

Frequently Asked Questions

- 1. I only provide services during the regular school day. Do I take part in the vetting process?** No. Please contact Najla Hussein, District of Columbia Public Schools (DCPS) Director of Community Partnerships for information regarding school day partnerships. E-mail: najla.hussein@dc.gov.
- 2. Will I receive funding if I am vetted?** There is no funding attached to completing the vetting process or to signing an Agreement with DCPS, nor will you become a vendor for DCPS through vetting.
- 3. Is this a mandatory process?** Yes, the process is mandatory for those community-based organizations (CBOs) that would like to access school buildings to deliver services to students, including approved vendors. We cannot require neighborhood-based organizations (NBOs) conducting programming at a site other than a school building to take part in this process, though we strongly urge them to participate.
- 4. What is the role of neighborhood-based (off-site) service providers?** We cannot require NBOs to take part in this process, but we do hope that they will participate in order to develop a more formal relationship with DCPS. This will allow DCPS to support NBOs in reaching more DCPS students and working more effectively with them. Additionally, NBOs may acquire access to student level data, provided the vetting and agreement processes is followed.
- 5. I am currently an approved on-site provider. Is there a chance that I will not be invited back?** Yes. If the review committee believes that your program is ineffective, does not meet the students' needs and/or does not support the school system's strategic goals, you may not be invited to work with DCPS students again.
- 6. If I am vetted and am an on-site provider, am I guaranteed placement with a school?** No. Being approved by the vetting process is the first step to providing services to students in a DC Public School. While Out of School Time Programs (OSTP) might be able to facilitate placement in schools looking for services, it is the responsibility of CBOs to connect with principals to secure placement. Placement of a CBO is ultimately up to the principal of each individual school.
- 7. How will DCPS support my organization/program if I am vetted?** DCPS will facilitate placement in schools looking for services like those offered by the approved CBO, access to appropriate student academic information, facilities, and supper/snacks.
- 8. Is there another round of vetting?** Every year there are two vetting cycles. Each year during the fall (October to December) we will review vetting applications from providers hoping to start programming in the spring semester. During the spring (March to May) we will review the vetting applications of providers starting programming the following school year.

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- 9. Is there an appeal process?** Programs that were not approved through the vetting process are invited to re-apply for the following school year. All applications that are not initially approved by the review committee are reviewed again by OSTP managers. OSTP offers specific feedback to providers whose applications are not approved.
 - 10. I have been vetted and approved. When do I need to apply again?** The approval of your program is valid for three years. CBOs who are approved in Spring 2016, must re-apply for approval in Spring 2019. CBOs who are approved in Fall 2016 must re-apply for approval in Fall 2019.
 - 11. Once my program is vetted and approved, what else do I have to do to access schools?** Approved CBOs and NBOs should reach out to schools with which they are interested in working. Once they have a partnership, CBOs are required to complete and submit the following agreements ***each school year***: Application to Use Facilities for each school in which they are working, Assumption of Risk, Donation Agreement and an updated insurance certificate. Once these documents are submitted, a customized Agreement with DCPS is created and sent to the partner. More information for approved partners can be found at <http://dcps.dc.gov/node/1140122>.