



Office of Children and Families

OST C2L Summer'26 Site Director Training



Office of
Children and Families
CITY OF PHILADELPHIA

Out-of-School Time

Ice Breaker: Summer Splash



Purpose:

- Energize Site Directors
- Build connections
- Kick off C2L Summer 2026 with summer vibes

Instructions:

Partner Up: Find someone you don't know well.

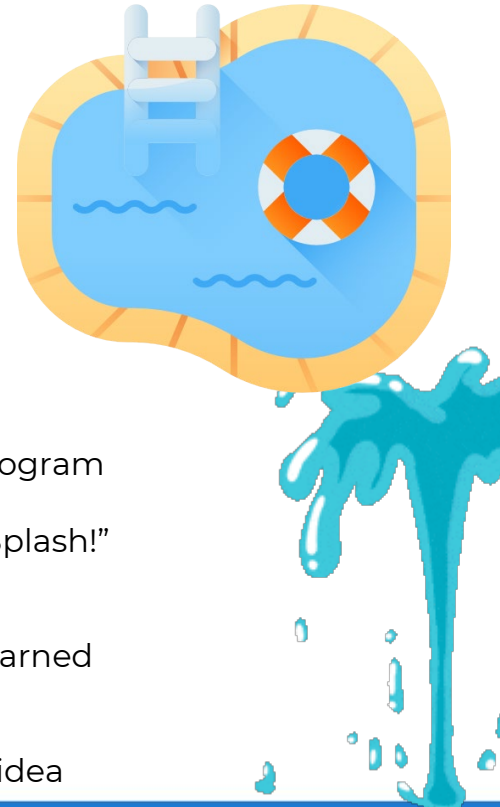
Share 2 Things:

- Your favorite Philly summer activity or memory
- One creative idea for an unforgettable C2L summer program

Rotate: Switch partners every 60–90 seconds (“Summer Splash!” signal)

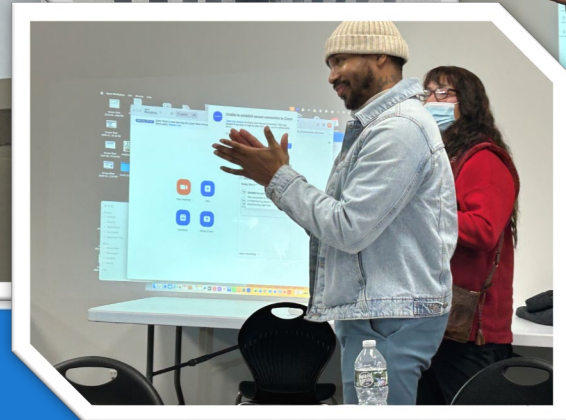
Wrap-Up: Share one Philly summer spot or activity you learned about

Optional: “Summer MVP” shoutout for the most creative idea



PROVIDER SPOTLIGHT: To Our Children's Future with Health

OST Student Intoxication Awareness Project Reveal at SDP



OST/DHS/JJS



OUT OF SCHOOL TIME (OST)....

OST Programs implement Summer Career Connected Learning (C2L)

OST programs are designed for all youth, particularly youth who need to be diverted from or have current or previous involvement in the child welfare system and/or the Juvenile Justice System



***25% of site student enrollment should be DHS involved**



*SY 26 SOP-HS Model

DHS & Juvenile Justice System

DHS Mission

To provide & promote safety, permanency, & well being for children & youth at risk of abuse, neglect & delinquency



Juvenile Justice Mission

To prevent youth from entering the child welfare & juvenile justice system



[*https://www.phila.gov/departments/department-of-human-services/](https://www.phila.gov/departments/department-of-human-services/)

[**https://juvenilejustice.org/](https://juvenilejustice.org/)

Community Umbrella Agency (CUA)

A CUA is a community-based organization in Philadelphia contracted by DHS to manage child welfare cases & provide services, such as behavioral health support, parenting education & foster care. CUA's exist within specific geographic neighborhood, with the goal to keep children safe & stable in their own communities



<https://www.phila.gov/media/20250410084259/DHS-zip-code-map-April-2025.pdf>

We're All in This Together

OST meets CUA's



Early Summer Enrollment



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Out-of-School Time



The OST-C2L Summer Timeline

March 11th:

Program Locator Set-up ★

March 23-April 6th:

Early Enrollment DHS CUA/Principal Referrals

April 6th:

Providers enroll returning students

April 13th:

Citywide announcement of Summer OST open enroll

April 30th:

OST C2L Summer Enrollment “ends”

May 1st- May 29th:

Provider W9 submission for new students/students with changes

Providers submit placement site supervisor/student clearance requests

May 29th:

Provider activity setup

June 5th:

PHMC will order debit cards

Week of June 15th:

Debit card distribution

June 22nd:

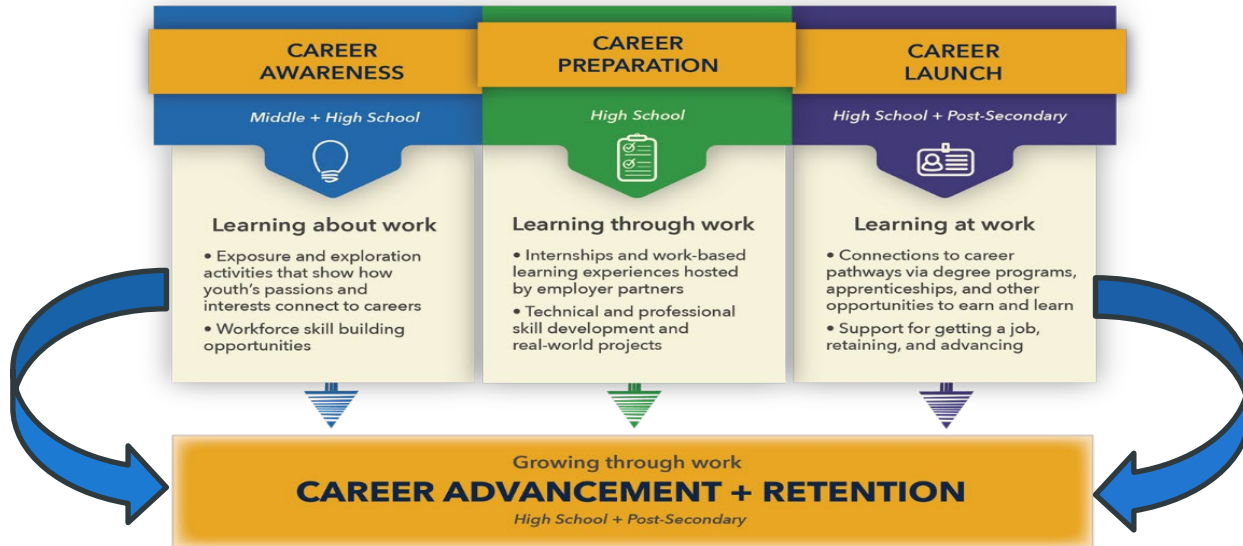
SBO OST-C2L Summer Programming Begins

July 6th:

CBO OST-C2L Summer Programming Begins

CAREER CONNECTED LEARNING (C2L)

The goal of C2L is to engage youth in meaningful on-the-job experiences that expose students to career options & pathways, build workforce skills, earn industry-valued credentials & connect Philadelphia's youth to next steps toward jobs & Provide opportunities to continue career advancement



The OST-C2L Summer Enrollment Package

All Items Must be Completed/Signed

- **Emergency Contact/Parental Consent Form**
- **C2L-PHL Data Sharing Consent Form**
- **Student Health Assessment**
- **W9 (no exceptions)**

New students must complete new w9

Students with changes since original w9
completed

Use previous w9 if no changes

Means Test Worksheet: Not enrollment, but must be completed

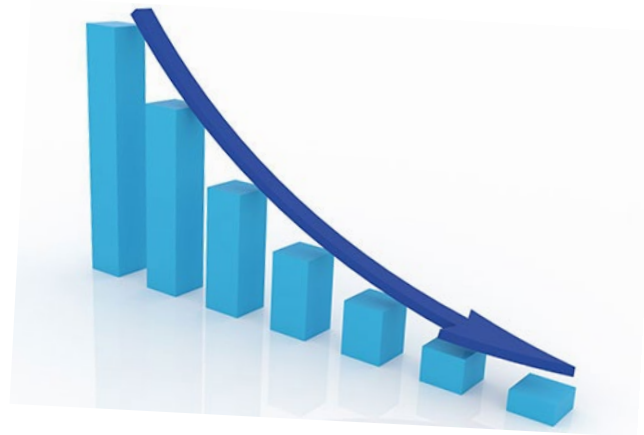


DO NOT ACCEPT AN INCOMPLETE ENROLLMENT PACKAGE!

W9 Confirmation

To decrease flagged W9's:

Social Security Card
Birth Certificate
Passport



Remind Students to:
Update changed information (address, guardian)



Enrollments Received by April 30th

Once verified:

New students will receive debit card prior to program start date & first payment

Beyond April 30th

**Continue to recruit if slot not met
Coach collaboration
Student may not receive debit card by
program start date or first payment**

Recruitment & Enrollment Strategies



Recruitment

- Flier Creation
- School Partnership
- CUA Partnership
- School & Community Events
- Social Media Presence
- Online Apps
- Contact Person(s)

Enrollment

- Copies of ALL Enrollment Docs
- Online Enrollment Docs
- Enrollment Doc Collection Process
- Admin Duties
- Tracking System
- Dual Contracted Provider
 - Separation of JEVS/PHMC Docs



The C2L Summer Earnings

- **120 hours overall**
 - 90 hours of project based/service-learning activities
 - 30 hours of professional development*
- **Students Learning Week consist of 20 hours**
 - 16 hours activities
 - 4 hours professional development
- **Students can earn up to \$1320**
Student 100% participation = Maximum Earnings of \$1320



Earnings are added to a debit card



PROJECT BASED & SERVICE LEARNING

Project Based Learning

At Provider/Placement Site

Students are actively engaged in real-world & personally meaningful projects

Examples

Design & maintain a community garden

Create a documentary

Mock trials

Shark Tank

Podcast



VS

Service Learning

At Provider/Placement Site

A structured learning experience that combines community service with preparation & reflection

Examples

Tutoring

Serving meals

Food collection

Organize fundraising event

Professional Development

Professional Development for teens involves activities & opportunities designed to help them acquire knowledge, skills, & experiences that will enhance their career choices & prepare them for the workforce

Prepare teens for the workforce.

Teens should obtain the following documents:

- **Government issue ID/Philadelphia School District ID**
- **Copies of vital employment documents**
- **Resume**
- **Professional Email Account**



Professional Development Activities

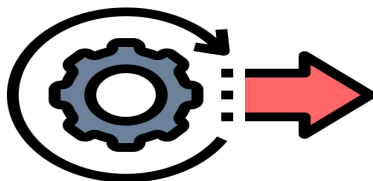
Include:

- Workshops**
- Speakers**
- Career Exploration**
- Acquiring Soft Skills**
- Decision Making Skills**
- Skill Building**
- Life Balance**
- Relationships**

Performance

Outputs

The tangible, measurable & direct products, goods or services generated by a person, organization or system, typically produced in a specific timeframe



Outcomes

The final result, consequence or consequence of a process, action or event



Performance & Outcomes

Outputs	Outcomes
Applications & Enrollment	Youth Satisfaction
Support Services Delivered	Provider & Placement Site Satisfaction
Youth Time & Attendance (in Cityspan)	Skill Development
Youth Payment	Career Pathway Knowledge
Provider/Placement Site Engagement	Internship Preparation
Youth Program Completion	Return Student Participants & Placement Sites
Youth Survey Completion	Employment & Education



Placement Sites



What is a Placement Site?

A placement site is a non-OST site where a student is “placed” to fulfill OST-C2L Summer requirements

Students should be placed at sites based on interest



Placement Site Examples

OST Organization Office/Branches

Daycare

Local Businesses

Placement Site Needs

Placement Site Agreement Justifacts

Staff Clearances

Student Clearances (If necessary)

Provider Tracking

Placement Site Zoom Session:
March 30, 2026





CITYSPAN



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Out-of-School Time

Stipend Activities & Professional Development

SERVICE DETAILS CANCEL SAVE & PROCEED

SERVICE INFORMATION

* Activity Name: C2L-Stipend Activity **or..PD**

* Service Description: Students will learn post high school options

* School Year/Summer: School Year Summer

Does this activity occur at the site address? Yes No

DHS Status: DHS Funded Non-DHS

* Invoicing Strategy: General HS Summer
2 day/month

* Program Model: High School

Program Directory

Activity ID: -1 **Do not check**

Include in Public Program Locator?

SERVICE DETAILS CANCEL SAVE & PROCEED

CREATE SCHEDULE

[Click here to create service schedule](#)

C2L-STIPEND ACTIVITY ← 📅

ADD DATE(S) TO SCHEDULE ⊖

of Occurrences: Single Date Multiple Dates

Begin/End Dates: 📅 to 📅

Select Days & Times

Repeats Weekly On: Mon Tue Wed Thu Fri Sat Sun

Stipend & PD Dates MUST not overlap!

A Quick Review

KEY PERFORMANCE INDICATOR INFO

KPI SURVEY

KPI Survey Type	KPI Grade 9th - 12th Incentive/Stipend
Date	2/24/2025
School Year/Summer	School Year
Focus Area	College and Career Readiness
Subcategory	Life Skills & Social Emotional development
DHS Status	DHS Funded

Stipend/Activity Entry

KEY PERFORMANCE INDICATOR DETAILS

CANCEL SAVE & PROCEED

*KPI Survey Type KPI Grade 6th - 12th Career Panel/...

*School Year / Summer School Year Summer

Instructions: Enrolled youth will attend at least one industry tour related to at least one focus area of creative and performing art, athletics and health, or STEM. Industry tour/career shadow must take place off site. Date field below should be the "Date of Tour".

*Where? (20 characters max) Correction or Make up

*Date 05/02/2025

Select 1 subcategory that best describes the content area for this industry tour.

*Focus Area College and Career Readiness

*Subcategory College Readiness

*DHS Status DHS Funded Non-DHS

Correction/Makeup Entry

MAKE-UP & CORRECTIONS TEMPLATE

Type: **Correction**

Amount	Provider	Site	Correction/KPI Entry Date	Date of Original KPI Entry/Activity	Number of Students in KPI	Describe Staff Error
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Type: **Make-up**

Amount	Provider	Site	Makeup/KPI Entry Date	Date of Missed Activity/Culminating Event	Number of Students in KPI
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W9's & 1099




W9s/1099s

- **W9s:** Tax form used to collect information for verification. Youth cannot receive stipends unless a verified W9 is on file.
 - W9s are usually flagged due to incongruencies at the youth SSN/name level
- **1099s:** Usually issued end of January in preparation for tax season.
 - ***If a 1099 has been issued for a youth, their information (name/SSN) has already been verified.
 - Returned 1099s are usually returned due to undeliverable addresses
 - PHMC treats returned 1099s like flagged W9s; if a youth has returned 1099, their payment will be placed on hold until an updated address is obtained through a corrected W9 upload.
 - OST 1099 Inquiry Form: <https://www.cognitofrms.com/PHMC1/OST1099InquiryForm>

Continuous Program Improvement





Continuous Program Improvement

Dates to Remember

March

- 3/31 - Continuous Improvement Scorecards Due

April

- 4/6 & 4/30 - Post APTOs begin & end
- 4/6 - Summer Data Analysis/Summer Measurement Calls begin

May

- 5/4 - Release Post SAYO-Y
- 5/22 - Summer Kick Off



Summer Kickoff

- Training topics
 - Vendors
 - Presenters





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Out-of-School Time

Provider Responsibilities

- **Outreach, Recruitment, & Retention**
- **Enrollment and Eligibility Determination**
 - Receiving **COMPLETE** enrollment docs (including w9)
- **Curriculum/Activities Creation**
- **Project Based/Service-Learning Experiences & Engagement**
- **Professional Development Experiences**
- **Outreach and Communication**
- **Tracking, Entering KPI-Stipend/Correction & Makeup**
- **Ensuring Completion of Survey Tools**
- **Data & Reporting**
- **Social & Emotional Learning (SEL)**



PHMC Responsibilities

- **Provide coaching support: What do you need?**
 - The OST HS Team is here for continuous support!
- **Trainings & OST C2L Updates**
- **Programmatic & Operation Assistance**
- **C2L Programs: Staff & student clearances for non-dually contracted provider**
- **Management of youth compensation**
- **Support oversight of all placement agreements (OST sites only)**

Collaboration is



Social-Emotional Support

OST provider staff should follow the below steps when addressing consistent disruptive behavior/behavioral issues that impacts a child's participation in OST programming:

1. Site staff should address the behavior and document it.
2. Consult with student's parents/guardians.
3. If the site has an OCF-funded Support Services Coordination, they should engage their agency's support service coordinator to support the activities below.
4. If the OST provider identifies that additional support is needed, they should submit a Needs Accommodation Worksheet to request support from Variety. The form link is:
<https://www.cognitofrms.com/phmc1/childsneedsandaccommodationsworksheet>



Youth will not be permanently dismissed from program by OST providers without communication and mutual agreement with OCF. OST providers should work to provide accommodations

CONTACT YOUR COACH!!



What's Next?



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Out-of-School Time

The Summer Journey

- **Enrollment**
- **Summer Sessions - TBA**
- **Placement Site Agreements**
Staff & student clearances

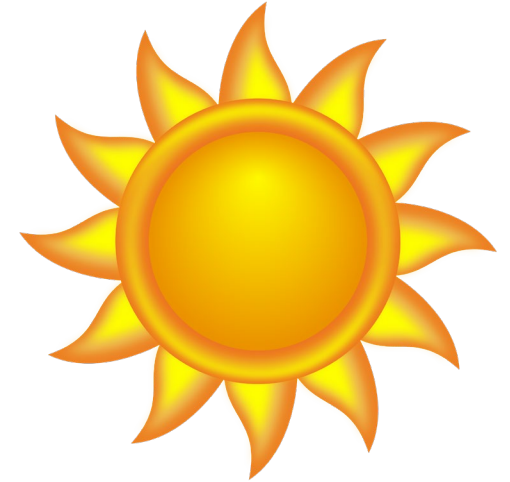
- **Program Plan**

<https://www.cognitofrms.com/phmc1/fy25osthssummerprogramplan> (GEN)

- **Program Activities**

<https://www.cognitofrms.com/phmc1/fy25highschoolsummeractivities> (GEN)

- **SAYO**
- **C2L OST Manual**



IMPORTANT DATES

SB: Summer Program Begins: June 22, 2026

CB: Summer Program Begins: July 6, 2025

Specialized Summer Program: July 2026/August 2026

PHMC Team

OST High School Team	Name	Contact
OST HS Coaches	Quintise Teagle Khalil Queeman	qteagle@phmc.org kqueeman@phmc.org
OST HS Coaching Manager	Robyn Tucker	rtucker@phmc.org
Performance Management (CPI)	Savannah Peterson	sapeterson@phmc.org
Contract Specialists	Delores Fuqua Leslie Robinson-Brown Steve Rodriguez	dfuqua@phmc.org lrbrown@phmc.org strodriquez@phmc.org
OST Workforce Coordinator	Briana Leone	bleone@phmc.org
OST Senior Manager	Luz Ayala	layala@phmc.org

OST Provider Resource Link

For meeting links, presentation slides & more:

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





THIS IS JUST THE BEGINNING



