



**Department of  
Education &  
Workforce**

# FIRST YEAR IMPLEMENTATION

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**EDUCATION PROGRAM SPECIALIST**

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# First Year Implementation Tips



Read and reread your grant



Create a quick fact sheet for staff



Meet and communicate with partners and stakeholders regularly



Create a list of program tasks



Orientation

Monitoring Application System

First Year Survey

Component

Support

# FIRST YEAR MONITORING SURVEY

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Part 1: Fiscal Component

Part 2: Program Component



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# FISCAL COMPONENT

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Supporting documentation:

List of fiscal staff positions and titles

List of expenditures by object code

Internal controls policy



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# PROGRAM COMPONENT

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1. Program description
2. License
3. Evidence based practices
4. Programming dates



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# PROGRAM COMPONENT

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## 5. Option 1: Expanded Learning Time

Reflects a minimum of 1,245 hours (for elementary schools) and 1,305 hours (for secondary schools).

## 6. Option 2: OST Elementary School Students

Option 3: OST Middle and High School Students



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# PROGRAM COMPONENT

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7. Nonpublic consultation
8. Competitive Priority Points

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Desk review

Technical assistance

Corrective action



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Contacts:

Fiscal Component

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Programmatic Component

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# QUESTIONS?

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