



21st Century Community Learning Center

Policy & Process for Developing and Disseminating the Prescreened External Organizations List

Reference: ESSA Section 4203(a)(11); Critical Element II.19

Purpose

The purpose of this policy is to outline the process by which the Wyoming 21st CCLC SEA identifies, prescreens, and shares a list of qualified external organizations with 21st CCLC subgrantees. This list serves as a resource for subgrantees seeking partnerships to provide high-quality afterschool, before-school, and summer learning programming.

Definition

Under the Every Student Succeeds Act (ESSA), an “External Organization” is defined as a nonprofit organization with a record of success in running or working with before and afterschool (or summer recess) programs and activities, or 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 with a record of success to receive mentoring and guidance.

Process for Developing the Prescreened List

The SEA ensures that all organizations on the list have a demonstrated record of success through a rigorous, transparent vetting process.

Call for External Organizations

- Biennially by March 31, the SEA will release a “Request for Qualifications (RFQ) for 21st CCLC External Organizations” via the SEA website, state procurement portals, and relevant educational mailing lists.
- Interested organizations must submit an application detailing their services, target audience, costs, and evidence of effectiveness.

Prescreening and Evaluation Criteria

- An SEA review panel, consisting of [e.g., the 21st CCLC State Coordinator, fiscal staff, and peer reviewers], will evaluate applications based on the following criteria:
- Demonstrated Record of Success: At least [e.g., 3-5 years] of experience successfully operating or supporting out-of-school time programs.
- Alignment with Program Goals: Services must align with the state’s academic standards and 21st CCLC program objectives (e.g., STEM, literacy, youth development).

- Evidence-Based Practices: The organization must demonstrate that its interventions or curricula are backed by evidence or strong theory.
- Capacity and References: A review of organizational capacity and positive references from previous school or district partners.

Approval and Inclusion

- Organizations scoring a minimum of [e.g., 80 out of 100 points] on the evaluation rubric will be officially designated as “Prescreened External Organizations.”
- Approval is valid for a period of three (3) years, after which the organization must reapply.

Process for Disseminating the List

To ensure subgrantees have easy access to this resource, the SEA will disseminate the approved list using the following methods:

Public Website Publication

- The fully updated list of Prescreened External Organizations will be published and maintained on the WyEdPRO official Department of Education Directory website.
- The online list will include organization names, contact information, descriptions of services, and geographic areas served.

Communication and Training on External Organizations

- The official and up-to-date list of approved External Youth-Serving Community Organizations will be maintained in the Department of Education Directory.
- Subgrantee program directors and fiscal contacts will be regularly notified of the Online Directory’s existence and instructed on how to access the information.
- Links to the Online Directory will be included in all relevant Request for Applications (RFAs) and application documents.
- The SEA will highlight the External Organizations list and provide guidance during the mandatory annual subgrantee kick-off meeting and/or new director orientation.
- The guidance will note that while the list is a vetted resource, subgrantees are not strictly mandated to partner only with organizations on this list, provided any chosen partner follows local procurement regulations.

Maintenance and Removal

- The SEA reserves the right to remove an organization from the prescreened list at any time if the SEA receives substantiated complaints regarding the quality of service, unethical behavior, or failure to comply with federal, state, or local laws.
- Subgrantees are encouraged to provide feedback on their experiences with external organizations to the SEA State Coordinator at the end of each grant year.