Site Monitoring Visits and Action Plans for New York State’s 21st Century Community Learning Centers Program

*The New York State Education Department (NYSED) is sharing the information below with subgrantees as a reminder of the purpose and expectations of Site Monitoring Visits (SMVs) conducted by the Technical Assistance Resource Centers (TARCs) and/or NYSED and the follow up Action Plans that are required when areas of partial and non-compliance are identified. The following information should be shared with program, partners, local evaluator and fiscal staff.*

# Rationale and Process:

NYSED is required by the US Department of Education (US ED) to monitor subgrantees to ensure that programs are in compliance with Federal and State regulations and requirements and are providing high quality services to youth. In order to do this, Site Monitoring Visits (SMVs) are conducted to selected subgrantees each year of the grant. Over the course of the five-year funding cycle, every subgrantee will receive at least one monitoring visit, but may receive more than one visit at NYSED’s discretion. **The purpose of these SMVs is not punitive, but rather to identify where assistance may be needed**. **NYSED cannot stress this enough.** This visit is an opportunity to take stock of where programs may need to improve and to showcase their exceptional staff and students.

Each year, at least 20 Rest of State (RoS) and 25 New York City (NYC) 21st CCLC subgrantee programs are selected by the NYSED to receive an SMV. Staff from the NYC and RoS 21st CCLC TARCs and/or the NYSED use the [SMV Report Template](https://www.nys21cclc.org/_files/ugd/2eca12_2424e306d6ed431a94ffb0bdcf3d9565.pdf) when conducting the SMV. It is recommended that subgrantees become familiar with the SMV Report and be prepared in advance of their visit. Subgrantees will be asked to send supporting documents to the TARC in advance of the visit. Some documents may need to be seen on site, such as documents containing personal information of staff or student participants. The SMV Report also includes several program observation components, to be reviewed at the time of the visit.

# Role of the TARC:

The TARC is responsible for reviewing all SMV documents and facilitating the SMV. Following the SMV visit, the TARC reviewer will submit the completed SMV report to the NYSED for review and approval, and then send the final SMV report, cover letter, draft Action Plan, and any other supporting documents to the subgrantee within 30 days of the SMV. Reports will identify areas of full, partial, and non-compliance. Reports will also provide a summary of actions to be taken by a given date, additional recommendations to strengthen practice, and acknowledgement of promising practices. If areas of non-compliance or partial compliance are identified, **programs are expected to submit an Action Plan to the TARC within two weeks of receiving the report**; this Action Plan must identify the specific actions that the program will take to ensure compliance in the areas of greatest need. The Action Plan will be reviewed, approved, and monitored by the TARC after it is received from the subgrantee. A member of the TARC support team will follow up with the program on an as-needed basis, to check progress implementing the action plan, and to offer support and resources. The objective is for the program to achieve full compliance expectations within the dates stipulated by the RCs upon approval of the Action Plan. Once the indicators of success have been substantiated by the subgrantee and verified by the TARC, the TARC will send a letter confirming full compliance.

# Role of subgrantee:

The subgrantee is responsible for organizing and submitting documentation for SMV indicators prior to the visit. If, after the visit, areas of non- or partial compliance are identified, subgrantees are expected to submit an Action Plan to the TARC within 2 weeks of receiving the SMV report from the TARC. **The purpose of an Action Plan is to identify the specific actions that the subgrantee will take within identified timelines to ensure full compliance.**