



# Summer Programming: ePlan Application Guide

Tennessee Department of Education | March 2026



# Table of Contents

Introduction .....	4
General ePlan Functionality .....	4
Sections Page.....	4
Printing in ePlan .....	5
History Log .....	6
Related Documents .....	6
Learning Camps Checklist.....	7
Revisions.....	7
Step 1: ePlan User Access .....	8
Step 2: Locate the Summer Programming Applications .....	10
Locating the Summer Programming Waiver .....	10
Locating the Summer Programming Application .....	10
Step 3: Complete the Summer Programming Waiver .....	11
Waiver Questions .....	11
Proposed Camp Dates:.....	11
Proposed Grade 3 Retake Dates .....	11
Benchmark Information .....	11
Waiver Requests .....	12
Daily Hour Requirement .....	12
Number of Days per Week.....	12
Number of Weeks: .....	13
Step 4: Complete the Summer Programming Application.....	13
Cover Page .....	14
Budgeting in ePlan.....	14
Adding Budget Details on the Budget Page .....	15
Budget Expectations.....	15
Major Function Codes .....	15
Object Codes.....	16
Summer Programming Program Details.....	17

Program Overview Questions: ..... 17

Summer Programming Eligibility and Participation..... 18

Summer Programming Personnel..... 19

    Completing the Position Details Page ..... 20

Transportation ..... 21

    Answer the following questions:..... 21

Summer Programming Assurances ..... 21

# Introduction

On January 22, 2021, the Tennessee General Assembly enacted the Tennessee Learning Loss Remediation and Student Acceleration Act to address the learning loss of students due to COVID-19 related school closures. Through this law, all Tennessee school districts were required to offer learning loss remediation summer programs for students in rising grades 1- 8, starting in summer 2021.

Provisions of this law that were set to expire in summer 2023 included Summer Learning Camps for rising grades 1 - 3 and After School Summer Learning Mini Camps (STREAM camps). However, in the 2023 Legislative Session, the Tennessee General Assembly amended the Act to continue summer programming (Summer Learning Camps, After School Summer Learning Mini Camps (STREAM”), and Learning Loss Bridge Camps) for rising grades K-9 annually.

As stated in the Tennessee Learning Loss Remediation and Student Acceleration Act (Tenn. Code Ann. Title 49, Chapter 6, Part 15), all learning loss remediation and student acceleration programs must be in-person. School districts must offer summer programming and may partner with each other to jointly establish the programs. They may also seek assistance from public or non-profit community partners. Public charter schools may choose to offer summer programming or work with the student’s district of residence to ensure they have summer programming options.

For summer 2026, districts will complete two documents in ePlan:

1. Summer Programming Waiver Request
2. Summer Programming and Transportation Funding Application

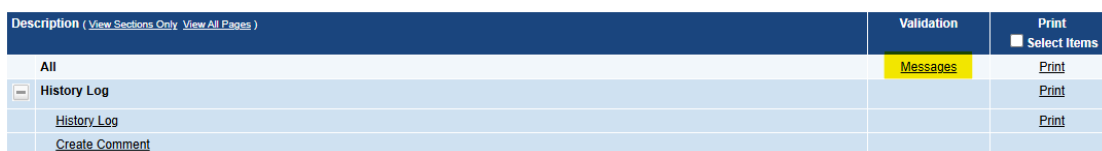
Guidance on allowable flexibility for summer programming can be found on the Learning Acceleration page.

## General ePlan Functionality

### Sections Page

Access each section of the Summer 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 Summer 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.



Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All	<a href="#">Messages</a>	<input type="checkbox"/> Select Items
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		

Figure 1. Messages link located on the Sections page navigates users to the validations running in ePlan.

Items marked Warning are validations that users are not required to address prior to submitting the Summer 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 Summer 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**.

Description ( View Sections Only View All Pages )	Validation	Print
All	Messages	<input checked="" type="checkbox"/> Select Items
[-] Cover Page		<input type="checkbox"/>
Cover Page		<input type="checkbox"/>
[-] History Log		<input type="checkbox"/>
History Log		<input type="checkbox"/>

Figure 2. Print tab allows users to print the entire application or individual pages

- 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.

TDOE Resources			
Below is your list of Print Requests.			
Print Request Name	Request Date	Expiration Date	
My LEA Contacts Page	4/23/2020 2:28:48 PM	4/28/2020 2:28:48 PM	Delete

Figure 3. Generated PDF located on the TDOE Resources page

## 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.

## Related Documents

The Summer 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 Summer Learning Camps application, upload the following documents:

- **Learning Camp Overview** (required for all districts and should include camp dates, daily schedule, and staffing plan)
- **Approved Policy for Priority Students** (required if the LEA adopted a policy)
- **Justification for Capital Purchases Form** (Optional)

## Learning Camps Checklist

LEAs must review the Summer 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 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 **OK** 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 Summer 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 Summer Learning Camps Director, LEA Fiscal Representative, or LEA Authorized Representative may click **Revision Started** at the top of the Sections page.

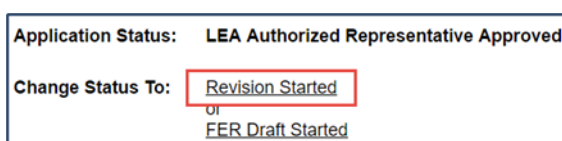


Figure 4. Click Revision Started to amend budget or program items.

When the Summer 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.

Description ( View Sections Only View All Pages )	Revision	Validation	Print
All	Details	Messages	Print
[-] Cover Page			Print
Cover Page			Print
[-] History Log			Print
History Log			Print
Create Comment			
[-] Allocations	Details		Print
Allocations	Details		Print
Remaining \$827,000.00			

Figure 5. View changes made to the application by clicking the Details link under the Revision column.

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**.

Entitlement	Revision
Consolidated	4
Consolidated	3
Consolidated	2
Consolidated	1
Consolidated	0

Figure 6. From the Funding Application screen view revisions by clicking the All Approved Applications in the drop-down menu.

## Step 1: 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](http://ePlan.tn.gov), navigate to the Address Book and LEA Role Contacts, and view who is listed with the **LEA Summer Learning Camp Director** role.

New ePlan users and existing ePlan users who need the new **Summer Learning Camp** User Access role must request an additional role using the [ePlan User Access Form for LEAs](#). Access the form by navigating to [eplan.tn.gov](http://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](mailto: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
<p><b>LEA Summer Learning Camp Director</b></p> <p>(Users with the ESSER or Consolidated Director role were automatically assigned this new role)</p> <p><b>LEA Fiscal Representative</b></p> <p><b>LEA Authorized Representative</b></p>	<p>Click <b>Draft Started</b> (or <b>Revision Started</b> for revisions)</p> <p>Respond to application questions, enter budgets</p>
<p><b>LEA Summer Learning Camp Director</b></p>	<p>Click <b>Draft Completed</b> (or <b>Revision Completed</b> for revisions)</p>
<p><b>LEA Fiscal Representative</b></p> <p>(CFO or treasurer)</p>	<p>Click <b>LEA Fiscal Representative Approved</b></p> <p>(or <b>LEA Fiscal Representative Not Approved</b>)</p> <p>(may also request funds after ESSER Fund application is approved)</p>
<p><b>TDOE Learning Camp Director</b></p> <p>(FPO &amp; OCFO project directors)</p>	<p>Click <b>FPO Leadership Approved</b></p> <p>(or <b>FPO Leadership Not Approved</b>)</p>
<p><b>LEA Authorized Representative</b></p> <p>(Director of Schools)</p>	<p>Click <b>LEA Authorized Representative Approved</b></p> <p>(or <b>LEA Authorized Representative Not Approved</b>)</p>

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 Summer 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 Summer Learning Camp application has been FPO Leadership Approved, LEAs must complete the last step, LEA Authorized Representative Approved, for allocations to become available for reimbursement.

Once a district begins an application, district personnel with the following access may edit the application: (1) LEA Summer Learning Camps Director, (2) LEA Fiscal Representative, and (3) LEA Authorized Representative.

# Step 2: Locate the Summer Programming Applications

## Locating the Summer Programming Waiver

Navigate to the Summer Programming Waiver application from the ePlan homepage by hovering your mouse over **Data & Information**, then select Data and Information.

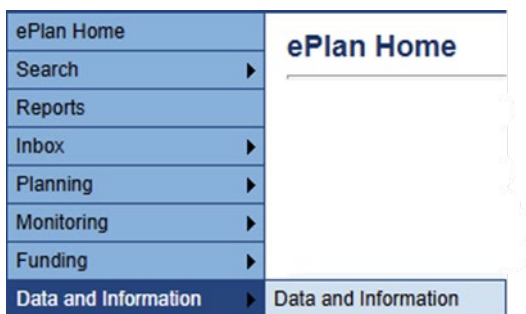


Figure 7. Locate the Summer Programming Waiver by selecting the Data and Information tab.

## Locating the Summer Programming Application

Navigate to the Summer Programming application from the ePlan homepage by hovering your mouse over the **Funding** tab on the left menu bar, then selecting **Funding Applications**.



Figure 8. Locate the Summer Programming Application by selecting the Funding > Funding Application tab.

Select the desired fiscal year (2026) in the upper left corner of the screen. Funding applications are stored in ePlan according to the **state fiscal year**. For example, 2026 indicates the 2025-26 school year.

Click **Summer Learning Camps application** to access the application.

Organization Name Match Type:

Organization Name:

Organization Number:

County:

Fiscal Year:

Funding Application:

Figure 9. Select Fiscal Year 2026, then click on the Summer Learning Camps application.

## Step 3: Complete the Summer Programming Waiver

For summer 2026, the Summer Programming waiver will be included as a part of the ePlan application. Districts wishing to apply for a waiver must complete this section. Waivers **must** be submitted prior to Summer Programming applications being submitted.

Waivers for summer programming are located in the Data and Information tab in ePlan. See step 2 for more information on how to navigate to this page in ePlan.

### Waiver Questions

Districts must answer the following questions to submit for a summer programming waiver.

#### Proposed Camp Dates:

1. What is the start date for Learning Camp, Bridge Camp, and STREAM Mini Camp?
2. What is the end date for Learning Camp, Bridge Camp, and STREAM Mini Camp?
3. What are the district's grade 3 retake dates? Select all dates that apply.

#### Proposed Grade 3 Retake Dates

Districts will select dates that are between May 20 and May 29. Grade 3 retake dates must take place between May 20 and May 29.

#### Benchmark Information

1. Our district requests to utilize a local benchmark to identify priority students and have it considered to be "state-adopted" for the purpose of identifying priority students for summer programming, as defined in the Tennessee Learning Loss Remediation and Student Acceleration Act.
2. Explain the benchmarks you will use and how you will use each benchmark to identify priority students.

**Note:** When explaining modifications, a district should clarify whether benchmarks are modified and whether the district administers benchmarks that measure a portion of grade level standards, all grade

level standards, and whether the benchmark measure the depth of knowledge required of the standard.

3. Name of the locally adopted benchmark assessment requested for use:
  - Rising grade level(s) the benchmark will serve
  - Which performance category will you use to determine priority students for 2026 Summer Programming?
  - Will this benchmark be modified from the standard out-of-box benchmark in any way? If yes, explain how.

**Note:** There is space to enter details for up to 5 benchmarks for rising grades K-9.

### **Waiver Requests**

The Commissioner is granted limited authority to waive the specific requirements of the Tennessee Learning Loss Remediation and Student Acceleration Act, codified at Tenn. Code Ann. Title 49, Chapter 6, Part 15.

The law authorizes the commissioner to waive the following, only as necessary:

1. Number of weeks

**AND**

2. Daily hour requirement

**OR**

3. Number of days per week

### **Daily Hour Requirement**

Our district requests to waive one hour per day that camp is offered.

- Select the camp or camps that the waiver request above will apply to:
  - Summer Learning Camp
  - Learning Loss Bridge Camp
- If requesting a waiver, propose the number of hours requested for camp per day.
- If requesting a waiver, provide a rationale for requesting this waiver.
  - Explain any requests for changes in the hourly delivery of camp.

### **Number of Days per Week**

Our district requests to waive the number of days that camp is offered, from five days per week to 4 days per week, ensuring a total of at least 16 full days of camp regardless of how they are distributed across weeks.

- Select the camp or camps that the waiver request above will apply to:
  - Summer Learning Camp

- Learning Loss Bridge Camp
- If requesting a waiver, propose the number of days requested to run camp.
- If requesting a waiver to adapt the days in the week, please indicate this adaptation.
- If requesting a waiver, provide a rationale for requesting this waiver.
- Explain any requests for changes in the weekly schedule to the delivery of camp.

### Number of Weeks:

Our district requests to waive the number of weeks camp would be offered.

- Select the camp or camps that the waiver request above will apply to:
  - Summer Learning Camp
  - STREAM Mini Camp
- If requesting a waiver, propose the number of weeks requested to run camp.
- If requesting a waiver, provide a rationale for requesting this waiver.
- Explain any requests for changes in the overall camp delivery design.

**Note:** Summer Programming waivers must be submitted prior to the Summer Programming application being submitted.

## Step 4: Complete the Summer Programming Application

Navigate to the Summer Programming application from the ePlan homepage by hovering your mouse over the Funding tab on the left menu bar, then selecting **Funding Applications**. The Summer Programming waiver must be submitted prior to submitting the camp application, if submitting a waiver.

**Note: The Transportation allocation is within the Summer Programming application this year.**

For summer 2026, districts will be asked to complete ePlan applications using the following guidance:

- **Budgeting:** Each district is to complete **two budgets**:
  - Learning Camp: budget all summer camp funds through the learning camp budget. This includes the Learning Camp, STREAM Camp, and Bridge Camp.
  - Transportation: budget all transportation expenses from all three camps in the transportation budget.
- **Personnel:** Each district needs to combine all personnel information into **one** camp, the Learning Camp. This includes the personnel from the Learning Camp, STREAM Camp, and Bridge Camp.
- **Program details:** Each district is to complete the program details for each camp. This information will not be combined.

- **Student eligibility and participation:** Each district is to complete the student eligibility and participation section for each camp. This information will not be combined.

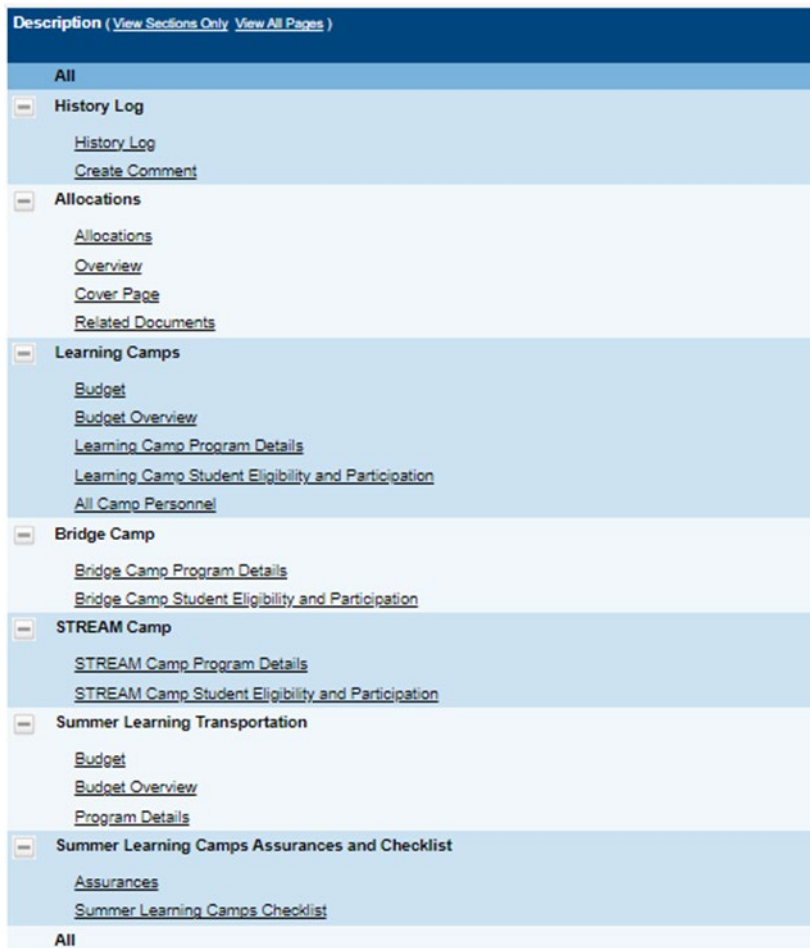


Figure 10. Sections needed to complete the Summer Programming application include Cover Page, Learning Camps Budget, Program Details for each camp and Transportation, Personnel, Student Eligibility and Participation for each camp, and Assurances.

## 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 Summer Programming application Point of Contact

If any information on this page changes within the school year, and district must update this page.

## Budgeting in ePlan

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

LEAs must complete a transportation budget and a Learning Camp budget for summer 2026.

## 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.
- *72210—Support Services/Regular Instruction Program*: Expenditures include activities that support the day-to-day operations of the regular instructional program and may include instructional leadership and curriculum support that help ensure high-quality teaching and learning.
- *72310—Board of Education*: Expenditures include 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

## Summer Programming Program Details

Each grant in the Summer Programming 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.

LEAs must complete the Program Details section for each camp.

### Program Overview Questions:

#### Select the following dates:

1. Waiver Information:
  - a. My district is requesting a waiver for summer programming for summer 2025. Note that waivers can be found in the Data and Information section of ePlan and must be submitted prior to the funding application submission.
  - b. My waiver has been submitted.
2. What is the Camp start date?
3. What is the Camp end date?

Note that rising kindergarten camp dates may be on the same schedule as rising grades 1- 9 or may follow a different schedule, so long as rising kindergarten camps end prior to the start of school. Please note that no fiscal FERs may be complete and summer camp budgets cannot be closed until all camps have ended.

4. Post-testing must take place before camp concludes. Proposed post-test begin date:
  - a. This should be the first date to administer a post-test.

- b. Districts may request to administer the post-test as early as June 5.
- 5. Proposed post-test end date:
  - a. This should be the last date to administer a post-test.
- 6. My end date ensures students complete the post-test prior to camp ending? [Yes/No]

**Select Yes or No for the following questions:**

- 7. Did the district adopt a policy that requires participation for priority students based on the criteria in the Tennessee Learning Loss Remediation and Student Acceleration Act?

\*If yes, upload the corresponding documentation to the Related Documents page.

**Provide the enrollment as a whole number:**

- 8. How many students in your district meet the criteria for priority status as defined in the Tennessee Learning Loss Remediation and Student Acceleration Act?

**Select Yes or No for the following question. If yes, select all of the funding sources:**

- 9. Is your district using other funding sources to support this camp? [yes or no] if yes, select:
  - State and Local
  - Community Partnerships
  - Others\*\*

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

## Summer Programming Eligibility and Participation

The district must complete the Student Eligibility and Participation page for each camp. This page assists districts in tracking the number of students participating in summer programming. Students may only be counted once for each demographic of students (Columns A and C) attending the camp. Students included in the "Number of students projected to enroll who qualify as ED" (Column A) should NOT also be counted in the "Number of students projected to enroll who meet the priority status" (Column C). For example, a child who qualifies as Economically Disadvantaged (ED) cannot also be counted in the priority status in the Tennessee Learning Loss Remediation and Student Acceleration Act. The district must determine where to include the student in the count.

- Columns A and C should total the projected summer camp enrollment listed in Column E and the percentages in Columns B and D should equal 100% when totaled for Column F. The percentages will auto-populate and must equal 100% before the application can be submitted. All numbers entered in the chart must be whole numbers.
- Districts have the ability to locally determine how to best prioritize and serve students who meet the priority status definition across grade levels. Districts are not required to serve a specific number of students per grade level but rather should determine how to best serve students that meet priority status in their community across all grade levels.

- Each district is to complete the Student Eligibility and Participation section for each camp. This information will not be combined.

**Note:** You should expect the same number of students identified in the Summer Learning Camp and STREAM Mini Camp since both camps serve the same rising grades K-3.

LEAs must complete the Program Details section for each camp.

Column A	Column B	Column C	Column D	Column E	Column F
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 "Tennessee Learning Loss Remediation and Student Acceleration Act".	Percent of students projected to enroll who meet the priority status as defined in "Tennessee Learning Loss Remediation and Student Acceleration Act".	Total projected summer camp enrollment	Percent total projected summer camp enrollment
	<i>This column will auto calculate by dividing Column A by Column E.</i>		<i>This column will auto calculate by dividing Column C by Column E.</i>		<i>This column will auto calculate by adding Column B and Column D.</i>
<input type="text"/>	<input type="text" value=".00"/> %	<input type="text"/>	<input type="text" value=".00"/> %	<input type="text"/>	<input type="text" value=".00"/> %

Figure 11. Complete columns A, C, and E of the Student Eligibility and Participation page for each camp.

- **Column A-** Enter the number of students projected to enroll who qualify as ED.
- **Column B-** ePlan auto-populates the percentage of students attending summer camp who qualify as ED. ( $A/E=B$ )
- **Column C-** Enter the number of students projected to enroll who meet the priority status as defined in Public Chapter 1.
- **Column D-** ePlan auto-populates the percentage of students who meet the priority status as defined in Public Chapter 1. ( $C/E=D$ )
- **Column E-** Enter the total projected summer camp enrollment. ( $A+C=E$ )
- **Column F-** ePlan auto-populates the percentage of total projected summer camp enrollment. ( $B+D=$ must equal 100%)

## Summer Programming Personnel

The district must complete the All Camp Personnel page in the Learning Camps section. This page assists districts in tracking the number of personnel participating in summer programming.

All summer programming personnel from all camps should be entered in the All Camp Personnel portion of the application.

### Overview of the Position Names

Position Name	Overview
<b>Teachers</b>	The Teachers position classification column may include Teachers and Interventionists.
<b>Education Assistants</b>	The Education Assistants classification column may include but not limited to paraprofessionals, education assistants, and teacher aides.

<b>Alternative Educators</b>	The Alternative Teachers classification column may include but not limited to teacher preparation candidates and retired teachers.
<b>Administration Employees</b>	The Administration Employees classification column may include site administration such as principals, assistant principals, or administration candidates.
<b>Food Service Employees</b>	The Food Service Employees classification column may include but not limited to cafeteria manager, cook, and food service bookkeeper.
<b>Health Employees</b>	The Health Employees classification column may include site administration such as nurse and LPN.
<b>Transportation Employees</b>	The Transportation Employees classification column may include site administration such as transportation director and bus driver.
<b>Custodian Employees</b>	The Custodian Employees classification column may include site administration such as custodian or janitor.
<b>Others</b>	The Others classification column may include positions that do not fit as defined above.

### Completing the Position Details Page

- If Summer Programming funds are used to pay employees, enter the headcount and an FTE for all staff members. These staff members may be hired or paid a stipend to implement summer 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 paid for by Bridge Camp funds.
- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

Figure 12. Complete Headcount and FTE's in the table on the Personnel Page for all personnel assigned to Learning, Bridge, and STREAM camps.

Note that staff salaries paid outside of Summer Programming funds do not need to be recorded in this section. **For example, transportation grant personnel are not to be included in any of the summer programming camps personnel since these are two different grants.**

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

## Transportation

The transportation section is immediately following the STREAM Mini Camp section. Please note that budgeting guidance for Summer Programming should be referenced for completing this section as well.

### Answer the following questions:

Provide answers to the following questions based on summer programming camp plans for Summer Programming.

1. How does the planned use of these funds align with your current student transportation services?
2. How does the planned use of these funds directly tie to the Summer Learning transportation?
3. Identify other grant applications that are funding summer programming transportation:
  - Summer Learning Camp Application Funds**
  - None**
  - Other**

*\*If you responded other, type the funding source*

4. How many estimated students will use school transportation for summer programming?

## Summer Programming Assurances

Districts must review and sign off on summer programming assurances. Districts must adhere to assurances in order to receive reimbursement funds from the department. After reviewing the assurances, districts are asked to check a box that states, "The local education agency (LEA) hereby assures the state education agency (SEA) that the LEA meets each of the following conditions" and lists the below statements:

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 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.

Permission is granted to use and copy these materials for non-commercial educational purposes with attribution credit to the "Tennessee Department of Education". If you wish to use the materials for reasons other than non-commercial educational purposes, please contact the Office of General Counsel at (615) 741-2921 or [TDOE.GeneralCounsel@tn.gov](mailto:TDOE.GeneralCounsel@tn.gov). View and access the [Copyright/Trademark Permissions Request Form](#).