

Literacy Tutoring Grant Program

District-Facing Guidance



For questions regarding Arkansas's Literacy Tutoring Grant Program, please contact ade.tutoring@ade.arkansas.gov.

Program Overview

[Arkansas's Literacy Tutoring Grant Program](#) established under the LEARNS Act¹ provides \$500 grants for grades K-3 public school and open-enrollment public charter students who are at risk of reading difficulties, do not meet the reading standard as determined by the state assessment, or students who were retained in third grade, to purchase from [an approved provider](#) either literacy tutoring services or digital literacy applications.

Under LEARNS, districts are required to notify families of their student's eligibility for the program. This document includes guidance on how districts should notify families that their children are eligible for this opportunity.

The ADE will notify superintendents of eligible students in two stages. The first stage of letters will be released on January 29, 2024, for students in the highest eligible priority groups that ADE can fully fund. Eligible students from this first stage will receive priority to apply for funds over other eligible students. After February 22, 2024, all remaining letters will be released to superintendents of all eligible students provided money is still available to fund additional literacy tutoring grants. Any remaining funds will be made available on a first-come, first-serve basis subject to application approval.

The Arkansas Department of Education (ADE) administers the Literacy Tutoring Grant Program and is partnering with [ClassWallet](#), an organization that provides a digital wallet technology platform, to distribute the funds directly to approved providers.

In the 2023-2024 school year, the Literacy Tutoring Grant Program will be administered in two stages on the following timeline:

Stage	Action	Timeline
Before Program Launch	The ADE will vet and approve tutoring providers.	Provider application launched August 16, 2023
First Stage	The ADE notifies district Superintendents of eligible students identified for the first stage of notifications through the Digi Locker portal.	January 29, 2024

¹ [Arkansas Act 237](#)

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	Districts will notify families with an eligible student through a letter provided by the ADE through the Digi Locker portal.	January 29, 2024 - February 7, 2024
	Parents or guardians of eligible students will be able to apply for a Literacy Tutoring Grant through the ClassWallet portal using their eligibility letter.	January 29, 2024
	The ADE will review and approve applications for notified eligible students on a first-come, first-served basis. Students will be placed on a waitlist if approved grant awards exceed available funding.	Within two weeks of parents or guardians applying
	Parents or guardians with the first round of grants can expend funds on approved tutoring services.	February 1, 2024 - June 30, 2024
	All reimbursements for literacy tutoring services must be submitted	June 30, 2024
Second Stage	The ADE notifies district Superintendents of all remaining eligible students for the second stage of notifications through the Digi Locker portal.	February 22, 2024
	Districts will notify all remaining families with an eligible student through a letter provided by the ADE provider through the Digi Locker portal.	February 22, 2024 - March 3, 2024
	The ADE will review and approve applications for notified eligible students on a first-come, first-served basis. Students will be placed on a waitlist if approved grant awards exceed available funding.	Within two weeks of parents or guardians applying
	Parents or guardians with the second round of grants will expend funds on approved tutoring services.	February 22, 2024 - June 30, 2024
	All reimbursements for literacy tutoring services must be submitted	June 30, 2024
End of 2023-2024 School Year	Literacy Tutoring Grant Funds will expire for the current academic year.	June 30, 2024

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Qualifying for a Literacy Tutoring Grant

Arkansas Literacy Tutoring Grants are available to Arkansas public school and open-enrollment public charter school students in grades kindergarten through third who:

- Do not meet the reading standard, as defined by the state board;
- Are determined to be at risk of reading difficulties by a high-quality literacy screener; or
- Students enrolled in public schools or open-enrollment public charter schools who were retained in third grade or have received a good cause exemption for promotion to grade four.

For the 2023-2024 school year, the reading standard for the purpose of identifying student eligibility for the Literacy Tutoring Grant is defined as:

1. For students in grades K-2, eligible students scored in the following percentiles on the beginning-of-year K-2 assessment scores. Students achieving at or below the:
 - Lowest 10th percentile for Kindergarten;
 - Lowest 15th percentile for grade 1;
 - Lowest 20th percentile for grade 2.
2. For students in grade 3, eligible students scored at or below the 25th percentile on the prior school year end-of-year literacy assessment.
3. Current students in grade 3 who were not promoted.

Eligible students will be notified in two stages, the first stage is for students in the highest eligible priority groups that the ADE can fully fund. After February 22, 2024, all funds will be made available on a first-come, first-served basis subject to application approval. Eligible students who applied but were not able to receive funds will be placed on a waitlist and notified if funding becomes available.

For the 2023-2024 school year, the ADE will use the following priority structure to determine which eligible students are included in the first and second stages, pursuant to the rules passed by the Arkansas State Board of Education:

1. Students who were retained the previous year;
2. Students in the lowest 15% of the reporting category in K-3;
3. The remaining lowest quartile of grade 3;
4. The remaining lowest quartile of grade 2;
5. The remaining lowest quartile of grade 1;
6. The remaining lowest quartile of grade K.

The ADE will notify district Superintendents, and if applicable a district's Literacy Coach, on January 29, 2024, the availability to access the released parent letters for students eligible to apply for the Literacy Tutoring Grant Program in the first stage. If funding is still available, the ADE will notify districts on February 22, 2024, the availability to access the released parent letters for students eligible to apply for the Literacy Tutoring Grant Program in the second stage. After February 22,

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2024, all funds will be made available on a first-come, first-serve basis for eligible students regardless of which stage they were notified.

Districts are required to notify families of their student's eligibility for the program by February 7, 2024 for the first stage of eligible students and by March 3, 2024 for the second stage of eligible students. To assist in communication to families, the ADE has developed a template letter and mail merged student information for districts to send out to eligible families. Superintendents can access and download pre-populated letters for eligible students by logging into [Digi Locker](#) using their State Active Directory credentials to login. Superintendents are encouraged to use this letter as their required correspondence to the parents or guardians of each eligible student. Superintendents are also encouraged to coordinate with each principal in their district and their state Literacy Coaches (if applicable) to assist in disseminating information about this opportunity.

DIGI LOCKER LOG-ON PAGE



  **LEARN**
Arkansas Department of Education
Digital Locker

For ADE Users
Use your ADE credentials to login. Please enter your username in the form of `ade|jdoe`.

For LEA Superintendents
Use your State Active Directory credentials to login. Please enter your username in the form of `spoon|29@hawaii`.

Username

Password

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NOTIFICATION LISTING for LEAs

Year: 2023
Notification Letter/Report Type: Literacy Tutoring

Sort By: LEA Name

Jump to

A B C D E F G H I J K L M N O P Q R S T V W Y

LEA	LEA Name	Action
A		
6040700	Academics Plus Public Charter Schools	 
1701000	Alma School District	 
0501000	Alpena School District	 

Applying for a Literacy Tutoring Grant

The ADE application process for families will open on December 20, 2023. Parents or guardians of eligible students will apply for \$500 in grant funds through the ADE website. Families will need the following information to apply:

- Student ID
- Student name
- Parent/guardian name
- Parent/guardian phone number
- Parent/guardian email address

To submit an application, a valid email address is required.

1. Families can click [here](#) to apply.

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Arkansas Literacy Tutoring Grant Parent Registration Page

Welcome to the Arkansas Literacy Tutoring Grant Program Registration Page!

The Arkansas Department of Education administers the Literacy Tutoring Grant Program and has partnered with ClassWallet to distribute the funds.

Established under the LEARNNS Act, this program provides **\$500 grants to K-3 public school students** who are at risk of reading difficulties, do not meet the reading standard by state assessment, or students who are to be retained in 3rd grade.

Parents of qualifying students should have received a letter from their students' public or open-enrollment charter school, informing them of their eligibility. If you have questions about this letter or did not receive a letter and believe your student qualifies, please contact ade.tutoring@ade.arkansas.gov.

The grant can be used to purchase literacy tutoring services (in-person or virtual), digital literacy applications, and software programs from an approved provider.

Frequently asked questions about the Arkansas Literacy Learning Program (in development)

If you have questions about your student's registration please contact help@classwallet.com

If you have questions about your student's eligibility please contact ade.tutoring@ade.arkansas.gov.

Getting Started:

1. **To register your student for the program, please complete the form below.** Once you submit your student's registration, you will receive a confirmation email.
2. The Arkansas Department of Education will be verifying the information provided to confirm your student's eligibility. Please allow **14 days** for review.
3. **After your student's registration is reviewed, you will receive an email notification with an eligibility determination.**
4. If your student is approved, you will also receive instructions for accessing your student's grant funds.

IMPORTANT: If you have more than one qualified student in your household, you need to submit a registration form for each student.

Student ID Number *

Found on the letter from your students' public or open-enrollment charter school.

Student Legal First Name *

Student Legal Last Name *

Parent Legal First Name *

Parent Legal Last Name *

ClassWallet will verify the family and student information and eligibility for the program. ClassWallet will then notify parents or guardians of their approval status and next steps for receiving funds including setting up a ClassWallet account. Families should expect to receive an email on their approval status within two weeks.

Families whose applications were approved will receive an email from ClassWallet on setting up an account. To create an account with ClassWallet families will need to complete the following steps:

1. Login with the link provided in the ClassWallet email.
2. Agree to assurances that the child will remain in an Arkansas public school or open-enrollment public charter school for the remainder of the academic year.
3. Agree to assurances that parents or guardians will spend funding only on allowable services.
4. Input student information.

The ADE will create a waitlist for families who register but who are not awarded due to limited funding. If additional funding is available, the ADE will make awards to families on the waitlist based on the order in which the families registered.

Approved Uses of the Literacy Tutoring Grant

Under the LEARNNS Act, approved parents or guardians may only spend the Literacy Tutoring Grant program on:

1. Online or in-person, high-dosage tutoring services from a list of state-approved providers.



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2. Evidence-based digital tutoring applications or software programs from a list of state-approved programs.

The list of approved providers is available [here](#).

The ADE vets and approves tutoring providers and digital literacy applications/software using the following [rubric](#). Potential providers are required to apply using an online application that the ADE launched on August 16th, 2023. The provider list will be updated on a rolling basis. Additional providers will be added to the vetted list as they are approved; parents or guardians approved for the grant may select providers from this list.

Finding a Tutor

Parents or guardians will be able to find approved tutoring providers and digital tutoring applications/software and make payments through the ClassWallet marketplace using the following steps:

- Login to your ClassWallet account.
- Locate and contact a provider.
- Make a payment to the provider within the ClassWallet Platform after services have been provided.

Invoicing and Payments

Approved providers will make a ClassWallet account for families to select their provider and bill for services. Parents or guardians will spend funds on approved tutoring services and submit billing through ClassWallet. ADE staff will review the submitted invoices to ensure the services are allowable and approve the expenses. Expenses will be approved or rejected in 1-3 business days.

Unexpended funds will expire on June 30th, 2024. Funds will not roll over into the following school year. If a child is still eligible for a literacy tutoring grant in the following year, families must submit a new application.