### **SUGGESTED CHECKLIST FOR THE FIRST 60 DAYS**

*The checklist outlines requirements and other information that should 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 NCDPI, include program name and program unit number on all correspondence in the subject line.* ***Funding is released when all applicable items are submitted and approved through CCIP.***

**First 30 Days – Fiscal Guidelines**

1. Upload Budget Form 208 (using appropriate codes from the Chart of Accounts) and Signed Assurances in CCIP
2. Submit electronic payment form (new programs only or if account information changes) including tax ID number and year end date – send to Melba Strickland at [melba.strickland@dpi.nc.gov](mailto:melba.strickland@dpi.nc.gov)
3. Ensure that Basic Program Information is up to date in CCIP with all locations.
4. Upload any programmatic/fiscal changes to original RFP in CCIP for NCDPI Program Administrator Review
5. Review organization’s fiscal policies and ensure that appropriate staff are trained to follow procedures
6. Review organization’s Conflict of Interest Policy and provide training to ensure that appropriate staff are trained to ensure no perceived or actual conflicts of interest occur during program implementation
7. Non-LEA organizations submit 1st ERaCA reimbursement request for funds. (Monthly submissions required after 30 days of program operation throughout fiscal year.) Documentation must be emailed to [melba.strickland@dpi.nc.gov](mailto:melba.strickland@dpi.nc.gov) the same day after each ERaCA request or be at risk of disablement of funds. Failure to submit monthly requests and documentation will be documented on risk assessment and may cause program to receive additional program and fiscal review.

**Within 30-60 days - Program Guidelines**

1. Review the 21st CCLC Grant Guidance
2. Implement marketing/advertising program
3. Establish staff policies and procedures with dissemination plans
4. Hire appropriate staff
   * Develop job specific job descriptions and salary requirements for the 21st CCLC
   * Conduct Interviews
   * Complete background checks
5. Train staff on policies and procedures
   * Confidentiality requirements
   * Emergency/safety procedures such as child abuse reporting, emergency evacuation, internet use safety, health emergency procedures, student drop off and pick up
   * Student registration
   * Attendance, sign-in, sign-out procedures
   * Student files (grades, test scores, health requirements)
6. Assess technology and equipment requirements
7. Develop Student/Parent Handbook with dissemination plans
   * Student registration
   * Attendance, sign-in, sign-out procedure
   * Student files (grades, test scores, health requirements)
   * Expectations for student behavior and consequences for inappropriate behavior
   * Emergency and safety planning/procedures
   * Parent engagement plan
8. Establish timeline for regular communication with community/school partners
9. Prepare for Open House