COMPASS FY27 Provider Quick Reference Guide

Frequently Asked Questions

Program Models

	COMPASS Elementary (K–5)	SONYC (6–8)
Program Type	School Year + Summer	School Year Only
Annual Hours	1,020	540
Rate of Participation (ROP)	80%	75%
Staff-to-Student Ratio	1:10	1:15

Q: When does the program need to be fully enrolled?

A: Programs are expected to enroll 100% of funded slots within 4 weeks of the program start date.

Q: What are the required COMPASS Elementary hours?

A: 1,020 annual hours, including:

- 670 School Year hours (includes 130 School Holiday hours: 13 days × 10 hours)
- 350 Summer Programming hours over 7 weeks

Q: What are the required SONYC hours?

A: 540 School Year hours, including:

- 324 Structured Hours
- 216 Structured or Unstructured Hours

Summer programming is not included in the base SONYC contract.

Q: What is Rate of Participation (ROP)?

A: COMPASS Elementary must maintain 80% ROP based on daily attendance. SONYC must maintain 75% ROP of required structured participation hours.

Q: Does the Program Director need to be full-time?

A: Programs with 90 or more participants must have a full-time Program Director. Programs with fewer than 90 participants may have a part-time Program Director, but the Program Director must be onsite during all program activities.

Q: Who counts toward staffing ratios?

A: Only line staff count, including Group Leaders and Activity Specialists/Teachers. Program Directors and Content Specialists do not count toward staffing ratios.

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At a Glance

- Elementary: 1,020 annual hours (670 School Year + 350 Summer)
- SONYC: 540 School Year hours (324 Structured + 216 Other)
- ROP Requirements: Elementary 80% / SONYC 75%
- Staff Ratios: Elementary 1:10 / SONYC 1:15

Please note:

This guide provides a summary of key COMPASS requirements. Providers should refer to the official RFP, contract documents, and DYCD guidance for complete requirements.

Program Design & Staffing Requirements

Required Content Areas

Programs are required to provide activities aligned with the following content areas:

- Social and Emotional Learning (SEL)
- STEAM or Literacy
- Physical Activity
- Life Skills Development
- Introduction to College & Careers
- Academic Support (Elementary only)
- Leadership Development (SONYC only)

Dosage Expectations

Content Area	Requirement	Applies To
Physical Activity	90 minutes weekly	Elementary & SONYC
Academic Support	2 hours weekly	Elementary Only
STEAM or Literacy	72 hours annually	Elementary & SONYC
Introduction to College & Careers	15 hours annually	Elementary & SONYC
Life Skills Development	15 hours annually	Elementary & SONYC
Leadership Development	8 hours annually	SONYC Only

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Professional Development Requirements

COMPASS Elementary

Contractors are required to provide at least 129 hours annually of professional development for front-line staff (approximately 3 hours per week).

SONYC

Contractors are required to provide at least 108 hours annually of professional development for front-line staff (approximately 3 hours per week).

Professional development may include:

- Start-up training before programming begins
- Weekly staff meetings
- DYCD-sponsored trainings
- SEL, PYD, and behavioral management
- Inclusion and special needs supports
- Safety and compliance training

Professional development may be delivered in person, remotely, or asynchronously.

Are Mental Health and Inclusion Supports Required?

Yes. Programs must maintain Mental Health and Inclusion supports.

Q: Who should oversee Mental Health Supports?

A: Assign to an existing senior-level staff member, such as a Program Director or Content Specialist.

Q: Who should serve as the Inclusion Coordinator?

A: Assign to an existing senior-level staff member, such as a Program Director or Senior Program Staff.

Q: Does the Inclusion Coordinator need to be a new hire?

A: No. These responsibilities may be fulfilled by existing staff within the approved staffing structure.

Reminder:

All program requirements must align with your approved workscope and contract. Your assigned DYCD Program Manager will follow up with additional information and trainings.

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Systems, Workscopes & Support

Workscopes

Q: What is a workscope?

A: Workscopes are completed in DYCD Connect and outline program schedules, staffing, activities, operating hours, and operational information.

Q: Are separate School Year and Summer workscopes required?

A: Yes. COMPASS Elementary providers complete both a School Year and Summer workscope. SONYC providers complete a School Year workscope. Summer workscopes are only required if DYCD offers a separate summer opportunity and the provider is selected to participate.

Q: Who approves the workscope?

A: Workscopes are reviewed and approved by your assigned DYCD Program Manager.

Q: Can a workscope be changed after approval?

A: Yes. Workscopes are working documents and may be adjusted with Program Manager approval through an unlock request in DYCD Connect.

DYCD Connect

Q: What is DYCD Connect?

A: DYCD Connect is DYCD's primary online system used for operational and reporting requirements.

Q: What is DYCD Connect used for?

A: DYCD Connect is used for:

- Workscopes
- Attendance
- Incident Reporting
- Staffing Information
- Program Evaluations
- Operational Reporting

Q: Will providers receive training on DYCD Connect?

A: Yes. DYCD will provide training and guidance on system usage.

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Frequently Asked Questions

discoverDYCD

Q: What is discoverDYCD?

A: discoverDYCD is DYCD's public-facing platform where families search for and apply to programs.

Q: Where does the information come from?

A: Information displayed in discoverDYCD is pulled directly from approved workscope information in DYCD Connect.

Q: What information may appear publicly?

A: Public-facing information may include program descriptions, contacts, schedules, and location information.

Q: What should programs verify?

A: Ensure all public-facing information and contacts remain accurate and up to date.

> Information entered into approved workscopes may appear publicly on discoverDYCD. Please ensure all contact information, schedules, and public descriptions remain accurate.

Program Support Structure

Each provider is assigned a DYCD support team that includes:

- Program Manager — your primary point of contact
- Deputy Director — provides oversight and guidance
- Director — provides leadership and strategic support

Your assigned DYCD Program Manager supports:

- Workscopes
- Monitoring & site visits
- Program implementation
- Program quality support
- Operational requirements
- Technical assistance

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Need Additional Support?

Your assigned DYCD Program Manager will reach out with additional information regarding:

- New Provider Orientation
- DYCD Connect training
- Required trainings and professional development opportunities
- Program implementation guidance
- Important deadlines and updates

Please contact your assigned DYCD Program Manager if you have questions regarding your COMPASS Elementary or SONYC program.

Thank you for partnering with DYCD to provide high-quality afterschool opportunities for New York City's youth and families.

Questions? Your DYCD Program Manager is here to support you. Visit us online: www.dycd.nyc.gov