



**Department of
Education &
Workforce**

Fiscal Management

Sheila Samson
Financial Program Manager



November 2025

Accessing Systems

OHID

OEDS

CCIP

Budget
Revisions

PCRS

FERS

OHID



Ohio's digital identity.
One state. One account.

Register once, use across many State of Ohio websites.

OHID username

Password

Log in

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Do you need an OHID? Get started here.

Create account

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App Store

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OHID Help

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Favorites



CCIP

Grant application & planning system

Open



Department of Education & Workforce Application...

Request access to Education applications

Open

[OHID Setup Tutorial](#)



OEDS



Ohio Education Directory System (OEDS)

Directory of schools and districts

Open

Required Roles

CCIP Authorized Representative/Superintendent*

CCIP Fiscal Representative/Treasurer*

OEDS Organization Administrator

Program Manager – 21st Century*

Required Roles

**Data Entry Compliance (*View & Upload*);
Data View Compliance (*Read Only*)**

**Data Entry Compliance (*View & Upload*);
Data View Compliance (*Read Only*)**

Data Entry – 21st Century (21APR)

Important Information

IRN# - Information Retrieval Number

Grant Name and Grant Number

Site Location

CCIP



CCIP

Grant application & planning system

Open

Budget Revisions

Project Cash Requests (PCR)

Final Expenditure Report (FER)

Accessing CCIP



CCIP
Grant application & planning system

Open



Ohio Department of Education & Workforce

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Organizations

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Grants

Project Cash Requests

Federal Programs Trainings (8/18/2025)
CCIP Note 576, FY26 Federal Programs trainings are now available. Please register for trainings at <https://education.ohio.gov/Topics/Federal-Programs/School-and-District-Supports/Trainings>. If you have any questions, please contact federalprograms@education.ohio.gov.

FY26 Grant Applications in CCIP (8/8/2025)
As communicated in CCIP Note #575, core state and federal grant applications will be awarded in CCIP for Fiscal Year 2026. Grantees are required to complete the Fiscal Year 2026 applications in the CCIP system and submit them in Authorized Representative Approved status. Once the grant applications are in Final Approved status, the grantees will be able to submit Project Cash Requests (PCRs) against their approved applications. Individual grants may require additional information; please contact the office awarding that grant with any questions.

Reminders

Update OEDS Contact Information 3/30/2022
There are several systems within the Department that upload contact information directly from the Ohio Educational Directory System (OEDS). Therefore, it is important that your contact information in OEDS remains current at all times. This will help ensure the appropriate person in your organization receives all communication from the Department. For help with assigning roles in OEDS, contact the Data Custodian for your organization type which can be found on the Departments website.

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Search Funding Applications

Organization Name: Begins With
Organization IRN: 000249
Organization Type: All
County: All
Fiscal Year: 2026
Funding Application: 21st Century
Funding Application State: All
Application Status: All
 Not Started
 Draft Started
 Revision Started
 Draft Completed
 Revision Completed
 Fiscal Representative Approved
 Fiscal Representative Returned Not Approved
Application Contact: All
Grants Management Contact: All
Special Options: Apps with Grant Allocations greater than \$0.00

There are 1 matching record(s). Displaying 1 through 1. [\[Bulk Email\]](#) [\[Download Data\]](#) [\[Summary\]](#)

IRN	Organization Name	County	Differentiated Support Status	Application	Status	Status Date	Application State	Consultant	GM User
000249	Open Doors Inc	Cuyahoga		21st Century			Original Application	Samson, Sheila	Knowles, Tracy

CCIP Sections



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Sections

[Redacted] - 2026 - 21st Century - Rev 0

Application Status: **Reviewed**

Change Status To: [Revision Started](#)
or
[FER Draft Started](#)

[View DEW History Log](#)
[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

Description	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
21st Century	Messages	Print
District Level		
Budget		Print
21st Century Allocations		Print
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Contacts		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
Assurances		Print
Assurances		Print
New Applicant Tentative Approval Override		Print
New Applicant Tentative Approval Override		Print
All	Messages	Print



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Sections

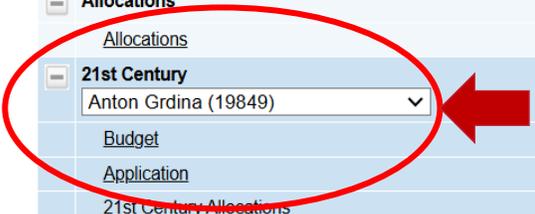
2026 - 21st Century - Rev 0

Application Status: Reviewed

Change Status To: [Revision Started](#) or [FER Draft Started](#)

[View DEW History Log](#)
[View Change Log](#)

Description (View Sections Only View All Pages)	Changes	Validation	Print
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History Log			Print
History Log			Print
Create Comment			
Allocations			Print
Allocations			Print
21st Century			Print
Anton Grdina (19849) <input type="text"/>			
Budget			Print
Application			Print
21st Century Allocations			Print
Upload/View documents			
Contacts			Print
Contacts			Print
Substantially Approved Dates			Print
Substantially Approved Dates			Print
Assurances			Print
Assurances			Print
New Applicant Tentative Approval Override			Print
New Applicant Tentative Approval Override			Print
All		Messages	Print



CCIP Sections



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Budget

- 2026 - 21st Century - Rev 0 - 21st Century

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U.S.A.S. Fund #: 509
[Plus/Minus Sheet \(opens in new window\)](#)

Purpose Code	Retirement Fringe Benefits 200	Purchased Services 400	Supplies 500
Instruction	46,200.00	53,700.00	28,700.00
Support Services	16,000.00	28,000.00	0.00
Governance/Admin	0.00	0.00	0.00
Prof Development	0.00	13,000.00	0.00
Family/Community	26,000.00	2,600.00	0.00
Safety	0.00	0.00	0.00
Facilities	0.00	0.00	0.00

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CCIP Quick Reference

Ohio Department of Education & Workforce

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Announcements

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QUICK REFERENCE CHECKLIST

This checklist provides all the steps that a grantee must take to obtain access to grant funds in the Comprehensive Continuous Improvement System (CCIP) e-grant system. The checklist can be used to track your progress as you move through each step. Please try to follow these steps in order. Use the checklist links to navigate directly to where you are in the setup process and to access the applicable guidance.

Section 1: Access Systems		
Sections 1.1 – 1.7 are necessary to create/obtain access to the applications you will use to manage a grant.		
Section 1	Action	Completed
1.1	Obtain an OH ID Account	
1.1	Obtain a Department of Education Profile	
1.2	Obtain an OAKS Supplier/Vendor ID	
1.3	Obtain an Information Retrieval Number (IRN)	
1.4	Obtain Access to the Ohio Education Directory System (OEDS)	
1.5	Assign Roles in OEDS	
1.6	Associate OAKS Supplier/Vendor ID	
1.7	Access the Comprehensive Continuous Improvement Plan (CCIP)	
Sections 1.8 – 1.9 are necessary to complete if you are receiving federal grant money from the Department		
1.8	Obtain a UEI or Register in SAM.gov	
1.9	Enter UEI in OEDS	
Section 2: The Grants Manual		
This manual outlines the fiscal representatives' responsibilities.		
2.1	Grants Manual (For reference only)	
Section 3: Submit an Application/Budget		
Grant recipients are required to submit an application/budget in the CCIP for approval prior to accessing funds.		
3.1	Complete the budget in the CCIP	
Section 4: Submit a Project Cash Request (PCR)		
After incurring allowable expenditures under the grant, grantees request funds by submitting a PCR in the CCIP.		
4.1	Submit a request for reimbursement (PCR)	
Section 5: Submit a Final Expenditure Report (FER)		
At the end of the grant period, you are required to submit a final expenditure report (FER) in the CCIP.		
5.1	Submit a FER	

[Grants-Management-Quick-Reference-Guide-Manual.pdf.aspx](#)



Use of Funds

- All expenditures should be reasonable, allowable, and necessary. These resources provide guidance on the financial requirements of the 21st CCLC grant
- Governance/Administrative Expenses cannot exceed 15% of the total budget. These expenses would include non-instructional services and activities, including planning, administration, personnel development, and interagency coordination.
- [Allowable and Unallowable Use of 21st CCLC Funds](#)
- [2 CFR Part 200](#)
- [EDGAR](#)
- [Title-IV-PART-B-Statute-ESSA-Stand-Alone-Section.pdf](#)
- [USDOE 21st CCLC Non-Regulatory Guidance 2024.pdf](#)



Allowable Use of Funds

- Transportation costs (etc. driver salary and benefits, transportation vouchers, student bus passes)
- Curriculum materials aligned to afterschool programming
- Programming staff salary and benefits such as teachers and tutors
- Program evaluation costs (up to \$10,000)
- Supplies, including computers/printers pertaining to academic and enrichment activities
- Staff professional development for meetings, trainings, and reimbursement of travel
- Equipment purchases for instructional purposes (refer to local threshold)



Unallowable Use of Funds

- Monetary rewards for students or families (e.g., cash, gift cards), or tangible prizes or giveaways
- Incentives for students to enroll in or attend the program
- Grant writer or consultant fees
- Vehicle/Van/Bus purchase
- Capital expenses (a building or land for a building)
- Indirect costs not pre-approved for an indirect cost rate by a federal or state government agency
- Building Repairs/Renovations
- Supplies for fundraisers



Budget Revisions

- Required when program activity revisions are expected to exceed 10% of the current approved budget in an object code
- A budget revision requires a justification via the CCIP History Log.
- A budget revision must be submitted and approved via the CCIP made prior to obligating the funds.
- Changes must be allowable, reasonable, and necessary
- Budget revisions for FY26 must be received no later than **May 15, 2026**
- [ODE: The Budget Revision](#)



History Log

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Application Status: Consultant Approved

Change Status To: [Revision Started](#) or [FER Draft Started](#)

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Save And Go To

Create Comment

Comment

Check Spelling

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Send Email to CCIP Contacts

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Status Changes

- **Draft Started**
 - Begin an application
- **Draft Completed**
 - Submit a completed application
- **Fiscal Representative Approved**
 - Treasurer and/or fiscal representative Review/Approve budget proposal;
 - Treasurer's final approval after a budget revision; or
 - Treasurer's final approval after submitting a project cash request (PCR).
- **Authorized Representative Approved**
 - Superintendent and/or authorized representative have reviewed and approved all applications and budgets
 - Final step of approval at the district (LEA and/or CBO) level
 - Superintendent's (CEO) final approval **after** a budget revision
- **Reviewed**
 - Grant allocation **by the Department** at the beginning of a fiscal year; Grant Award Notification and requirements



Status Changes, cont.

- **Revision Started**

- Initiated by the grantee when anticipated purchases are necessary. *No purchases can be made until approved by the department. This is the **first step** in submitting a budget revision.*

- **Revision Completed**

- Purchases added to the budget and is pending approval at the district/local level
- Occurs during fiscal year prior to program end date to benefit current year programming.

- **Consultant Approved**

- Department approval of a pending budget revision.

- **Consultant Returned Not Approved**

- Pending budget revision is denied; requires action from the grantee
 - Ending status must be at CCIP Authorized Representative Approved.
 - A CCIP History Log justification may be required.



Status Changes, cont.

- **FER Draft Started**
 - Required at the end of the fiscal year to start the process of submitting a final expenditure report (FER). You should ONLY begin this process after June 30th and by September 30th after funds are liquidated.
- **FER Draft Completed**
 - After the district completes the required FER process. Once completed, it requires the approval of the treasurer/fiscal rep then the superintendent/authorized rep.
- **FER Fiscal Representative Approved OR**
- **FER Fiscal Rep Returned Not Approved**
 - This status change is once the treasurer/fiscal rep have approved or not approved the FER.
- **FER Authorized Representative Approved OR**
- **FER Authorized Rep Returned Not Approved**
 - This status change is once the superintendent/CEO have reviewed and approves the FER. This is the final status change at the local level prior to submitting the required FER.



Object Codes

- **Object 100- Salaries**
 - Gross Wages
- **Object 200- Retirement Fringe**
 - Amount paid by grantee on behalf of employee
- **Object 400- Purchased Services**
 - Contracts, travel, rent, utilities, copies, postage
- **Object 500- Supplies**
 - Material items
- **Object 600- Capital Outlay**
 - Material items over Capital Outlay threshold used for reporting purposes
- **Object 800- Other**
 - Indirect cost, memberships, awards and prizes
- [USAS](#)
- [Budgeting-Expenses-and-Required-Support-Documentation.pdf.aspx](#)



Payment Cash Request (PCRs)

- Requests are based on approved budget and the Substantially Approved Date (SAD);
- Request for cash for grant expenditures;
- Funds may be requested as reimbursement or advance.
- All advances must be expended within 5 business days of receipt.
- Must provide detailed financial report and required documentation and provide with every PCR or as requested



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Request

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General Information

Assistance Listing Number (ALN) – Formerly CFDA 84.287A
U.S.A.S. Fund Code 509
Cost Center Number

Total Cash Basis Expenditures by Object Code (Year to Date)

Salaries (100s)	\$49,084.18
Retirement Fringe Benefits (200s)	\$3,985.13
Purchased Services (400s)	\$6,450.00
Supplies (500s)	\$1,592.13
Capital Outlay (600s)	\$0.00
Other (800s)	\$0.00

Fiscal Summary

Allocation	\$950,000.00
Available Budget	\$950,000.00
Fiscal Information As Of	7/31/2025
Cash Received	\$0.00
Total Cash Basis Expenditures	\$61,111.44
Cash Balance On Hand	(\$61,111.44)
Cash Available	\$950,000.00

Fund Request

Negative Amount	\$61,111.44
Advance Amount – AMOUNT REQUESTED MUST BE LIQUIDATED WITHIN 5 BUSINESS DAYS OF RECEIPT	
Advance Period - When requesting an advance, the advance period must be the current month or the next month.	
Total Amount Requested	\$61,111.44

Attach PCR supporting document here:

Attach document to justify the amount requested in this PCR. Only one file can be attached with this PCR. The allowable file formats are Text document, Microsoft Word, Excel, Powerpoint, PDF, JPEG images. Allowable file size limit is 1MB.

Upload PCR supporting document

[View PCR Supporting document](#)

Justification of Need

Explain need for Advance Amount and include date advance will be liquidated. Advance must be liquidated with 5 business days of receipt.

Explain need for Advance Amount when Cash Balance On Hand exceeds 5% of Available Budget

Final Expenditure Report (FER)

- FER is a Final Expenditure Report (FER) that is due annually via CCIP no later than **September 30** (90 days after the project ending date of June 30)
- FER must reflect actual expenditures for all 21st Century grants combined
- Contact your assigned representative in DEW, Office of Grants Management if you have questions regarding FERs
- 21st Century grant does not have a carryover provision



Final Expenditure Report (FER)



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Final Expenditure Report

██████████ - 2025 - 21st Century - Rev 2 - Final Expenditure Report

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Fiscal Information As Of:

Enter the ending date reflected on the financial report that was generated to capture expenses by object on the Final Expenditure Report page or enter the date the most recent transaction/expense was paid. Expenses reported on the FER must have been obligated by June 30th and liquidated by September 30th . Please contact your grants management consultant with questions.

Object Code Grant Code	Salaries 100	Retirement Fringe Benefits 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
21st	826,024.20	74,899.67	161,253.03	37,823.10			1,100,000.00
Total	826,024.20	74,899.67	161,253.03	37,823.10	0.00	0.00	1,100,000.00

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FER Adjustments

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FER Adjustments

2025 - 21st Century - Rev 2 - Final Expenditure Report

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Grant	Adjusted Allocation	Current Allocation	Reported Expenditures	Adjusted Expenditures	Cash Received	Cash Balance On Hand	Amount Remaining	Amount to Carry Over	Acknowledge Carryover Less Than Amount Remaining
21st	\$1,100,000.00	\$1,100,000.00	\$1,100,000.00	\$1,100,000.00	\$1,100,000.00	\$0.00	\$0.00		

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FER Indirect Cost Expenditure

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FER Indirect Cost Expenditure

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Object Code 800 / Grant Code	Maximum IDC*	Indirect Cost (IDC)	Other 800	Total Other 800
21st	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00

* Maximum IDC is Indirect Cost rate times sum of Object 100, Object 200, Object 400 & Object 500 submitted on Final Expenditure Report page, or the amount budgeted for indirect costs, whichever is less.

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Indirect Costs: [Indirect Costs | Ohio Department of Education and Workforce](#). Districts will not be approved to draw on indirect cost funds unless they have an indirect cost plan and rate approved through the DEW Office of Grants Management indirectcost@education.ohio.gov



Resource Links

- [21st Century Grantee Resources](#)
- [21st Century Timeline](#)
- [Managing Your Grant](#)

Contact Information

Sheila Samson – Financial Program Manager

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Office of Grants Management

[Grants Management Contacts by Regions](#)



QUESTIONS?

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