

Appendix E: CHECKLIST FOR THE FIRST 60 DAYS

The checklist outlines requirements and other information that must be completed within the first 60 days of grant approval by the State Board of Education. In continued years of funding, the checklist should serve as a reminder of requirements to address prior to opening the program for students. For documents submitted to NC DPI, include program name and program unit number on all correspondence in the subject line.

First 30 Days – Fiscal Guidelines

- Review the 21st CCLC Fiscal Guidance and Standards and Procedures Handbook
- Complete and submit to Sylvia Moore at smoore@dpi.nc.gov
 - Budget Form 208 using appropriate codes from the Chart of Accounts.
 - Electronic payment form (new programs only or if account information changes) including tax ID number and year end date
 - Fidelity Bond (non-LEA's only) covering the full annual amount of the grant
 - Signed Assurances
- Send contact information along with a list of locations of all program sites to DPI Consultant (<http://www.ncpublicschools.org/21cclc/directory/>)
- Email any programmatic/fiscal changes to original RFP to DPI consultant for review
- Funding is released when all items are submitted and approved.

Within 30-60 days - Program Guidelines

- Implement marketing/advertising program
- Establish policies and procedures with dissemination plans to community
- Hire appropriate staff
 - Develop job descriptions and salary requirements
 - Conduct interviews
 - Complete background checks
- Review the 21st CCLC Fiscal Guidance and Standards and Procedures Handbook with staff
- Train staff on policies and procedures
 - Confidentiality requirements
 - Emergency/safety procedures
 - Student registration
 - Attendance, sign-in, sign-out procedures
 - Student files (grades, test scores, health requirements)
- Assess technology and equipment requirements
- Develop student/parent handbook with dissemination plans
 - Student registration
 - Attendance, sign-in, sign-out procedures
 - Student files (grades, test scores, health requirements)
 - Expectations for student behavior and consequences for inappropriate behavior
 - Emergency/safety procedures
 - Parent involvement plan
- Establish timeline for regular communication with community/school partners
- Prepare for open house