



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers Program Attendance Policy**

Beginning July 1, 2022, average daily attendance will be monitored to align with the sub-grantee application commitment. Each grantee was awarded funding based on the minimum number of students to be served based on the following funding limits:

- \$95,000 for sites serving a minimum of 20 students meeting average daily attendance.
- \$150,000 for sites serving a minimum of 30 students meeting average daily attendance.

All sub-grantees committed to operate a minimum of four days per week, two and a half hours per day for 38 weeks total, including six weeks during the summer.

**Sites are required to meet the average daily attendance for at least 30 weeks of programming, at least three weeks must be during summer programming.**

Attendance from July 1-June 30 each year will be monitored based on average daily attendance as reported into the EZReports database by the 10<sup>th</sup> of every month. Attendance should be entered weekly so that sites can self-monitor. It is imperative that sites enter attendance by no later than the 10th. Sign-in sheets or other documentation used to provide evidence of youths' daily attendance should be kept for the entire grant cycle and are subject to be reviewed by MDE/MSU.

Students in attendance for at least 30 minutes a day will be counted towards average daily attendance. This excludes meal only program time, mealtimes may be combined with other program activities to be counted.

Attendance will be monitored and regularly checked for accuracy by Michigan State University and the Michigan Department of Education.

- Sites that fail to meet the 30-week requirement will be put on a 6-month monitored compliance plan.
- Failure to increase average daily attendance according to the compliance plan will result in reduction or loss of funding.
- Failure to report accurate data will result in the total loss of funding.

### **STATE BOARD OF EDUCATION**

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT  
TIFFANY D. TILLEY – SECRETARY • TOM MCMILLIN – TREASURER  
JUDITH PRITCHETT – NASBE DELEGATE • ELLEN COGEN LIPTON  
NIKKI SNYDER • JASON STRAYHORN

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 833-633-5788

# Michigan 21<sup>st</sup> CCLC 2022-23 Program Hours and Attendance Policy Updates

1. Program hour requirements remain the same. Details include:

- At least 32 weeks and 320 hours of programming during the school year
- At least 6 weeks and 60 hours of programming during the summer

2. New attendance requirements are in place. Details include:

- Due to the changes in federal reporting, the term Regular Attendee (30 days or 75 hours) will no longer be used by MDE.
- Average Daily Attendance (ADA) is the new focus. The ADA will be calculated on a weekly basis to justify for the different levels of funding.
- An example of how ADA is calculated is shown below:

Mon	Tues	Wed	Thurs
25 youth	38 youth	34 youth	23 youth = 120 youth in a 4-day week
120(youth) divided by 4 (days) = 30 is your ADA for the week			

### Additional Notes

- Special events and field trips ARE included in the calculation of program hours and ADA.
- Because serving youth is the main goal of the grant, adult participants or family members are NOT included in the calculation of ADA. However, activities that include youth and their family members will count toward the program hours.
- Days where only a meal is served will NOT be included in the calculation of program hours.
- Youth who only receive a meal but attend no activities in a day will NOT be included in the calculation of ADA.