**FRYSC Forms and Reports (Rev. 07/01/23)**

| **REQUIRED**  **Form, Report or Action** | **Due Date** | **District Contact Responsibilities** | **Coordinator Responsibilities** | **Other Personnel Responsibilities** | **How to Submit:**  **\*Notify RPM when upload is made** |
| --- | --- | --- | --- | --- | --- |
| **Funding Request/Invoice Letter**  (submitted to request funding/initiate payment for the upcoming fiscal year) | Due within 14 business days of funding award | 1) District Contact Prepares Invoice for superintendent signature |  | **Superintendent**: Signs | District Contact: Follow submission instructions from Division Office |
| **End of Year MUNIS Reports**  (for previous fiscal year**\***)  **\***Funds must be encumbered by June 30 and spent by July 25 | August 15 | Ensure completion |  | **Finance Officer**: Prepares and submits electronically | Finance Officer: Follow submission instructions from Division office |
| **Other Information Fields** | June 30 |  | Update on FRYSC Counts! Center page |  | Update on FRYSC Counts! center page and SAVE at the bottom of the screen |
| **Coordinator PD Tracking Form** | June 30 | School districts are responsible for ensuring that coordinators receive all required training hours. | Retain copies of training certificates at center |  | PD Tracking Forms will be submitted directly on FRYSC Counts! by center coordinator |
| **End of Year Program Reports**   1. Implementation Report 2. Impact Report (via FRYSC Counts!) | Sept. 30 |  | 1.Prepares Report and presents to advisory council; (no signature page)  2.Completes and submits Impact survey | Advisory Council reviews and is noted in meeting Minutes | Impact Reports will be located directly on FRYSC Counts! |
| **Free Lunch, Enrollment and Center Information** | Pulled from KDE | Follow instructions from DFRYSC concerning verification of data pull, review process, and reporting of preschool numbers/special circumstances | Follow instructions from DFRYSC concerning verification of data pull, review process, and reporting of preschool numbers/special circumstances | FRAM coordinators and Food Services Directors: Maintain up- to- date direct certification imports, federal forms in POS system, and HIFs. | These numbers will be received from the Kentucky Department of Education. |
| **Mid-Year MUNIS Report** | Upon Request only | Ensure completion |  | **Finance Officer**: Prepares and submits electronically if requested | Finance Officer: Follow submission instructions from RPM |
| **Continuation Program Plan** | March 1st *(even number years only)* | Review and maintain copy for files | Prepares new budget and program plan; presents to advisory council and SBDM | **Advisory Council:** Reviews and approves next year’s budget and program plan | Coordinator uploads required items |
| **Budget and Narrative** | Yearly, following announcement of allocation amounts |
| **Inventory Tracking** | March 1st with CPP (*even number of years only*) | Ensure completion | Complete and update. |  | Upload to FRYSC Counts! Center page |
| **By-Laws** | At least once every three years during RPM site visits | Review and maintain copy for files | Prepare and discuss with Advisory Council | **Advisory Council:**  Reviews and approves | Upload to Advisory Council Listing Page in FRYSC Counts! |
| **Evaluation of Coordinator** | Per district policy, but every 2 years at minimum | 1) Complete with principal(s)  2) Ensure completion | 1) Keep evaluation on file  2) Evaluate support staff, if applicable | **If serves 1 school: Principal**: Complete with District Contact input.  **If serves > 1 school**: District Contact completes with principal input |  |
| **District/Center Changes**  \*Required when:  -New coordinator is hired  -New Supt. is hired  -Change in District Contact or Finance Officer  -Center has new name, phone, or address  -Coordinator has new name  -Coordinator has new email address  -New AC Chair | Per change | Maintains “District Information Page” on FRYSC Counts!  (Superintendent info, District Contact info, and Finance Officer info) | Coordinator maintains “Center Information” on FRYSC Counts!  -Center info  -Coordinator info  -Staff info  -AC Chair info |  | \*Must be kept up to date to receive timely communication from the Division |
| **Request Form**  \*Required to accompany:  -**Revisions:** Budget, center operations, action components  -**Purchases:** Single item  ≥ $500; Goods ≥$1,000; Subcontracts ≥ $1,000. | As needed | Signs after AC approval (if is Designee) | Prepares; signs, presents to advisory council for approval | ***Advisory Council Chair:*** Signs  ***Superintendent:*** Signs (unless has Designee) | Coordinator: Scan signature page and upload to FRYSC Counts! with any accompanying document |
| **Advisory Council Listing**  Revision *Note: Request form* ***not*** *needed* | As needed |  | Prepares upon change in membership |  | Coordinator uploads within 2 weeks of change |
| **Advisory Council**  **New Coordinator Hiring Confirmation** | As needed | Signs after hiring new coordinator |  | ***Hiring committee Chair:*** Signs  ***Superintendent:*** Signs | District Contact: Scan with signatures and upload – along with current job description - to Center documents page within 1 week of hiring |
| **Reconfiguration Request Letter** | Dec. 21 | 1) Consult with RPM first  2) Write request letter |  | **Advisory Council**: Recommends  **Superintendent:** Signs | District Contact: Submits the request to the RPM via e-mail |
| **Waiver Request Form**  \*of full-time coordinator | Contact RPM | 1) Consult with RPM  2) Prepare  3) Request for renewal required |  | **Superintendent**: Signs request letter on district letter head | District Contact: Submits the request to the RPM via e-mail. |
| **Alternative Distribution Funding Request**  with spreadsheet  (new or annual renewal) | Contact RPM | 1)Consult with RPM  first  2) Prepare Request Letter and spreadsheet |  | **Superintendent:** Signs Request Letter on district letter head | District Contact: Submits Request Letter and spreadsheet to the RPM via e-mail. (Detailed instructions available upon request to RPM on submission requirements) |