

Frequently Asked Questions for School Program Partners

1. What is a School Program Provider?

A School Program Provider is an organization that

- Provides its own program directly to DCPS students
- Requires collaboration with a school
- Works with student three or more times throughout the school year
- Does *not* provide health or mental health services or screenings

Note: Any organization that provides health services or screenings (including physical health, mental health, or programming for expectant and parenting students) must complete a separate application process through the Student Wellness Division. Start by visiting the [Health and Wellness page](#) or [Student Mental Health Support page](#) to learn more. Please do not complete this application if you are a health or mental health provider.

2. Why do all School Program Partners need to be vetted and approved? Are there any exceptions?

Prior to school year 2017-2018, DCPS only required vetting of our Out of School Time (OST) Program Providers—those that operate in DCPS schools before/after school, weekends and/or in summer. Extending this process to all School Program Providers will allow DCPS to maintain a common standard among providers and creates the same level of accessibility to DCPS schools for all School Program Providers.

There is one exception--Any organization that provides health services or screenings should *not* go through the vetting process as a School Program Provider, as they have their own approval process and are managed by the Student Wellness Division. These providers have different requirements to operate in/with DCPS. Start by visiting the [Health and Wellness page](#) or [Student Mental Health Support page](#) to learn more.

3. My organization provides health services/screenings in DC Public Schools. Do I still have to go through the vetting process?

Any organization that provides health services or screenings (including physical health, mental health, or programming for expectant and parenting students) must complete a separate application process through the Student Wellness Division. Start by visiting the [Health and Wellness page](#) or [Student Mental Health Support page](#) to learn more.

4. Once I submit my School Program Provider application, how long will it take for my program to be approved?

Applicants will receive notice of approval or rejection 5-15 business days from the review date. Response time will vary based on volume of applications. Applications are reviewed the second Tuesday of each month.

5. How often do I need to reapply for vetting approval?

School Program Providers must be vetted and approved by the DCPS School Partnerships Division every three school years. Organizations that were previously vetted and approved will complete a re-vetting application that will include additional questions reflecting on the organization's tenure at DCPS.

The following outlines the re-vetting schedule and policies:

- An organization's approved vetting status is valid for the school year in which they are vetted and approved, as well as for two additional school years. For example, if an organization is vetted and approved at any time during school year 2016-2017, their vetting status will be valid until the end of school year 2018-2019. This schedule is based on the traditional school year calendar, which ends in June.
- Re-vetting applications will not be accepted on a rolling basis. Instead, they will be accepted annually during a specified window in the spring of each school year.
- Though organizations may receive a vetting renewal notice from DCPS, it is the responsibility of the partner organization to maintain a current approved vetting status.

6. Once vetted and approved, how do I arrange to have my program at a DCPS school?

Once you receive your approval letter from DCPS, details from your application will be pulled to create your partner profile in the DCPS School Partnerships Database, which schools use to search for new program providers. Once approved, Providers are also permitted to reach out directly to schools to explore partnership.

While approval status does not guarantee partnership with a DCPS school, once approved, School Program Providers are also permitted to approach schools about potential partnerships.

7. My organization already provides programming in DC Public Schools. Do I still need to go through the vetting process?

Effective school year 2017-2018, all School Program Providers must be vetted to provide services in DC Public Schools.

Organizations with Current Vetted/Approved Status:

If your organization has a current vetted and approved status by DCPS Out of School Time Division or the Office of Family and Public Engagement, your organization does not need to go through the vetting process again until your re-vetting date is up. Please use this chart to see when your organization is up for re-vetting.

Date Received Vetted & Approved Status	Re-Vetting Application Due
Fall 2014	Fall 2017 (this will be our last fall re-vetting cycle)
Spring 2015	Spring 2018
Fall 2016	Spring 2019

Spring 2017

Spring 2020

*Organizations actively serving DCPS schools **and** without current Vetted/Approved Status:*

Organizations that are actively working in a DCPS school prior to September 1, 2017 **and** do not have a current vetted and approved status will have the opportunity to be grandfathered in to this new process and receive an approved status. This is a one-time opportunity. These partners will be invited to update/create a DCPS Partner Database Profile, which will be due October 31, 2017. This is a one-time opportunity for current partners to secure an approved status by completing a Database Profile because the Profile requires partners to demonstrate intentional program design and how programs align to DCPS goals. If you have questions about this process, please contact dcps.partnerships@dc.gov

Current School Program Providers who successfully complete this one time grandfathering opportunity by October 31, 2017 will be approved for three school years.

Current School Program Providers working in DCPS schools that do not opt to complete their database profile by October 31, 2017 will be required to go through the formal vetting application process in order to continue their partnership with DCPS.

Organizations without current Vetted/Approved Status:

Organizations that do not hold a current DCPS vetted and approved status and are not actively working in and with a DCPS schools prior to school year 2017-2018 are required to complete the School Program Provider Application process.

8. Can I charge fees for my program's services?

While School Program Providers are permitted to charge for their services, we strongly encourage partners to be as cost neutral as possible, as school budgets are limited and costs may affect a school's ability to initiate a partnership with a school program partner. Please note that fees may prohibit a school's ability to pursue partnership.

9. How do I update my organization's profile in the School Partnerships Database?

Once approved, School Program Partners will be given the opportunity to update their profile in the School Partnerships Database annually during a specified window in the fall. Organizations will *not* be provided ongoing access to make updates to their profile in the partnerships database. Critical changes to programming and/or contact information will be accepted on a limited case-by-case basis by emailing dcps.partnerships@dc.gov.

10. If my program serves DCPS students at an offsite/ non-DCPS location, do I still have to go through this vetting process?

School Program Providers that provide programming to DCPS students strictly at off-site locations, meaning not at a DCPS school, office or other DCPS facility, are not required to complete this application, but are encouraged to do so.

By completing this process, providers are able to:

- 1) Be visible to all DCPS schools via the DCPS Partnership Database—this database is our DCPS internal tool that allows all schools to find new partners. Only vetted and approved providers will be visible in this tool.
- 2) Demonstrate alignment to DC Public Schools—holding a vetted and approved status allows providers to demonstrate their alignment to essential operational and programmatic expectations for DC Public Schools.

Note: Applicants must agree that should the applicant and DCPS enter into a relationship whereby DCPS agrees to specifically refer students to the applicant for programming, it will ensure that all volunteers and staff working with DCPS students are fingerprinted and undergo a background check, which may include a traffic records check and a tuberculosis screening. This also applies to any applicants proposing to provide services at an off-site location, meaning not at a DCPS school, office, or other facility.

11. Why do Out of School Time Program Providers need to submit additional paperwork to DCPS?

Out of School Time Program (OSTP) Providers are those that provide services before or after school and during the summer or weekends. Any approved and vetted organization that operates on a DCPS property during those times are required to submit additional paperwork.

Programs operating outside of regular school hours may require services that are traditionally available during the school day, such as security and custodial services, to be arranged. Please be advised that fees may be applied for organizations operating their programs outside of school hours. More information can be found at: <https://dcps.dc.gov/node/1140122>