

Section Seven:

Supplemental Hourly Programs

Basic Information

Supplemental funding is available for hourly programs offered basically anytime¹; before or after-school, weekends, intersession, and summer. These programs are funded by the State on an hourly rate. The following requirements are requisite of funding:

- There must be adopted board policies clearly identifying the goals of the program, how students will be identified, and progress evaluated.
- Hourly attendance- must be recorded for each clock hour
- Hours (or fraction thereof) must be recorded in a CDE approved attendance system.
- Passing time cannot be included for apportionment
- The attendance register must bear the dated signature of the instructor.
- A pupil hour can only be counted once.
- All hourly programs must be offered outside of the regular school day.
- The programs cannot be provided at the end of a minimum school day.

¹ The CDE's legal counsel has opined that the before- and after-school options that apply to seat-based schools do not apply to non-classroom based charter schools, because there is no way to determine what part of the 'day' is the regular schoolday. Supplemental hourly programs may be operated by non-classroom based charter schools only during days that are not on the annual school calendar established by the charter school.

Q: *How do we report the summer school hours to the state?*

A: Traditional summer school is reported in the year in which the session ends. Before and after school intersession and weekend supplemental hourly programs are reported based on the date the instructional hours occurred.

Q: *Are there any restrictions on the length of time the programs may be offered?*

A: There is no minimum or maximum day for supplemental hourly funded programs except Special Education Extended Year. Special Education Extended Year must be operated for no less than 20 instructional days which may include the July 4th holiday.



Common Audit Exception:

Hourly attendance was not recorded for each clock hour, which is a condition of funding. How to avoid this exception:

- Attendance records should be configured so each hour can be separately recorded.
- Teacher does not have to call roll each hour, just record each hour separately.
- Remember, pupil must be present for hour (or a fraction thereof).
- Cannot claim subsequent hours if pupil did not attend.