

Certifying APR Reporting (By Semester)

The APR reporting process has changed beginning with the 2016-17 school year. DESE must now report 21st CCLC data to the U.S. Department of Education each semester rather than one time per year in order to comply with the new federal reporting requirements. Sub-grantees will now electronically certify data in Kids Care Center (KCC) each semester rather than submitting a single paper report at the end of the year. The reporting semesters are: summer (*if applicable*), fall and spring.

Sub-grantees must report data three (3) times a year if providing a summer program or twice (2) a year if not providing a summer program (fall and spring). Sub-grantees are to review the new KCC report for the applicable reporting period (semester) and then certify that the data in the report is accurate and complete.

The reporting schedule is:

Summer (if applicable) – must certify no later than August 15

Fall (all programs) – must certify no later than January 31 (*extended to February 15, 2017*)

Spring (all programs) – must certify no later than July 15

Directions:

For each reporting semester, sub-grantees will:

- In KCC, select reports
- Choose the “Certification by Term - Grantee Site APR Report” (this is report #2353 under grantee reports-if you can see report numbers with the name)
- Sub-grantees will choose the specific reporting period by dates:

Note: The input dates are for each site’s actual begin/end date. Each site may have slightly different dates.

- Begin date/end date for summer semester (*if applicable*)
 - Begin date/end date for fall semester (everyone)
 - Begin date/end date for spring semester (everyone)
- Run the report
 - Review data (If data appears inaccurate or incomplete, correct data in system and repeat steps)

Once data appears accurate and complete in the report:

- Select appropriate site
- Go to **Site Data Requirements**
- Click on the appropriate reporting semester:
 - Summer APR Data Verification, *if applicable*
 - Fall APR Data Verification
 - Spring APR Data Verification
- Click on **Add 2016 Verification Data**
- Click yes to certify that you have reviewed and verify the report data is accurate and complete for federal reporting.

Repeat steps for each reporting semester.