

This FAQ was written to address common questions asked during the New Potential Program Provider Information Session. All answers reflect After School Matters policies and procedures and may be subject to change.

## Student Enrollment

### **Q. Can graduated Seniors apply for summer programs?**

*A. At this time, applicants must be in high school to participate. Rising 9<sup>th</sup> graders can participate the summer after their 8<sup>th</sup> grade year and graduating seniors can participate for the summer following their graduation.*

### **Q. Are there age ranges that are more suitable for each program model? For example, internships for older students and apprenticeships for younger students.**

*A. Teens must be 14 years old by the first day of programs to participate in any After School Matters Apprenticeship program. In a few cases our apprenticeships require an older age to participate due to safety and licensing requirements. To participate in an Assistantship or Internship, teens must be 16 years old. However, some internships do require teens to be 18 years of age. We do offer programming for alternative school locations, and some exceptions can be made to our age requirements in certain cases for diverse learners.*

### **Q. What are the enrollment requirements for program providers? Can we directly enroll our students in the program and then fill the remaining spaces?**

*A. Although our Programs and Communications Team provide support in teen recruitment and advertising the launch of teen applications, program providers are expected to recruit, interview, select and enroll teens that applied to their program via the After School Matters application.*

### **Q. Can program providers be “closed” and only provide programs for students already enrolled?**

*A. Providers are expected to recruit, interview, select and enroll teens that applied to their program via the After School Matters application. After School Matters opens the teen application for three sessions; Summer, Fall, and Spring. The interviewing and hiring process is slightly different based on each program’s location. If a program reaches enrollment targets by the deadline, Program Specialists’ may remove access to the program on the application.*

### **Q. If trying to reach Latinx students, what about undocumented?**

### **Q. Can DACA (undocumented) teens participate and get stipends in ASM program?**

*A. The mission of ASM is provide Chicago Public High School teens opportunities to explore and develop their talents, while gaining critical skills for work and beyond. Undocumented teens are welcome to participate in ASM. However, After School Matters does request a SSN or ITIN number before paying teens a stipend.*

### **Q. For the 1:15 ratio, does this apply to the youth apprentices regardless of how many staff are present?**

### **Q. How many teens should be served per program?**

**Q. If a program would like to provide Assistantships or Program Assistants is there also a 15-participant minimum?**

**Q. If a program is looking to provide teens with internships do they have to have at least 15 in the program?**

*A. After School Matters requires an enrollment ratio of 15 teens per one instructor for all apprenticeship and assistantship programs. There are some occasions when internships may serve less than 15 teens. Factors affecting internship size include, but are not limited to, workplace requirements, program space, and teen engagement.*

### Program Content and Curriculum

**Q. What is the difference between Internship and Assistantship?**

*A. We define Internships as industry-specific, entry-level jobs in an external company or organization (e.g. camp counselor, administrative assistant, etc.). Typically, internships do not have instructors, but employee supervision is expected. Assistantships are defined as introductory workplace experiences alongside supportive After School Matters staff. Assistants can be offered within an existing program or perform in programming specifically geared towards outreach and engagement activities. Teen assistants earn 8.25/hour and teen interns earn 10.50/hour.*

**Q. When listing when program is offered, can the school year be broken into semesters?**

*A. There are three program sessions offered during the year and After School Matters releases an application for each session. Programs run during the Summer and/or the School Year (Fall and Spring). Program providers may opt to provide programs only during one session; Fall or Spring or Summer.*

**Q. STEM and sports programs can be expensive to run, especially when trying to raise the level of engagement. How has this been handled in past and how are budgets evaluated.**

*A. After a full review of all submissions, After School Matters program staff will determine program budgets with selected applicants. Please refer to pages 18-23 of your New Program Provider Application Guide for additional direction on program budgets.*

**Q. Does it harm your RFP app in any way if you apply for a program assistant? For example, because it's increases your budget in the eyes of ASM?**

*A. After School Matters will make final decisions based up if a program meets the interests of our Programs Team and an evaluation rubric used in making selection choices. Additional factors influencing selection and placement include, but are not limited to, priorities for content and location, availability of funds, programmatic variety and community or school requests. The final determination of program model will be made by Program Staff if the program is selected. Please reference page 7 of the RFP Guide for information on program models.*

### Budget

**Q. What are the different hourly wages by program model?**

**Q. What is average budget per teen?**

*A. For teens who successfully meet certain program requirements (including attendance and participation), After School Matters provides them with a monetary stipend. Apprentices can earn between \$336 to \$725 in Summer and \$275 to \$425 per session during the Fall and/or Spring. Teen assistants earn 8.25/hour and teen interns earn 10.50/hour.*

**Q. Are instructors paid by ASM or does the organization pay that salary?**

**Q. If it is at a school, does the school pay the instructors? Because it's at a school, what does the MOU process look like in order to be in compliance with the use of CPS property?**

*A. Instructors of programs that After School Matters directly implement are part-time employees of After School Matters and are paid through the After School Matters payroll system, even if the program is running at a school. Instructors of a program implemented by a community organization (even if the program is running at a school) are not employees of After School Matters and are paid by the organization. After School Matters and CPS have a partnership with a clear respect for each parties' organizational needs.*

### Program Location

**Q. Can you share what programs ASM provides in the North and South Lawndale community areas?**

*A. After School Matters provides programs in 69 of the 77 Chicago community areas. We offer programs in the content areas of Arts, STEM, Sports, Communication and Leadership in all of these communities. For a list of program provided in a specific community region, please go to our [webpage](#) and filter search options.*

**Q. If awarded the RFP, would program providers also have access to using ASM programming space?**

**Q. As a pretty new organization without a location, is there a possibility of being placed at a school, Library or community center in need or would I have to make those connections on my own?**

*A. If you already have an existing relationship with a CPS High school or community center, feel free to indicate it on your proposal. However, if your program is selected, our Programs team will work with you to identify a potential location, if you do not have one.*

### Technology/Application Support

**Q. What if the area we are interested in instructing is not available on the "instructor employee application"? How do we apply?**

*A. You must propose a program that falls within one of our four content areas for programs to apply. They include Arts, STEM, Sports, Communication and Leadership. After School Matters is also targeting our Lutz Center, 3935 N. Cicero, as well as the East Side and Pullman community areas. Although we have a particular interest with these communities, we are also open to other community areas.*

**Q. 250 words = how many characters? Do spaces count or not?**

*A. Your Intent to Apply may have questions with limitations on the number of characters that may be used for answers. Spaces are included in your character count.*

**Q. Within the organizations RFP, I will be applying for 3 different programs. Where would I include the instructors already selected to instruct those programs? Do they have to fill out an employee instructor application?**

*A. You may enter instructor information under Program Logistics in your Intent to Apply. You must submit contact information and resumes for all instructors. Please refer to pages 12-13 of your Cityspan Technical Manual (downloadable in your application) for additional support.*

**Q. So, Program Providers don't select the instructors?**

**A.** *Community Based Organizations must submit their proposed instructor(s) in the Intent to Apply. Resumes of all instructors must be submitted to After School Matters. If your program is selected, After School Matters Program staff will meet with providers to determine program content, curriculum, budgets, and to approve proposed instructors.*

**Q.** **Can you apply for multiple Employee Instructor positions?**

**A.** *Yes. You may complete an Employee Instructor application for multiple content areas.*

**Q.** **Is "Intent to Apply" same as the RFP proposal, or are these 2 separate submittals?**

**A.** *The Intent to Apply is an abbreviated version of the RFP, but it is the same and are not separate submittals. It must be completed by community-based organizations by accessing our Cityspan portal at [www.youthservices.net/asm/registration](http://www.youthservices.net/asm/registration). New Employee Instructor may can apply directly at [afterschoolmatters.applytojob.com](http://afterschoolmatters.applytojob.com).*

**Q.** **If you plan on attending the Technical Assistance and Program Planning Workshop should you wait to submit your proposal?**

**A.** *We suggest you do not wait to submit your Intent to Apply. If you would like to make an adjustment to your submission after the Program Planning/Technical Assistance Workshop prior to the December 14th deadline, we will take note of it during the workshop. Please email [RFP@afterschoolmatters.org](mailto:RFP@afterschoolmatters.org) for any such requests.*

**Q.** **Can you apply as an organization & employee?**

**A.** *Yes. However, there is a separate process to apply for potential New Instructor Employees and Community Based Organizations. Potential instructors can apply directly at [afterschoolmatters.applytojob.com](http://afterschoolmatters.applytojob.com) and organizations may submit an Intent to Apply by accessing [www.youthservices.net/asm/registration](http://www.youthservices.net/asm/registration) and creating an online account.*

## Other

**Q.** **If organization already does extensive background checks, does ASM require that still be done? How often if applying for year-round?**

**A.** *All instructors and liaisons must complete the After School Matters background check process, even if they have completed separate background checks for other agencies or schools. The background check will include a fingerprint-based background check of state and federal criminal records, and a name-based background check through the Illinois Department of Children and Family Services. Fingerprinting must be completed every two years and DCFS checks are performed yearly. The cost of background checks will be covered in full by ASM and will not be passed down to the provider.*

**Q.** **My org is already a program provider, we just want to slightly alter our program focus and also expand our program. Any considerations or advice for us as we work on the rfp?**

**A.** *The proposal process is the same whether the program is new or an already existing program. We are looking for programs that align with the After School Matters program model. For additional guidance, we suggest attending one of the Technical Assistance and Program Planning Workshops to discuss your program idea with one of our program team members.*

**Q. When will Dec date be determined?**

*A. The Technical Assistance Program Planning Workshop dates will be provided soon. Please refer to [www.afterschoolmatters.org/program-providers/become-a-provider](http://www.afterschoolmatters.org/program-providers/become-a-provider) for more details.*

**Q. Are the resumes provided for the organization staff or youth apprentices?**

**Q. If these positions have not been filled yet, can job descriptions and requirements be used in place of resumes?**

*A. All Instructors must submit a resume. An organization's ED or another staff member can submit their resume as a placeholder if an instructor has not yet been identified.*