

NYC Public Schools

FY27 21st Century Grant Fiscal Operations Kickoff Meeting

Office of Community Schools

August 2026

new york city COMMUNITY schools

Sign In

NYC Public Schools | Division of Family Partnership & Community Support

Norms

- **Be Present -** limit distractions (silence phones, close unrelated tabs) so you can fully engage
- **Engage Actively**
  - Participate in Activities
  - Feel free to ask “big picture” questions or drop them in the chat
  - Follow-up with us individually for grant or school specific concerns



Meet the 21st Century Grant Fiscal Operations Team

Toby Reyes
Deputy Executive Director of Operations

Mahogany Lara
Senior Director of Revenue & Operations

Arleen Batista Mordan
Associate Director of Operations

Stephanie Lugo
Community Partnerships Coordinator



Find your Operations Point on our website: https://www.nyccommunityschools.org/schools

Meet the School Support Team

Program Managers are organized below by their School Support lead

David Dianora | IA Senior Executive Director of Community Schools

Yesenia Crespo
Director of School Support

Program Manager

- Arlene Dominguez
- Stephanie Herzog
- Nekisha Smith
- Brenda Ramirez
- Jezel Nicholas

Elida Martes
Director of School Support

Program Manager

- Nuree Choe
- Racheal Demps-Lewis
- Gise Oliveira
- Adon Cooper
- Rachel Pierre-Louis

Lynn Pono
Director of School Support

Program Manager

- Lorin Jones
- Robin Frazier (on leave)
- Stacy Sutherland
- Germaine Behagen
- Kitra Santos
- Tameka Ridley

Audrey Tindall
Director of School Support

Program Manager

- Jennifer Swartzel
- Trina Nurse
- Salvador Frazier (on leave)
- Program Manager (vacancy)

Andrea Roberts
Senior School Support Manager

Lisa Rochford
Director, Capacity Building

Find your Program Manager: nyccommunityschools.org/schools



Poll



How familiar are you with the fiscal requirements related to 21st Century grants?

- **Brand new**– this is my first exposure
- **Some familiarity**– I have been working on this grant for less than one year and am continuing to build my knowledge and experience
- **Familiar**– I have been working with this grant for 2 to 3 years
- **Very Familiar**– I have been working with the 21st Century Grant for more than 3 years

Agenda

- Overview of Community Schools & 21st Century Grants
- A Look Back on Year 4 & Closeout Reminder
- A Look Forward to Year 5
  - 21CCLC Program
    - Enrollment
    - Lead CBO Partnership Expectations
    - 21CCLC Quarterly/Collaborative Planning Meetings
    - Program Reminders & Updates
    - TransAct
  - FY27 Fiscal Calendar
  - Invoice Workflow
  - Lead CBO Invoicing, Best Practices & Common Issues
  - Vendor Invoicing, Best Practices & Common Issues
  - Reminders
  - Resources

Overview of Community Schools

The Office of Community Schools mission is to create and sustain school and CBO Partnerships through intentional collaborative leadership that empower students, families, and communities to thrive.

Overview: 21st Century Community Learning Centers (21CCLC)

Federally funded program that's administered through State Educational Agencies. For New York, its NYSED.

Program Description - As defined by the USDOE:

> This program supports the creation of community learning centers that provide academic enrichment opportunities **during non-school hours** for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local academic standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

https://www.ed.gov/grants-and-programs/formula-grants/school-improvement-grants/nita-m-lowey-21st-century-community-learning-centers-title-iv-part-b

Office of Community Schools: Central Supports & Roles

Program Manager

Translates the grant vision into action by coordinating people, activities, resources, and timelines to ensure successful program implementation. The Program Manager serves as the lead who connects program goals with the daily work happening in schools and communities.

Director of School Support

Provides leadership and strategic support to program managers, schools, and partners by aligning resources, strengthening implementation, and ensuring grant initiatives meet the needs of students, families, and school communities.

Capacity Building

Provides centralized professional development and learning support by coordinating capacity-building initiatives and leading the design and delivery of the annual professional development series.

Fiscal Operations

Ensures grant funds comply with state and federal requirements and organizational policies, with every dollar appropriately spent, accurately documented, and successfully reimbursed.

21CCLC Technical Assistance Resource Center (TARC)

- The purpose of TARC is to provide ongoing support to all grantees to improve the quality of their programs and, in turn, improve the academic, social and emotional outcomes of students and the literacy of participants' families.
- Emails about upcoming training events are sent to Program Managers, however, you can also see information about upcoming trainings by going here: https://www.nys21cclc.org/webinars-events
- Presentations from prior events and trainings are also available on the website.
- As a reminder, all program-related questions and requests should be directed to the assigned Program Manager. Some NYC requirements differ from TARC's processes, so involving the Program Manager helps ensure partners receive accurate guidance and remain compliant with NYC requirements.

A Look Back at Year 4 (SY 2025-26)

- All but one school district met or exceeded 95% of their target enrollment.
- A new quarterly billing format was implemented for Lead CBOs, leading to improved efficiency and quicker payments.
- TransAct's AfterSchool21 (AS21) data collection and program management system launched statewide for New York's 21st Century Community Learning Centers (21CCLC) program, replacing the previous EZReports system.





Poll



Has your organization completely closed out invoicing for FY26?

- **Yes**– Powered by reminders and good intentions
- **Yes**– I peak right before deadlines 😄
- **No**– Still loading… please stand by
- **No**– The last 10% is fighting back
- **Not sure**– I'll get back to you after my internal meeting
- **Not sure**– Somewhere between yes and no

FY26 Closeout

ACTION NEEDED

- Reconcile the approved FY26 budget
- Submit every outstanding final invoice
- Resolve documentation or budget issues immediately

RISK OF NON-PAYMENT

- Late or incomplete invoices may not leave time for corrections
- Confirm all expenses are fully invoiced

All valid invoices are anticipated to be **fully processed by August 28.** Lead CBOs and Vendors are responsible for submitting complete and accurate invoices and supporting documentation to PMs (copy the Ops team) by the required deadlines, all which have passed.

Looking Forward to Year 5

Guidance shared in this presentation is **specific to NYCPS district grantees**.

FY27 Funding

We anticipate that 21CCLC funding allocations will be available in October. We remain on track to receive the funds from NYSED.

Enrollment Targets - Why they Matter

Enrollment targets connect hours to participation - and participation to funding.

15 HOURS	=	90+ HOURS	=	95%
Counts toward enrollment		Participation goal		Minimum performance target

1 ENGAGE

Students reach 15 hours.

2 PARTICIPATE

Students reach 90+ hours.

3 PERFORM

Meet the 95% target.

Hours build participation. Participation is the basis for funding, and payment.

Lead CBO Partnership Expectations



Work collaboratively with school leadership, the Community School Director, OCS and other key stakeholders to plan and deliver the approved high-quality programming



Maintain an approved **Budget Detail and Work Plan** that accurately reflects the fidelity checklist, high-quality activities, and responsibilities



Ensure that **attendance and enrollment** information is complete, accurate, and consistently recorded in TransAct AfterSchool 21



Submit **complete quarterly invoice** packages and respond promptly when corrections or additional documentation are requested



Monitor enrollment and participation throughout the year and take timely data driven actions when the program is below target

Lead CBO: 21CCLC Quarterly/Collaborative Planning Meetings

- 21CCLC-funded Community Schools may combine Quarterly and Collaborative Planning Meetings.
- 21CCLC schools and lead CBOs must hold **four formal quarterly meetings annually**.
- Meetings are facilitated by the **Community School Director (CSD)** in collaboration with Program Manager.

Effective 21CCLC quarterly/collaborative planning meetings support **continuous improvement** through goal setting, progress monitoring, and strategic planning. Action plans developed during meetings drive ongoing program improvement and align community school goals with 21CCLC grant goals.

Stakeholders use **data-driven decision-making** to analyze program outcomes, identify challenges, and inform next steps.

Who Attends Collaborative Planning Meetings?

Meetings foster **collaborative leadership, shared power, and voice** by diverse stakeholders.



- School staff: principal, assistant principal(s), teachers, parent coordinator, guidance counselors, among others
- Community School CBO staff: community school director (CSD), CBO supervisor, fiscal representative, among others
- Parent/family representative(s)
- Student representative (if applicable)
- Other CBO partner representatives (DYCD Programs, other grant funded programs, etc.)
- 21CCLC Evaluators
- OCS Program Manager

Program Reminders & Updates

21st Century Student Enrollment Form

- FY27 Electronic Enrollment Form and translated versions are anticipated to be shared during the week of August 17 via the OCS inbox and PMs

Technology/Supplies

- Any items or equipment purchased with 21st Century funds that are for the school should be retained in the school and should be logged according to the NYCPS Inventory SOP

Prepared Meals & Raw Food Description and Allowable Expenses:

- Food only allowed for cooking clubs or NYSED-approved trips

Incentives:

- Gift cards/incentives are not permitted

Budget & Vendor Changes:

- Reminder that it takes time to process vendor & budget changes. We have our internal process and amendments also require NYSED's approval

FY27 Program Reminders & Updates



Field Trips:

- OCS requires **60 days for field trip approvals**, which include NYSED's approval process. All field trips must be educational. Send completed form to your **Program Manager** for approval.

Step 1	Step 2	Step 3	Step 4
8 to 12 Weeks Prior to Trip	**8 Weeks Prior to Trip**	**PM Reviews**	**6 to 5 Weeks Prior to Trip**
CSD works with school team to plan trip and draft the 21CCLC NYSED Field Trip Request Form.	Submit 21CCLC NYSED Field Trip Request Form to **PM**.	If adjustments are necessary, PM will provide feedback to CSD. CSD will submit an updated trip request form within 1 week. PM will review and conduct any necessary follow-up. If approved, PM will submit to NYSED.	PM submits to NYSED.

Fingerprinting and PETS



- In accordance with Chancellor's Regulation C-105, CBO employees must complete the security clearance process conducted by the NYCPS Office of Personnel Investigation (OPI) before beginning any work at a school or NYCPS worksite.
- The Personnel Eligibility Tracking System (PETS) is the system NYCPS uses to monitor compliance with security clearance requirements for CBOs contracted with NYCPS and their subcontractors.
- Individuals employed by, volunteering with, or consulting for a contracted CBO or subcontractor are required to be fingerprinted through PETS when their work involves direct contact with students or student information, or when they work in or visit a location while students are being served.
- All CBOs should have a PETS account that includes their applicable program types and worksite locations.
- **Staff must be listed under the correct program type and worksite location in PETS.**

Fingerprinting and PETS



- CBOs must nominate employees for fingerprinting through PETS.
- Once nominated, the employee will receive an email to **register** or **update** their **Applicant Gateway** profile. Employees should complete this step promptly and ensure their profile is complete to avoid processing delays.
- **CBOs and Vendors are responsible** for the upfront **cost of fingerprinting** for their employees.
- For staff working under Community Schools (21st Century), **NYCPS will not generate fingerprinting coupons through PETS**. CBOs should pay the fingerprinting cost from payments under their 21st Century contract or PO.
- CBOs may establish an IdentoGO/IDEMIA coupon-generating account to manage and pay for fingerprinting costs.
- Community School staff may not be listed under another PETS program type solely to obtain fingerprinting coupon coverage (e.g., a DYCD program if the employee does not work in that program).
- OPI and OCS will conduct periodic audits to ensure staff are listed under the appropriate program type and that fingerprinting costs are charged appropriately.

Sign-in Sheets are Required for Every Activity

- Sign-in Sheets are required for **CBO & Vendor** activities.
- Sign-in sheets are used to validate data in TransAct.
- Vendors & CBOs must provide sign-in sheets upon request by the Fiscal Operations team.
- Lead CBOs must keep all sign-in sheets in a binder.
- Vendors must keep copies of their own attendance sheets.



PLEASE NOTE

Community School District #, 21C Project # - School Name (DBN)

Daily Sign-In Sheet

Date:	
Time:	
Provider:	
Grades Served (*if applicable*)	
Session Title:	
Facilitator / On-site Staff Name:	
Room:	

No.	First Name	Last Name	Time In	Time Out
1				
2				

Important: This is essential for auditing. All documentation must remain on file for 7 years.

TransAct Data Collection



Quality In = Quality Out

- TransAct AfterSchool21 (AS21) is the primary attendance and enrollment reporting system for 21CCLC activities
- **AS21 Data entry should only reflect the sign-in sheets**
- Work with your evaluator and program manager to regularly review and analyze data quality
- Ensure that student OSIS numbers and grades are accurate
- Ensure accurate student records by preventing duplicate student entries
- **Include the Vendor or CBO name in the session title to easily identify the session facilitator**
- Enrollment should reflect actual participation in the specific activity or session, not total school enrollment. must be based on sign-in sheets



Important:
Vendors must not access or pull information directly from TransAct.

TransAct reports provided to a vendor must have all student personal data removed, except for the student's name.

Sample Report with Quality Data Entry:

Include the Vendor or CBO name in the session title to easily identify the session facilitator. If the session description includes a grade level, be sure the students enrolled reflect that grade levels.

Daily Activity Participation

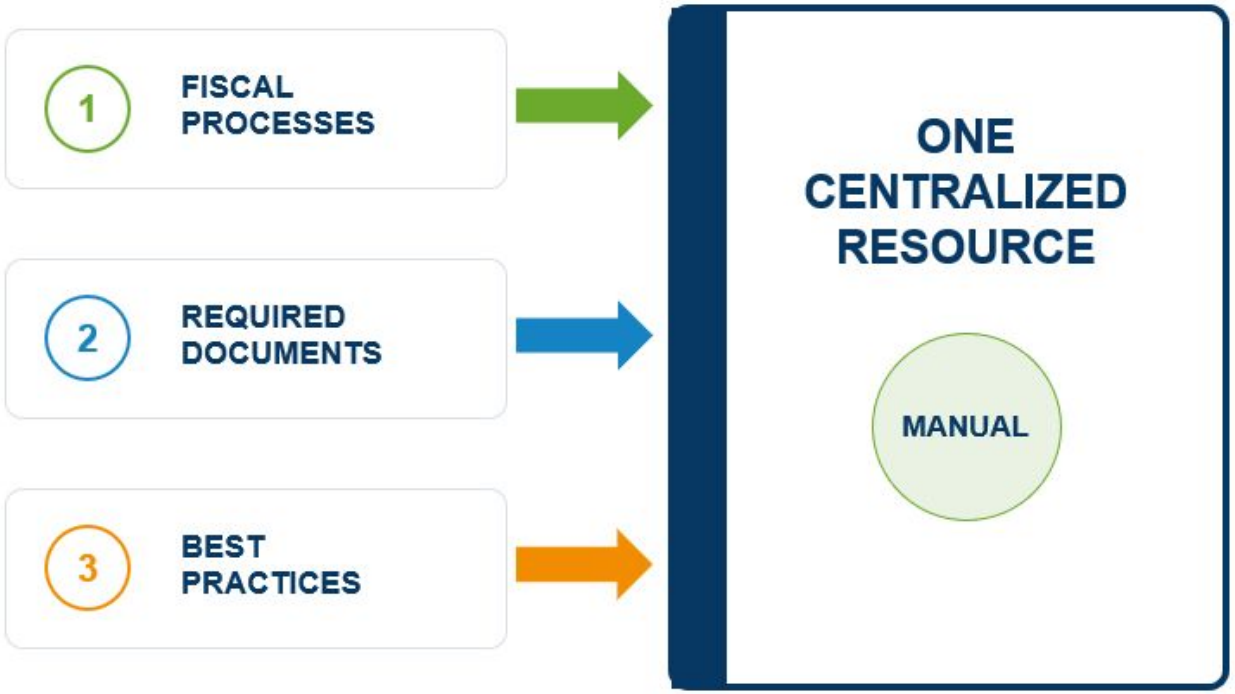
Daily Activity Participation

Attendance Status

Site	Activity	Session	Last Name	First Name	Participant Id	Grade Level
P.S. 46 Arthur Tappan	STEM	Drone Cadet Group 2 Grade 3-5				04
P.S. 46 Arthur Tappan	STEM	Drone Cadet Group 2 Grade 3-5				04
P.S. 46 Arthur Tappan	STEM	Drone Cadet Group 2 Grade 3-5				03
P.S. 46 Arthur Tappan	STEM	Drone Cadet Group 2 Grade 3-5				05
P.S. 46 Arthur Tappan	STEM	Drone Cadet Group 2 Grade 3-5				03
P.S. 46 Arthur Tappan	STEM	Drone Cadet Group 2 Grade 3-5				03
P.S. 46 Arthur Tappan	STEM	Drone Cadet Group 2 Grade 3-5				03
P.S. 46 Arthur Tappan	STEM	Drone Cadet Group 2 Grade 3-5				04



SY 2026-27 Fiscal Manual



SUPPORTING FY27 IMPLEMENTATION

The manual consolidates guidance previously shared.

Expected by the end of August • FY27 planning and implementation can continue

FY27 21st Century Fiscal Calendar

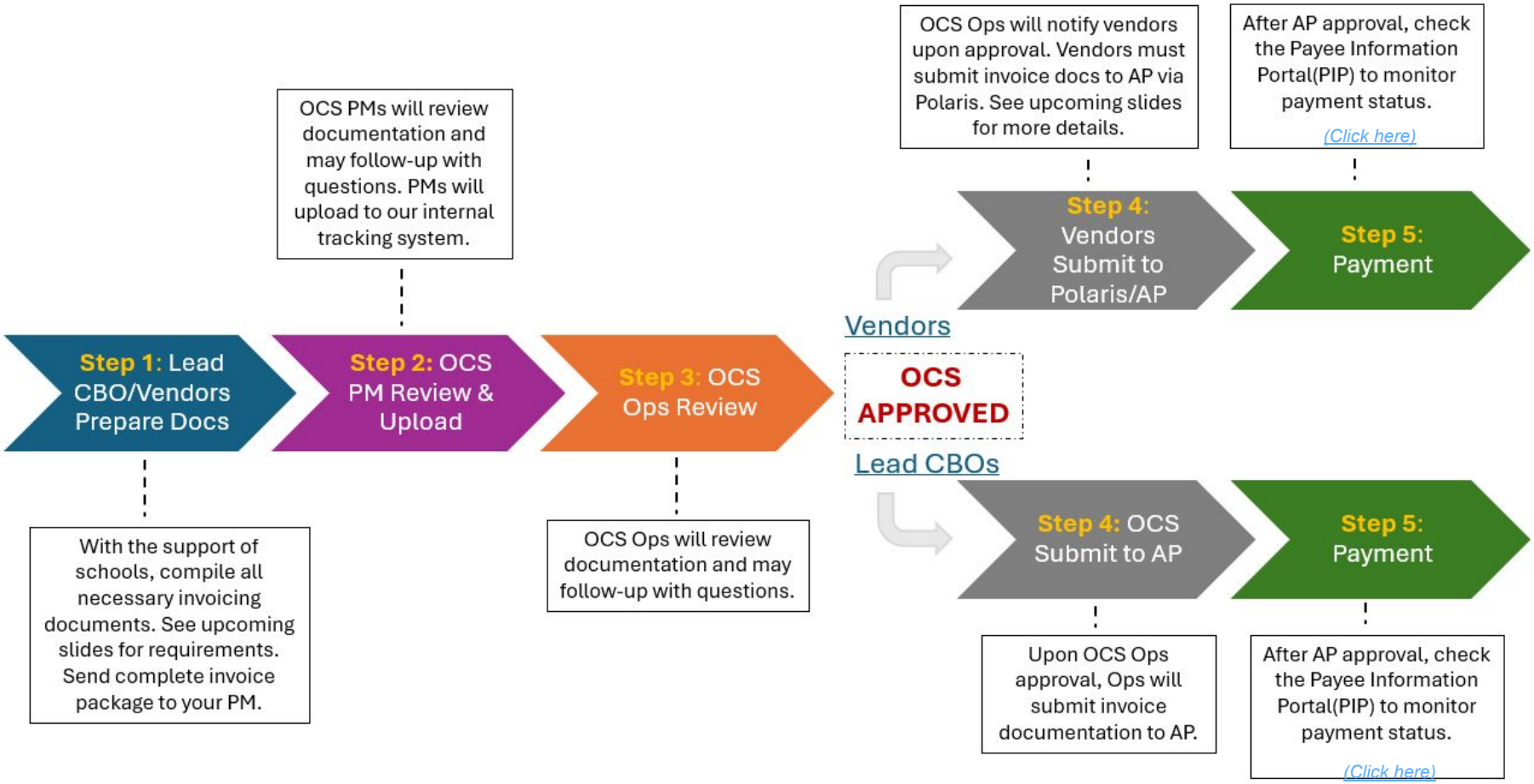
Response and processing times may be longer during peak periods, particularly around submission deadlines, due to increased volume.

September	09/30/26	Lead CBO Budget Work Plan Due
October	10/16/26	Vendor Work Order Deadline
	10/20/26	Invoicing Refresher/Office Hours
	10/30/26	Q1 Invoices Due (Vendor & Lead CBO)
January	1/15/27	Q2 Invoices Due (Vendor & Lead CBO)
February	2/2/27	21CCLC Performance Target Meeting [In-person]
	TBD	FY27 21st Century Grant Fiscal Midyear Presentation
April	4/15/27	Q3 Invoices Due (Vendor & Lead CBO)
June	6/11/27	*Final Vendor Invoices Due
July	7/9/27	Q4 & Final Lead CBO Invoices Due

*Vendors with programming that ends after June 11, must submit invoice documentation within five days after the program concludes.

Invoicing Workflow

All Invoices Must Be Submitted to the Program Manager (PM)



Budget & Invoicing: Lead CBOs

Performance-Based Payment Approach

- Lead CBO payments are not reimbursements for individual salaries, supplies, or other line-item expenses, though we may request if needed
- Approved annual Lead CBO budgets are generally paid in four quarterly installments, with each installment representing 25% of the approved annual budget
- Payments are based on delivery of the approved Lead CBO work plan and the program's success in meeting or exceeding NYSED enrollment and participation targets

Quarter	Service Period	Invoice Due Date	General Payment Basis
Q1	July 1–September 30	10/30/26	25% of approved annual budget; approved work and complete documentation required
Q2	October 1–December 31	1/15/27	
Q3	January 1–March 31	4/15/27	25% of approved annual budget; subject to enrollment and performance review
Q4	April 1–June 30	7/09/27	25% of approved annual budget; subject to year-end enrollment and performance review

If CBOs are not meeting targets or the quality of the engagement is poor, then we will require an expense list to assess how resources are being leveraged and possibly enter the organization into a corrective action plan to improve the work.

Lead CBO: Budget Detail & Work Plan

- Please email completed Budget Detail & Work Plan (BDWP) and required supporting documentation to your **Program Manager by September 30, 2026**.
  - Excel Document
  - PDF with required signatures
  - Q1 Meeting Agenda with Notes (should include a budget discussion)
  - Signed Collaborative Partnership Agreement
- This document requires **signatures** from the Lead CBO and Principal/Principal's Designee
- For access to your CEP your CSD or principal should access iPlan portal linked in the "SY 26-27 Annual CEP Goal" header above

Lead CBO: Budget Detail & Work Plan

FY27 21st CCLC Budget Detail & Work Plan		
School / Lead Partner (CBO) Details		
School DBN		
School Name		
Lead Partner (CBO) Name		
Lead Partner Fiscal Point of Contact (POC)		
Lead Partner Fiscal POC Email(s)		
Principal		
Community School Director (CSD)		
CBO Supervisor		
Budget prepared by		
Annual Budget Detail		
Target Number of Students *goal of 90 hrs - minimum of 15 hrs*		
Annual Budget Amount		
Per Student Rate	#DIV/0!	*rounded to the nearest cent, but won't exceed annual budget amount

Work Plan			
Community School Key Practices**	Title of Activities / Programs / Services	Description of Activities / Programs / Services	* SY 26-27 Annual CEP Goal
Expanded and enriched learning opportunities			
Expanded and enriched learning opportunities			
Expanded and enriched learning opportunities			

*For access to your CEP your CSD or principal should access iPlan portal linked in the "SY 26-27 Annual CEP Goal" header above

**Note: We are strengthening our practice through the Essentials for Community School Transformation framework. Community School core features are represented across the Key Practices.

	1. Department of Education - School Principal or Principal's Designee	2. Lead Partner (CBO) Signatory
Signature Line		
Printed Name		

Lead CBO Invoicing Requirements

All invoices must be submitted to the Program Manager (PM) for initial review, with all three members of the Ops Team copied on the submission.

1. Budget Detail & Work Plan and required supporting documents must be approved
2. FY27 Invoice Template (Sample Invoice) Submit Excel Version
3. **Attendance & Enrollment Roster**: TransAct AfterSchool 21 (AS21) data is required to process the Lead CBO invoice payment

Preferred AS21 reports:

Daily Activity Participation Report
or
Daily Activity Attendance Report

Attendance and enrollment reports must **clearly align** approved activities, participants, service dates, and attendance with the applicable invoice period

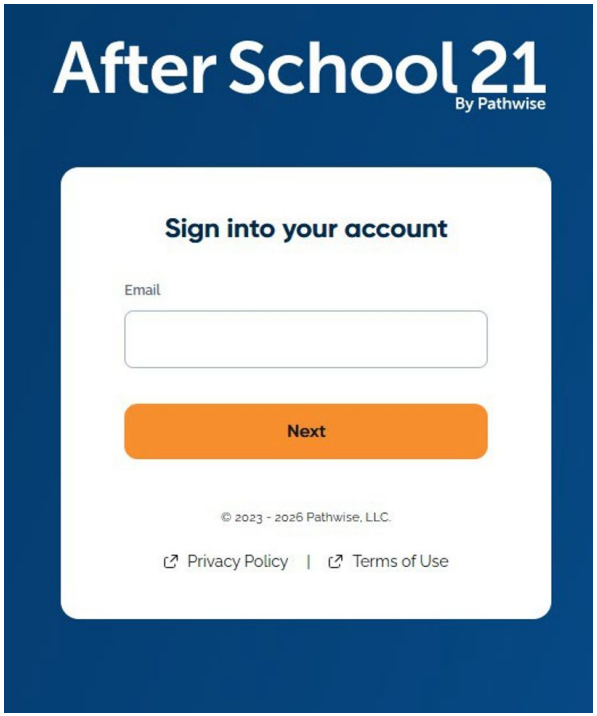
AS21 Data entry should only reflect the sign-in sheets. Lead CBOs must keep all sign-in sheets in a binder.

Include **only** CBO-led or co-led activities in invoice supporting documentation. Per Session-only activities should not be included

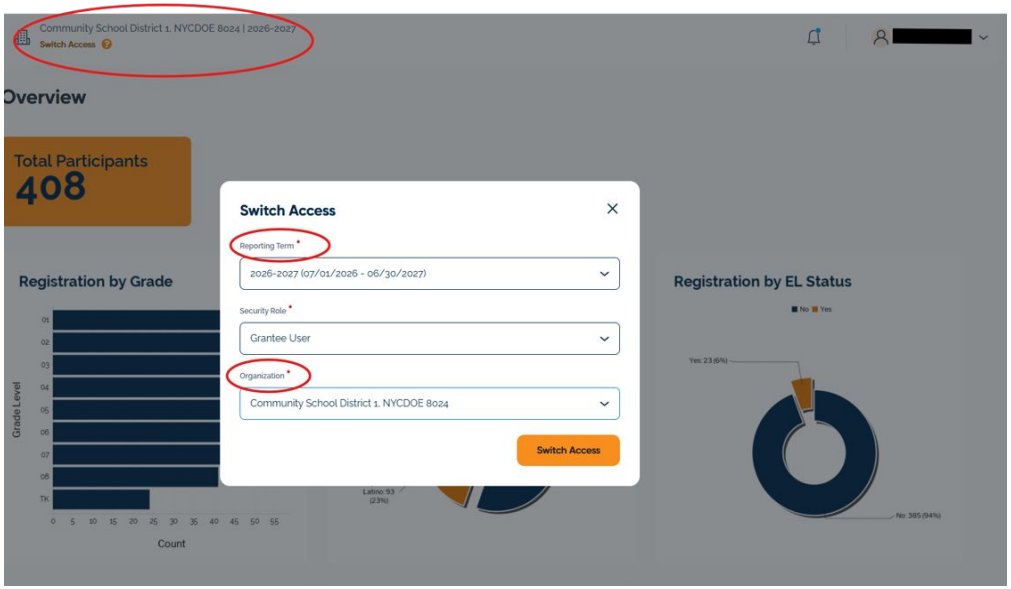
Note: The Q1 Invoice requires the Q1 Quarterly Meeting Agenda and the signed Collaborative Partnership Agreement. These documents are already on file with your Approved Budget Detail and Work Plan. Also, attendance documentation is not required during Q1 only if no student activities have begun.

Lead CBOs: Pulling TransAct Reports to Support Invoice

1. Log in to TransAct Account:



2. Select correct fiscal year (FY27: 2026-2027) & District/DBN if applicable:

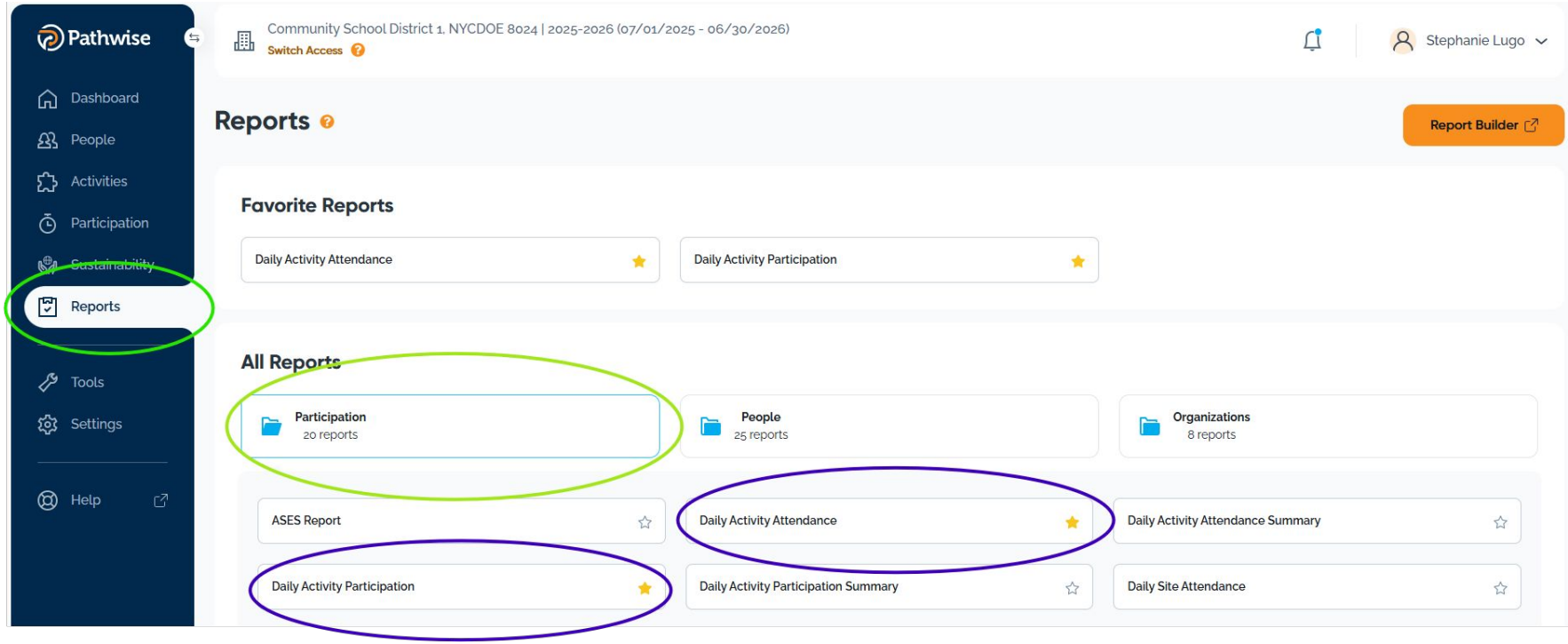


Important:
Preferred AS21 Reports: Daily Activity Participation or Daily Activity Attendance

Lead CBOs: Pulling TransAct Reports to Support Invoice

3. On the left-hand side select:

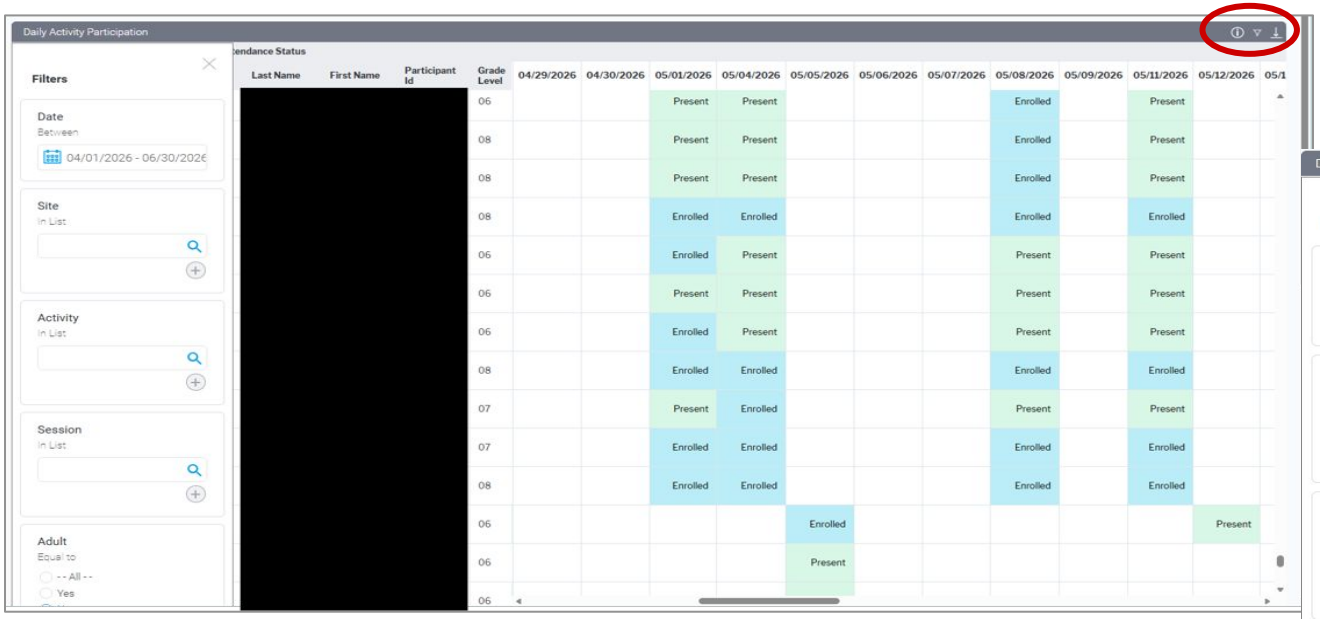
Reports → *Participation* → "Daily Activity Participation" or "Daily Activity Attendance"



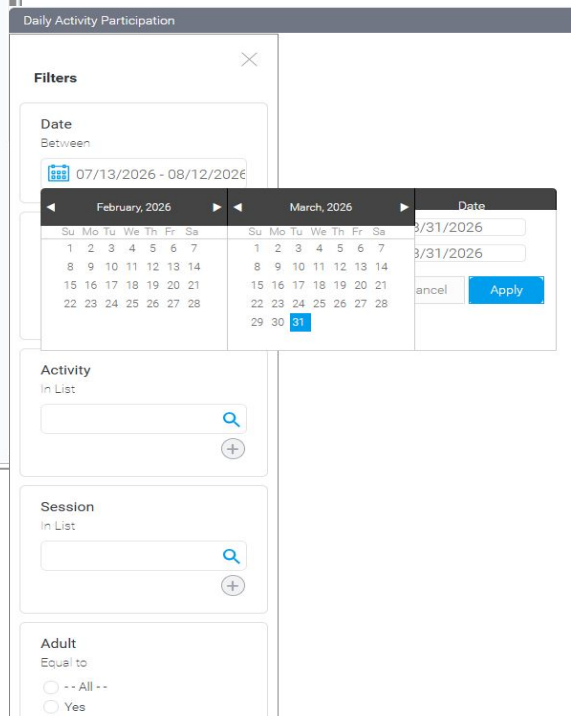
Note: This example uses FY26 data as FY27 data is not yet available.

Lead CBOs: Pulling TransAct Reports to Support Invoice

Depending on report selected you will be able to see similar screens and fields that indicate participants enrollment, if they were present or had an unexcused absence.



4. Filter the *Date* to view desired time period.



Lead CBO Invoice Submission Best Practices

SAMPLE

Great Connections Logo

Invoice

Organization name:	
Date:	1.23.2026
Invoice Number:	FY26Grea07X999-01
Service Period:	7/1/2025 - 12/31/2025
PO or FV (Contract Number):	FV1234567
Grant	21CCLC

Send Invoice To:	Services Delivered To:
Office of Community Schools	Bronx Forward High School (X999) 777 Gun Hill Rd. Bronx NY 10469

Item Detail Information (Purchase Order or FV)	# of units	Price per unit	Amount
Please use this space to list your items as described by the FV or PO (WO or WR)			
Great Connections worked with the school over the summer and through the beginning of the school year to plan, coordinate and develop after-school programming that supports students' academic achievement, social-emotional development, and youth programming in accordance with the 21st Century grant.	Quarter 1 July 1st - September 30th	$30,000 (25% of the contract budget)	$30,000.00
Great Connections worked with the school to plan, coordinate and develop after-school programming that supports students' academic achievement, social-emotional development, and youth programming in accordance with the 21st Century grant. After-school services included academic enrichment aligned to the school day and youth development activities as reflected in the enrollment / attendance documentation.	Quarter 2 October 1st - December 31st	$30,000 (25% of the contract budget)	$30,000.00
TOTAL AMOUNT			$60,000.00

Approved by OCS Operations Staff (Required)

- Work plan submitted & approved by 9/30
- Proper description of service provided
- Invoice numbers
  - unique invoice number
  - includes only numbers, letters, and dashes
  - includes DBN
- "Services Delivered To" field reflects correct School DBN address
- Attendance documentation
  - only includes the site that you are invoicing for
  - data pull date range matches invoice period
- Clearly labeled files and email subject lines
  - CBO/Vendor name School DBN and Invoice quarter
  - Sample: FY26-GC-07X999-Q1
- Include Program Manager and Ops Finance on invoice emails

Lead CBO Invoice: Common Issues That Delay Invoice Processing

- Missing accurate enrollment data
- Incomplete attendance data
- Incomplete details/description of services provided on the invoice
- Multiple email threads that lack a clear & descriptive subject line
- Invoice does not reflect quarterly billing structure
- Attendance data missing in TransAct
- Target student enrollment not met
- Invoice missing school name or organization's name
- Documents not clearly labeled



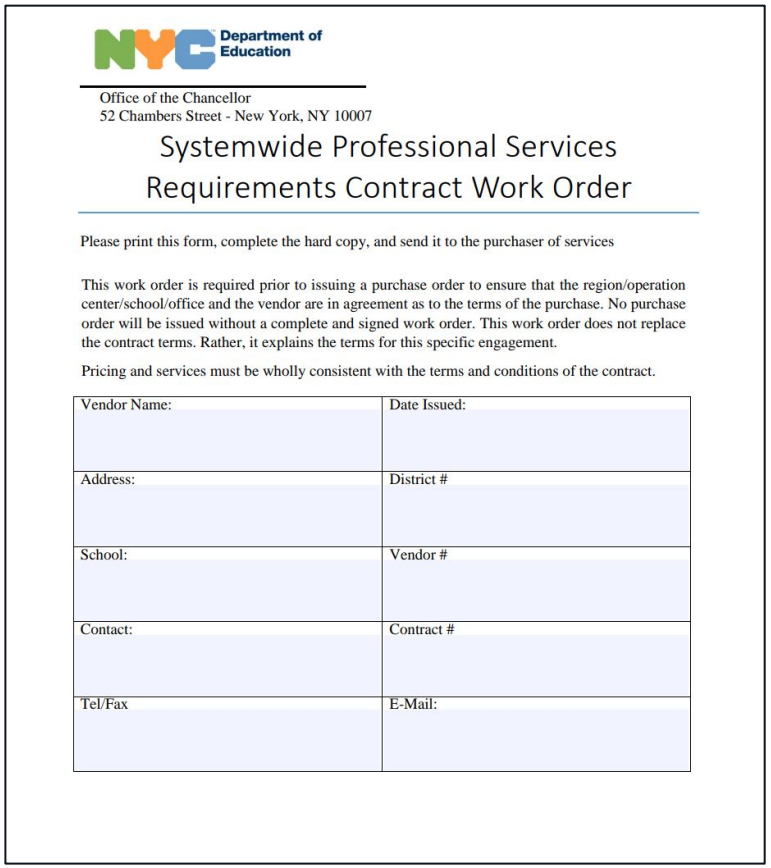
Budget & Invoicing: Vendors

Payment for Services Provided is Based on Approved Work Order and Purchase Order

- A vendor invoice cannot be processed without an approved Work Order and Purchase Order.
- The total invoiced amount and line-item amounts must align with the approved authorization.

Due Date	Description
10/16/26	Submit complete and accurate work order
10/30/26	Submit invoice for services rendered to-date
1/15/27	
4/15/27	
6/11/27	Submit **final** invoice for services rendered to-date • If your SY26-27 programming **ends before** the invoice due date, aim to submit the invoice within 5 days of the program end date • If programming **ends after** the invoice due date, you must submit your invoice within 5 days of the program end date

Vendor Work Order



NYC Department of Education

Office of the Chancellor
52 Chambers Street - New York, NY 10007

Systemwide Professional Services
Requirements Contract Work Order

Please print this form, complete the hard copy, and send it to the purchaser of services

This work order is required prior to issuing a purchase order to ensure that the region/operation center/school/office and the vendor are in agreement as to the terms of the purchase. No purchase order will be issued without a complete and signed work order. This work order does not replace the contract terms. Rather, it explains the terms for this specific engagement.

Pricing and services must be wholly consistent with the terms and conditions of the contract.

Vendor Name:	Date Issued:
Address:	District #
School:	Vendor #
Contact:	Contract #
Tel/Fax	E-Mail:

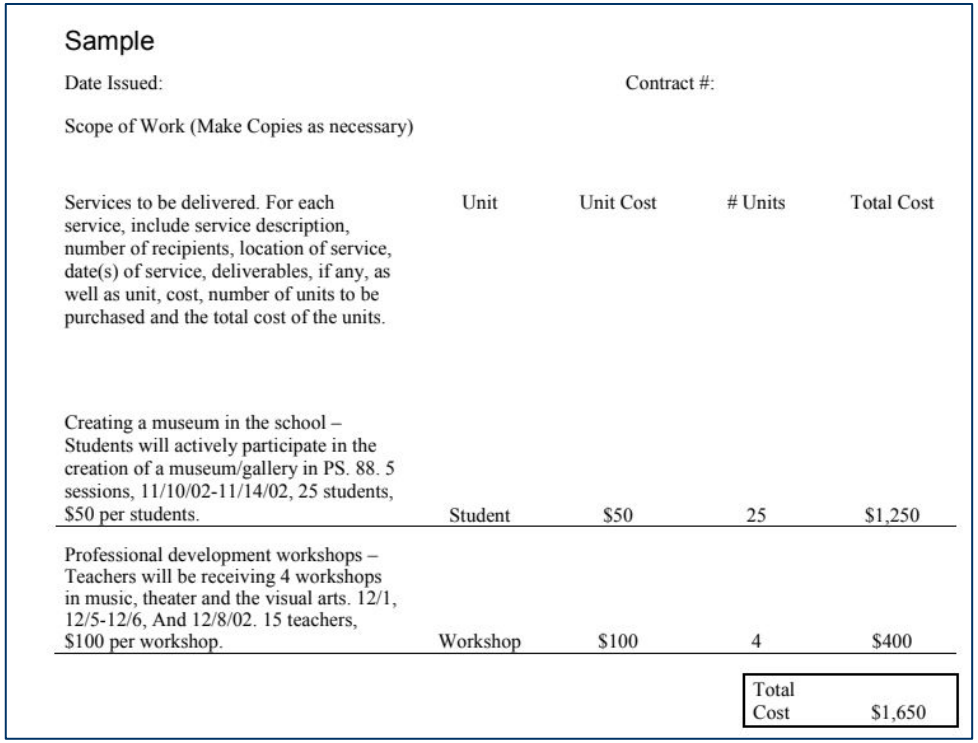


Work Order Form

- FY27 Vendor Work Order sign by Vendor and School Administrator (or Program Manager in lieu of school admin)
- NYCPS Vendor Number and/or Vendor Tax ID Number
- School name or DBN is listed
- Email and contact information
- Contract Number, if applicable

Note: Vendors are responsible for submitting their work order by **10/16/2026**.

Vendor Work Order



Sample

Date Issued: Contract #:

Scope of Work (Make Copies as necessary)

Services to be delivered. For each service, include service description, number of recipients, location of service, date(s) of service, deliverables, if any, as well as unit, cost, number of units to be purchased and the total cost of the units.	Unit	Unit Cost	# Units	Total Cost
Creating a museum in the school – Students will actively participate in the creation of a museum/gallery in PS. 88. 5 sessions, 11/10/02-11/14/02, 25 students, $50 per students.	Student	$50	25	$1,250
Professional development workshops – Teachers will be receiving 4 workshops in music, theater and the visual arts. 12/1, 12/5-12/6, And 12/8/02. 15 teachers, $100 per workshop.	Workshop	$100	4	$400
			Total Cost	$1,650

Work Order Form

FY27 Vendor Work Order Scope of work should contain the following

- **Number of Participants** clearly indicated
- **Activity Descriptions** for all proposed service(s)
  - > **Service Date Range** listed
  - > **Clear** Unit, Unit Cost & Unit #
- **Verified Calculations:** Please check all totals, rates, and participation–based calculations for accuracy

Important:

There is a strong preference for only **1 work order per vendor/CBO in each district:** Please include multiple schools within the same district on a single work order when possible. Be sure to identify which services are for which school/DBN.

Vendor Invoicing Requirements

All invoices must be submitted to the Program Manager (PM) for initial review, with all three members of the Ops Team copied on the submission.

- FY27 Invoice Template - must align with Purchase Order
- Enrollment Roster
- Sign-in Sheets or Attendance Summary Report (Principal or Authorized Designee Signature Required)



Important:

- Vendors are not to enter or pull information directly from TransAct. Any TransAct reports provided to a vendor must have all student personal data removed, except for the student's name.
- Student sensitive data (such as OSIS #'s) should not be included on your invoice documentation.

Polaris Invoice Submission Requirements

Important: Submit to Polaris only after you have received an email notifying you of invoice approval from OCS Ops Team.

Polaris Support

- OCS will advise all vendors on the appropriate timing for uploading your invoice and supporting documents
- OCS will share best practices to support timely payment and compliance with Accounts Payable and grant requirements

Resources

- Account Payable guidance - NYCPS InfoHub
- Polaris Invoicing Process - InfoHub
- Polaris Vendor Manual - step-by-step submission reference

Invoice Submission Nuance – Payment Processing

- Ensure the invoice number is unique
- Confirm the invoice amount in Polaris matches the submitted invoice
- Upload the approved Work Order and Purchase Order
- Ensure all documents are clear and legible
- Attendance documents must include the date, time of each service, and the name of the activity and provider
- Convert all supporting documentations to PDF
- Incomplete or mismatched documentation will delay payment processing

Vendor Invoice FY27 Template

Insert Company Letterhead or Organization Logo Here

Invoice

Organization name:	
Date:	
Invoice Number:	(Include First 4 characters in Company Name, School DBN, and Invoice #) FY26Comp07X999-01
Service Period:	
PO or FV (Contract Number):	
Grant	21CCLC

Send Invoice To:	**Services Delivered To:**
Office of Community Schools	DBN, school name, and address of service derived (please list all schools pertaining to this invoice)

Item Detail Information (Purchase Order or FV)	Dates of service	# of units	Price per unit	Amount
Please use this space to list your items as described by the FV or PO (WO or WR)				
(IInclude Description/Overview of services provided)				
(IInclude Description/Overview of services provided)				
TOTAL AMOUNT				$ -

Approved by OCS Operations Staff (Required)

Vendor Enrollment Roster

Insert Company Letterhead or Organization Logo Here

Enrollment

District X, School MS XXX

Attendance Status

Site	Activity	Session	Last Name	First Name
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)	Student Name	Student Name
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)	Student Name	Student Name
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)	Student Name	Student Name
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)	Student Name	Student Name
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)	Student Name	Student Name
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)	Etc.	
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
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MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 6th Grade (W)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 7th Grade (F)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 7th Grade (F)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 7th Grade (F)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 7th Grade (F)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 7th Grade (F)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 7th Grade (F)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 7th Grade (F)		
MS XXX School Name	Arts (Update with Activity/ Program Area)	Vendor Name - Photography - 7th Grade (F)		

Vendor Sign in Sheet FY27 Template

Community School District #, 21C Project # - School Name (DBN)

Daily Sign-In Sheet

Date:
Time:
Provider:
Grades Served (*if applicable*)
Session Title:
Facilitator / On-site Staff Name:
Room:

No.	First Name	Last Name	Time In	Time Out	Signature (*mandatory for Students in 4th Grade and above, and attendees of Family and PD activities*)	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Staff Signature:

Vendor Attendance Summary Report

Company
Letterhead

Attendance Report

CBO Name: [insert name of organization]
Invoice Number: [insert invoice number]
School/District: [insert school and district]
Report Period: [insert dates]
Activity: [insert name of activity/program]
Teaching Artist(s): [insert name of staff]

Date	Present	Absent
[insert date]	[insert number]	[insert number]
Total Days: [insert number]		

CERTIFICATION: I certify that services listed on this attendance documentation and the corresponding invoice have been completed

Signature of Principal or Authorized Designee — Date

Print Name

Title — Location

Vendors must retain copies of their own attendance sheets. The submission of an Attendance Summary Report does not replace or negate this requirement.

Vendor Invoice: Common Issues That Delay Invoice Processing

- Submission to Polaris without OCS review
- Dates of service listed on invoice do not align with attendance records
- Multiple email threads that lack a clear & descriptive subject line
- Overlapping service periods across multiple invoices
- Missing or incomplete attendance documentation
- Invoice totals do not match PO
- Duplicate invoice numbers
- Documents not clearly labeled
- Activities not aligned to approved PO



Key Reminders

- All schools are required to conduct **four quarterly meetings** a year
  - These meetings are also referred to as collaborative planning meetings
- **Data from TransAct is mandatory for Lead CBO Invoice Payment for Q2 to Q4**
- **Signed** attendance sheets must be used for all activities - including student, staff, and family events
- OCS requires **60+ days for field trip approvals** to include NYSED's approval process.
- Gift Cards, Incentives and Food expenses are not allowable, except for cooking clubs/activities and approved field trips
- **Student Privacy**: Lead CBOs must safeguard student data in accordance with their contract and NDA. Vendors may not access TransACT or receive student-level data
- When in doubt, consult the OCS team

Key Reminders: Email / Communication Protocol for FY27

Email Template for 21CCLC-Related Budgets, Work Orders and Invoices

When contacting OCS regarding 21CCLC-related Budgets and Invoices, please follow the guidelines below to ensure timely and accurate processing -

Email Subject Line Format

21CCLC [Vendor Name] [DBN] [FY] [FV# /and or Purchase Order#]

Who to Include on Emails

- **To: PM**
- **Cc: DSS**, **Operations Team**

To find your PM/DSS/Ops Lead, refer to: https://nyccommunityschools.org/schools

Additional Information

In the body of your email, please include any relevant details or questions regarding your 21CCLC inquiry. Be as specific as possible to help us respond efficiently (e.g., clarification on a returned invoice, document submission, payment status, etc.)

21CCLC - Beyond this Year

Potential Round 9 Opportunity

NYSED may release the Round 9 RFP this fall, subject to the availability of federal funding.



READINESS EXPECTATION — **Timely participation and responsiveness will be critical to developing a strong application.**

Questions

- Feel free to ask “big picture” questions or drop them in the chat
- Follow-up with us individually for grant or school specific concerns



THANK YOU FOR ATTENDING

