



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

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GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
DC MURIEL BOWSER, MAYOR



# DC PUBLIC SCHOOLS

## POLICY PALOOZA

*Policies and Requirements for DCPS  
School Program Providers*

DCPS Partnerships Team  
January 2024

# Agenda

## I. Objectives

II. DCPS School Partnerships

III. Requirements for School Program Providers

IV. Policy Updates & Reminders

V. Systems and Resources



# Today's Objectives

During today's session, we will:

- ✓ Discuss how DCPS works with school partners
- ✓ Share requirements for School Program Providers
- ✓ Review systems and resources
- ✓ Clarify questions

# Agenda

I. Objectives

**II. DCPS School Partnerships**

III. Requirements for School Program Providers

IV. Policy Updates & Reminders

V. Systems and Resources



# Office of Engagement and Partnerships: Partnerships Team

*Aims to build the capacity of central office, school administrators, and teachers to ensure partners, schools and the DCPS Central Office maximize the impact of their partnerships on key organizational goals and priorities.*



**Maggie Gurley**

**Chief of Staff**



**Sarah Parker**

**Officer, Engagement and Partnerships**



**Abby Cohen**

**Manager, Partner Engagement**



**Katie Williams**

**Coordinator, Partnerships and Donations**

# Our Core Beliefs

## **The DCPS community extends beyond the school walls.**

Students, teachers and staff, central office, families, partners, and greater DC make up the DCPS community.

## **Families are experts in their child and partners in their success.**

All families care about their children, want to succeed, and are capable of supporting students' growth. Families are their child's first teachers and we value them as co-educators.

## **DCPS can't do this work in isolation.**

We value the entire DCPS community as key contributors to student success. It is only through collaboration between DCPS and our families, communities and partners that we will be able to accelerate student outcomes.

## **Equity of voices and access to DCPS leadership is essential to this work.**

We genuinely listen to our community, respect their varying needs and opinions, and work hard to ensure equal access to decision makers when influencing policy and programming.

# Agenda

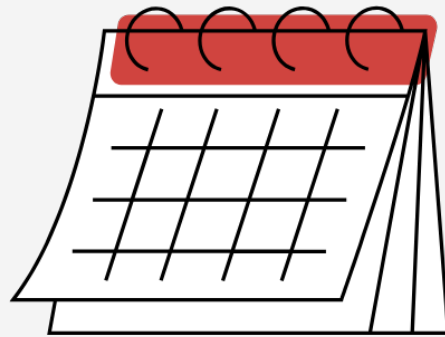
- I. Objectives
- II. DCPS School Partnerships
- III. Requirements for School Program Providers**
- IV. Policy Updates & Reminders
- V. Systems and Resources

# What is a School Program Provider?

**An SPP is an organization that...**



Provides its own programming to DCPS students



Works with students 3+ times per school year



Is NOT a health or mental health provider\*

\*Groups that provide health services or screenings (including physical/mental health or programs for expectant/parenting students) have a separate application process



# What is a School Program Provider?

## Examples of SPPs include...



- Tutoring programs
- Mentoring programs
- Dance class providers
- Aftercare providers



- Field trip opportunities
- Volunteer groups
- Dental health providers
- Curriculum vendors

# Requirements for School Program Providers



**1**  
Register as an SPP in the Partnerships Database



**2**  
Partner with a school or Central Services Team



**3**  
Obtain a formal agreement (MOA, PO, or contract) with DCPS



**4**  
Have all staff and volunteers cleared by DCPS (no other clearances are sufficient, including DCHR)



**5**  
Enter into a Facilities Use Agreement with the Department of General Services (DGS) *(if using a DCPS facility outside of regular hours) \**



**6**  
Obtain an annual donation agreement *(if providing free programming)\**

\*Step 5 and Step 6 are only required if operating outside of regular school hours or providing free programming, respectively.

## Partnerships Preparedness Checklist

- I am a registered School Program Provider.
- I have partnered with a school(s).
- I have an active agreement with DCPS (Purchase Order or Memorandum of Agreement).
- All of my staff and volunteers have been cleared by the DCPS Clearance Office.
- (If working in DCPS building) I have a Facilities Use Agreement with the Department of General Services for the school(s) in which I'll be operating.
- (If providing free programming to DCPS) I have a donations agreement with DCPS.

Visit [dcpspartnerhips.com](https://dcpspartnerhips.com) to see all available resources for SPPs.

## WHERE DO I START?

There are a number of steps required to become a DCPS Partner depending on what type of programming you provide and how you provide it to the district. We understand it can be confusing to know where to start! Answer these questions for more information on where to begin.



## STEP 1

# Register as a school program provider



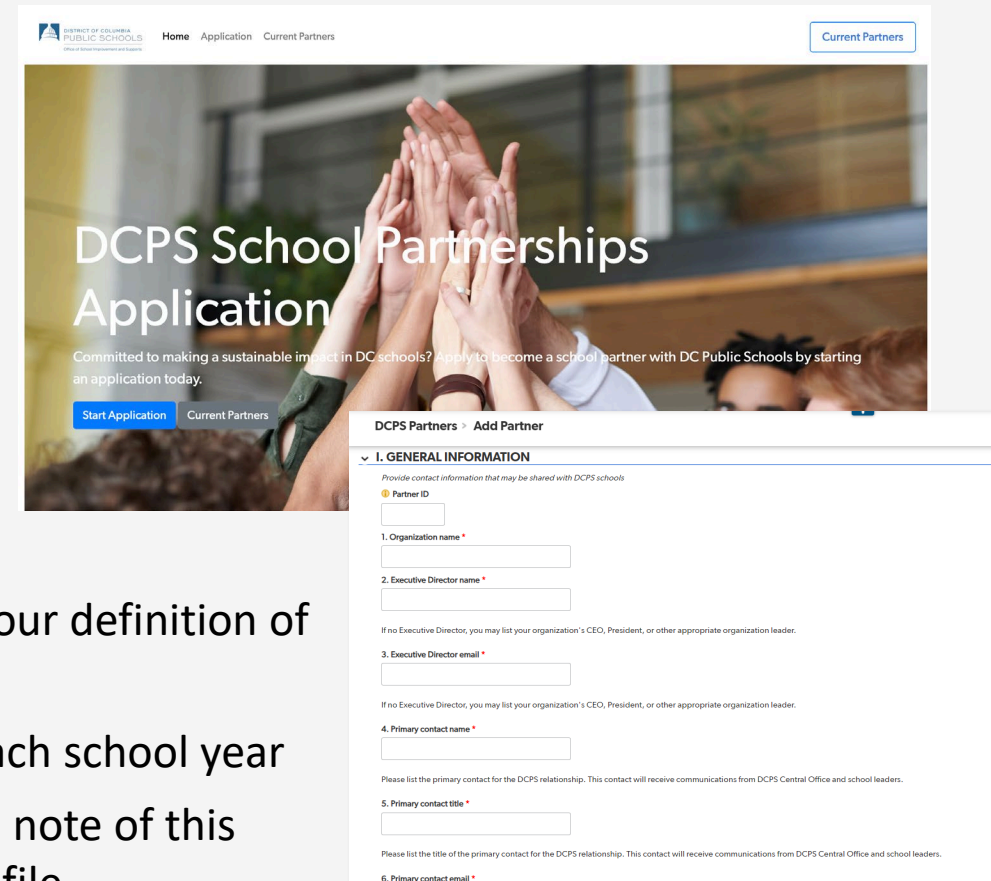
# 1. Register as a School Program Provider

## Why do organizations need to register as SPPs?

- Provides opportunity for SPPs to share information about their program with schools
- Ensure all SPPs are aware of DCPS requirements (clearances, insurance, etc.) each year
- Allows schools to keep record of partnerships with SPPs

## How does the registration process work?

- SPPs register online through our [database](#)
- Applications are reviewed monthly to ensure organizations meet our definition of an SPP and are aligned with our [DCPS mission and values](#)
- SPPs need to reconfirm their registration each summer prior to each school year
- **NOTE:** When registering, you will receive a Partner ID. Please take note of this number as it will allow you to access and update your partner profile.



The image shows a screenshot of the DCPS School Partnerships Application website. The top navigation bar includes 'Home', 'Application', and 'Current Partners', with a 'Current Partners' button on the right. The main heading is 'DCPS School Partnerships Application' with a sub-heading 'Committed to making a sustainable impact in DC schools? Apply to become a school partner with DC Public Schools by starting an application today.' Below this are 'Start Application' and 'Current Partners' buttons. An inset shows a registration form titled 'DCPS Partners - Add Partner' with a dropdown for 'I. GENERAL INFORMATION'. The form includes a 'Partner ID' field and six numbered fields: 1. Organization name, 2. Executive Director name, 3. Executive Director email, 4. Primary contact name, 5. Primary contact title, and 6. Primary contact email. Each field has a red asterisk indicating it is required. Small text provides instructions for listing organization leaders and contact information.

# POP QUIZ!

## **True or False?**

An organization providing health or mental health services is considered a School Program Provider.



# POP QUIZ!

## True or False?

An organization providing health or mental health services is considered a School Program Provider.

**FALSE**

Organizations that provide health or mental health services must complete separate applications through the School Mental Health and Health Services teams and should not register as an SPP.

## STEP 2

# Partner with a school or Central Services team



## 2. Partner with a school or Central Services Team

- **Reach out to a school that is in your neighborhood.** One of the best connections you can make with a school is to show your connection to the community.
- **Email principals** in schools with whom you are interested in partnering to discuss your program and its benefits to students.
- **Reach out to the Partnerships Team** to see if there are any specific needs that your programming may address.
- **Contact the relevant Central Services team** and demonstrate how your program is aligned with DCPS' strategic priorities.

Check out our website for more guidance and resources for developing a partnership:

[www.dcpspartnerships.com/partner](http://www.dcpspartnerships.com/partner)

### STEP 3

# Obtain a formal agreement with DCPS



# 3. Obtain a formal agreement with DCPS

Agreements formalize important aspects of your organization's partnership with DCPS.

## MEMORANDUM OF AGREEMENT (MOA)

- For SPPs not charging DCPS for services
  - Programs that are being paid for by a PTO/PTA and not directly by a school also require an MOA with DCPS
- Must be between DCPS and the partner, not the partners and the schools
- Must be signed by the Chancellor, not a school principal
- Includes insurance requirements which must be fulfilled before signing the MOA

## PURCHASE ORDER (PO) / CONTRACT

- For School Program Providers who are receiving funding from DCPS for their services
- Typically managed by the school or Central Services program team and issued by the Office of Contracts and Acquisitions (OCA)
- Requirements vary based on the cost of services
- Vendors must be registered in the DC Vendor Portal

### 3. Obtain a formal agreement with DCPS

**Principals are not allowed to sign agreements with SPPs. They must be signed by the Chancellor or Contracting Officer.**

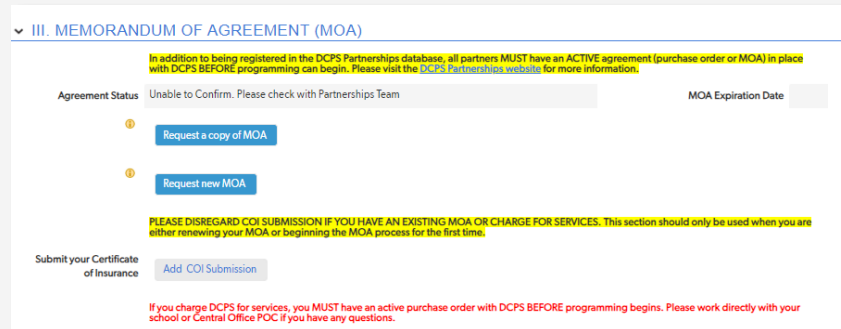




# 3.1 Agreements – How can I check if I have a valid one?

## Memorandum of Agreement (MOA)

- Registered SPPs can request a copy of their current MOA in the Partnerships database
- MOA expiration dates are set to August in or prior to the expiration year of the MOA



III. MEMORANDUM OF AGREEMENT (MOA)

In addition to being registered in the DCPS Partnerships database, all partners MUST have an ACTIVE agreement (purchase order or MOA) in place with DCPS BEFORE programming can begin. Please visit the [DCPS Partnerships website](#) for more information.

Agreement Status	Unable to Confirm. Please check with Partnerships Team	MOA Expiration Date	
------------------	--	---------------------	--

1 Request a copy of MOA

2 Request new MOA

PLEASE DISREGARD COI SUBMISSION IF YOU HAVE AN EXISTING MOA OR CHARGE FOR SERVICES. This section should only be used when you are either renewing your MOA or beginning the MOA process for the first time.

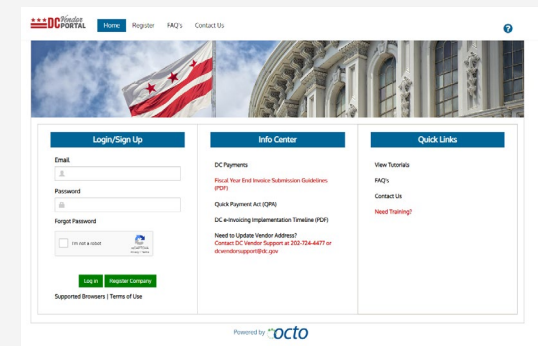
Submit your Certificate of Insurance

Add COI Submission

If you charge DCPS for services, you MUST have an active purchase order with DCPS BEFORE programming begins. Please work directly with your school or Central Office POC, if you have any questions.

## Purchase Order (PO)/Contract

- Log in to your profile on the [DC Vendor Portal](#)
- Unlike MOAs, POs expire at the end of each fiscal year (9/30/XX)
- Reach out to your school or Central Services point of contact for information
- POs are managed by the DCPS Office of Contracts and Acquisitions ([dcpsoca.inquiries@k12.dc.gov](mailto:dcpsoca.inquiries@k12.dc.gov))



DCPS Vendor Portal

Home Register FAQ Contact Us

DC Flag

Login/Sign Up

Email

Password

Forgot Password

Log In Register Company

Info Center

DC Payments

Final Year End Invoice Submission Guidelines (PDF)

Quick Payment Act (CPA)

DC e-Procurement Implementation Timeline (PDF)

Need to Update Vendor Address? Contact DC Vendor Support at 202-724-4477 or [dcvendorsupport@dc.gov](mailto:dcvendorsupport@dc.gov)

Quick Links

View Tutorial

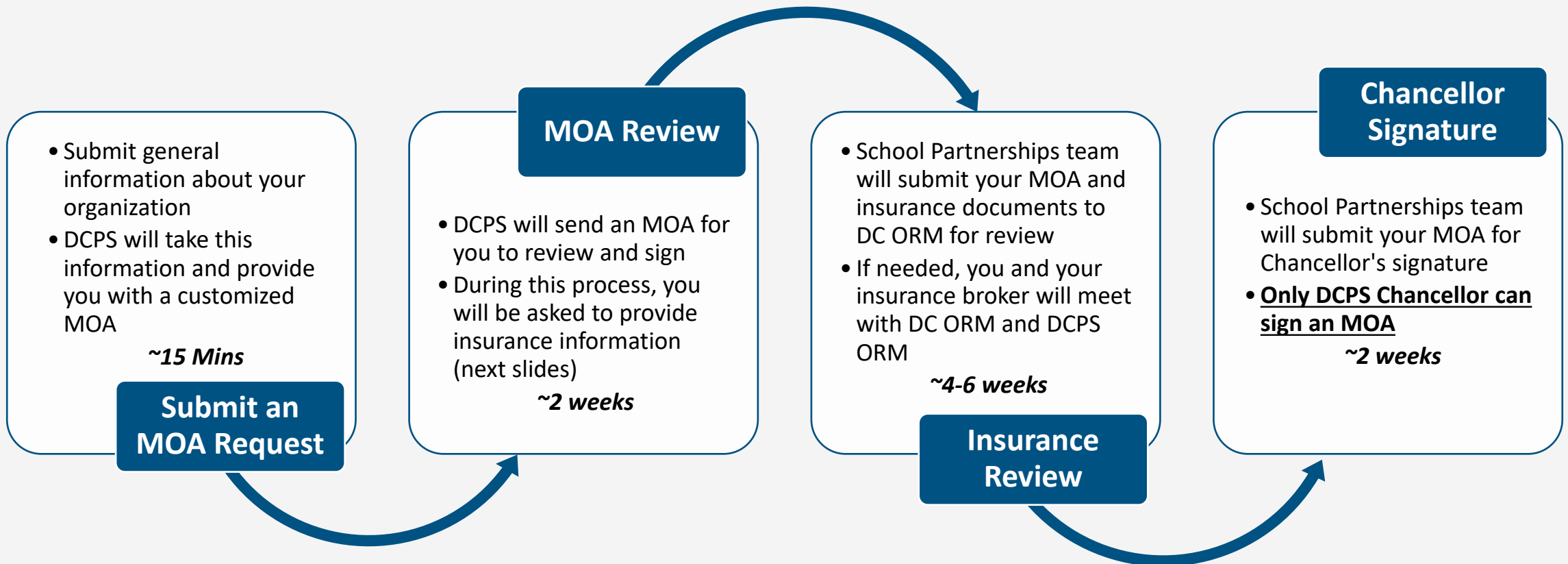
FAQs

Contact Us

Need Training?

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## 3.2 Agreements – MOA Timeline



## 3.2 Agreements – MOA Timeline

**MOAs can take upwards of 90 days to finalize. If your MOA is set to expire soon, please begin the renewal process as soon as possible!**

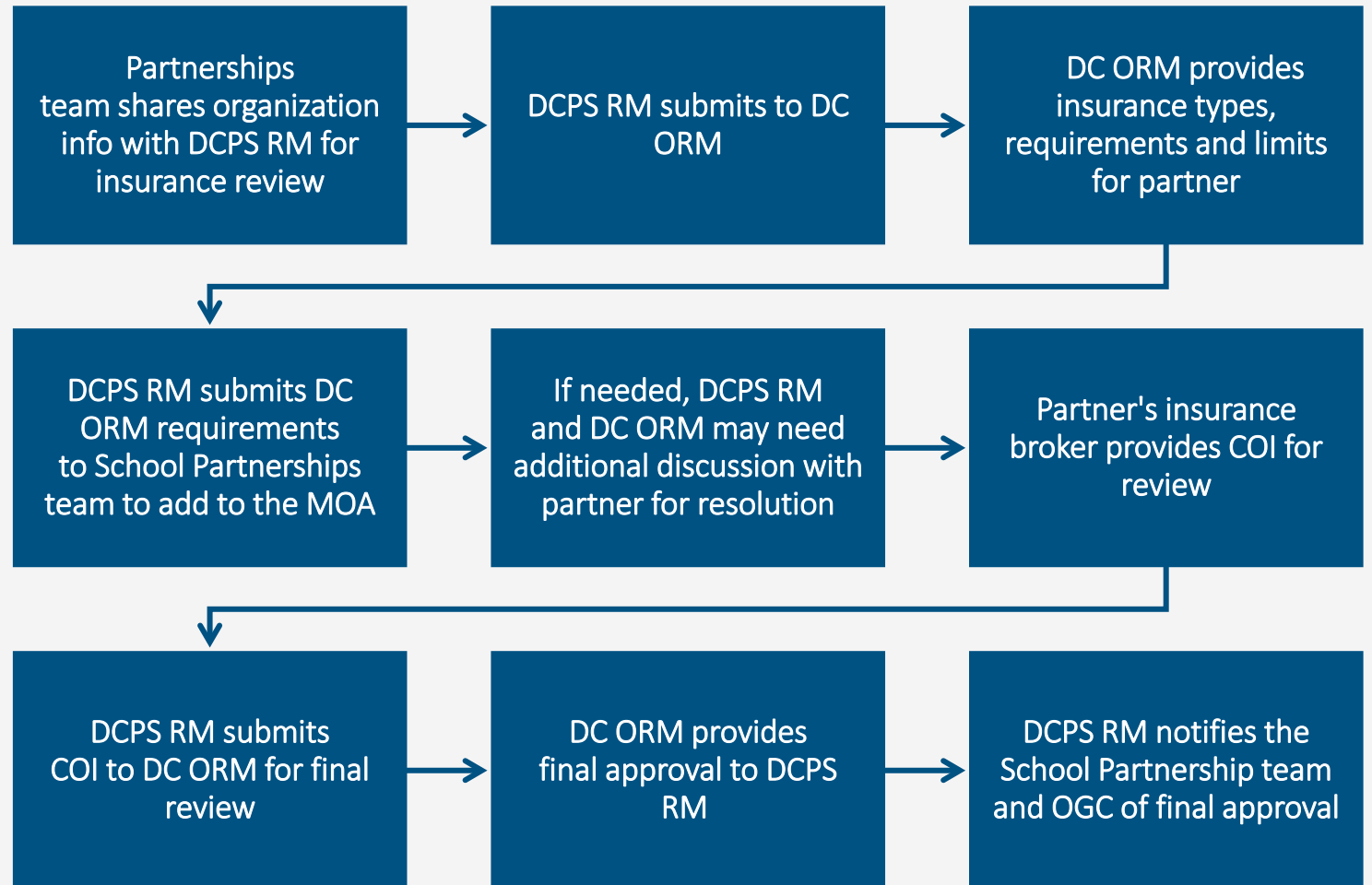


# 3.3 Agreements – MOA Insurance Review Process

This phase involves several steps and requires cross-agency collaboration.

Please work closely with your insurance broker to ensure you are submitting all requested documents to avoid delays.

*For Learn24 Grantees: When requesting an MOA with DCPS, please share your 1) current COI and 2) email confirmation from Learn24 of insurance compliance to expedite the review process.*



## 3.4 Agreements – MOA Insurance Requirements

The DC Office of Risk Management (DC ORM) will determine insurance requirements based on your organization and the details of your programming. These requirements can vary, but typically include:

- Commercial General Liability Insurance
- Automobile Insurance (if applicable)
- Sexual Abuse and Molestation (SAM) Insurance
- Cyber Liability Insurance (if applicable)
- Umbrella/Excess Liability Insurance

**Please note:** DCPS does not determine these requirements. Any insurance negotiations must be done through DC ORM. DCPS cannot finalize your agreement before DC ORM confirms all insurance requirements have been met.

# POP QUIZ!

## **True or False?**

The principal at the school in which I'm providing programming should sign my DCPS MOA.



# POP QUIZ!

## True or False?

The principal at the school in which I'm providing programming should sign my DCPS MOA.

**FALSE**

Principals are not allowed to sign agreements with SPPs. They must be signed off by the Chancellor (MOA) or Contracting Officer (Purchase Order/Contract).

## STEP 4

Have all staff and volunteers  
cleared by DCPS



## 4. DCPS Clearance - Overview

- DCPS requires all individuals providing services, whether **in-person or virtually**, to complete the **DCPS Clearance** process **PRIOR** to providing services
- Cleared individuals will receive a DCPS Clearance Letter, which should be kept for their records and provided to their program contact
- **DCPS clearances are valid for 2 years.**

# 4.1 Steps for Completing DCPS Clearance Process – Contractors/Providers

**Definition:** Individuals providing services to DCPS students, schools, and/or offices and receiving compensation for said services, either by DCPS or through a partner organization

## 1. Submit your DCPS Clearance Application

- This application initiates multiple components including:
  - TB Risk Assessment (*If required, you will receive a separate email on how to complete the TB test*)
  - Sex Offender Registry Screening
- **Results: 3-5 business days**

## 2. Complete Fingerprinting appointment through FieldPrint

- Schedule and complete your fingerprinting through FieldPrint
- Detailed information on that process can be [found here](#)
- **Results: 3-5 business days**

## 3. Complete the Mandatory Drug and Alcohol Testing (MDAT) Screening

- All contractors/program provider employees with possible unsupervised interaction with students for ten or more minutes must complete and pass a drug and alcohol screening
- **Results: 7-10 business days**

# 4.2 Steps for Completing DCPS Clearance Process – Volunteers, Supervised/Unsupervised

**Definition:** Individuals who are not compensated for their work with DCPS

## 1. Submit your [DCPS Clearance Application](#)

- This application now initiates multiple components including:
  - TB Risk Assessment (*If required, you will receive a separate email on how to complete the TB test*)
  - Sex Offender Registry Screening
- **Results: 3-5 business days**

## 2. Complete Fingerprinting appointment through FieldPrint

- Schedule and complete your fingerprinting through FieldPrint
- Detailed information on that process can be [found here](#)
- **Results: 3-5 business days**

## 4.3 Resources: Clearance Process Requirements

Submitting the DCPS clearance application will initiate these two checks

Screening	Contractor / Program Provider	Volunteer, (Unsupervised / Supervised)
Fingerprints*	✓	✓
TB Test*	<i>If needed</i>	<i>If needed</i>
SOR check	✓	✓
Drug test*	✓	X

\* Requires an additional step be taken by the applicant to complete



# 4.4 Clearance Process Tips and Tricks

Use the following information to help your employees/volunteers through the process.

- ✓ **Confirm your staff/volunteers have applied.** Ask for application submission confirmation emails from your employees/volunteers.
- ✓ **Confirm your staff/volunteers have active clearances.** Collect and track individuals' DCPS clearance letters so that you know they are cleared and when they will have to renew.
- ✓ **Include your organization's contact information.** Instruct staff/volunteers to list your organization's email as the secondary point of contact on their clearance applications.
- ✓ **Help us track the correct people.** If you reach out to the DCPS clearance team for status updates on individuals, please include:
  - Their full name and EITHER:
    - The last 4 digits of their social security number; or
    - Their birthday

## STEP 5

Enter into a Facilities Use Agreement with DGS *(if operating outside of regular school hours)*



# 5. Facilities Use Agreements

All SPPs using DCPS space outside of regular school hours must submit an Application to Use Facilities to the Department of General Services (DGS) Realty Office 20 business days\* before use.

- Applications must be **signed by the principal**
- Applications can be emailed to [Realty.Applications@dc.gov](mailto:Realty.Applications@dc.gov)
- DGS will ask for a COI with DC Government listed as the insured
- Depending on several factors, SPPs might be charged fees for rent, security and/or custodial overtime
  - You should **NOT** be charged for security if:
    - You are a **FREE** school program provider in good standing
    - You operate in one of the [55 schools](#) that offers DCPS-sponsored afterschool programming and your program ends by 6:00pm

Visit  
[dcpshpartnerships.com/facilities-use-agreement](https://dcpshpartnerships.com/facilities-use-agreement)  
for more info.

\*For program providers holding 2024 summer programming, these applications are due May 3<sup>rd</sup>.

## STEP 6

Obtain an annual donation agreement *(if providing free programming)*



# 6. Donations Process (free programs only)

**Organizations providing free programming to DCPS must go through the donations process as dictated by the Mayor's Office.**

1. Review the [Mayor's Memorandum on Donations and Gifts](#) to confirm no conflict of interest
2. Submit information about your donation on our [online form](#)
3. DCPS Partnerships team will submit donation information to ServeDC in the Mayor's Office for review and approval
4. Sign Donation Agreement
5. Receive fully executed Donation Agreement from DCPS

**See more on the DCPS donation process at  
[dcpshpartnerships.com/donations](https://dcpshpartnerships.com/donations)**

# POP QUIZ!

## **True or False?**

If you have a clearance from DCHR, you do not also need to complete the DCPS Clearance process.

# POP QUIZ!

## True or False?







If you have a clearance from DCHR, you do not also need to complete the DCPS Clearance process.

**FALSE**

All providers and volunteers **MUST** be cleared through the DCPS Clearance process. No other clearances will be accepted.

Screenshot  
this page for  
reference!

# OVERVIEW OF DCPS SCHOOL PROGRAM PROVIDER REQUIREMENTS

STEP		WHEN IS IT REQUIRED?	RENEWAL	RESOURCE	POINT OF CONTACT
	Register as School Program Provider	Always	Annually: You will be asked to reconfirm your registration before each school year.	<a href="https://dcpspartnerships.com/register">dcpspartnerships.com/register</a>	DCPS.Partnerships@k12.dc.gov
	Partner with a school or Central Services team	Always	Annually: You should confirm each school year that the school or Central team would like to continue the partnership.	<a href="https://dcpspartnerships.com/partner">dcpspartnerships.com/partner</a>	School or Central Services POC
	Obtain a formal agreement with DCPS	Always	Purchase Order (PO): Expires at the end of each fiscal year (9/30/XX), unless state otherwise. Memorandum of Agreement (MOA): 5 years, unless stated otherwise.	<a href="https://dcpspartnerships.com/register">dcpspartnerships.com/register</a>	DCPS.Partnerships@k12.dc.gov
	Have all staff and volunteers cleared by DCPS	Always	Every two year: DCPS clearances are valid for 2 years	<a href="https://dcpspartnerships.com/clearances">dcpspartnerships.com/clearances</a>	DCPS.Clearance@k12.dc.gov
	Enter into a Facilities Use Agreements with DGS	If operating outside of regular school hours	Annually, unless stated otherwise	<a href="https://dcpspartnerships.com/facilities-use-agreement">dcpspartnerships.com/facilities-use-agreement</a>	Realty.Applications@dc.gov
	Obtain an annual donation agreement	If providing free services or materials	Annually, unless stated otherwise	<a href="https://dcpspartnerships.com/donations">dcpspartnerships.com/donations</a>	DCPS.Partnerships@k12.dc.gov



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- V. Systems and Resources

# Policy Update: AFSCME Tour of Duty

- Effective October 18, 2023, a new collective bargaining agreement (CBA) is in effect for American Federation of State, County and Municipal Employees (AFSCME) Local 2921. **Please note these specific highlights for AFSCME members who are employed by DCPS as paraprofessionals:**
- As of **January 2, 2024**, tours of duty for part-time paraprofessionals shifted to **8:00 am- 4:30 pm** to align with a 40-hour work week.
- Paraprofessionals who serve in partner-led after-school programs will be paid, by DCPS, the hourly rate on their newly negotiated pay scale as designated by their grade and step from **3:30- 4:30 pm**. Please note that these employees can continue to support after-school programming if their role's duties are encompassed in the [DCPS paraprofessional position description](#) but can only be paid by partner programs beginning at 4:30 pm daily.
- **Please note:** if partner programs continue to pay AFSCME paraprofessionals from 3:30-4:30 pm after January 2, 2024, those AFSCME paraprofessionals may be liable for "double dipping" and subject to loss of DCPS employment and other penalties.
- We recommend a review of salaries and hours for impacted individuals to ensure appropriate staffing levels and support continuity of operations.

# Reminder: Mandated Reporter Training

**Anyone who works directly with students is classified as a mandated reported. All DCPS volunteers, employees, and contractors working with students must take the Mandated Reporter training.**

Individuals should complete the [Child and Family Services Agency's Self Training](#) and will receive a certificate upon completion.

# Reminder: Incident Reporting

If an incident regarding the behavior, safety, or health of any DCPS student and/or any provider personnel occurs during programming, report it to:

1. School-based point-of-contact
2. Central office via [incident reporting form](#)
3. Point of contact in your agreement

**Examples:** Student is hurt, student leaves the premises, inappropriate interaction between student and staff member, staff is hurt

# Reminder: Language Access Services

DCPS is committed to serving students and families from diverse languages and backgrounds and strives to give families information in a language they understand to ensure equitable access to programs.

Any organization that receives District funding is required to comply with the [DC Language Access Act](#).

Visit the [DCPS Partnerships website](#) for resources and best practices from the DCPS Language Acquisition Division.

## Language Access

- [Serving English Learner Students \(Fall 2023 Lunch & Learn\)](#)
- [Guidance for Partner Organizations on Communicating with Limited English Proficient Families](#)
- [How to Use Language Line \(video\)](#)
- [Language Line Instructions \(one pager\)](#)
- [Best Practices for Communication Through an Interpreter](#)

# Summer Building Use Policy Preview

- **All programming must operate between [June 26, 2024 and July 31, 2024](#).** All DCPS buildings will be closed on July 4<sup>th</sup> and July 5<sup>th</sup> without exception.
- **Facilities Use Agreements (FUAs) are required for any organization wanting to use a DCPS building** to run summer programming. For Summer 2024, all non-DCPS providers must submit a [DCPS Application to Use Facilities](#), **signed by the principal**, to the Department of General Services (DGS) Realty Office for processing **[by FRIDAY, MAY 3](#)**.
- If you are interested in working with DCPS to provide afternoon enrichment programming as part of DCPS' 2024 Summer School Programming (grades K-5), please reach out to Devin Smith ([devin.smith@k12.dc.gov](mailto:devin.smith@k12.dc.gov)) for more details. Please note that DCPS will not provide funding for summer enrichment programming.
- Please check the [DCPS website](#) for more information on this process in the next few weeks.

# Agenda

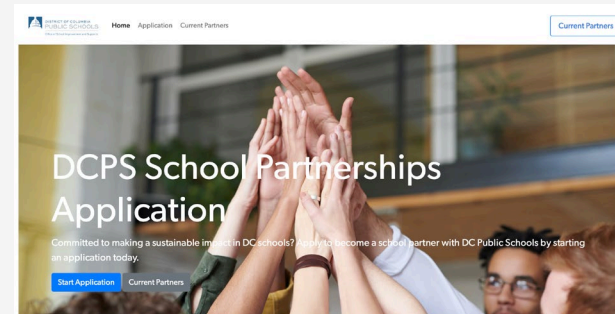
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# Systems and Resources



[DCPS Partnerships Website](https://www.dcpspartnerships.com)  
[DCPSPartnerships.com](https://www.dcpspartnerships.com)

- **New and improved Partnerships Website!**
- Contains information on all things partners and donations



[School Partnerships Database](#)

- Enter Partner ID
- Update your profile



[School Partnership Toolkit](#)

- Norm with your school on important school-level aspects of your partnership
- Examples: *supply storage, communication, student recruitment*



[DCPS Resources for Partners](#)

- Find links to these and additional resources/trainings on our [website](#)
- *Let us know what else you'd like to see!*



# Lunch & Learn Recordings

In Fall 2023, the Partnerships team hosted a Lunch & Learn series for partners to hear from DCPS experts about new initiatives and DCPS-aligned strategies to support programming. These recordings can be found on our website: [dcpspartnerhips.com/2023-lunch-learns](https://dcpspartnerhips.com/2023-lunch-learns)



## Topics Covered:

- Serving Diverse Learners
- DCPS Becoming
- Serving Linguistically Diverse Students
- Family Engagement at DCPS
- DCPS' Road to Equity and Achievement in Mathematics (DREAM) with Families

# Partnerships Database Update Refresh

## Highlights:

- A refreshed School Program Provider registration application
- More user-friendly format for partner profiles
- Pre-registration video to help new partners navigate DCPS partner requirements

The screenshot shows a registration form for DCPS School Program Providers. It includes sections for 'Program Overview and DCPS Alignment', 'Vision', 'Mission', 'Values', and 'Strategic Priorities'. The 'Values' section lists: Students First, Equity, Excellence, Teamwork, Change, and Joy. The 'Strategic Priorities' section lists: Succeeding Academically, Connected to Schools, and Prepared for What's Next. Below the text is a video player showing a man pointing at a screen. To the right of the form is a large empty text box for 'Please share an overview of the programming your organization offers...' and another for 'Please list three to four core goals of your program(s)...

**DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS**

**WHAT YOU NEED TO KNOW  
BEFORE REGISTERING AS  
A DCPS SCHOOL  
PROGRAM PROVIDER**

# What do you want hear about from DCPS?

**In the questions box, please share any topics you'd like to learn more about this year.**

# Questions



# Keep in touch!

## **Abigail Cohen**

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## **DCPS Partnerships**

[DCPS.Partnerships@k12.dc.gov](mailto:DCPS.Partnerships@k12.dc.gov)

## **DCPS Clearances**

[DCPS.Clearance@k12.dc.gov](mailto:DCPS.Clearance@k12.dc.gov)