

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**TO:** 21<sup>st</sup> CCLC Project Directors

**FROM:** Joe Davis

**DATE:** March 25, 2005

**SUBJECT:** 21<sup>st</sup> CCLC Programs Charging Fees for Services

It has come to the attention of the Department that several 21<sup>st</sup> CCLC programs are currently charging fees for services provided to students and families. While there is nothing that prohibits program fees from being collected within Florida's 21<sup>st</sup> CCLC grant, the Department has no record of any programs that have amended the scope of their project to reflect such an activity. In short, all of Florida's 21<sup>st</sup> CCLC programs are currently receiving 100% of their originally awarded amount for an approved project in which fees were not a part of their proposal. State statutes require that any change of scope within a project be submitted and approved by the Department before a change is to be implemented.

If your program is collecting fees or has collected fees from students or families of students who receive 21<sup>st</sup> Century Community Learning Center services, you are required to submit an amendment (using the DOE 150 and DOE 151 forms found in the Green Book) to the 21<sup>st</sup> CCLC office at the Florida Department of Education. An amendment should reflect the need and justification for any program fees. If fees have already been collected, you will need to identify the total amount collected and provide documentation as to how these fees were directly contributing to the benefit of students and families within your program.

It should be noted that the Department awarded funding based on a competition in which none of the funded programs expressed a need to charge program fees. Programs were asked to secure partnerships in order to cover the costs associated with unallowable expenses. It is the policy of the Department that 21<sup>st</sup> CCLC programs that are receiving 80 to 100% of their originally awarded amount should not be charging for services to students and their families. However, submitted amendments will be reviewed on an individual basis.

Also, please be advised that there are federal requirements related to fees and whether or not these constitute program income. Attached is a technical assistance note which addresses this issue.

Please feel free to contact the 21<sup>st</sup> CCLC Office at (850) 245-0424 or email me at [joe.davis@fldoe.org](mailto:joe.davis@fldoe.org), if you have questions regarding this process or the provisions for fees related to program income.

JOE DAVIS  
PROGRAM DIRECTOR  
21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS PROGRAM

John L. Winn  
Commissioner of Education

