

**Program Income Approval Request Form**

Program income is the gross income earned by the sub-grantee that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance (2 CFR §200.80). Program income generated without written prior approval from the U.S. Department of Education must be deducted from the funds awarded under the Federal grant. However, with prior approval from the US ED, program income may be added to the Federal award and must be used only for authorized and allowable activities under the conditions of the Federal award.

To receive approval from US ED, subgrantees planning to implement an income-based system of any kind must request written approval from the Georgia Department of Education (GaDOE) every year, which is separate from the grant award letter. To request GaDOE approval, programs must complete and submit this form to the GaDOE 21st Century Community Learning Center (CCLC) Program Manager. The form must be submitted prior to generating income and will be reviewed to ensure that the program income is reasonable, necessary and allowable for the purpose of the 21st CCLC program and complies with applicable statutes, regulations, and policies of the 21st CCLC program. The GaDOE reserves the right to disallow the proposed fees and/or request additional information to aid in reviewing the request. Following GaDOE review, the request will be submitted to US ED for approval and GaDOE will notify the subgrantee as soon as a decision is determined.

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 parent fees may not prohibit any family from participating due to its financial situation. Parent fees should be nominal. The priority of the program is to serve students who attend low-income and low-performing schools; therefore, families’ ability to participate could be compromised through program fees. No child can be excluded from the program even if the student’s family is incapable of paying the nominal fee. 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 of the program income collected and how the income was spent for the 21st CCLC program. Program income must be utilized during the same fiscal year that it is collected for activities allowable by the 21st CCLC program.

Following approval of the request, the subgrantee must submit written evidence to the Fiscal Analyst (FA) at least quarterly or more frequently, if necessary, to document the fees collected and to track 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 program income system that will be implemented including purpose and costs. Please describe the rationale, the timeline, the rate and amount and how income will be generated.** |
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| **2. Describe the specific steps that will be taken to ensure that any child unable to pay the fee(s) will not be denied access. Please specify the sliding scale that will be applied and scholarships that will be offered.** |
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| **3. Describe how the 21st CCLC program will maintain accurate record of the income collected as well as track how the funds will be utilized during current fiscal year.**  |
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| **4. Describe how the generated income will be used and the specific procedures that will be followed to ensure all program income generated will 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)*