

**Program Fee Approval Request Form**

Subgrantees wishing to implement a fee-based system of any kind must receive prior written approval from the Georgia Department of Education (GaDOE) every year that is separate from the grant award letter. The form must be submitted prior to implementing a fee-based system and ensure that the subgrantee will comply with the conditions of the award and with applicable statutes, regulations, and policies of the 21st CCLC program. In order to request approval, programs must complete and submit this form to the GaDOE 21st Century Community Learning Center Program Manager. The GaDOE program office will review the request and determine if the fee is reasonable, necessary and allowable for the purpose of the 21st CCLC program. The GaDOE reserves the right to disallow the proposed fees and request additional information to aid in reviewing the request.

It is important to note that programs must be equally accessible to all students targeted for services, regardless of their ability to pay. Programs that charge fees may not prohibit any family from participating due to its financial situation. The priority of the program is to serve students who attend low-income and low-performing schools; therefore, families could be compromised through program fees. Programs that opt to charge fees must offer a sliding scale of fees and scholarships for those who cannot afford the program. Income collected from fees must be used to fund direct, 21st CCLC allowable program activities specified in the approved grant application.

The subgrantee must maintain adequate and detailed documentation on how the fees were spent for the 21st CCLC program. In addition, program income received by non-LEAs and LEAs must be deducted from the total allowable costs to determine the net allowable costs. Please see 2 C.F.R. § 200.307 (e)(1). Program income must be utilized during the same fiscal year that it is collected. Please note this does not apply to IHEs and for further guidance please refer to 2 C.F.R. § 200.307(e)(2).

Following approval of the request, the subgrantee must submit written evidence each month to the Fiscal Analyst (FA) documenting the fees collected and tracking expenditures directly paid with the generated income.

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| **Subgrantee/Program Name: (list all subgrants, if applicable)** | | |  | | | | **Cohort FY:** |  |
| **Project Director:** | |  | | | **Date:** | |  | |
| **Email:** |  | | | **Phone Number:** | |  | | |
| **1. Please provide a detailed description of the fee-based system that will be implemented including purpose and costs.** | | | | | | | | |
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| **2. What specific steps will be taken to ensure that any children unable to pay these fees will not be denied access?** | | | | | | | | |
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| **3. How will the 21st CCLC program maintain accurate record of the fees collected and how the income earned will be utilized during current fiscal year?** | | | | | | | | |
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| **4. What specific procedures will be followed to ensure any fees collected will only be used in accordance with the purpose of the approved 21st CCLC program and all applicable statutes, regulations, and policies of the 21st CCLC program?** | | | | | | | | |
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Signature of Project Director

**Georgia Department of Education Action:**

☐ Approved

☐ Not Approved

21st CCLC Program Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*signature, date)*