Afterschool Enrichment Request Process

Each Afterschool Program get an allocation for Enrichment Services

Afterschool Provider requests Enrichment Program

- Provider Name
- Contact Person
- Contact Email
- Contact Phone
- Description of Service
- Service Start Date
- Service End Date
- Number of Sessions
- Cost per Session
- Number of Youth to be Served

Contract Manager reviews and approves request

Contract manager to review the request for completeness, appropriateness, and whether its cost reasonable and within budget.

Enrichment Provider Receives notification that their Services are Approved

Enrichment Provider completes vendor packet and verifies service provision details.

Enrichment Provider provides Services

Enrichment Provider enters sessions monthly

Enrichment Provider will enter sessions completed relative to each agreement and will note session date and youth in attendance.

Afterschool Provider submits invoice for Enrichment sessions

CTAC staff review invoice

Enrichment Provider receives payment

Afterschool providers may select from any of the 16 enrichment providers previously funded by CTAC in FY26-27. The cost per session must be less than $1,000.