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| **Name of Grant Program:** FY2023Massachusetts 21st Century Community Learning Centers - Supporting Additional Learning Time Grant (SALT) for new sites  | **Fund Code:** 647  |

 **Addendum G- Program Fee Request Form**

1. If you have the need or a valid reason for assessing a program fees and would like to request flexibility, please describe your rationale.
2. Describe specifically how funds generated from the program fees will be used to supplement proposed grant expenditures.
3. Please describe the process for determining the per student cost to attend and if a sliding fee is used.
4. How will you ensure that families of children/youth who would be eligible to receive free or reduced price lunch fully understand that cost is not be a deterrent from participation.
5. Describe the procedures in place for monitoring, accounting, and reporting of program income.

By signing below, we fully understand that if granted a waiver to assess a program fee the following conditions must be adhered to:

* All income must be expended during the grantee’s award period to supplement, enhance, or otherwise improve 21st CCLC programming for students and families, and not to supplant other funding sources. Use of these funds are limited to the allowable use of funds.
* Students that are low-income should be enrolled first with no expectation of them paying a fee. No student will be denied access due to inability on their family’s part to pay.
* Have established procedures in place for monitoring, accounting, and reporting of program income.
* Program income generated without prior approval from the Department of Elementary and Secondary Education or that does not adhere to the above criteria will be used to proportionally reduce the federal award.
* Grantees will be required to report on program income generated, and expenditures related to 21st CCLC program operations.

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| **Lead Applicant Name**  |  |
| **Authorized Signatory****Superintendent/Executive Director** |   |
| **Date** |  |