please utilize the [Planning Punch List](#) as a resource to guide the collaborative planning process at your Community School. The Punch List includes key action items and the corresponding time frame for when these planning activities should take place.

Budget and Expense Report Details

Once collaborative planning meetings are conducted, please upload in HHS the FY24 [budget detail](#), budget accelerator printout with principal signature, collaborative planning meeting agenda and notes, signed collaborative planning signature page, and [Mental Health Work Plan](#) (if available) by **September 15, 2023**. Once in HHS, Program Managers will review and approve submitted documents and budgets followed by another review and approval by OCS Fiscal and Operations Team.

If your budget is not in HHS, please submit the [FY24 budget detail](#), budget accelerator printout with principal signature, collaborative planning meeting agenda and notes, and signed collaborative planning signature page to your Program Manager by **September 15, 2023**. Once the budget is live in HHS, submit all documents in HHS including the Mental Health Plan within two weeks for Program Manager and Operations approval.

Budget Summary

- Total Funded Budget- Enter your FY24 Community School budget amount.
- Enter amounts in **GREEN** cells only.
- The budget lines that require additional detail will note “Yes” in column G. Additional detail should be added in the respective tabs.

Indirect Rate

The Indirect Rate Category is used to capture overhead costs incurred by a CBO that operates several programs and has administrative costs that cannot be identified as direct costs to a specific program. Direct costs are those for activities or services that benefit specific programs, e.g., salaries for program staff and materials required for a particular program. Because these activities are easily traced to the program, their costs are usually charged to them directly on an item-by-item basis. Indirect costs are for activities or services that benefit more than one program. Their precise benefits to a specific program are often difficult to determine precisely how the activities of the director of an institute benefit a specific program, even though everyone agrees that a benefit does accrue. CBOs with multiple programs where some administrative costs are shared may incur indirect costs. The maximum Indirect Cost rate allowable by DOE is 10% of the total direct cost of the budget amount. Any of the generally accepted methods of calculating and allocating indirect cost may be used. It is the responsibility of the CBO to maintain documentation to justify the percentage and allocation plan used to arrive at the indirect rate. This documentation must be made available upon request.

While organizations with Indirect Cost Rate (ICR)'s higher than 10% accepted by MOCs are not entitled to additional funding, they can fund their Accepted ICR within their base contract so long as there is not an impact on direct service provision. If an organization has an ICR above 10% that has been approved by

the Mayor's Office of Contract Services, please attach documentation when submitting your budget in HHS Accelerator.

Personnel Services

- Personnel Services (PS) refers to programmatic expenses for Salaries and Fringe Benefits.
- See the [Staffing Titles and Hiring Requirements](#) section of the manual for qualification requirements for OCS school based staff.

Salary Employees

Administration Requirements:

- An employee paid with DOE funds must perform work related to the DOE contract, directly or indirectly.
- For DOE contracts, a full-time employee is defined as one who works 35 hours or more per week, is paid on a salary or hourly basis and retains a full-time position with the organization.
- Bonus compensation means a non-recurring and non-accumulating (i.e., not included in base salary of subsequent years) lump sum payment(s) in excess of regularly scheduled salary which is not directly related to hours worked. Bonus compensation is not allowable.
- The New York City Fiscal Year runs from July 1 through June 30.
- **CSD Salary:** CSD salaries should range from \$70,000 to \$85,000. If the CSD salary is below \$70,000 or above \$85,000, the CBO must provide a justification in the Budget Detail document and receive prior approval from the Program Manager.
- **2% Administrative Fee Threshold:**
 - Staff that will not count as part of the 2% Administrative Cap
 - Director of Finance and Staff
 - Director of HR and Staff
 - Contracts Manager, including assistance on subcontracts
 - CBO Supervisor, supervisor who oversees CSDs
 - Staff that is included in 2% Administrative Cap
 - Executive Director
 - Deputy Director
 - All staff that does not work on or at a specific CS site

Salaried Employees

- CBO will be required to enter salaried employees into the second tab of the Budget Detail.
- After initial budgets have been submitted, salary increases over 5% of original salary must be approved by OCS.

Hourly Employees

- Provide justification and a cost breakdown on the [Budget Detail](#) document.
- The cost of hourly and seasonal employees should not exceed 50% of the allocated yearly budget. In addition, CBOs must provide the hourly rate, projected number of hours per week, and number of weeks worked for each hourly employee.

Seasonal Employees

- Seasonal employees are employees hired for a specific period of time, i.e. summer programming.
- Provide justification and a cost breakdown on the [Budget Detail](#) document.

Fringe Benefits

- The maximum rate allowed for fringe benefits is 30%.
- The rate includes all benefits under the Fringe Benefits category. Fringe Benefits may include:
 - FICA
 - Unemployment Insurance
 - Workers Compensation
 - Disability
 - Life Insurance
 - Pension
 - Health Insurance
 - Long Term Disability
 - Short Term Disability
 - Welfare Fund
 - MTA – NYC Commuter Tax
 - Retirement
 - Employee Assistance Program
 - FSA
- A minimum Fringe Benefit rate of 7.65% for FICA is required for all contracts.
- The minimum rate for CBOs under the Fiscal Agent is 12.65%. This represents 7.65% (FICA) plus a 5% estimated Unemployment Insurance rate.

Note: Administrative Practices Related to Personnel Services

- **Required Documentation:**
 - OCS reserves the right to request additional justification for salaries, and, if appropriate, to recommend adjustments to compensation.
 - The allocation methodology for staff working in multiple programs must be uniform and properly documented. The NYC DOE retains the right to request and receive documentation including, but not limited to, a W-2 or 1099 to confirm total compensation for any employee/consultant charged to OCS.
- **Non Allowable Personnel Services:**
 - All personnel expenses are not allowable. This includes, but is not limited to, personal travel expenses, beverage charges, gift certificates to staff and vendors, flowers, and parties, including holiday parties.
 - Compensation that duplicates worker's compensation awards, jury fees, or disability claims is not allowable.
 - Compensation to Board members or trustees is not allowable.
- **Consultants:**
 - The cost of a consultant hired to deliver professional development services, curriculum development, and ELT activities is allowable. These costs should appear in the consultant section of the budget.
 - Teachers working in Community Schools may be hired as consultants or hourly employees. The Office of Community Schools received a waiver which allows teachers to be hired as consultants for Professional Development services. The waiver can be found on the [Office of Community Schools Website](#).

- **Administrative Staff:**
 - Administrative non-school based staff must not exceed 2% of the total budget. Anything in excess of this should be included in the Indirect Rate.
 - Examples of non-school based staff include Executive Directors and Assistant Directors.

Operations and Support

Operations and Support refers to funding for expenses other than salaries, such as supplies, equipment, and contractual services. All expenditures must be related to supporting students and/or their families. CBOs must keep all supporting documentation - receipts, shipping slips, agendas, and sign in sheets.

Office Supplies

- **Description and Allowable Expenses:** Purchase and expense of consumable supplies and materials, such as printing supplies, instructional supplies, cleaning supplies and general office supplies, only applies to staff.
- **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.

Facilities Repairs & Maintenance

- This line item is not allowable in the Community Schools budget.

Safety and Health

Description and Allowable Expenses: Fingerprinting costs are covered by the NYCDOE for all 21st CCLC programs.

- **Expense Threshold:** N/A
- Reporting Requirements:
 - As a reminder, in accordance with New York State law, contract and related [Chancellor Regulations](#), all individuals working in New York City Department of Education (DOE) schools who have direct contact with students and student data must undergo a fingerprint-supported background investigation. The eligibility status resulting from the investigation for CBO/vendor employees is tracked through The Personnel Eligibility Tracking System (PETS).
 - All individuals working with DOE schools who have direct contact with students and/or student data must be accounted for in PETS and must currently be listed as “eligible” to have contact with students, regardless of any other fingerprinting/security clearance requirements (such as SACC and DOHMH). This includes individuals that have contact with students during remote and virtual learning/enrichment.
 - If you have a staff member who is either not in PETS or is in PETS but listed as ineligible, they are not allowed to work remotely with students and cannot have access to any student data. Newly hired staff who are not already in PETS will not be able to be fingerprinted and processed for clearance until the Office of Personnel Investigations reopens.
 - If you have questions or concerns, please contact your Program Manager.

Waste & Recycling Removal

- This line item is not allowable in the Community Schools budget.

Staff Transportation

- **Description and Allowable Expenses:** Staff transportation refers to school-based staff (teachers, school administrators, and on-site Lead CBO personnel) local travel, as well as transportation to professional development events. Note that taxis and alternative forms of taxis are not allowable for students.
 - Local travel to conduct official business related to the OCS contract. Travel may be by public transportation, personal automobiles used for school business only, and cab services. OCS recommends using public transportation when possible.
 - Staff travel for professional development is allowable. Please see requirements for approved professional development training in “Staff Training” section.
 - Consultants are not allowed to use staff transportation funds.
- **Expense Threshold:**
 - The maximum allowable cost is 5% of the total allocation.
 - The maximum budget allowable for taxis or alternative forms of taxis for staff is \$1,000 yearly.
 - Costs for the use of a personal automobile will be reimbursed at a maximum rate of 27 cents per mile plus tolls. All travel must start and end at a business location in order to be reimbursed.
- **Reporting Requirements:**
 - A mileage log must be maintained for both personal and business-owned vehicles used to conduct business related to the funded program.
 - Taxi, Uber, Lyft costs may not exceed more than \$1,000 per year for all staff for each CBO at each school. All costs must include justification. This includes, but is not limited to, travel late at night or the need to carry heavy items from one location to another.
 - Staff transportation for professional development more than 25 miles outside of New York City must be documented in the Budget Detail document along with justification and a cost breakdown.

Staff Training

- **Description and Allowable Expenses:** Staff training refers to teacher, school staff and lead CBO training.
 - Costs related to this line item include conference admission costs and professional development consultants conducting training for staff.
 - All conferences and retreats must be approved by OCS. Costs incurred by CBOs from a training that were not pre-approved will not be reimbursed.
 - All conferences and retreats must be directly related to professional development that will support the core elements of Community Schools.
- **Allowable Expenses:** The maximum budget allowed for staff training is 5% of the total allocation.
- **Reporting Requirements:**
 - CBOs are required to provide an agenda, background information, justification, cost breakdown, and number of staff to attend a conference or retreat. Provide this information on the Budget Detail document, which can be found on the [Office of Community Schools Website](#).
 - All expenditures must be listed on your general ledger when submitting your invoices.

Postage

- **Description and Allowable Expense:** Postage costs associated with Community Schools.

- **Expense Threshold:** Postage costs must not exceed \$500.
- **Reporting Requirements:** CBO will keep line item costs on file.

Recruitment and Advertising

- This line item is not allowable in the Community Schools budget.

Liability, Property, and Other Insurance

- **Description and Allowable Expense:** Liability, property, and other insurance associated with Community Schools.
- **Expense Threshold:** The maximum allowable cost is 3% of the total allocation.
- **Reporting Requirements:** CBO will keep line item costs on file.

Vehicle insurance

- This line item is not allowable in the Community Schools budget.

Vehicle operations and maintenance

- This line item is not allowable in the Community Schools budget.

Real estate tax

- This line item is not allowable in the Community Schools budget.

Bank Charges

- **Description and Allowable Expenses:** Bank charges only associated with Community Schools are allowable.
- **Allowable Expenses:** The cost of bank charges is \$200.
- **Reporting Requirements:** CBO will keep line item costs on file.

Printing

- **Description and Allowable Expenses:** Printing charges only associated with Community Schools are allowable. Printing of T-Shirts is not allowable, unless being used for program safety reason (e.g. field trip identification, program participant identification).
- **Allowable Expenses:** The maximum allowable cost is 5% of the total allocation.
- **Reporting Requirements:** CBO will keep line item costs on file.

Client Transportation

- **Description and Allowable Expenses:** All transportation expenses must be mental health, academic, cultural, and education based.
 - Transportation for “Client Supplies & Activities” should be listed under this line item.
 - All student related travel expenses, e.g., bus trips and local travel, are to be budgeted under this category. Bus companies must be insured.
 - Parent transportation should be included under this section.
 - The cost of transportation from school to an approved field trip location is allowable.
 - For example, college visits, historical/museums, or culturally appropriate Broadway shows are allowable.
- **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.
- **Reporting Requirements:**

- On the Budget Detail document you must provide the date, location, number of students, justification and cost breakdown for each trip.
- All costs must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Client Supplies & Activities

- **Description and Allowable Expenses:** Client activities and supplies must be academic and education based.
 - Do not include transportation on this line.
 - Supplies must be used to support student enrichment activities, building positive school culture and climate, and/or increasing opportunities for students and/or families.
 - Trips to amusement parks and establishments such as Dave and Busters, senior dues, prom, senior trips, and photographers are not allowable unless your Program Manager has approved such an expense. Note that exceptions will rarely be granted.
 - **[Update Oct 2023]** The [educational field trip guidance](#) can be used to support your planning! Submit [the pre-approval request form](#) to your program manager in advance.
 - T-shirts for safety don't count towards the threshold therefore, CBO/school branded apparel used for safety purposes (i.e. field trips) can be billed on this line.
 - **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.
- **Gift cards and petty cash for food**
 - Gift cards and petty cash for food are not allowable.
- **Admission Fees:**
 - **[Update Oct 2023]** The [educational field trip guidance](#) can be used to support your planning! Submit [the pre-approval request form](#) to your program manager in advance.
 - Admission fees for students that are associated with each approved instructional field trip are allowable only up to \$50.00 for each student and each staff member or adult required to accompany the students.
 - No one student can receive above \$100 in admission fees per year.
 - Trip expenditures must be incurred during the operating period in which goods and services are received or delivered.
- **Reporting Requirements:** [FY24 Budget Detail HHS.xlsx](#)
 - Prior to Trip - All instructional field trip costs must be pre-approved by your Program Manager. Costs incurred by CBOs from field trips that were not pre-approved will not be reimbursed. Provide justification, cost breakdown, and the number of students and staff to attend the trip. Provide the requested information on the [Budget Detail document](#).
 - Post Trip - Logs must be created and maintained for each pre-approved instructional field trip indicating dates of travel, destination, purpose of the trip, and any related costs, such as admission fees, transportation, and tolls. The log must also identify the students, staff, and parents that attended. CBO to keep this on file.
 - All costs must be reported on the Budget Detail document. All expenditures must be listed on your general ledger when submitting your invoices.

Client Stipends

- This line item is not allowable in the Community Schools budget.

Incentive Payments/Bonus

- This line item is not allowable in the Community Schools budget.

Prepared Meals & Raw Food

Description and Allowable Expenses:

- The purchase of food and beverages is only allowable in very limited instances such as special program activities (e.g. cooking classes) that are reasonable and necessary to meet the goals and objectives of the grant. CBOs are strongly encouraged to leverage other resources to procure food for events and other school functions.
- **Reporting Requirements:** Program Managers are also required to get pre-approval from NYSED with written justification as to why the food purchase is reasonable and necessary to meet the goals and objectives of the grant.

Other Expenses

- **Description and Allowable Expenses:** Other operating cost expenses that do not fall into any of the categories described above may be listed under this line item.
 - Administrative costs, such as payroll fees and recurring computer maintenance costs, should not be listed under this line item. Payroll fees shall be listed under “Indirect Costs” and computer maintenance costs shall be listed under “Facilities and Maintenance”.
 - Ordinary living expenses, such as the cost of clothing, shoes, school and athletic uniforms, are normally assumed by parents of students. These types of expenses will be assessed by the OCS budget team on a case by case basis.
 - Audit fees should be included in the vendor section.
 - Cell phone costs for staff may be entered here.
 - Any other costs, including startup costs, require prior approval from the Program Manager.
- **Expense Threshold:** The maximum allowable cost is 5% of the total allocation.
- **Reporting Requirements:** All costs must be reported on budget detail. All expenditures must be listed on your general ledger when submitting your invoices.

Equipment

- **Description and Allowable Expenses:** Equipment purchases are generally not allowable. Pre-approval is required for any equipment purchases. OCS PMs will review requests to purchase equipment on a case by case basis. Equipment purchases are supplies that are durable or permanent in nature, such as printers, fax machines, televisions, cameras, and computers, etc. Furniture purchases are not allowable.
 - All equipment purchased with DOE funds is the property of the New York City Department of Education’s 21st CCLC Program, and must be tagged “Property of DOE/21st CCLC.” All equipment purchased through 21st CCLC grant funding must be accounted for and tracked on a spreadsheet that is available to both the CBO and OCS PM. At the end of the contract, all equipment that still has a useful life and was purchased with DOE funds must be turned over to the DOE. Equipment leased with an option to buy may also become the property of DOE at the end of the contract.
 - Costs associated with equipment include rental, lease, licensing fee and computer software of office/programmatic equipment used in the performance of the CBO’s operation are allowable.

- Large equipment purchases such as washer and dryers, refrigerators, and air conditioners are not allowable.
- The purchasing of equipment for an individual student is not allowable.
- Equipment must be for direct use of the program/school and not for the CBO offices.
- **Expense Threshold:** The maximum allowable cost is 2% of the total allocation.
- **Reporting Requirements:** All costs must be reported on budget detail. All expenditures must be listed on your general ledger when submitting your invoices.

Procurement

- Any procurement of goods and/or services is to be conducted in the CBO's name. The organization is responsible for ordering, receiving, inspecting and accepting merchandise. The name of the Department of Education, its officials, employees, or the City of New York should not be used under any circumstances for the purpose of ordering and/or securing goods and services from a vendor. Invoices, bills, receipts, etc., must be issued in the name and address of the organization or its immediate affiliate. All expenditures must comply with applicable laws and contract regulations, and are subject to audit.
- All furniture and equipment purchased with DOE funds remain the property of the City of New York and must be returned at the end of the contract.

Contracted Services

Consultants

- Consultants are independent firms or individuals, with specific skills, retained to perform limited program tasks or complete projects within the contract that cannot be accomplished by regular staff. The services provided by the Consultant must be related to the program work scope described in the contract.
- Consultants cannot be a salaried employee of the CBO. Consultants usually consider themselves self-employed, maintain their own service and financial records and have a place of business separate from the CBO.
- Consultants retained by a CBO must enter into a written agreement, detailing the specific tasks to be performed. Consultants will be allowed by OCS only for those services that cannot be performed by the CBO's staff. If a consultant's services are required for an extended period, such an individual must be hired as an employee. Consultant Agreements must be maintained by the CBO for six (6) years beyond the end of the contract.
- The cost of a consultant hired to deliver professional development services is allowable. Records identifying the date of the meeting or services, venue, and attendees, as well as documentation supporting selection and cost of the consultant must be maintained. These costs should appear in the consultant section of the budget.
- Teachers working in Community Schools may be hired as consultants. This work may include ELT and curriculum development. The Office of Community Schools received a waiver which allows teachers to be hired as consultants for Professional Development services.
- Consultants and Subcontractors:
 - A consultant is an individual while a subcontractor is an organization or company.
 - Subcontractors who retain subcontracts for under \$5,000 should be placed in the subcontractor section, not the consultant section. Subcontractors hired for under \$5,000 or less will not require a subcontracting agreement.

Subcontractor

- **21CCLC:** Lead CBOs for 21CCLC NYSED grant funded Community Schools **are prohibited** from subcontracting to other CBOs. Any subcontracting for services not provided by the Lead CBO will be done directly by OCS with those applicable CBO vendors.
- **Stimulus Funded:** Lead CBO's for Stimulus funded Community Schools are allowed to subcontract.
 - New subcontractor agreements are required annually, regardless of whether a subcontractor was used in the prior fiscal year.
 - **Prior to the submission of a [subcontract agreement](#)**, the subcontractor **must create a PASSport account** and submit all necessary documents within the account. The subcontractor will be notified by the Mayor's Office of Contracts (MOCS) when they are approved. Subcontract agreements can be submitted to OCS following this approval.
 - **Subcontractors can create an account and submit the required documents here:** <https://www1.nyc.gov/site/mocs/systems/about-go-to-passport.page>
 - The deadline for new subcontractor agreements is **April 30, 2024**. OCS will allow the assessment of subcontractor agreements after the deadline. The agreements submitted after April 30, 2024 will be assessed by the Operations Team who will make a final determination regarding approval. For all requests after April 30, 2024, please email OCSCBOSubcontractor@schools.nyc.gov with a justification.
 - **New Policy [Dec 2023]:** CBOs must submit new subcontract agreements for all subcontractors regardless of the amount. This now includes subcontract agreements below \$5,000. All subcontract agreements should be signed by the Principal/Principal designee and uploaded to HSS Accelerator for OCS Program Manager approval.

Vendors

- Vendors within the OCS contract are defined as businesses retained to provide non-programmatic services, such as cleaning supplies, software, security, accounting, etc.
- Audit fees should be included in this section. The amount requested for audit fees cannot exceed 1% of total yearly allocation. Audit fees are to be budgeted and expensed in the contract year in which the audit is performed. For example, an audit for contract year 2015 must be budgeted for in contract year 2016.

Miscellaneous

Forums

- The costs of the yearly community school forum must not exceed \$34 per person attending the forum. This is inclusive of all expenses, including food. The total cost of a forum cannot exceed \$5,000.

Parent/Student Gift Cards

- Gift cards are not allowable

Space Costs

- Extended Use costs and Security are provided at no cost by the NYCDOE for all Community School programs.

Invoices

- Invoices should be submitted in HHS Accelerator monthly, however, the first invoice should be year to date expenses. In subsequent months, invoices should be submitted no later than 30 days after the conclusion of the month in which the expense occurred.
- Upon submitting an invoice, upload the general ledger in HHS Accelerator. The general ledger template will be distributed and uploaded to the OCS website at a future date.
- Program Managers will review invoices for accuracy prior to submitting them to the OCS Fiscal and Operations Team.
- OCS staff reserves the right to request additional information such as sign-in sheets, agenda, receipts, etc.

The guidance above is by no means comprehensive, and CBOs are strongly encouraged to contact their OCS Program Manager and Operations team to discuss proposed expenditures to assess if they are allowable, **prior to incurring the expense**.

Further guidance from the US Department of Education and NYSED on the appropriate use of funds for Federal grants are linked below for reference:

NYSED Guidance (21CCLC):

<https://www.p12.nysed.gov/sss/21stCCLC/>

Federal Guidance:

[2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

Budget Modification

Lead CBO (Partner CBO) Budgets

Changes to the approved budget may be submitted only as they relate directly to the accomplishment of services required in the contract. Lead CBOs must submit all modifications in HHS Accelerator. Upon submitting a modification, the assigned Program Manager will review the modification(s) and ensure all modification requests are aligned with the goals and objectives of the grant and have NYSED approval if necessary. If the Program Manager (and NYSED if necessary) approves the modification it will be forwarded to the OCS Fiscal and Operations Team for final approval. If any concerns arise the CBO will be notified to make revisions. **Please note that while modifications are pending, HHS Accelerator will not allow invoices to be submitted.**

FY 24 Modification Windows

- January 29 - February 9, 2024
- April 22 - May 3, 2024

Underspending

- CBOs should be mindful of indicators of potential underspending:
 - Late program start
 - Staff vacancies
 - Unused OTPS funds
- As soon as underspending is identified, CBOs should develop a plan to modify spending to maximize the benefit to the program.

- Budget expenditures will be reviewed during Collaborative Partnership Meetings for underspending.

Two Modifications per Year:

- All modifications must include a justification for changes. Both the decrease in funding and the increase in funding must be justified. For example, if the funding is decreasing from Personnel Services due to the hiring of personnel later in the year than expected, that must be explained in the Modification Template. If the funding is moving to OTPS, CBOs need to justify and provide a cost breakdown for the increase. Omitting a justification and cost breakdown will cause the modification to be rejected and significantly delay approval.
- Two modifications are allowable in the fiscal year. These modifications will occur in January and in May. Proceeding the submission of modification there will be a window of time for Program Managers to approve those modifications. **Please note during modification submission and review, invoices will not be accepted.**
- CBOs must submit a Modification Template and Collaborative Partnership Agreement in HHS Accelerator. The Modification Template can be found on the [Office of Community Schools Website](#).

NYSED Budget Modifications

Certain program and budget modifications require NYSED approval. Your OCS Program Manager and the OCS Operations team will determine if a budget modification form (FS-10A) is required.

An FS-10A must be submitted for budget changes that require prior approval as follows:

- Personnel positions, number and type (DOE staff only)
- Equipment items having a unit value of \$5,000 or more, number and type
- Minor remodeling
- Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
- Any increase in the total budget amount.

Internal Controls & General Accounting Procedures

Executive and management staff at CBOs are responsible for establishing and maintaining an internal control structure appropriate to the particular CBO. Internal controls will vary from one organization to the next, depending on such factors as their size, nature of operations and objectives. However, the need for internal controls remains the same; an organization should find the most efficient and effective way of implementing its needed internal control procedures.

Where the fiscal manual is silent as to the treatment of a particular cost, it should not be assumed that the cost is allowable. Rather, the CBO should consult the OCS budget team. If the expense is allowable, the CBO must obtain that agreement in an email. In any case where the expense is incurred outside these guidelines, and approval cannot be produced, the expense may be subject to disallowance. CBOs must also maintain adequate documentation supporting transactions. Please note that all expenditures are subject to audit.

Retention of Accounting Records

- In accordance with NYSED requirements, CBOs must retain all contract related financial records, including auditors' reports, for seven (7) years after the final invoice of the contract is paid.

Bookkeeping Practices and Procedures

- Organizations must maintain separate accounting records for funds received through each contract with DOE. Accounting records must be established and maintained in accordance with Generally Accepted Accounting Principles. It is essential that the organization maintain accurate, complete and permanent books and records, available for inspection by a DOE staff member or its designee.

Timesheets

- Timesheets must be completed for all full, hourly, and seasonal employees. Each timesheet must be signed and dated by the employee and the employee's supervisor. The Executive Director's timesheet must be reviewed and approved by a member of the Board of Directors.
- Electronic timesheets may be maintained if they are certified as accurate by the signature of the Executive Director or a senior level management designee.

Employee Personnel Files

- Employees' personnel files must consist of all pertinent documents used in the hiring process. The hiring documents should consist of, at the minimum, the following documents:
 - Employment Application
 - I-9 Employment Eligibility Verification
 - Authorized working papers for individual under 18
 - Job Description
 - W-4 form
 - Resume
 - Copy of Educational Degree, Diplomas or Certificate
 - Background Check

Cash Flow

- The cash flow process is initiated following registration of the contract with the New York City Comptroller's Office. DOE is unable to release funds until the contract is registered. DOE is not permitted to reimburse an organization for any expenses incurred for the provision of services until the contract is registered.

Unspent Funds

- Unspent funds within a fiscal year will not roll over to the next year.

Allocated Funds

- All funds are subject to NYC DOE Finance and Division of Contracts and Purchasing approval.

Equipment Inventory

- CBO partners will be asked to submit an [Equipment inventory](#). This will capture all durable supplies purchased through a CBOs Community School budget for the school. This pertains largely to, although not exclusively, technology items (computers, copiers, etc...). This will be due to Program Managers at the end of each fiscal year.

Federal and NYSED Grant Regulations

Supplement-Not-Supplant

This requirement specifies that a State or Local Educational Agency (in this case the district led 21st CCLC grantee) may allocate and use funds received under a particular federal program (21st CCLC) only to supplement and not supplant (or replace) funds from non-federal sources.

The 21st CCLC grant recipient:

- May not divert state and local funds for other uses simply because these particular federal grant funds are available;
- May not use these federal grant funds to pay for activities required by State law or local district policy;
- May use these federal funds to expand existing programs and/or add new programs that would not otherwise be available from state and local funding sources.

Presumptions of supplanting: There are two common scenarios in which a funding agency (USDOE or NYSED) will presume supplanting has occurred:

1. Providing services required under state or local law. Any services that an entity is required to provide under state law, local policy, or policy at another level must be provided using state or local funds.
2. Providing the same services as those provided in prior years with state or local funds. If state or local funds were used in the prior year to provide services, and those services are provided again in the current year, the funder may presume a supplanting situation has occurred if the state or local funds are replaced by federal funds. Even in cases where a budget shortfall is anticipated, the entity may not plan to use federal funds to cover a shortage of state or local funds

This requirement is applicable to all 21st CCLC funded programs, schools, and CBO partners.

All budget decisions made during collaborative planning meetings will be reviewed by the OCS program manager to ensure that supplanting is not occurring. The Lead CBO and school administration should familiarize themselves with this requirement, and as indicated in Section 3 (pg.5) of this manual, all aspects of the school's budget should be available and discussed to ensure funds are being used to supplement programming and not supplant.

Fraud Detection and Prevention

The NYCDOE takes allegations of Fraud and misconduct very seriously. This fiscal manual and the checks and balances put in place for budgeting, contracting, invoicing, and payments all serve as a way to ensure funds are being spent in compliance with state and federal regulations.

Anyone may file a fraud or misconduct complaint by contacting the Special Commissioner of Investigation at 212 510-1500 or emailing them at intake@nycsci.org.

Calendars

FY24 Calendar for CBOs

Due Date	Description
Friday, September 15, 2023	FY24 Budget submission deadline
Week of September 18-22, 2023	Program Manager Review of Budget
Weeks of Sept. 25 - Oct. 6, 2023	Operation Manager Review of Budget
Friday, October 20, 2023	September invoices due
Friday, November 17, 2023	October invoices due
Friday, December 15, 2023	November invoices due
December 2023/January 2024	Second FY24 Collaborative Planning Meeting
Friday, January 5, 2024	December invoices due
1/29/2024- 02/09/2024	Budget Modification submission window for CBO
Week of February 12- 16,2024	Program Manager Review of Budget Modification
Week of February 19- 23,2024	Operation Manager Review of Budget Modification
Friday, March 01, 2024	January invoices due
Friday, March 22, 2024	February invoices due
April 2024	Third FY24 Collaborative Planning Meeting
Friday, April 12, 2024	March invoices due
04/22/2024 - 5/3/2024	Budget Modification submission window for CBO
Week of May 6-10, 2024	Program Manager Review of Budget Modification
Week of May 13-17, 2024	Operation Manager Review of Budget Modification
Friday, May 24, 2024	April invoices due
Friday, June 21, 2024	May invoices due
Friday, July 12, 2024	June invoices due
Friday, July 26, 2024	Final allowable submission for FY24 invoices

FY24 21st CCLC Calendar for NYSED

Items in this section are listed for CBO awareness. All tasks below are the responsibility of OCS Program Managers and the OCS Operations Team.

https://www.p12.nysed.gov/sss/documents/21CCLC_23-24_Timeline.pdf

Contact Information

Name	Title	Email
David Dianora	Senior Administrator	DDianora@schools.nyc.gov
Yesenia Crespo	Director of School Support	YCrespo4@schools.nyc.gov
Elida Martes	Director of School Support	EMartes@schools.nyc.gov
Lynn Pono	Director of School Support	LPono@schools.nyc.gov
Toby Reyes	Senior Director of Budget and Procurement	TReyes8@schools.nyc.gov
Trisia Carter	Director of Procurement and Purchasing	TCarter2@schools.nyc.gov
Arleen Batista Mordan	Associate Director for Operations	ABatistamordan@schools.nyc.gov
Hayat Rehawi	Operations Manager	HRehawi@schools.nyc.gov
Jasmine Mauras	Operations Coordinator	JMauras@schools.nyc.gov

Appendix A: Staffing, Titles, and Hiring Requirements

- Office Title:** Community School Director (CSD)
HHS Accelerator Title: Program Director (501)
Responsibility:

 - Organizes the Community School Team (CST);
 - Coordinates with the School, other CBO partners, and City agencies around data-driven decision making progress toward agreed-upon outcomes;
 - Participates in The development and directs the implementation of the Community School (CS) Plan while adhering to the expectation of the principal and School Leadership Team (SLT); and
 - Assists in developing and carrying out parent and community engagement efforts.
 - Participates in regular CSD peer forums organized by the Department of Education's Office of Community Schools.

Qualifications:

 - Preferably possesses a bachelor's degree or a master's degree, in education, social work, community organizing or a related field and
 - Has at least five (5) years of successful, relevant experience.
 - Please note that each program is required to hire a Community School Director. We are requiring that this position be coded as "Program Director" in HHS Accelerator. CSD salaries should range from \$70,000 to \$85,000. If the CSD salary is below \$70,000 or above \$85,000, the CBO must provide a justification in the Budget Detail document.
- Office Title:** Expanded Learning Director
HHS Accelerator Title: After School Program Director

Responsibility:

- Managing activity specialists for expanded learning and enrichment activities.
- Serve as the on-site supervisor and arrange programming to align with instruction and added instructional hours at the school.
- Assist the Community School Director in work related to organizing the school community, engaging parents, and securing additional resources.
- In many cases, this position will be covered under DYCD contracts (SONYC or COMPASS Directors)

Qualifications:

- Possesses a four (4) year degree in a subject matter related to providing education activities or otherwise related to providing services to the student population at the schools,
- Has at least three (3) years of successful experience in providing services to students similar to the student population at the school.

3. **Office Title:** Education Specialist

HHS Accelerator Title: Education Specialist

Responsibility

- Ensures that expanded learning and enrichment activities at the school are well designed, engaging, and complement instruction at the school, and
- Contributes to the professional development of staff delivering expanded learning programming at the school.

Qualifications:

- Possesses a New York State teaching certification or, at a minimum, a four (4) year college degree and experience in lesson planning, curriculum development, and implementation structured programming for students similar to the student population at the School.

4. **Office Title:** Mental Health Professional

HHS Accelerator Title: Subcontractor or Personnel Services - Social Worker

Responsibility:

- Mental health professionals who provide onsite mental health services at the school to students and family.

Qualifications:

- At the minimum, a licensed clinical social worker who is capable of integrating various mental health services in order to provide holistic and appropriate mental health services to students and their families. Selective and universal mental health interventions provided by contractors shall only be delivered by mental health professional holding a master of Social work degree or a Master of Arts or science degree in counseling, psychology or related field. All mental health professionals have at least five years of experience managing or directly providing mental health services to students similar to the student population at the proposed site.

Other Titles

Please note that OCS encourages its CBOs to use the title equivalents below where possible, as this will allow for much more effective data collection and analysis. We understand that CBOs will have

additional staff working to support Community Schools. You can use your judgment to select titles that best fit their roles.

Community Schools Title	HHS Accelerator Equivalent
Director of Community Schools Supervision	<i>Director of Program Operations</i>
Arts Instructor	<i>Art Specialist/Arts Partner</i>
Mentor	<i>Mentor</i>
Parent Coordinator	<i>Coordinator</i>

Appendix B: Planning Punch List

Additional Resources: <https://nyccommunityschools.org/>

Collaborative Leadership and Practice: Collaborative Planning
- Develop and share schedules for monthly Community School Team Meetings and weekly CSD/Principal check-ins. - Create communication plans for Community School Events, ELT and meetings in collaboration with the school team to ensure students, families, school-based staff, and community members are aware of key dates. - Plan Community School Introduction (or re-introduction) and other relevant PD for school-based staff. This may include a welcome breakfast, meet and greet, Community School Overview, or Success Mentor Training. - Schedule and plan all collaborative planning meetings/quarterly advisory meetings for the year. - Work with the Principal to update SY 23-24 Community School section of Comprehensive Education Plan (CEP) by the end of October. This should be aligned with the collaborative planning conversations and the CBO budget.
Family and Community Engagement
- Organize engagement events for students and families prior to the first day of school. - Develop outreach plan and community school tie-in for Family Night in Sept/Oct and Parent Teacher Conferences in November.
Wellness and Integrated Supports
- If applicable, work with the Mental Health Manager to complete the MH work plan. If a MH Manager is not assigned, the CSD should complete the work plan in collaboration with the MH provider. Once complete, attach it to the FY24 budget detail template. - Develop internal referral systems or protocol between CBO, school, and other partner staff to make sure youth and families have access to necessary support services. Ensure all students have mental health consent forms on file. - Work with guidance counselors and social workers to develop a support plan that ensures the social-emotional needs of students will be met as they re-enter the school building or continue remote learning. - Create a plan and partner with organizations to address food insecurity in the school community. - Work with school leaders to create a School Wellness Council (if not established yet). - Build awareness and encourage eligible students to receive the COVID vaccine.

Expanded Learning Time

- Ensure that all CBO staff have been fingerprinted through PETS and have received clearance before any interaction with students.
- For 21st CCLC and Empire programs, confirm program schedule with all partners CBOs and that schedule design will meet all grant requirements. See [21st CCLC Toolkit](#) and [21st CCLC Starting Strong Checklist](#) for additional information.
- Determine after-school start and end dates using [SY 23-24 school year calendar](#).

Every Student, Every Day: Strategy to Combat Chronic Absenteeism

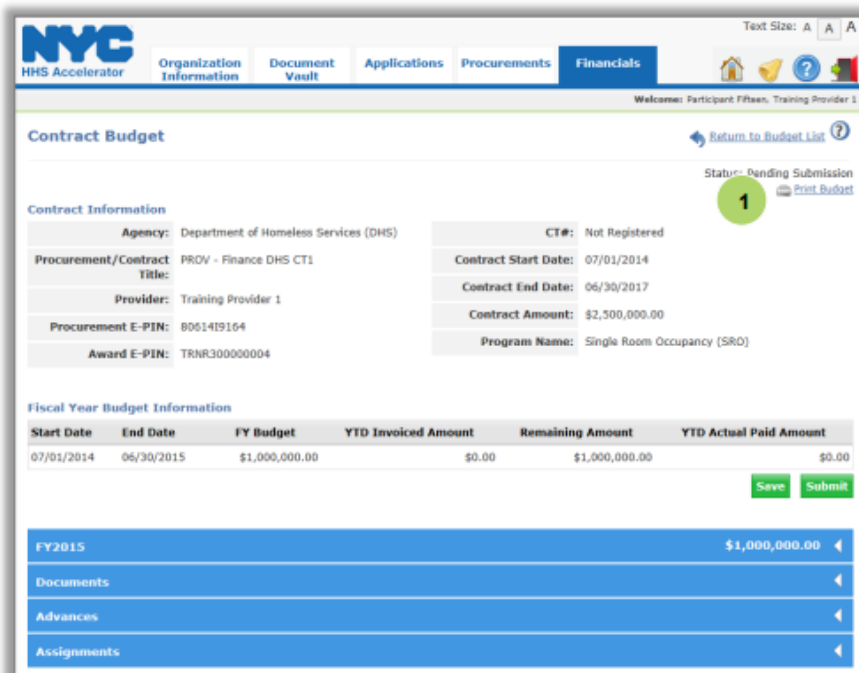
- Sign confidentiality agreement (if not have not already) to gain access to Portal. Instructions can be found ([here](#) and [here](#))
- Learn about [Every Student Every Day](#) – the City’s Attendance Policy and Improvement strategy.
- Complete with your team the Every Student Every Day [Assets and Needs Assessment](#)
- Work with your Principal to launch a campaign to promote [September Attendance Awareness Month!](#)
- Get to know the staff in your school working on attendance, including the Attendance Coordinator, Attendance Teacher, Guidance Counselor, Parent Coordinator and ATS Pupil Accounting Secretary.
- Together with the Principal, schedule [weekly attendance team meetings](#).
- Login and review the data in the [DOE tool Insight](#) or the New Visions Portal for trends in data and a list of chronically absent students.
- [Launch a Success Mentor Program](#) and connect Success Mentors to students who were chronically absent during the 2019-20 school year.
- Conduct regular check-ins with [Success Mentors](#).
- Review and support with the completion of the school’s [Every Student Every Day Attendance Policy and Plan](#).
- Schedule a Back to School Fair that shares [messages for families](#) around attending school regularly
- Connect with the providers in your building and determine how to leverage supports to respond to the needs of the community (see your school’s [ESED Assets and Needs report](#) for help).
- Look at your school calendar to identify any potential low attendance days and put in place preventative interventions school wide, by grade and/or classroom and by student.



Appendix C: How to Print a Budget

Print a Budget

You have the ability to print a budget in any status. To print a budget, navigate to the budget you would like to print and follow the steps below.



Contract Budget

Status: Pending Submission

Contract Information

Agency: Department of Homeless Services (DHS)	CT#: Not Registered
Procurement/Contract Title: PROV - Finance DHS CT1	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
Procurement E-PIN: B061419164	Contract Amount: \$2,500,000.00
Award E-PIN: TRNR300000004	Program Name: Single Room Occupancy (SRO)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2014	06/30/2015	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

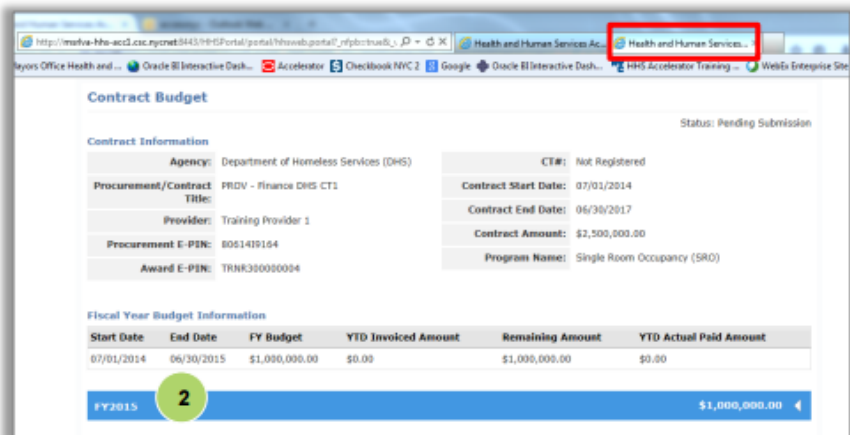
FY2015 \$1,000,000.00

Documents

Advances

Assignments

1. Click the “**Print Budget**” icon on the top right of the screen.



Contract Budget

Status: Pending Submission

Contract Information

Agency: Department of Homeless Services (DHS)	CT#: Not Registered
Procurement/Contract Title: PROV - Finance DHS CT1	Contract Start Date: 07/01/2014
Provider: Training Provider 1	Contract End Date: 06/30/2017
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Award E-PIN: TRNR300000004	Program Name: Single Room Occupancy (SRO)

Fiscal Year Budget Information

Start Date	End Date	FY Budget	YTD Invoiced Amount	Remaining Amount	YTD Actual Paid Amount
07/01/2014	06/30/2015	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00

FY2015 \$1,000,000.00

2. A new tab will open in your browser. Next, click on the first blue header just below the Fiscal Year Budget information grid to expand the display.

What is displayed on the screen is what will print.

FY2015

\$1,000,000.00

Budget Summary

Line Item	FY Budget	YTD Invoiced Amount	Remaining Amount
- Total City Funded Budget	\$1,000,000.00	\$0.00	\$1,000,000.00
Total Direct Costs	\$899,400.00	\$0.00	\$899,400.00
- Total Salary and Fringe	\$448,000.00	\$0.00	\$448,000.00
Total Salary	\$378,000.00	\$0.00	\$378,000.00
Total Fringe	\$70,000.00	\$0.00	\$70,000.00
- Total OTPS	\$351,400.00	\$0.00	\$351,400.00
Operations, Support and Equipment	\$68,800.00	\$0.00	\$68,800.00
Utilities	\$13,900.00	\$0.00	\$13,900.00
Professional Services	\$1,700.00	\$0.00	\$1,700.00
Rent & Occupancy	\$180,000.00	\$0.00	\$180,000.00
Contracted Services	\$87,000.00	\$0.00	\$87,000.00
Total Rate Based	\$0.00	\$0.00	\$0.00
Total Milestone Based	\$100,000.00	\$0.00	\$100,000.00
Unallocated Funds	\$0.00	\$0.00	\$0.00
Total Indirect Costs	\$100,600.00	\$0.00	\$100,600.00
Indirect Rate 11.19 %			
Total Program Income (Excluded from City Funded Budget; Not Invoiced)	\$75,000.00	\$0.00	\$75,000.00
Total Program Budget (City Funded Budget + Program Income)	\$1,075,000.00	\$0.00	\$1,075,000.00

Personnel Services

Total Salary & Fringe:	\$448,000.00
Total Salary:	\$378,000.00
Total Fringe:	\$70,000.00 (18.52%)
YTD Invoiced Amount:	\$0.00

	Salaried Employees	# of FTEs	FY Budget	YTD Invoiced Amount	Remaining Amount
-	Salaried Employees Total		\$378,000.00	\$0.00	\$378,000.00
	Supervisor	1.00	\$40,000.00	\$0.00	\$40,000.00
	Therapy Assistant/Activity Assistant (337)	1.00	\$38,000.00	\$0.00	\$38,000.00
	Nurse/Registered Nurse (317)	1.00	\$40,000.00	\$0.00	\$40,000.00
	Case Manager (301)	10.00	\$260,000.00	\$0.00	\$260,000.00

The entire budget will appear on the page. Select the keyboard command "Ctrl+P" to print the budget.

You have the option of collapsing sections of the budget that you don't want to print. Click the (-) next to the Bolded Text