



Illinois State Board of Education

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www.isbe.net

James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

December 5, 2018

Dear 21st CCLC Project Directors,

As promised at the FY 19 Fall Workshop in October, the IL State Board of Education has received approval from the U.S. Department of Education regarding our request to allow grantees to request prior approval to generate program income.

There are a limited number of circumstances where generating program income or collecting fees is permissible.

1. Program registration/participation. 21st CCLC programs may charge a fee to participants; however, staff must ensure equal access to all students (and their families) 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. No student may be denied services due to lack of ability to pay fees.
2. Sustainability. Grantees may choose to impose fees as one option for securing additional funds for programming.
3. Fundraising. Fundraising must be related to program goals and innovative programming elements.

The state has outlined the criteria for program registration and sustainability within the Request for Proposal. Here we have set further parameters for those grantees who generate and collect program fees/income.

1. Beginning in FY 19, all subrecipients who wish to collect fees and/or generate program income must receive approval from the Illinois State Board of Education in order to do so. This approval process will mirror the process that the State must adhere to for the USDOE.
2. Income collected from fees must be used to fund program activities during the fiscal year in which they are received and as specified in the grant application.
3. 50% of the income collected from fundraising must be used to fund program activities during the fiscal year in which they are received and as specified in the grant application. The remaining 50% must be used to fund program activities during the

grant period (could be 3-5 years based upon the RFP and award specifications) in which they are received and as specified in the grant application.

4. All uses of fees and income generated may only be used for items and activities that are allowable expenses within the grant program.

We have provided you with information about what your request should include. Please note that a request must be submitted and approval from ISBE must be received prior to any collection of program income. Attached is a form for you to fill out and return to us. Your explanation should include information on how the generated program income will adhere to the statute, State Plan, Uniform Guidance, and any other federal or state regulations, as well as your approved application.

Following this, if your request to generate program income is approved, you will be required to update your electronic grant application in IWAS to reflect an amendment for collecting fees. The Request to Generate Program Income form should be uploaded in the Program Specific section of the application under Additional Requirements.

If you have multiple grants within multiple cohorts, please submit a separate request for each grant to collect program income.

For all future funding applications, please note that the following will be required in regard to the collection of program income:

1. The request to generate program income/fees must be a part of the approved original grant application.
2. The sustainability plan as included within the original grant submission must include details surrounding the request to generate program fees. A check against this original plan will be done at the time the subrecipient requests approval to generate these fees.
3. This will become an element included in our monitoring effort. We will add a question related to the collection of fees to the Tier 1 self-monitoring tool that is done by all grantees. Grantee answers that are submitted will be checked against the state approvals as well as the grantee request within their original applications.
4. Beginning in FY 20, this will become an element of the 21st CCLC electronic grants management system. There will be a question or page added related to the collection of fees/income to the continuation document that is submitted each year by grantees

For further information, please contact your Principal Consultant at (217) 782-5270.