DYCD | NYC
The Department of Youth & Community Development

Updated with new Evening & Saturday start dates!

✓FY27 Workscope Checklist

GENERAL TAB

BASIC INFORMATION SECTION

___ Verify that all data is correct

PROGRAM COMPLIANCE SECTION

___ Verify that all data is correct

PROGRAM DESIGN SECTION

___ All sections and questions within have been updated with responses that are written thoughtfully specific to each Beacon
___ Confirm activities, partners CBO resources mentioned in the narrative are scheduled in the "scheduling section" of the workscope

PROFESSIONAL DEVELOPMENT SECTION

____ 15 Professional Development FULL days have been listed that match the narrative provided in Program Design
____ Professional Development prior to summer start date
____ Professional Development prior to school year start date

PARTNERSHIP SECTION

___ Min of 3 partnerships (at least one for the summer) entered with partner descriptions
___ Partnerships listed are connected to activities or events

PUBLIC INFORMATION TAB

Information in this section will be displayed publicly in DiscoverDYCD.
____ Name, Phone and email is provided

SCHEDULING TAB

ACTIVITIES SECTION (SEE APPENDIX A FOR SAMPLES)

Summer

_____ Summer activities runs **7/1/26- 8/14/26** (7 weeks, Monday – Friday 8am-6pm) - ALL PROGRAMS
_____ Summer Rising programs (elementary and middle school) include a Friday 8a-6p schedule
_____ Summer activity schedules are entered in blocks (full or half day block schedules allowed for elementary and middle)
_____ The Summer activity is labeled "SU – Summer Programming" or "SR" - Summer Rising"
_____Summer Rising Middle school programs include an activity titled "SU - Exploring Futures" (12 hr total and tagged accordingly)
_____ Activity has sufficient descriptions and stated outcomes

School Year Schedule – Overall:

_____ All School Year activities are entered in accordance with sample provided in Appendix A
_____ Activities for MS/HS run no longer than 3 hours
_____ Tag activities that are blocked to capture Beacon core elements
_____ Activities and/or partnerships speak to the 5 core areas/primary categories and offered throughout the school year with opportunities for all age groups

- _____ Community Building/Leadership - including Civic Engagement incorporated throughout the year
- _____ Education
- _____ Employment and Financial Security
- _____ Health: Healthy Living, relationships, physical fitness
- _____ Recreation and Enrichment

_____ Exploring Futures is required for Middle school afterschool activities and is tagged as Exploring Futures (minimum of 15 hours is required for the SY, this can be trips, Hat & Ladders/ExpandEd curriculum, or agency curriculum)
_____ More than 2 activities exist for each population served: ____ Elem ____ MS ____ HS/YA ____ Adult
_____ Any co-located, subcontracted, consulted, direct service activities are marked accordingly under "type of service"
_____ Youth Council is listed as an activity or part of afterschool block if youth voice is not captured in the Advisory Board

School Year Schedule - Afterschool:

_____ Afterschool activities run **9/14/26 - 6/18/27**
_____ All activities have sufficient descriptions and stated outcomes

School Year Schedule – Evening and Saturday:

_____Evening activities run **9/14/26 - 6/18/27** _____Weekend activities run **9/19/26 - 6/12/27**

_____ At Min 42 hours per week of activities (Monday –Saturday)
_____ Activities scheduled all required hours **(open at least to 9:30pm** M-F/evening, min 5 hours on weekend)
_____ Activities that occur evenings and Saturdays are labeled EVE/SAT
_____ Evening activities are labeled EVE in the Title activity i.e., EVE- Zumba
_____ Saturday activities are labeled SAT on the Title activity i.e., SAT- Arts and Crafts
_____ Activities that occur in the evenings and Saturdays are a combination of Direct and Co-locator (not only co-located)
_____ Adult activities: provide at min 2 activities in the evening for "adults" along with other offerings
_____ Multiple different activities are entered for every open hour (including evenings and Saturdays)
_____ All activities have sufficient descriptions and stated outcomes

Recess/Holiday Schedule:

_____ All open Holidays have schedules that cover the entire 10-hour time frame (8a – 6p)
_____ "Is this a holiday activity?" box is checked on each holiday activity
_____ All holiday activities are entered in accordance with samples provided in Appendix A
_____ All holiday activities are labeled "HC" in the Title activity i.e., "HC-MLK- sports

HOLIDAYS SECTION

_____ A total of 15 DOE holidays have been listed as "Open for Participants? – Yes"
- _____ Mid-winter recess listed as open (dates TBD)
- _____ Spring recess listed as open (dates TBD)
- _____ +/- 5 other holidays (optional Winter Recess and/or other one-off holidays) are listed as open

NOTE: Winter Recess is OPTIONAL, Mid-Winter Recess and Spring Recess are REQUIRED. Holidays that should not count towards your 15 open holidays are: Christmas Day, New Years Day, Memorial Day, Labor Day, Independence Day, or Thanksgiving Day

EVENTS SECTION

_____ Minimum of 4 Beacon Advisory Board tentative meetings listed
_____ A minimum of 3 events are listed for the fiscal year. One should be Health related and one summer event is suggested

STAFFING TAB

STAFFING PLAN SECTION

_____ Line staff totals for Summer & School year are listed separately and labeled "SU" for Summer & "SY" for School year
_____ An adequate number of line staff is listed for the number of participants being served - both Summer and School year
_____ Director listed as Full time
_____ Outreach Coordinator
_____ Program supervisor
_____ Assistant Director (if applicable)
_____ An Admin/Data staffer has been identified with language provided under the role description section
_____ An evening/Saturday supervisor has been identified with language provided under the role description section

CONTACTS SECTION

_____ Contact information provided for Director, Supervisor, Executive Director, Fiscal Representative, and School Principal

NOTES/ATTACHMENTS

_____ A detailed "on the ground" Summer schedule (including trips if applicable) has been uploaded in this section
_____ A detailed "on the ground" School Year schedule has been uploaded in this section