

# FRYSC Forms and Reports

REQUIRED Form, Report or Action	Due Date	District Contact Responsibilities	Coordinator or Responsibilities	Other Personnel Responsibilities	How to Submit: <i>*Notify RPM when upload is made</i>
<b>Funding Request/Invoice Letter</b>  (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		<b>Superintendent:</b> Signs	District Contact: Follow submission instructions from Division Office
<b>End of Year MUNIS Reports</b>  (for previous fiscal year*)  <i>*Funds must be encumbered by June 30 and spent by July 25</i>	August 15	Ensure completion		<b>Finance Officer:</b> Prepares and submits electronically	Finance Officer: Follow submission instructions from Division office
<b>Other Information Fields</b>	June 30		Update on FRYSC Counts! Center page		Update on FRYSC Counts! center page and SAVE at the bottom of the screen
<b>Coordinator PD Tracking Form</b>	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
<b>Impact Reports</b>	June 30		Completes and submits Impact Report		Impact Reports are entered into FRYSC Counts!

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<b>Free Lunch, Enrollment and Center Information</b>	Pulled from KDE  Pre-School Data Due by Dec. 15	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.  If eligible, pre-school data will need to be entered into FRYSC Counts! manually.
<b>Mid-Year MUNIS Report</b>	Upon Request only	Ensure completion		<b>Finance Officer:</b> Prepares and submits electronically if requested	Finance Officer: Follow submission instructions from RPM
<b>Continuation Program Plan</b>	March 1 <sup>st</sup> (even number years only)	Review and maintain copy for files	Prepares new budget and program plan; presents to advisory council and SBDM	<b>Advisory Council:</b> Reviews and approves next year's budget and program plan	Coordinator uploads required items
<b>Budget and Narrative</b>	Yearly, following announcement of	Review and maintain copy for files	Prepares new budget and program	<b>Advisory Council:</b> Reviews and approves	Coordinator uploads required items

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	allocation amounts		plan; presents to advisory council and SBDM	next year's budget and program plan	
<b>Inventory Tracking</b>	March 1 <sup>st</sup> with CPP ( <i>even number of years only</i> )	Ensure completion	Complete and update.		Upload to FRYSC Counts! Center page
<b>By-Laws</b>	At least once every three years during RPM site visits	Review and maintain copy for files	Prepare and discuss with Advisory Council	<b>Advisory Council:</b> Reviews and approves	Upload to Advisory Council Listing Page in FRYSC Counts!
<b>Evaluation of Coordinator</b>	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	<b>If serves 1 school: Principal:</b> Complete with District Contact input. <b>If serves &gt; 1 school:</b> District Contact completes with principal input	
<b>District/Center Changes</b>	Per change	Maintains "District Information	Coordinator or maintains		<i>*Must be kept up to date to receive timely communication from the Division</i>

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<p><u>*Required when:</u></p> <ul style="list-style-type: none"> <li>-New coordinator is hired</li> <li>-New Supt. is hired</li> <li>-Change in District Contact or Finance Officer</li> <li>-Center has new name, phone, or address</li> <li>-Coordinator has new name</li> <li>-Coordinator has new email address</li> <li>-New AC Chair</li> </ul>		<p>Page” on FRYSC Counts!</p> <p>(Superintendent info, District Contact info, and Finance Officer info)</p>	<p>“Center Information” on FRYSC Counts!</p> <ul style="list-style-type: none"> <li>-Center info</li> <li>- Coordinator info</li> <li>-Staff info</li> <li>-AC Chair info</li> </ul>		
<p><b>Request Form</b></p> <p><u>*Required to accompany:</u></p> <ul style="list-style-type: none"> <li>-<b>Revisions:</b> Budget, center operations, action components</li> <li>-<b>Purchases:</b> Single item <math>\geq</math> \$500; Goods <math>\geq</math> \$1,000; Subcontracts <math>\geq</math> \$1,000.</li> </ul>	As needed	Signs after AC approval (if is Designee)	Prepares; signs, presents to advisory council for approval	<p><b>Advisory Council Chair:</b> Signs</p> <p><b>Superintendent:</b> Signs (unless has Designee)</p>	Coordinator: Scan signature page and upload to FRYSC Counts! with any accompanying document
<p><b>Advisory Council Listing</b></p>	As needed		Prepares upon change in membership		Coordinator uploads within 2 weeks of change
<p><b>Advisory Council New Coordinator Hiring Confirmation</b></p>	As needed	Signs after hiring new coordinator		<p><b>Hiring committee Chair:</b> Signs</p> <p><b>Superintendent:</b> Signs</p>	District Contact: Scan with signatures and upload – along with current job description - to <u>Center</u> documents page within 1 week of hiring

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<b>Advisory Council Minutes</b>	After each scheduled meeting		Prepare minutes for review at Advisory Council meetings	Advisory Council approves minutes at scheduled meetings	All Advisory Council minutes are uploaded to center page on FRYSC Counts! after scheduled meetings
<b>Waiver Request Form</b> <i>*of full-time coordinator</i>	Contact RPM	1) Consult with RPM 2) Prepare 3) Request for renewal required		<b>Superintendent:</b> Signs request letter on district letter head	District Contact: Submits the request to the RPM via e-mail.
<b>Alternative Distribution Funding Request</b>  with spreadsheet  (new or annual renewal)	Contact RPM	1)Consult with RPM first 2) Prepare Request Letter and spreadsheet		<b>Superintendent:</b> 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)



Revised: July 1, 2024