**FRYSC Forms and Reports (Rev. 4/2021)**

| **REQUIRED**  **Form, Report or Action** | **Due Date** | **District Contact Responsibilities** | **Coordinator Responsibilities** | **Other Personnel Responsibilities** | **How to Submit:**  **\*Notify RPM when upload is made** |
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| Funding Request /Invoice Letter  (submitted to request funding/initiate payment for the upcoming fiscal year) | May 29 | 1) District Contact Prepares Invoice for superintendent signature |  | **Superintendent**: Signs | **District Contact: email to DFRYSC Budget and Contracts Administrator** |
| 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 | The 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! |
| 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** | **1.) Follow instructions from DFRYSC concerning verification of data pull, review process, and reporting of preschool numbers/Special circumstances** | **1)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 | Finance Officer: Follow submission instructions from RPM |
| Continuation Program Plan *(even numbered years only)* | March 1 | 1) 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 items required |
| Budget and Narrative | Yearly, following announcement of allocation amounts |
| Evaluation of Coordinator | Per district policy, but every 2 years at minimum | 1) Complete with principal  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 | n/a |
| 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 | District Contact maintains “District Information page” on FRYSC Counts!  -Superintendent info  -District Contact info  -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 in order 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 to Center 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)** |