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## Every Student Succeeds Act (ESSA) External Organization Guidance

Per the Every Student Succeeds Act (ESSA), Title IV, Part B, 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC), the Kansas State Department of Education (KSDE) is required to provide a list of prescreened external organizations. The term “external organization” is defined, by ESSA, as: “(A) a nonprofit organization with a record of success in running or working with before and after school (or summer recess) programs and activities; or (B) in the case of a community where there is no such organization, a nonprofit organization in the community that enters into a written agreement or partnership with an organization described in subparagraph (A) to receive mentoring and guidance in running or working with before and after school (or summer recess) programs and activities” (ESSA, section 4201).

To meet the minimum requirements for the *record of success*, interested organizations must:

- Operate as a nonprofit in good standing in Kansas (as listed with the Kansas Secretary of State), and
- Have a minimum of two years’ experience operating or delivering services to after school programs in Kansas.

### Submission Requirements:

- Complete and submit an External Organization Profile (included).
- Submit a copy of the certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- Profiles may be submitted at any time, there is no due date for submission. KSDE will review upon receipt.

*Note:* School districts (LEA's) should not complete this form; however, KSDE encourages LEA's and organizations to share this information with partners and other external organizations who work with youth during out-of-school times.

By meeting the record of success and submission requirements listed above, the organization will be included on a list of identified external organizations in Kansas on the KSDE 21<sup>st</sup> CCLC webpage.

**Disclaimers:**

- Any external organization that meets the record of success and submission criteria outlined above will be included on the external organization list maintained by KSDE upon receipt and verification of approval.
- No funding is directly associated with this Profile for inclusion on the external organization list. KSDE will not be providing funding to external organizations and the completion of this Profile will NOT result in a contract with KSDE.
- KSDE reserves the right to omit any organization at any time from the list for failure to meet the record of success requirements.
- KSDE does not guarantee the amount of work given, if any, to organizations on the external organization list. By including an organization on the external organization list, KSDE is simply verifying that the organization successfully completed the external organization prescreening process in compliance with ESSA.
- This list is not an exhaustive list. Inclusion of any organization on the external organization list is NOT an endorsement of the organization, nor is it a certification of the quality of activities provided by the organization.
- This is not an eligibility requirement to apply or participate in 21<sup>st</sup> CCLC programs or other out-of-school time programs.
- Inclusion of any organization on the external organization list will not provide for competitive advantages/disadvantages during any 21<sup>st</sup> CCLC grant competitions.



## Kansas 21<sup>st</sup> Century Community Learning Centers

### EXTERNAL ORGANIZATION PROFILE

#### INSTRUCTIONS

Complete and submit this form along with a copy of the organization's certificate of incorporation or a similar document that clearly establishes the organization's nonprofit status.

School districts should not complete this form. The Kansas State Department of Education (KSDE) encourages school districts to share this form with partners and other external organizations that work with youths during afterschool programs.

Organizations that satisfy the record of success and submission requirements will be included on a list of external program providers on the KSDE 21<sup>st</sup> CCLC webpage.

Additional guidance, disclaimers, and submission information can be found online at:

<https://www.ksde.gov/Default.aspx?tabid=740>. Responses should not be handwritten. Use the PDF text tool to complete form.

Email the completed form to the [christine.macy@ksde.gov](mailto:christine.macy@ksde.gov).

If you have any questions, please contact Christine Macy at 785-296-3287 or [christine.macy@ksde.gov](mailto:christine.macy@ksde.gov).

ORGANIZATION NAME (AS IT WILL BE LISTED ON THE PROVIDER LIST)	ORGANIZATION NAME (AS FILED WITH THE KANSAS SECRETARY OF STATE)
CONTACT NAME	STREET ADDRESS
CITY, STATE AND ZIP	COUNTY
PHONE NUMBER	EMAIL

#### ORGANIZATION INFORMATION

WEBSITE	
MISSION STATEMENT (IF AVAILABLE)	NUMBER OF YEARS THIS ORGANIZATION HAS BEEN OPERATING OR DELIVERING SERVICES TO AFTERSCHOOL PROGRAMS

DESCRIPTION OF THE ORGANIZATION'S SERVICES	
<p><b>FOR KSDE OFFICE USE ONLY</b></p> <p>Check all criteria met by the applicant:</p> <p><input type="radio"/> Nonprofit organization in good standing with Kansas Secretary of State</p> <p><input type="radio"/> Minimum two years' experience operating or delivering services to after school programs</p> <p><input type="radio"/> Application includes a certificate of incorporation or similar document proving nonprofit status</p>	
COMMENTS (IF APPLICABLE)	
APPROVED BY	DATE

The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.