TN | Department of Education

Technical Application Guide:

Summer Programming - Learning Camps

Tennessee Department of Education | March 2022

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Introduction

On January 22, 2021, the Tennessee General Assembly enacted the Tennessee Learning Loss Remediation and Student Acceleration Act (SB 7002/HB 7004) to address the learning loss of students due to COVID-19 related school closures. Through this new law, all school districts in Tennessee will be required to offer learning loss remediation summer programs for students in grades K-8, starting in summer 2021.

These required learning loss remediation and student acceleration programs must be in-person and may include summer learning camps, after-school learning mini-camps, and learning loss bridge camps. School districts and public charter schools may partner with each other to jointly establish the programs, and they may also seek assistance from public or non-profit community partners.

ePlan User Access

All users must have the correct ePlan user access role to access and complete the Summer Programming application. Users with existing ePlan access can check their current user access roles. To view existing access, visit ePlan.tn.gov, navigate to the *Address Book* and *LEA Role Contacts*, and view who is listed with the **LEA Learning Camp Director** role. Users who had the LEA Elementary and Secondary School Emergency Relief (ESSER) Director or LEA Consolidated Director roles prior to March 2022 were automatically assigned the *LEA Learning Camp Director* role.

New ePlan users and existing ePlan users who need the new **Learning Camp** User Access role must request the additional role using the ePlan User Access Form for LEAs. Access the form by navigating to eplan.tn.gov > TDOE Resources > User Access Forms > ePlan User Access Form for LEAs. Users do not need to log in to ePlan to access *TDOE Resources* in ePlan. Follow the instructions on the *User Access Form*, then email the completed form to ePlan.Help@tn.gov to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

Below are the roles and the order of the status levels specific to the Summer Programming application process.

ePlan Role	ePlan Function
LEA Learning Camp Director (Users with the ESSER or Consolidated Director role were automatically assigned this new role) **LEA Fiscal Representative** **LEA Authorized Representative**	Click **Draft Started** (or **Revision Started** for revisions) Respond to application questions, enter budgets
LEA Learning Camp Director	Click **Draft Completed** (or Revision Completed for revisions)
LEA Fiscal Representative (CFO or treasurer)	Click **LEA Fiscal Representative Approved** (or **LEA Fiscal Representative Not Approved**) (may also request funds after ESSER Fund application is approved)
TDOE Learning Camp Director (FPO & OCFO project directors)	Click **FPO Leadership Approved** (or **FPO Leadership Not Approved**)
LEA Authorized Representative (Director of Schools)	Click **LEA Authorized Representative Approved** (or **LEA Authorized Representative Not Approved**)

After each status change, ePlan automatically sends a notification email to all users in the LEA who have the ePlan role of the next step in the process. For example, after the *LEA Learning Camp Director* clicks *Draft Completed*, ePlan automatically sends an email to all users in the LEA who have the role of *LEA Fiscal Representative*. Once the LEA receives the notification email that the Learning Camp application has been *FPO Leadership Approved*, LEAs much complete the last step, *LEA Authorized Representative Approved*, for allocations to become available for reimbursement.

Summer Programming Application Access

The Learning Camps application is not visible to districts until the department loads funding allocations in ePlan.

Once it is available, navigate to the Learning Camps application from the ePlan homepage by hovering your mouse over the **Funding** tab on the left menu bar, then selecting **Funding Applications**.
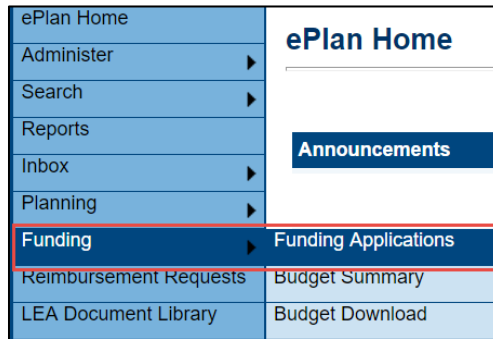

Select the desired fiscal year (2022) in the upper left corner of the screen. Funding applications are stored in ePlan according to the **state fiscal year**. For example, *2022* indicates the 2021–22 school year.

Click *Learning Camps application* to access the application.

Once the department starts the draft, users with the following access may edit the application:
(1) *LEA Learning Camps Director*, (2) *LEA Fiscal Representative*, and (3) *LEA Authorized Representative*.
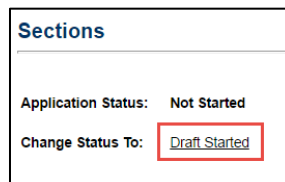
General ePlan Functionality

Sections Page

Access each section of the Learning Camps application from the _Sections_ page. For easy navigation, users may return to the _Sections_ page by going to the **Funding** tab on the ePlan blue menu bar and selecting **Sections**.

To submit the Learning Camps application when complete, click the **Messages** link on the _Sections_ page in the column labeled _Validation_. This link provides an overview of the validations that ePlan is running behind the scenes.

Items marked _Warning_ are validations that users are not required to address prior to submitting the Learning Camps application. Examples of warnings are not uploading an optional related document or budgeting an entire allocation.

Items marked _Error_ are incorrect, and users **must** address each one before submitting the Learning Camps application.

- Click on the link to the left of the word _Error_ to go to the identified page to make corrections. If the LEA does not address all _Error_ validations, ePlan will not allow a user to submit the application.

Examples of errors are (1) budgeting for more than the allocation, (2) budgeting more indirect cost than is allowable, (3) not budgeting in a section where there is an allocation, (4) not uploading a required related document, and (5) not responding to a required question.

- Once the user clears all errors, the user with _LEA Learning Camps Director_ access must click **Draft Completed** at the top of the _Sections_ page.
- This generates an email to the _LEA Fiscal Representative_ who must review the draft and click **LEA Fiscal Representative Approved** (or **Not Approved**) at the top of the _Sections_ page.

When an application is submitted in the status of **LEA Fiscal Representative Approved**, an email notification is sent to the department's review team.

Printing in ePlan

Users may print or download a PDF from the _Sections_ page.

- To print the entire application, click the **Print** link across from the word _All_ at the top of the _Sections_ page. Note that a print request does not include any uploaded related documents.
- To print a single page, click on the **Print** link across from the name of the page.
- To print an entire section, click on the **Print** link to the far right of the section name. In the example below, the user is printing the entire **Program Details** section of the application.
- To choose multiple pages, check the **Print Select Items** box at the top of the print column to select more than one page. The **Print** links appear as checkboxes. Select all text boxes for the desired print request.
- Select the checkboxes and click **Print** at the top of the column.
- The **Print Request** screen pops up. If necessary, Users may rename their print job here.
- Click **Print**.
- The **Generating Document** screen appears. The system takes 20–30 seconds to generate the print job. For larger files, expect an email from the ePlan system when the file is ready to download.
- After ePlan generates the print file, click **Return to Funding Applications**.

- ePlan generates a PDF. It appears at the top of the page from the **TDOE Resources** menu item in ePlan. The PDF link remains in **TDOE Resources** for five (5) days. Users may use the **_Delete_** links to remove any print jobs if desired.

History Log

The *History Log* documents status changes along with the name of the user who prompted the change and the date of the change. Use it to review who submitted or reviewed an application or the date when it was last approved or returned.

- Users may place a note in the *History Log* by clicking on the **Create Comment** link. Use **Create Comment** with caution, as comments remain part of the application's permanent record and are viewable by the public on approved applications.
- To create a comment, click on **Create Comment**. A narrative box appears. The user may type or paste a comment in the narrative box. Once the comment is complete, click **Save and Go To > Current Page** at the top of the screen to save.

Cover Page

An LEA user must enter the following information:
- The LEA ID number and LEA name
- The LEA official address, phone number, and LEA website address
- Contact information for the director of schools and Learning Camps application Point of Contact

If any information on this page changes within the school year, an LEA user must update this page.

Related Documents

The Learning Camps application includes a page that provides links to upload external related documents, called *Related Documents*. Headers indicate if the document is required or optional. If a document is required, ePlan prevents submission of the application without an upload.

The *Document Template* column provides links to download templates or forms for application items, if applicable. If *N/A* appears in this column, there is no required template for that specific item. Upload content in any format.
- Download the document template (if applicable), complete the document, and click the **Upload New** link to begin the upload.
- Click the **Choose File** button to browse for the document.
- Upload the document and type a name for the document.
- Click **Create** to upload the document.

For the Learning Camps application, upload the following documents:
- **_Learning Camp Overview_** (required for all districts)
- **_Approved Waiver for Implementation_** (required if the LEA was approved for a waiver)
- **_Approved Policy for Priority Students_** (required if the LEA adopted a policy)

Learning Camps Checklist

LEAs must review the Learning Camps Application Checklist for general checklist comments from each application reviewer, if applicable, and for the program section.
- After the LEA submits the application, the department reviews the application and marks each section as **OK, Not Applicable**, or **Attention Needed**. If the application contains no items that are marked as *Attention Needed*, the application is approvable.

- If the application contains items that are marked as **Attention Needed**, the application will be returned to the LEA with a status of not approved. The LEA will review the checklist for items that are marked *Attention Needed* and make the necessary changes to those items. Only the checked items in the areas marked *Attention Needed* need correction. Each section marked **Attention Needed** also has a place where the department may provide notes to explain items needing attention. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA resubmits the application for approval. If the department determines that the area is correct, **Attention Needed** will be changed to *O*K by department leadership. If the items needing attention still have not been corrected, the application will be returned again to the LEA with a status of **Not Approved**.
- Applications that contain no items that are marked **Attention Needed** will be approved.

Each section will be designated with one of these statuses:
- **Not Reviewed**: No review occurred.
- **OK**: The section has no corrections and is approvable.
- **Coordinator Reviewed**: The section has been reviewed by the coordinator.
- **Attention Needed**: The section has items that need to have corrections completed.

Revisions

After approval of the Learning Camps application, the LEA may revise the application to amend one or more budget or program items.

- To begin a revision, users with the role of *LEA Learning Camps Director*, *LEA Fiscal Representative,* or *LEA Authorized Representative* may click **Revision Started** at the top of the *Sections* page.

When the Learning Camps application is in **Revision Started** status, users may make edits to all programs in the application as needed.

The application process flows in the same manner as the original submission. Until full approval, budget changes do not move into the reimbursement screens.
- Access changes made to an approved application are from the *Sections* page.
- Users may view any changes made to the application as part of a revision on the generated **Details** link in the **Revision** column on the *Sections* page.

To view the original application or a prior revision, from the dropdown menu on the Funding Application screen, choose the menu item for *All Approved Applications*.
The page displays all former revisions (approved only).

NOTE: If there is a current application in progress (not approved), it does not appear in this list. After reviewing prior revisions, remember to return the dropdown selection to **All Active Applications**.

Budgeting in ePlan

The ePlan process for entering the Learning Camps application budget is consistent with all other grants in ePlan. Each LEA must have a department-approved budget in ePlan before requesting reimbursement.

Adding Budget Details on the Budget Page

- To access a budget, click the **Budget** link from the _Sections page_.
- For each budget line that the LEA plans to use, click _modify_ located to the left of the account number to open the _Budget Detail_ page for that line item.
- On the _Budget Detail_ page for the line item, Click Add a Budget Detail.
- For each _Budget Detail,_
  - The Account Number auto-populates for the line item that is being modified.
  - Select the appropriate line item number from the dropdown menu.
  - If desired, enter the Optional Program Codes.
  - Add a narrative description for each entry.
- ePlan auto-populates the Location Code field with the LEA's name and identification number.
- Enter the Quantity and Cost for the Budget detail. The quantity is most commonly 1.00.
- ePlan auto-calculates the Line Item total as Quantity multiplied by Cost.
- Continue to add additional Budget Details as needed for the budget line item. To edit existing Budget details, click the pencil icon. To delete an existing Budget Detail, click the trash can icon.
- Navigate back to the Budget Page, and repeat this process for each budget line. ePlan auto-calculates the budget totals as budget items and details are entered. ePlan deducts the budgeted amounts from the awarded allocation.
- Once complete, confirm that the amount in the _Remaining_ area at the bottom of the _Budget_ page is $0.00.

Budget Expectations

Indicate full-time equivalents (FTEs) for all staff paid with grant funds within the budget narratives and match the FTEs within all other areas of the grant application. Items and amounts budgeted must be reasonable and necessary for the implementation of grant activities.

Major Function Codes

When placing expenditures within the budgets for all grants, use the following guidelines:
- _71100—Regular Instruction Program_: Expenditures for the direct instruction of students (K–12) in this major function (i.e., salaries and benefits for teachers and educational assistants; contracted services to provide direct instruction; and supplies, materials, and equipment used in direct instruction)
- _72110—Attendance:_ Expenditures for attendance services are activities designed to improve student attendance at school, which attempt to prevent or to solve student problems involving the home, the school, and the community. Attendance also records and reports student information to the state for funding and other statistical needs. Major categories include personnel, benefits, supplies and materials, and other charges.
- _72120—Health Services:_ Expenditures to provide physical and mental health services that are not direct instruction, including medical and nursing services (i.e., salaries and benefits for providing support for instructional programs in health matters; contracted services for health services for students; supplies, materials, equipment to support health educators; and professional development [PD] costs)
- _72130—Other Student Support:_ Expenditures for services to students such as attendance, health services, guidance, evaluation, and testing services for general education students, special education students, and vocational education students.

- *72310—Board of Education:* Expenditures include includes activities of the elected body that have been created according to State law and vested with responsibilities for educational activities in a given administrative unit.
- *72410—Office of the Principal:* Expenditures include activities concerned with directing and managing the operation of a particular school. Such activities include those performed by the principal, assistant principals, and other assistants while they supervise all operations of the school, evaluate staff, assign duties to staff, supervise and maintain the records of the school, and coordinate school instructional
- *72710—Transportation:* Expenditures include activities concerned with conveying students for regular, vocational, and special educational instruction, as provided by state and federal law. This includes trips between home and school and trips to school activities. Transportation includes operating expenses for system-owned vehicles involved in the transportation function. Vehicle servicing, maintenance, and contracts for transporting services should also be recorded in this category.
- *73100—Food Service:* Expenditures include activities concerned with providing meals to students and staff in a school or school system. This service area includes the supervision of a staff whose responsibility is to prepare and serve regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.

Object Codes

- *100—Personnel Services*: Amounts paid to employees of the LEA
- *200—Employee Benefits*: Amounts paid on behalf of employees for benefits; LEAs must budget benefits within the function in which the corresponding salary is recorded
- *300—Contracted Services*: Amounts paid for services rendered by individuals and/or companies who are not employed by the LEA
- *400—Supplies & Materials*: Amounts paid for items that are consumed, worn out, or deteriorated through use (consumables) such as classroom teaching supplies, office supplies, etc.
- *500—Other Charges*: Amounts paid for goods and services not falling into any other object code classification; funds carried over to the next fiscal year must be budgeted in 599
- *524—In-Service/Staff Development Services*: Amounts paid in relation to PD, including travel expenditures, must be budgeted in this object code. Amounts paid for substitute teachers for personnel attending PD activities cannot be budgeted here.
- *700—Capital Outlay:* Amounts for equipment items having a useful life of more than one year and a unit cost of $5,000 or more; these items required prior department approval

Program Details

Each grant in the Learning Camps application has an associated _Program Details_ page. This page requires information regarding the program(s) implemented with grant funds. ePlan applications provide a variety of text entry options. Narrative boxes are boxes that allow formatting, including bolding, numbering, and font manipulation. Paste information such as text, tables, pictures, and graphs into narrative boxes. Text boxes are meant for a more concise response and do not allow as much formatting flexibility. It is still possible to paste text into a text box; however, the text may not hold its original formatting. Note that some text boxes have character limits.

Program Overview Questions:

Select the following dates:
1. What is the Camp start date?
2. What is the Camp end date?

Select Yes or No for the following questions:
3. Did the district receive an approved waiver for implementation of summer programming?*****
4. Did the district adopt a policy that requires participation for priority students based on the criteria from the bill?

*If you responded yes, upload the corresponding documentation the _Related Documents_ page.

Provide the enrollment as a whole number:
5. How many students in your district meet the criteria for priority status as defined in Public Chapter 1?

Select Yes** or No for the following question. If yes, select the all of the funding sources:
6. Is your district using other funding sources to support this camp?
   ☐ State and Local
   ☐ ESSER 1.0
   ☐ ESSER 2.0
   ☐ Community Partnerships
   ☐ Others******

** If you responded yes, select the correct funding sources

_Upload the Learning Camp Overview to the _Related Documents_ page_

Student Eligibility and Participation

The district must complete the _Student Eligibility and Participation_ page for each grant. This page assists districts in tracking the number of students participating in the Learning Camp. Students may only be counted once for each demographic of students attending the Learning Camp programs. For example, a child who qualifies as Economically Disadvantaged (ED) cannot be counted in the priority status in Public Chapter 1. The district must determine where to include the child in the count. All numbers entered in the chart must be whole numbers.

Instructions

Complete the following chart.

Student Eligibility and Participation

Projected summer camp/bridge camp/STREAM enrollment	Number of students projected to enroll who qualify as ED	Percent of students projected to enroll who qualify as ED	Number of students projected to enroll who meet the priority status as defined in Public Chapter 1	Percent of students projected to enroll who meet the priority status as defined in Public Chapter 1
🗑 ☐	☐	0.00 %	☐	0.00 %

Add Row

Resources

Click here to open the application guidance document.

- **_Column A-_** Enter the projected enrollment for the Learning Camp (all students)
- **_Column B-_** Enter the number of students projected to enroll who qualify as ED
- **Column C-** ePlan auto-populates the percentage of students attending summer camp who qualify as ED (B/A=C)
- **_Column D-_** Enter the number of students projected to enroll who meet the priority status as defined in Public Chapter 1
- **_Column E-_** ePlan auto-populates the percentage of students who meet the priority status as defined in Public Chapter 1

Learning Camp Personnel

The district must complete the Learning Camp Personnel page for each grant. This page assists districts in tracking the number of personnel participating in the Learning Camp

- If Learning Camps funds are used to paid employees enter the headcount and an FTE for all staff members. These staff members may be hired or paid a stipend to implement Learning Camp programs.

- To determine an FTE for staff members paid with a stipend: determine the total number of hours worked by each person as part of the learning camp; determine the total number of hours considered full time for each person (total hours during the learning camp), **and divide the number of hours worked in the learning camp by the total full-time hours for each person** to determine the FTE for the learning camp.

    FTE = Number of hours worked by the individual ÷ Total Full time Hours of the Camp

    For example: The summer camp is 30 hours per week. If a teacher works 5 days a week at 6 hours a day = 30 hours. Then the teacher would be entered into ePlan as: 1 Head Count | 1 FTE.

- Enter headcounts and FTEs for staff assignments.

- Enter staff not falling into these prepopulated categories in the "Other" column provided and enter a position title.

Teachers		Education Assistants		Alternative Teachers		Administration Employees		Food Service Employees		Health Employees	
Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE
0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

Overview of the Position Names

Position Name	Overview
Teachers	The *Teachers* position classification column may include Teachers and Interventionists.
Education Assistants	The *Education Assistants* classification column may include but not limited to paraprofessionals, education assistants, and teacher aides.
Alternative Teachers	The *Alternative Teachers* classification column may include but not limited to teacher preparation candidates and retired teachers.
Administration Employees	The *Administration Employees* classification column may include site administration such as principals, assistant principals, or administration candidates.
Food Service Employees	The *Food Service Employees* classification column may include but not limited to cafeteria manager, cook, and food service bookkeeper.
Health Employees	The *Health Employees* classification column may include site administration such as nurse and LPN.
Transportation Employees	The *Transportation Employees* classification column may include site administration such as transportation director and bus driver.
Custodian Employees	The *Custodian Employees* classification column may include site administration such as custodian or janitor.
Others	The Others classification column may include positions that do not fit as defined above.

NOTE: *FTEs must match FTEs identified in budget narratives (individually and sum). Titles of staff must match titles identified within budget narratives.*

Assurances

1. The programs and services provided under this grant will be used to address the needs set forth in the application and fiscal related information will be provided within the fiscal year timelines established for new, reapplying, and/or continuing programs.
2. The grantee understands if it does not meet the assigned ED target participation rate for a program, the amount of TANF funds will be reduced proportionally to the amount by which the target was missed.
3. Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application, including but not limited to:
    a. The length and duration of camps and use of time during the day in accordance with state law or an approved waiver;
    b. Priority enrollment and enrollment period;
    c. Administration and reporting of data from the state-provided pre- and post-assessment;
    d. Teacher compensation; and
    e. Use of state-adopted instructional materials or state-provided materials to the greatest extent possible.
4. The grantee will submit to the department such information, and at such intervals, that the department requires to complete state and/or federal reports.
5. The grantee will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, state and federal funds received and distributed under this program.
6. The grantee will adopt and use proper methods of administering such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; or (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
7. The grantee will administer such funds and property to the extent required by the authorizing statutes.
8. The grantee will maintain on-site documentation for all reimbursement requests for a period of five (5) years following the end of the grant period of performance. The grantee will provide such documentation to the department as requested.