



Office of Children and Families

Out-of-School Time

HS Community of Practice

Quintise Teagle & Robyn Tucker



Office of
Children and Families
CITY OF PHILADELPHIA

Out-of-School Time

January 9, 2025



Agenda

- 1 Check In
- 2 KPI-Corrections & Make-ups
- 3 W9 Update
- 4 Administrative Reviews
- 5 Sneak Preview-Health & Safety
- 6 Upcoming COP
- 7 Questions
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Checking In...

HAPPY NEW YEAR!



How did you spend your winter break?



KPI-Correction & Make-up



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July 17, 2024



KPI Stipend Correction/Make-up

- **Corrections KPIs** should only be submitted for youth who participated in programming but were not added to Stipend KPIs by established deadlines as shared in the SY25 OST School Year High School Manual.
- **Makeup KPIs** should only be submitted for youth who have missed programming activity and have made up for missed time and participation through other and/or additional participation activities.
- KPI report processing will occur within 2 business days of KPI submission. Payment for correction KPIs will be issued within 5 business days from processing.

KPI Stipend Correction/Make-up

Philadelphia's Citywide Out-of-School Time Initiative Logout

General Info **Enrollment** View KPIs

- Organizations
- Program Sites
- Organization Info
- Org Program Sites
- Org Accounts
- Home
- Participants
- Caregivers
- Staff
- Communication Log
- KPIs - Culminating Events / Ind. Tours**
- Groups / Activities
- Card Scanner - (Front Door)

KEY PERFORMANCE INDICATOR INFO		Delete
KPI Survey		Edit
KPI Survey Type	KPI Grade 6th – 12th Career Panel/Industry Tour/Career Shadow	
Where	Correction/Makeup	
Date	1/3/2025	
School Year/Summer	School Year	
Focus Area	College and Career Readiness	
Subcategory	Life Skills & Social Emotional development	
DHS Status		Edit
DHS Funded		

Stipend-Correction/Make-up
Entries should look like this!

KPI Stipend Correction/Make-up

Once your correction KPI is created, please fill in the table below and share it in your email request. Email your correction/make-up KPI request table to the OST inbox (ost@phmc.org), copy Briana Leone (bleone@phmc.org) and HS Coaching Manager Robyn Tucker (rtucker@phmc.org)

	Amount	Agency	Site	Type	Focus area (Different from makeup KPI)	Subcategory (Different from makeup KPI)	# of youth included in KPI
Correction KPI							

Type	Amount	Agency	Site	Date of culminating event	Focus area	Subcategory	# of youth included in KPI
Make-up KPI							

W9 Update

Form **W-9** Re Identification
(Rev. November 2017) [Go to www.irs.gov/irb](https://www.irs.gov/irb)
Department of the Treasury
Internal Revenue Service

1 Name (as shown on your federal tax return). Name is required
JESSICA WALLACE

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the payee following seven boxes.
 Individual/sole proprietor or single-member LLC Corporation
 Trust (do not check this box. Enter the tax classification (EIN))

- Incentive payments will not be made unless participants have a complete, legible W9 on file
 - SY25 Cognito W9 upload:
<https://www.cognitofrms.com/phmc1/ocfosthighschoolw9submissionform/build>
- Compliance action will be issued should it be found incentive payment request were made for youth without SSN



Administrative Reviews

To ensure that providers are following the card distribution process, each organization must have an official internal procedure in place

Additional documents to submit:

- Provider procedure outlining providers procedure for debit card distribution
- Uploaded copy of summer distribution log
- W9 for each enrolled student

Failure to submit these documents may initiate a compliance process to support the development of the plan and appropriate monitoring to ensure that the required log is being used.

Under Review

Sneak Preview



OST Health & Safety Checklist

Inclusive of....

- Program Information
- Staffing
- Trifold Required Postings
- Program Administration
- Emergency Preparedness



Coach will perform health & safety check up to 2x per SY & once during the summer.
Look for more information during coaching sessions!

OST Provider Resource Link

For meeting links, presentation slides & more:

<https://philaocfost.phmc.org/provider-resources>



Upcoming COP...

Thursday, February 13, 2025

PHMC
1500 Market Street
Phila, Pa. 19102







WE CAN ONLY GO UP
FROM HERE!!

