

Appendix C: MONITORING INSTRUMENT/REPORT

The State educational agency (SEA) is required to monitor the quality and effectiveness of the programs operating with funds provided through 21st Century Community Learning Centers (21st CCLC) grants. [EDGAR 80.40] The monitoring visits will cover federal requirements of 21st CCLC programs; and verify compliance with items included within the application narratives, assurances and budgets.

The monitoring visits will focus on the following indicators:

1. Program Management
2. Program Implementation
3. Family Involvement
4. Federal, State, and Local Health, Safety and Civil Rights Laws
5. Fiscal Management

Monitoring will consist of documentation reviews, on-site observations of services with students, and interviews with staff, parents, and community partners. North Carolina Department of Public Instruction (DPI) staff will conduct the monitoring visits. Specific evidence will be reviewed for each indicator. Each indicator will be rated overall as Met or Not Met. For each indicator with a rating of Not Met, the 21st CCLC sub-grantee must submit a plan to the SEA within 10 days of the report describing how the requirements will be met.

OVERALL RATINGS

Indicator	Rating	
	Met	Not Met
Program Management		
Program Implementation		
Family Involvement		
Federal, State, and Local Health, Safety and Civil Rights Laws		
Fiscal Management		

Signature of Person Submitting Report

Date