

# FRYSC Administrators' Guidebook

---

**JULY 01, 2025**

# FRYSC

**Kentucky Family Resource and Youth Services Centers**



*Creating Partnerships for Student Success*

# TABLE OF CONTENTS

## **I. INTRODUCTION**

- Background [p. 4](#)
- Mission [p. 5](#)
- Vision [p. 5](#)
- Funding [p. 6](#)
- Guiding Principles [p. 6](#)
- Goals [p. 7-8](#)
- Core Components (List) [p. 9-10](#)
  - Family Resource Centers
  - Youth Services Centers
  - Family Resource/Youth Services Centers
- Common Optional Components [p. 10](#)
- Forms and Reports Timeline/Due Dates [p. 11-13](#)

## **II. PROGRAM OPERATIONS**

- Family Thrive Overview [p. 14](#)
- Standards of Quality [p. 15](#)
- Needs Assessment [p. 15-16](#)
- Methods of Service Delivery [p. 16](#)
- FRYSC Core Components (detailed descriptions)
  - Family Resource Centers [p. 17-28](#)
  - Youth Services Centers [p. 29-40](#)
- Program Accountability [p. 41](#)
  - FRYSC Advisory Council/SBDM/Board of Education [p. 41](#)
  - Center Space [p. 41](#)
  - Program Monitoring [p. 41](#)
  - Center Assessment for Growth Evaluation Tool [p. 42](#)
  - School Administration [p. 42](#)
  - The FRYSC District Contact [p. 42-43](#)

## **III. FRYSC ADVISORY COUNCIL**

- Advisory Council Guidelines [p. 44](#)
- Bylaws [p. 46-47](#)

## **IV. PERSONNEL GUIDELINES**

- Coordinator Role [p. 48-49](#)
- Pupil Transportation [p. 50](#)

## **V. COLLABORATION**

- Community Collaboration [p. 51](#)

	• Collaboration with School-Based Resources and Programs	<a href="#"><u>p. 51-52</u></a>
	• Collaborative Partnerships with Parents	<a href="#"><u>p. 52-53</u></a>
<b>VI.</b>	<b>FUNDING ALLOCATION AND MANAGEMENT</b>	
	• Eligibility and Funding	<a href="#"><u>p. 54-55</u></a>
	• Expenditures requiring special consideration by the Advisory Council	<a href="#"><u>p. 56</u></a>
	• Fiscal Reports, Amendments, Unencumbered Funds, Encumbered Funds, Over Expenditures	<a href="#"><u>p. 56-57</u></a>
	• Fiscal Responsibilities of Coordinator and Advisory Council	<a href="#"><u>p. 57</u></a>
	• External Funding: Non-FRYSC Funds	<a href="#"><u>p. 58</u></a>
<b>VII.</b>	<b>PROFESSIONAL DEVELOPMENT</b>	
	• Training for FRYSC Coordinators	<a href="#"><u>p. 60-64</u></a>
<b>VIII.</b>	<b>ACCOUNTABILITY, PROGRAM REPORTS AND RECORDKEEPING</b>	
	• Infinite Campus	<a href="#"><u>p. 65</u></a>
	• Infinite Campus Year-End Report	<a href="#"><u>p. 65</u></a>
	• Implementation and Results (I and R)	<a href="#"><u>p. 65</u></a>
	• Minimum coordinator access to fields in Infinite Campus	<a href="#"><u>p. 66</u></a>
	• FRYSC Recordkeeping	<a href="#"><u>p. 69</u></a>
	• Access to FRYSC Records	<a href="#"><u>p. 70</u></a>
	• FRYSC Counts!	<a href="#"><u>p. 71</u></a>
<b>IX.</b>	<b>DFRYSC STAFF</b>	<a href="#"><u>p. 72</u></a>
<b>X.</b>	<b>APPENDICES</b>	<a href="#"><u>p. 73</u></a>
	• A – Legislation Relating to FRYSC	<a href="#"><u>p. 74</u></a>
	• B – Action Component Elements	<a href="#"><u>p. 79</u></a>
	• C – KDE Statement and Documents pertaining to student transportation	<a href="#"><u>p. 81</u></a>
	• D – Local District Classification Plans	<a href="#"><u>p. 82</u></a>
	• E – Facility Programming and Construction Criteria Planning Guide	<a href="#"><u>p. 95</u></a>
	• F – Records Retention Schedule	<a href="#"><u>p. 96</u></a>
	• G – Commonly Used MUNIS Codes	<a href="#"><u>p. 98</u></a>
	• H – The District Contact	<a href="#"><u>p. 101</u></a>
	• I – FRYSC Strategic Targeted Assistance Team Protocol	<a href="#"><u>p. 108</u></a>
	• J – Family Literacy Description	<a href="#"><u>p. 110</u></a>
	• K – Components of Coordinated School Health	<a href="#"><u>p. 111</u></a>
	• L – Safe Home Visit Considerations	<a href="#"><u>p. 113</u></a>
	• M – Service Appeal Request	<a href="#"><u>p. 114</u></a>

# I. INTRODUCTION

## Background

In the latter part of the 20<sup>th</sup> century, the need for education and human service systems to engage in the joint provision of services and support to children, youth and their families has rapidly increased. The growing number and complexity of problems faced by our society (e.g. poverty, family restructuring, teenage pregnancy, substance abuse and domestic and youth violence) have caused increasing levels of stress on families and children – stress that children bring into the classroom, which creates barriers to learning. These problems have also placed a greater demand on public service agencies and demonstrate a need for community and schools to work together to restore family and child well-being. In response to these growing concerns and a desire to remove barriers to educational success, the Kentucky General Assembly created the Family Resource and Youth Services Centers (FRYSCs) as an integral part of the Kentucky Education Reform Act (KERA) of 1990, KRS 156.496 and KRS 156.4977 as amended. See [Appendix A](#) for copies of the statutes.

This legislation provided for an unprecedented state-level partnership between the Kentucky Department of Education and the Cabinet for Health and Family Services. These partners share the responsibility of implementing and sustaining the centers across the state. The legislation created the Interagency Task Force on Family Resource and Youth Services Centers comprised of a vast array of stakeholders. This Task Force developed a five-year plan to establish a statewide network of Family Resource and Youth Services Centers. Since the sunset of the Task Force at the end of 1997, the Cabinet for Health and Family Services, Division of FRYSC has the responsibility for the administration of this program. The Kentucky Department of Education continues to provide technical assistance and support of the public education mandate.

Now, more than 3 decades since inception, the Kentucky Family Resource and Youth Services Centers are recognized as the nation's largest school-based family support initiative. These centers are designed to address the needs of children by developing partnerships with school, family, and community in order to help all public-school students reach proficiency. Recent surveys report that educators, parents, and community partners feel that the Family Resource and Youth Services Centers are a "necessary component of Kentucky educational programming" and a program "vital to students, empowering families, and helping to improve schools".

## MISSION

The Family Resource and Youth Services Centers' program mission is to enhance students' abilities to succeed in school by developing and sustaining partnerships that promote

- Early learning and successful transition into school
- Academic achievement and well-being
- Graduation and transition into adult life

## VISION

The Kentucky Division of Family Resource and Youth Services Centers in the Cabinet for Health and Family Services shall sustain the national standard of excellence in the provision of school-based family support through continuous quality improvement.

## FUNDING

The funding for the Family Resource and Youth Services Centers, administered through the Cabinet for Health and Family Services, Division of FRYSC, is provided by state education funds through the Kentucky Department of Education as specified in the Kentucky Education Reform Act legislation of 1990. Funds are utilized to coordinate a network of services through community collaboration.

Funding for every eligible school will require additional legislative appropriations. **At least 20% of students in each school applying for a center must qualify for free and reduced-priced school meals.** As of January 1, 2024, 961 centers have been implemented, serving more than 1,200 schools, which encompasses approximately 99% of Kentucky's eligible schools. The total student population in schools served is 624,895 (including preschool) with 59.1% eligible for free school meals.

## GUIDING PRINCIPLES

Although every Family Resource and/or Youth Services Center (FRYSC) must address the core components, and often have other issues in common, they will vary programmatically in many ways. For example, the range of activities provided will differ, the degree of parent involvement may vary, and the array of community resource agencies available and/or their willingness to develop primary linkages, will also influence the development and structure of the program. Despite this diversity, each center shares philosophical principles that provide the foundation for the program. These principles were adopted by the FRYSC Interagency Task Force on August 14, 1990.

- **All children can learn and most at high levels** – For all children to learn, barriers to learning must be removed. School based services must be created to address the academic, physical, social, emotional and vocational needs of students. Parents must be part of the development of these services;
- **Creation of an atmosphere that empowers the child, youth and/or family to acquire competency is necessary to meet the needs and achieve the goals of attaining an education** – The role of the center is to support and strengthen the families' nurturing and problem-solving ability by working as equal partners to resolve identified problems or barriers.
- **An interagency focus shall be developed** – Education and Human Services must join forces and collaborate with other community agencies in order to be able to respond to the complex and ever-changing needs of children, youth and families; and,
- **Assuring community ownership is important** – The centers should reflect the unique needs and character of their communities.

## GOALS

The goal of the Family Resource and Youth Services Centers is to meet the needs of all children and their families who reside in the community or neighborhood served by the school in which the center is located.\* To achieve this goal, local flexibility and community ownership are crucial. Within the required initiative framework outlined in the KERA legislation, local schools and the communities in which they are located have been granted the flexibility to create programming that meets the unique needs of their families.

The manner in which individual centers address the core components and develop optional components is determined by an on-going assessment and evaluation of the school/community needs and available resources in partnership with the school's Comprehensive School Improvement Plan. While every center is unique, many have commonalities. The manner in which these issues are addressed may vary greatly depending on the resources available in the local community and the education needs of the population to be served. By removing barriers, FRYSCs help support the achievement of the goal that all students become academically proficient.

\*KRS 156.496 (1) states "If resources are limited, students and families who are most economically disadvantaged shall receive priority status for receiving services".

## **GOALS**

### **Recommended for Family Resource Centers**

- To assist families including new and expectant parents in enhancing the parenting skills that can promote the full educational development of children;
- To promote the healthy growth and development of children by assisting families to identify and address any home or community barriers to a child's success in school;
- To ensure that families have access to and are connected with appropriate community resources;
- To encourage social support linkages and networks among families, thereby reducing isolation and promoting family involvement in school activities; and,
- To generate optimal parental and family involvement by offering learning and service opportunities that will enable parents and other family members to participate in center and community activities as providers, participants and volunteers.

## **GOALS**

### **Recommended for Youth Services Centers**

- To promote young people's progress toward capable and productive adulthood by assisting them to recognize their individual and family strengths and to address problems that block their success in school;
- To promote supportive peer group relationships among young people, and supportive relationships among young people, their families, and persons in the school and community, in order to develop positive self-esteem and competence;
- To generate optimal parental and family involvement by offering learning and service opportunities that will enable parents and other family members to participate in center, school and community activities as providers, participants and volunteers; and,
- To assist young people to make effective use of community resources, including employment and training resources, and health, mental health and social services resources as necessary.

## CORE COMPONENTS

### Family Resource Centers

Core components are mandated in legislation (KRS 156.496). Senate Bill 192 was passed unanimously by both chambers of the Kentucky General Assembly and was signed into law by Governor Steve Beshear on April 15, 2008. *The passage of this bill provided for the removal of the "Support and Training for Child Day Care Providers" component for all Family Resource Centers.*

Family Resource Center core components include

- Full-time preschool child care for children two (2) and three (3) years of age;
- After school child care for children ages four (4) through twelve (12), with the child care being full-time during the summer and on other days when school is not in session;
- Families in Training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- Family literacy services as described in KRS 158.360\*\* or a similar program designed to provide opportunities for parents and children to learn together and promote lifelong learning.
- Health services or referrals to health services, or both.

\*\*PACE (KRS 158.360) was removed by Senate Bill 1 (KRS 151B) in the 2000 session of the Kentucky General Assembly. FRYSCs will continue to address Family Literacy services.

## CORE COMPONENTS

### Youth Services Centers

Core components are mandated in legislation (KRS 156.496). Youth Services Center core components include

- Referrals to health and social services;
- Career exploration and development;
- Summer and part-time job development for high school students;
- Substance abuse education and counseling; and,
- Family crisis and mental health counseling.

Changes to the YSC core components resulting from the passage of Senate Bill 192 include

- "Employment Counseling, Training, and Placement" component is now "Career exploration and development".
- "Summer and part-time job development" is a component specifically for high school students.
- "Drug and Alcohol Abuse Counseling" is now known as "Substance abuse education and counseling".

The bill was signed into law on April 15, 2008. See [Appendix B](#) for Action Component Elements.

## CORE COMPONENTS

### Family Resource and Youth Services Centers

A combined Family Resource and Youth Services Center (FRYSC) must address all core components for both center types. A combination center is one that serves elementary and middle and/or high school students.

## COMMON OPTIONAL COMPONENTS

Optional components are developed based on the needs of the local school community. These components will vary across the state, but generally fall into such categories as

- **Educational support/enrichment**  
Educational support activities may include character education, peer mediation, conflict resolution, mentoring, and may address core content and other educational needs identified through the Comprehensive School Improvement Plan.
- **Student and family support/referrals**  
An optional component designed for student and family support may include services such as basic needs, emergency assistance, holiday assistance, etc.
- **After school programs (YSC)**
- **Student and family strategic planning**  
Activities may include budgeting assistance/referrals, transportation, parenting, etc.

Please refer to [Appendix B](#) for Action Component Elements.

## FRYSC Forms and Reports (Rev. 07/01/24)

REQUIRED Form, Report or Action	Due Date	District Contact Responsibilities	Coordinator Responsibilities	Other Personnel Responsibilities	How to Submit: <b>*Notify RPM when upload is made</b>
<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*) <b>*Funds must be encumbered by June 30 and spent by July 25</b>	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!
<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	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.

REQUIRED Form, Report or Action	Due Date	District Contact Responsibilities	Coordinator Responsibilities	Other Personnel Responsibilities	How to Submit: <i>*Notify RPM when upload is made</i>
		circumstances			
<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> <i>(even number years only)</i>	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 allocation amounts	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>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:</b> <b>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> <u>*Required when:</u> -New coordinator is hired -New Supt. is hired -Change in District Contact or Finance Officer	Per change	Maintains "District Information Page" on FRYSC Counts!	Coordinator maintains "Center Information" on FRYSC Counts! -Center info -Coordinator info -Staff info		<i>*Must be kept up to date to receive timely communication from the Division</i>

<b>REQUIRED Form, Report or Action</b>	<b>Due Date</b>	<b>District Contact Responsibilities</b>	<b>Coordinator Responsibilities</b>	<b>Other Personnel Responsibilities</b>	<b>How to Submit:</b> <b>*Notify RPM when upload is made</b>
<ul style="list-style-type: none"> <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>		(Superintendent info, District Contact info, and Finance Officer info)	-AC Chair info		
<p><b>Request Form</b> *Required to accompany:</p> <ul style="list-style-type: none"> <li>-<b>Revisions:</b> Budget, center operations, action components</li> <li>-<b>Purchases:</b> Single item ≥ \$500; Goods ≥ \$1,000; Subcontracts ≥ \$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
<b>Advisory Council Listing</b>	As needed		Prepares upon change in membership		Coordinator uploads within 2 weeks of change
<b>Advisory Council New Coordinator Hiring Confirmation</b>	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
<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> *of full-time coordinator	Contact RPM	<ol style="list-style-type: none"> <li>1) Consult with RPM</li> <li>2) Prepare</li> <li>3) Request for renewal required</li> </ol>		<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	<ol style="list-style-type: none"> <li>1)Consult with RPM first</li> <li>2) Prepare Request Letter and spreadsheet</li> </ol>		<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)

## II. PROGRAM OPERATIONS

### FAMILY THRIVE

The overarching goal of the Family Thrive framework is to achieve positive outcomes by mitigating risk and enhancing healthy development and well-being of children and youth. The guiding premises provide the foundation for Kentucky Strengthening Families (KYSF) and Kentucky Youth Thrive (KYYT). This approach can be used in any setting serving families, youth and children typically without making huge changes in daily practice.

Families and young people are best supported by child and youth care practitioners who understand and recognize the importance of self-awareness and self-care in their own professional practice. These guiding premises are the foundation for Kentucky Strengthening Families (prenatal-elementary) and Kentucky Youth Thrive (adolescent-transition age youth).

The Kentucky Strengthening Families (KYSF) and Kentucky Youth Thrive (KYYT) frameworks use the latest science to build protective factors that promote well-being in families and youth across the lifespan. KYSF focuses on families with young children (prenatal—elementary) and KYYT focuses on youth (adolescent-transitional age youth/young adult).

**Kentucky Strengthening Families** is using a nationally recognized strategy—Strengthening Families: A Protective Factors Framework – which is coordinated nationally by the Center for the Study of Social Policy. As part of the Kentucky Strengthening Families Leadership Team, Family Resource and Youth Services Centers embed the protective factors into daily practice.

**The Protective Factors** lay the foundation for the Strengthening Families Framework. Protective factors are conditions in families and communities, which when present, help increase the health and well-being of families and children and reduce the risk of child abuse and neglect. All Kentucky families can benefit from comprehensive efforts to build protective factors. The protective factors identified for Kentucky are:

- 1. Parental Resilience** *Families bounce back*
- 2. Social Connections** *Families have friends they can count on*
- 3. Knowledge of Child Development** *Families learn how their children grow and develop*
- 4. Concrete Support in Times of Need** *Families get assistance to meet basic needs*
- 5. Social and Emotional Competence of Children** *Families teach children how to have healthy relationships*
- 6. Nurturing and Attachment** *Families ensure children feel loved and safe*

In Kentucky Strengthening Families, we have a shared commitment to:

- Promoting strong families and healthy development for families prenatally through age five
- Partnering with all families and celebrating differences
- Using protective factors as a strengths-based philosophy to buffer for toxic stress
- Building knowledge and skills for individual and system change
- Creating safe, stable and nurturing environments for people to have responsive and caring relationships.

For more information online, visit <https://chfs.ky.gov/agencies/dph/dmch/ecdb/Pages/kysf.aspx>

#### Guiding premises:

- 1. Self-awareness:** People are best supported by those who understand and recognize the importance of self-awareness and self-care in their own practice.

2. **Strength Based:** People are best supported by service providers who focus on assets and use strength-based, family and youth-driven approaches. Being strength-based means we recognize the things that are going "well" and work to build on them.
3. **Relationships:** People are best supported by providers who understand that attachments, connections and relationships are a primary source of growth and learning. It is in relationships and through our use of relationships that we learn and grow.
4. **Trauma Informed:** People are best supported by service providers who understand the need to use trauma-informed practice methods. Trauma response focuses on building resiliency.
5. **Culturally Responsive:** People are best supported by service providers who are culturally responsive and take into account their own culture and the culture of the families and communities they serve.

## STANDARDS OF QUALITY

Family Resource and Youth Services Centers has adopted the Standards of Quality for Family Strengthening & Support. These Standards benefit children and families by enhancing the quality of the programs that support them. The implementation of the Standards will provide a guidepost for quality practice. The Standards create common language and expectations in the Family Resource and Youth Service Centers and can be used as a blueprint for implementing best practices. Center coordinators can use the Standards for self-evaluation and to demonstrate the quality of their work with families. These standards relate to the overall goal of the FRYSC Program; to enhance student success in school by addressing non-cognitive barriers to learning.

The Standards are organized into 4 sections:

### **Family Centeredness**

Working with a family-centered approach that values families and recognizes them as integral to the Program.

### **Family Strengthening**

Utilizing a family strengthening approach to support families to be strong, healthy, and safe, thereby promoting their success and optimal development.

### **Community Strengthening**

Developing a strong and healthy community by working collaboratively with various stakeholders and supporting families' civic engagement, leadership development, and ability to effect systems change.

### **Evaluation**

Looking at areas of Program strength, as well as areas for further development, in order to guide continuous quality improvement and achieve positive results for families.

All FRYSC Coordinators are required to be certified in the Standards of Quality for Family Strengthening & Support. The Standards should be discussed and reviewed during advisory council meetings.

## NEEDS ASSESSMENT

### **Assessing Needs: An Ongoing Process**

All programming offered by or through Family Resource and Youth Services Centers is guided by the specifications outlined in KRS 156.496 and KRS 156.4977 and the unique needs of the children and families served by the center. The method by which the core components are addressed, and optional components developed, is determined by an on-going process of assessing needs, identifying strengths and resources, and designing action components that address any gaps in service delivery.

### **Why Assess Strengths and Needs?**

Through this process of comprehensive needs assessment and evaluation, local flexibility is provided, allowing each center to design and develop programs that build on the strengths and meet the needs of the children and families

served by that center. A successful FRYSC is not static. It is a dynamic and fluid network of programs and resources designed to mirror the ever-changing needs of its target population.

A successful and efficient center utilizes all available information to assess and address the strengths and needs of the children, parents, school and community that it serves. Conducting an assessment of strengths and needs should not be thought of as a one-time activity but as a continual process that is an integral part of program development and operation.

### **How Should an Assessment be Conducted?**

Assessing the strengths and needs of students, parents/caregivers, school and the community should not be difficult and time consuming. There are many sources of data readily available. Most of the data needed can be located at the local board of education or within your school's databases. Coordinators should attend School Based Decision-Making Council and/or PTO/PTA meetings to assist in the determination of the priority strengths and needs.

FRYSC Coordinators must ensure ongoing communication with principals and other school personnel concerning identified and emergent school needs. FRYSCs should identify the areas of need that may be addressed within the scope of the FRYSC program to ensure full integration into all schools served.

There is no standardized FRYSC needs survey tool. Sample tools and forms are available on the FRYSC website. Incorporated into the FRYSC Continuation Program Plan is a needs assessment data sheet that specifies required data elements and other relevant, local data to be used for the writing of center action components. In FRCs, school staff and parents/caregivers should be surveyed. In YSCs the students should be surveyed along with school staff and parents/caregivers. At a minimum, a FRYSC assessment should contain questions that address each core component. All centers should consider surveys for community partners as well. When using individual surveys, centers must respect the confidentiality of students and families to ensure that sensitive data is protected.

### **How Are Needs Addressed within the Framework of Core and Optional Components?**

When a need or service gap is identified, the coordinator will work toward reduced service duplication to increase program efficiency. This will ensure that the center serves as a bridge between those who need services and the agencies that will meet their needs.

Refer to Action Component section for data sources.

## **METHODS OF SERVICE DELIVERY**

The preferred methods of service delivery are:

1. referral
2. contracts\*

If services are unavailable for referral or contracting, it is permissible for center staff to provide direct services. \*The contracted individual must provide appropriate credentials such as: licensure, education, liability insurance, etc. Local Board of Education district policies must be followed regarding contracts and memoranda of agreement.

# FRYSC CORE COMPONENTS

## Family Resource Centers

(FRC) Full time preschool child care for children two (2) and three (3) years of age

### Rationale

Children who participate in structured, early learning programs enter school better prepared to learn. Parents need access to safe, affordable age appropriate child care in order to continue employment, education or training.

Research in the field of infant brain development indicates that the most significant gains in brain development occur during the first three years of a child's life. During these critical years, the infant's brain is virtually exploding with new connections and pathways as they record and process stimuli from the environment. It is during this time that the foundation for later cognitive, social, emotional, language, reading, and motor skills is formed. Very young children must be provided with a high quality, nurturing, and stimulating environment in which to learn and develop in order to reach their optimum potential.

### Target population

Families with children preschool age or younger who need quality, age appropriate child care.

### Goal of Component

To provide access to full-time quality child care, centers will identify, coordinate and/or develop resources for child care. Early learning experiences promote growth, education and successful transition into school for children. Access to quality care may help families continue employment and/or education.

### Objectives

Access to quality age appropriate child care programs that:

- Provide access to developmental, vision & hearing screenings
- Promote socialization & peer interaction
- Increase understanding of rules and routines
- Provide learning opportunities during critical early years of development
- Encourage good nutrition & nap-time
- Provide a foundation for successful transition to school
- Encourage bonding with caregivers
- Provide opportunities for parents to further their education, training, and/or seek and maintain employment

### Methods of Service Delivery – Key Elements

- Inform families of available certified/licensed child care facilities.
- Refer to the Child Care Resource & Referral Agency in your area
- Organize and facilitate supervised play groups
- Refer to local programs such as Head Start, Early Head Start, Preschools, etc.
- Provide on-site care **\*\*Note: You must consult with your Regional Program Manager before you prepare to open a full-time, on-site child care facility.**

### Collaborative Partners

Division of Family Resource and Youth Services Centers

- Area licensed and/or certified child care homes & centers
- Child Care Resource and Referral Agency
- Community Early Childhood Councils
- Community Education
- Early Head Start
- Head Start
- Teen parent programs
- Parents and caregivers
- Preschools
- State-level licensing and regulations office (Cabinet for Health and Family Services)
- Health Department

**Expected Outcomes**

- Successful transition to preschool, Head Start or kindergarten
- Adapt to routines and social rules
- Learn to develop positive peer relationships
- Gain confidence and self-esteem
- Parents are able to maintain employment and/or access education and training programs

**Needs Assessment Sources**

- FRYSC survey of school, parents, teacher, and community
- Area Development District demographic data
- Business directory
- Child Care Resource & Referral data (i.e. list of existing centers, resources)
- Faith Community
- KIDS COUNT Data Book
- Local Health Department
- Local Judge Executive or Mayor's Office
- Census data

## (FRC) After school child care for children ages four (4) through twelve(12), with the child care being full-time during the summer and on other days when school is not in session

### **Rationale**

Children are at higher risk to become involved in negative behaviors during unsupervised non-school hours. Before and after school child care and enrichment activities provide an alternative for these children. These programs provide educational opportunities, homework/academic assistance, social interaction, exploration and enrichment activities, clubs, sports, and physical education. In addition, families who need before and after school care are assured that their children are supervised during these critical hours or on days when school is not in session.

### **Target population**

Families with children ages four through twelve who require supervised child care/enrichment services for their school aged children.

### **Goal of Component**

To identify, coordinate and/or develop resources to ensure children have access to quality out-of-school time child care and enrichment activities. This will reduce unsupervised time, increase interpersonal skills, and promote continuation of learning during out-of-school time (i.e. before/after school hours, seasonal breaks, etc.)

### **Objectives**

Access to quality age appropriate child care and enrichment during out-of-school time provides:

- Reduction of number of unsupervised hours for school aged children
- Fewer incidences of youth and juvenile delinquency
- Supplemental educational opportunities (tutoring/mentoring)
- Clubs and enrichment activities
- Collaboration with programs (i.e. Extended School Services, Scouts, etc.)
- Summer programs

### **Methods of Service Delivery**

- Inform families of available certified/licensed school-age child care facilities
- Refer to Child Care Resource and Referral Agency
- Refer to existing school clubs and extracurricular activities
- Refer to existing child care programs
- Collaborate with community organizations and school partners to provide a variety of periodic and on-going educational opportunities (mentoring, scouts, clubs, camps, sports, etc.)
- Offer summer enrichment activities
- Offer on-site child care services

### **Collaborative Partners**

- 4-H / UK Cooperative Extension
- Boy Scouts/Girl Scouts
- Child Care Resource and Referral Agency
- Title I
- Extended School Services
- School staff
- 21<sup>st</sup> Century Learning programs
- High School Club Officers (to provide Jr. Clubs)

- Local Art or Music Professionals
- Local Clubs/Organizations (Homemakers, Church groups, etc.)
- Local Sports Programs
- Parents and caregivers
- Parks & Recreation
- YMCA/YWCA and Boys & Girls Clubs
- Summer Camp providers i.e. Sheriff's Camp, Trooper Island, Conservation Camp, 4-H Camp, etc.

**Expected Outcomes**

- Families will have an alternative to "latchkey" arrangements.
- Children who participate in supervised enrichment activities will have more opportunities to interact in positive ways with caring adults and peers through a variety of academic and social support.
- Children who participate in after school programs are more involved in school, come to school more prepared and have a higher level of confidence and self-esteem. Children who participate in summer enrichment activities show less regression over the summer months and return to school more ready to engage in learning.
- "Idle time" contributing to risk behaviors will be reduced.

**Needs Assessment Sources**

- Area Development District demographic data
- Business Directory
- Census data
- Child Care Resource & Referral data (i.e. list of existing centers, resources)
- Faith Community
- FRYSC survey of school, parents, teachers, and community
- KIDS COUNT Data Book
- Local Health Department
- Local Judge Executive or Mayor's Office
- Law enforcement (e.g. for data on delinquent activity during after-school or summer)
- Regional Prevention Center, KIP survey; YRBS survey (e.g. for data on substance use and other at-risk behavior during out-of-school time)

## (FRC) Families in Training, which shall consist of an integrated approach to home visits, group meetings and the monitoring of child development for new and expectant parents

### Rationale

Insights into early brain development affirm what many parents and caregivers have known for years – that good prenatal care, warm and loving attachments between young children and adults and positive stimulation from the time of birth really do make a difference in children's development and capacity to learn for a lifetime.

The human brain has a remarkable capacity to change, but timing is crucial. The brain itself can be altered or helped to compensate for problems-with appropriately timed intensive intervention. **In the first three years of life**, the brain's ability to change and compensate is especially remarkable. There are optimal windows of opportunity during which the brain is particularly efficient at specific types of learning.

The brain's plasticity also means that there are times when negative experiences or the absence of appropriate stimulation are more likely to have serious and sustained effects. These risk factors are frequently associated with or exacerbated by poverty. For children growing up in poverty, economic deprivation affects their nutrition, access to medical care, the safety and predictability of their physical environment, the level of family stress and the quality and continuity of their day-to-day care.

If opportunities are missed to promote healthy development and learning, later remediation may be more difficult and expensive and may be less effective. Preventive health screenings, well-baby care, timely immunizations and attention to children's emotional and intellectual development are cost-effective and provide a solid foundation for good health and development.

### Target Population

New and expectant parents will receive training to enhance parenting skills and information in the areas of child development, nurturing and health for their infants, toddlers and preschool children ages 0 – 5. **There is special emphasis on infants and toddlers ages 0 – 3.**

### Goal of Component

To ensure a productive start in life for every child ages prenatal – 5 (with emphasis on prenatal – age 3), and promote a strong foundation for future school success.

Centers will:

1. Recruit, engage and educate parents on early child development and parenting skills through consistent and ongoing contact\*;
2. Assist families in identifying developmental concerns;
3. Collaborate with community partners and link families to appropriate prevention and intervention services.

*\* Consistent and ongoing contact includes interactive home visits and group meetings with parents and parents and children together, with an emphasis on expectant parents, infants and toddlers and children not yet in school. Topics should include Early brain development, child abuse prevention, appropriate developmental experiences, and the importance of education.*

### Objective

- Increase school readiness
- Ensure a productive start in life for every child
- Increase parents' knowledge of early childhood development
- Enhance parenting skills
- Promote early identification of developmental concerns
- Provide resources and support to parents
- 

### Methods of Service Delivery

A process must be in place to monitor child development for participants in this core component. There must be **consistent** and **ongoing** contact with families through:

- Home visits - to provide parent education and monitor child development\*\*
- Group meetings – to provide parent support and education (i.e. parent/child activities, parent classes, networking opportunities, etc.)

**\*\* See [Appendix L](#) for a guide to safe, home visit practices**

### **Collaborative Partners**

- Early Head Start
- Early development programs, e.g., HANDS, Healthy Families, First Steps, Parents as Teachers, etc.
- Early Childhood Regional Training Centers
- Hospitals
- Licensed day care providers
- Local Health Departments - (Offer prenatal care, family planning, well child exams and screenings to determine appropriate physical development, immunizations, WIC Nutrition Program for infants and pregnant women, HANDS home visitation program)
- Local ob-gyn, pediatricians and other physicians and practitioners.
- Parents
- Preschools
- United Way (Success by Six; bornlearning® program);
- Youth Services Centers - Coordinate services with Youth Services Centers at middle and high schools for referrals of adolescent parents to Family Resource Center Families in Training Programs

### **Expected Outcomes**

- Parents' knowledge of early childhood development will be increased;
- Parenting skills will be enhanced;
- Child abuse and neglect rates will be reduced;
- Children will increase school readiness skills;
- Parent involvement in their children's education will increase;
- Children will experience greater academic success; and
- Early detection and appropriate referrals of possible developmental delays

### **Needs Assessment Sources**

- Early Head Start
- First Steps
- IDEA-B (Individuals with Disabilities Education Act)
- Local childcare providers
- Local prenatal programs through hospitals, health departments, ob-gyn offices, and other health providers
- Preschools
- Women, Infants and Children ("WIC") Nutrition Program offered through local health departments
- KIDS Count data
- FRYSC data

## (FRC) Family Literacy Services

### Rationale

A **family literacy program** is designed to break the intergenerational cycle of "under-education" in Kentucky by providing opportunities for families and children (ages 0-18) to learn together thereby creating a desire for life-long learning.

Children's success in school is tied to literacy levels at home. Researchers found "that a mother's reading skill is the greatest determinant of her children's future academic success, outweighing other factors such as neighborhood and family income".<sup>1</sup>

Family literacy activities build relationships between parent and child and between parent and school. They help parents gain confidence in being their child's learning partner. Parents who are comfortable reading, writing, and communicating are more likely to provide a literacy-rich environment and encourage those activities at home. Parents who have an understanding of what their children are learning at school are more apt to help them practice those skills. When parents are not engaged in learning, children often receive the message that learning is not important or necessary.

<sup>1</sup>(<https://www.nih.gov/news-events/news-releases/improving-mothers-literacy-skills-may-be-best-way-boost-childrens-achievement>, Oct. 2010)

### Target Population

- ▶ Undereducated or underemployed adults and their children (ages 0-18)

### Goal of Component

To move families toward self-sufficiency and work to break the cycle of poverty by providing a comprehensive family literacy program through on-going center, school and community activities that must include:

1. Child time: Developmentally-appropriate educational activities for children;
2. Parent time: Instruction in parenting; strategies for families to support their child's education and enhance the home-school relationship;
3. Parent and child together time: Quality educational interaction between parents and their children that promotes lifelong learning and supports parents in their role as their child's first teacher;
4. Adult education: Parent instruction in academic and employability skills; assisting parents to obtain their GED or post-secondary education goals.

### Objectives

- To enhance life skills, including parenting skills
- To raise the educational level of parents
- To demonstrate to parents their power to affect their child's ability to learn
- To enhance the relationship between the parent and child through planned structured interaction
- To increase developmental skills of children to prepare them for personal success
- To provide a role model to the child of parental respect in education
- To enable parents to become actively involved in the school and community

### Methods of Service Delivery

Family literacy programs shall address four (4) components\*:

1. Child time:
  - Recruit and refer eligible children for preschool or Head Start
  - Provide activities that support learning

- Transition support to preschool, kindergarten, middle school, high school and college or adult life
- 2. Parent time:
  - Parenting and life skills development
  - Exploration of employment opportunities
  - Parent support and networking
  - Education and opportunities for family involvement at school
- 3. Parent and child time:
  - Provide opportunities for family interaction and for practicing new literacy skills
- 4. Adult education:
  - Refer and facilitate participation to GED, Basic skills and post-secondary education
  - Job skill development

\*See [Appendix J](#) – KRS 158.360 (Family Literacy)

### **Collaborative Partners**

- Adult Basic Education programs
- Business partners (willing to offer work experience placements)
- Community Education
- Department of Community Based Services (DCBS)
- Early Head Start
- Early Childhood Regional Training Centers
- Head Start
- Kentucky Community & Technical College System
- Kentucky Educational Television early literacy programs
- Kentucky Temporary Assistance Program (K-TAP)
- Local literacy programs
- National Center for Family Literacy
- Parents
- Preschools
- Public libraries
- Workforce Development

### **Expected Outcomes**

- Adults will obtain basic literacy skills, a GED and/or enter appropriate training: the military, a post-secondary education or vocational program
- Adults will transition from public assistance and obtain employment
- Children will experience success through continuous progress in primary school
- Families will value education and school attendance
- Adult and child self-esteem will increase
- Adults will increase life skills through community participation such as registering to vote, obtaining a library card and/or obtaining a driver's license;
- Family involvement in school related activities will increase, such as volunteering at school, attending parent/teacher conferences, and in PTA/PTO;
- Families will gain an understanding of child development and expectations;
- Families will learn alternative approaches to child discipline and behavior management.

### **Needs Assessment Sources**

- Adult basic education and literacy
- Community education

- K-PREP test data
- Head Start
- Local Employment Services
- Parent surveys
- Preschools
- School attendance data
- Teacher surveys
- KIDS Count data
- FRYSC data
- Local Area Development District data
- Workforce development

## (FRC) Health Services or Referrals to Health Services

### Rationale

Academic achievement and health are closely linked, and healthy students are more ready and able to learn. Schools that create and sustain system-wide support for students' physical, mental and social health see a positive impact on academic performance, educational behavior, cognitive ability and attitude.

The intent of this core component is to facilitate access to a comprehensive array of health services and information for students and families. **Lack of affordable health services and preventive care and education impacts not only children's health and well-being but their academic achievement as well.**

Families who cannot afford health services may qualify for one or more of the various health assistance programs for adults and children that are available in Kentucky. Families can access health assistance by calling or visiting their local CHFS Department of Community Based Services (DCBS) office, or through Kentucky's 'Benefind' online site <https://benefind.ky.gov/>.

The FRC health component incorporates the Whole School, Whole Community, Whole Child model. The Whole School, Whole Community, Whole Child, or WSCC model, is CDC's framework for addressing health in schools. The WSCC model is student-centered and emphasizes the role of the community in supporting the school, the connections between health and academic achievement and the importance of evidence-based school policies and practices.

By focusing on the child, engaging all parts of the school and closely involving the community, we can...

- Address health needs of students in a more comprehensive way
- Eliminate gaps in health services to children
- Build a more positive physical, social and emotional climate in the school
- Build partnerships and teamwork among health and education professionals in the school
- Strengthen collaboration and communication among public health, school health, and other education and health professionals in the community
- Focus efforts on helping students engage in protective, health-enhancing behaviors and avoid risk behaviors

The WSCC model involves the following components: Health Education, Physical Education and Physical Activity, Nutrition Environment and Services, Health Services, Counseling, Psychological and Social Services; Social and Emotional Climate, Physical Environment, Employee Wellness, Family Engagement and Community Involvement. **For a complete description of each WSCC component, see [Appendix K](#). For additional information on the Whole School, Whole Community, Whole Child model, visit <https://www.cdc.gov/healthyschools/wsc/index.htm>.**

### Target Population

All children and their families living in the community served by the Family Resource Center

### Goal of Component

To improve the overall health and well-being of students through activities that support the Whole School, Whole Community and Whole Child (WSCC) model\*, therefore increasing students' ability to succeed in school.

This WSCC model supports the whole child through ten components:

- Health Education
- Physical Education and Physical Activity
- Nutrition Environment and Services
- Health Services
- Counseling, Psychological and Social Services

- Social and Emotional climate
- Physical Environment
- Employee Wellness
- Family Engagement
- Community Involvement

### **Objectives**

- To improve the physical and mental health and well-being of Kentucky children and families
- To increase school readiness
- To increase school attendance
- To enhance academic achievement

### **Methods of Service Delivery – Key Elements**

Facilitate or make referrals to health services and preventive education to students and families, including but not limited to:

- Early and periodic screening, diagnosis and treatment/well child exams
- Immunizations
- Oral health
- Safety education (electrical, water, gun, fire, etc.)
- Preventive health education
- Screenings for hearing, vision, and scoliosis
- Exercise/fitness activities
- Nutrition awareness
- Health fairs
- Prenatal care
- HIV and AIDS education
- Mental health services
- Child abuse prevention
- Explore options for transportation

School health activities should be tailored to meet the health needs of students and families as identified through needs assessments results. FRYSCS have been an instrumental part of the school team by providing assistance to secure treatment and working with families to provide preventive health education. **FRYSC funds may not be utilized to supplant existing health services.** For instance, pediculosis (head lice) has become a major concern in terms of school attendance and the dispensing of medication to a student is also a concern. FRYSC staff should not be held responsible for duties such as pediculosis screenings, medication distribution or immunization or health record-keeping.

### **Collaborative Partners**

- Area Health Councils
- Cabinet for Health and Family Services
- Clinics
- Colleges of Dentistry
- Colleges of Medicine
- Colleges of Nursing
- Community Education
- Cooperative Extension

- Dentists
- Easter Seals
- Fire Departments
- Health Departments
- Hospitals
- Lions Club
- March of Dimes
- Mental Health Agencies
- Nurses
- Nutritionists
- Optometrists
- Parents
- Pharmacies
- Physicians
- Police Departments

**Expected Outcomes**

- Decreased number of days missed due to illness
- Increased immunization rates
- Decreased visits to emergency rooms for acute care
- Increased knowledge of health prevention strategies
- Improved academic success
- Increased physical and mental health, and well-being
- Decreased obesity rates

**Needs Assessment**

- Area mental health agencies
- Cabinet for Health and Family Services
- Health Departments
- Kentucky Department of Education
- School and district data
- FRYSC data
- KIDS Count
- Kentuckyhealthfacts.org

<sup>1</sup> National Association of Chronic Disease Directors (2017). The Whole School, Whole Community, Whole Child Model: A Guide to Implementation. Retrieved from <http://www.ashaweb.org>

# FRYSC CORE COMPONENTS

## Youth Services Centers

### (YSC) Referrals to Health and Social Services

#### Rationale

Students and their families face many health and social issues that negatively impact their physical and mental health, well-being and safety.

As children enter into adolescence, many youth have not received appropriate developmental screenings and health services to identify and treat potential problems. In addition, adolescence necessitates the need to address developmental issues with a different array of resources and intervention. For example, resources that address puberty issues such as self-esteem, body image and hygiene become more prevalent.

Social issues facing adolescents may include, but not limited to: neglect, physical and sexual abuse, juvenile justice issues including truancy, dating and domestic violence issues and basic human needs. Unresolved health and social issues may seriously impede a child's ability to succeed in school which may result in dropping out of school.

The YSC health component incorporates the Whole School, Whole Community, Whole Child model. The Whole School, Whole Community, Whole Child, or WSCC model, is CDC's framework for addressing health in schools. The WSCC model is student-centered and emphasizes the role of the community in supporting the school, the connections between health and academic achievement and the importance of evidence-based school policies and practices.

By focusing on the child or youth, engaging all parts of the school and closely involving the community, we can...

- Address health needs of students in a more comprehensive way
- Eliminate gaps in health services to children
- Build a more positive physical, social and emotional climate in the school
- Build partnerships and teamwork among health and education professionals in the school
- Strengthen collaboration and communication among public health, school health, and other education and health professionals in the community
- Focus efforts on helping students engage in protective, health-enhancing behaviors and avoid risk behaviors

The WSCC model involves the following components: Health Education, Physical Education and Physical Activity, Nutrition Environment and Services, Health Services, Counseling, Psychological and Social Services; Social and Emotional Climate, Physical Environment, Employee Wellness, Family Engagement and Community Involvement. **For a complete description of each WSCC component, see [Appendix K](#). For additional information on the Whole School, Whole Community, Whole Child model, visit <https://www.cdc.gov/healthyschools/wsc/index.htm>.**

#### Goal of Component

To improve the overall health and well-being of students through activities that support the Whole School, Whole Community and Whole Child (WSCC) model\*, therefore increasing students' ability to succeed in school.

This WSCC model supports the whole child through ten components:

- Health Education
- Physical Education and Physical Activity
- Nutrition Environment and Services
- Health Services
- Counseling, Psychological and Social Services
- Social and Emotional climate

- Physical Environment
- Employee Wellness
- Family Engagement
- Community Involvement

### **Target Population**

Youth in middle and high schools

### **Objectives**

- To improve the health and well-being of Kentucky youth and families
- To decrease instances of child neglect and abuse
- To increase school attendance
- To increase academic achievement
- To improve graduation rate
- To provide successful transition into adult life

### **Methods of Service Delivery**

To facilitate or make referrals to quality preventive health and/or social services for students such as:

#### **Health Services:**

- Preventive health education (nutrition, hygiene, etc.)
- Immunizations
- 6<sup>th</sup> grade entry required physicals
- Sports physicals
- Oral health
- Injury prevention
- Behavioral health
- Vision screening and services
- Exercise/fitness classes
- Health fairs
- HIV and AIDS education
- Teen pregnancy prevention and services (Postponing Sexual Involvement, Reducing the Risk and Baby Think it Over)
- KCHIP, Medicaid, other health assistance programs
- Safety education (distracted driving, electrical safety, water, gun, fire, etc.)

#### **Social Services:**

- Child abuse and neglect prevention
- Juvenile justice and legal services
- Dating violence/Domestic violence prevention
- Teen pregnancy prevention and services (Postponing Sexual Involvement, Reducing the Risk and Baby Think it Over)
- Referrals for housing
- Explore options for transportation services
- Child abuse prevention

**Collaborative Partners**

- American Cancer Society
- Area health councils
- Big Brothers/Big Sisters
- Colleges of Dentistry
- Colleges of Medicine
- Colleges of Nursing
- Dentists
- Department of Community Based Services
- Department for Juvenile Justice
- Easter Seals
- Faith Communities
- Fire Departments
- Health Clinics
- Hospitals
- Kentucky Department of Education
- Lions Clubs
- Local Health Departments
- Local Advocacy and Support agency
- Local and State Police
- March of Dimes
- Nurses
- Nutritionists
- Optometrists
- Parents
- Pharmacies
- Physicians
- Regional Prevention Centers
- YMCA

**Expected Outcomes**

- Increased school attendance
- Increased immunization rate
- Decrease student dropout and increase graduation rate
- Increased number of student physicals
- Increased preventive health knowledge
- Improved academic success
- Decrease obesity rate

**Needs Assessment Resources**

- Cabinet for Health and Family Services
- Developmental Assets Survey
- FRYSC survey data

- Health Departments
- Kentucky Department of Education
- Kentuckyhealthfacts.org
- KIDS Count data
- Local Advocacy and Support
- Local juvenile crime statistics
- School and district data
- Youth Risk Behavior Survey

## (YSC) Career Exploration and Development

### Rationale

Dropout Prevention and successful transition to adult life are two of the non-cognitive indicators that KDE has identified as precursors to student success. For many middle and high school students, aspiring for a career after high school, finding a job to provide some additional support for themselves and/or their family and learning how to find and hold a job can be rewarding experiences. A critical aspect of this core component is college and career readiness - preparing youth for future education and the world of work.

### Target Population

Youth, over 12 years of age

### Goal of Component

To promote college and/or career readiness for all students by preparing them for future employment and successful transition into adult life through collaboration with school and community resources.

### Objectives

- To prepare students for future employment
- To provide a successful transition to adult life
- To improve the graduation rate
- To increase the number of students obtaining post-secondary education, whether it is a university, vocational/technical college or skill training.

### Methods of Service Delivery

Types of activities, programs and services that would fall under this core component are:

- Career exploration and awareness activities
- Job shadowing activities
- Career fairs
- Tours of colleges and universities
- Tours of companies, factories and other employers
- Learning how to prepare a resume
- Interviewing skills
- How to dress for success
- Job finding and job holding skills
- Training in a number of areas such as babysitting, lawn care, life guarding, caddying, and so forth
- Service learning projects
- Conservation/agricultural projects
- Reality Stores

### Collaborative Partners

- Colleges/Universities
- Cooperative Extension
- Job Corp Programs
- FFA
- In-school partners
- Junior Achievement Programs

- Kentucky Department of Education
- Local business and industry
- Local Chamber of Commerce
- Reality Stores Program
- School to Work Programs
- Service-learning programs
- Vocational/technical schools
- Work Investment Act

**Expected Outcomes**

The major outcomes associated with this core component are:

- Better awareness of the world of work
- Better understanding of one’s own skills and aptitudes for certain types of work
- Understanding the correlation between staying in school and higher paying jobs
- Learning about employer expectations and the work ethic
- Learning how to respect others and to work together as a team
- Increased motivation to stay in school and to achieve
- Increased ability for independent living and self-sufficiency

The major non-cognitive areas of impact that are addressed:

- Reduced rate of dropout
- Successful transition into adult life

**Needs Assessment Resources**

- Area Development Districts (ADD office)
- Area Workforce Development
- Chamber of Commerce
- Cooperative Extension
- Department for Employment Services
- Developmental Assets Survey
- FRYSC data
- Kentucky Department of Education (School to Work Programs, Service Learning)
- KIDS Count data

## (YSC) Summer and part-time job development for high school students

### Rationale

The primary purpose of this core component is to introduce young people to the labor market and the world of work through a meaningful employment experience.

As young people approach adulthood, the need to become financially secure and self-sufficient becomes stronger. A positive work experience can provide young people with a sense of pride and self-respect. It eliminates idle time and prevents them from engaging in negative activities.

### Target Population

Youth of high school age (*Because of federal Child Labor Law restrictions, opportunities for youth under the age of 16 are limited; therefore, it is essential to be familiar with the Child Labor Laws and their restrictions.*)

### Goal of Component

To introduce students to the world of work through education, job-related skills, and work experience by collaborating with community resources. Twenty-first century skills such as critical-thinking, problem-solving, goal-setting, leadership and decision-making will be emphasized.

### Objectives

- Provide employment opportunities for students
- Introduce youth to real work environments
- Encourage students to stay in school
- Increase employment opportunities in the future
- Increase higher earning potential in the future
- Improve the graduation rate
- Provide successful transition into adult life

### Methods of Service Delivery

Centers may address this core component in a variety of ways. Activities may include:

- Development of a center-operated job bank
- Apprenticeships in the community, school or FRYSC
- Entrepreneurial programming
- Job Fairs
- Provide local resource guide to employers of youth
- Development of service-oriented job clinics such as: baby-sitting, lawn services, grocery delivery for the elderly, refereeing ball games, caddying, junior life guarding, pet care and house-sitting for families, etc.
- Volunteer opportunities

### Collaborative Partners

- Area Development Districts
- Big Brothers/Big Sisters
- Chamber of Commerce
- Cooperative Extension
- Employment Services
- Kentucky Department of Education
- Local business and industry

- Local business associations
- Local hospital
- Parents
- Private Citizens
- Red Cross
- Senior Citizens Center
- Temporary employment agencies
- WIA
- YMCA
- Youth serving organizations

**Expected Outcomes**

The major outcomes associated with this core component are:

- Increased motivation to stay in school and achieve success
- Better understanding of the labor market
- Ability to perform certain types of work
- Ability to work closely with a team or independently
- Ability to accept authority and follow directions
- Greater sense of self-worth

The major non-cognitive areas of impact that are addressed:

- Dropout prevention
- Increased graduation rate
- Successful transition into adult life

**Needs Assessment Sources**

- Employment Services
- FRYSC data
- Kentucky Department of Education
- Local youth employment statistics

## (YSC) Substance Abuse Education and Counseling

### Rationale

Youth surveys and state data show an alarming number of youth abuse alcohol, tobacco, marijuana and other drugs. Prescription drug and heroin abuse is on the rise, as well. Alcohol use is a major contributing factor in suicides and motor vehicle crashes, which are the leading causes of death and disability among young people in the United States. Cigarette and smokeless tobacco use is prevalent among youth in Kentucky and is a major cause of cancers, heart disease and lung disease.

Through a collaborative effort between the Youth Services Centers and other school and community resources, activities are suggested to respond to this growing problem.

### Target population

Youth in middle and high schools

### Goal of Component

To assist in the *prevention of* the use of alcohol, tobacco and other drugs (ATOD) and improve decision-making skills by educating students and families; and the *reduction of* ATOD use through coordination of counseling services and education.

### Objectives

- To improve the health and well-being of our students
- To increase the graduation rate and decrease the dropout rate
- To provide successful transition into adult life
- To increase student awareness of the effects of substance abuse and decrease episodes of substance abuse through education and treatment
- To empower youth to make healthy choices and decisions

### Methods of Service Delivery

Types of activities, programs, and services that would be highlighted under this core component are:

- Individual and group drug and alcohol counseling
- DARE
- Red Ribbon Week
- Drug and alcohol education programs for students and parents
- Smoking cessation programs
- Support a SADD (Students Against Destructive Decisions) club
- Peer mentoring

### Collaborative Partners

- Al-Anon and Alateen
- American Cancer Society
- Area Health Councils
- Cabinet for Health and Family Services
- Champions Against Drugs
- Hospitals
- Kentucky-ASAP

- Kentucky Department of Education
- Local Drug Coalitions
- Mental Health Agencies
- Police Department
- Regional Prevention Centers
- Students Against Destructive Decisions (SADD) Chapters
- Title IV Coordinators
- UNITE

**Expected Outcomes**

- Decrease the use of alcohol, tobacco and other drugs (ATOD) in middle and high school students.
- Increase the awareness of the effects ATOD use by middle, junior and high school students.
- Increase the collaborative efforts with existing school and community resources to address the identified needs related to substance abuse of students and their families.
- Decrease ATOD-related illnesses, injuries and fatalities

**Needs Assessment Sources**

- American Cancer Society
- Cabinet for Health and Family Services
- Developmental Assets Survey
- Kentucky Department of Education
- KIP Survey data
- Local Health Department
- Local Regional Prevention Centers
- Youth Risk Behavior Survey

## (YSC) Family Crisis and Mental Health Counseling

### Rationale

Families face many challenges that have a direct bearing upon the academic success of students at the middle, junior and high school levels. Students in jeopardy of failing during their middle school experience may see "dropping out" of high school as their only alternative. The ability to succeed may be affected by any number of personal issues such as: divorce, death, anger control, violence, lack of self-esteem, teen pregnancy, bullying, depression or family crisis.

The availability of individual or group mental health counseling may allow the student the outlet needed to work through personal and family issues. While working through these problems with professional guidance, the student can often return to a higher level of academic accomplishment. The provision of peer support groups may foster a climate of strength for many students whose personal issues may seem insurmountable.

### Target population

Youth in middle and high schools and their families

### Goal of Component

To increase self-management and coping strategies by assisting students and families with mental health needs and/or other crises through the identification and coordination of services (i.e. for grief, illness, bullying, incarceration, dating/domestic violence, loss of income, child abuse, etc.)

### Objectives

- To reduce the number of students dropping out of high school
- To reduce the number of discipline referrals
- To reduce absences due to unresolved personal issues
- To increase self-esteem and individual coping skills
- To improve academic standing for students
- To improve the graduation rate
- To provide a successful transition into adult life

### Methods of Service Delivery

- Engagement of parents
- Referral to local mental health counseling provider
- Referral to school guidance counselor/school psychologist
- Contract with local mental health agencies for services
- Educate faculty and staff on confidential referral system
- Ensure that all providers have appropriate credentials and training
- Provision of services at a time and place convenient for students
- Collaboration with or development of a crisis response plan
- Bullying education
- Education on appropriate use of social media

### Collaborative Partners

- Colleges and Universities
- Community Action
- Department for Community Based Services

- Court designated worker
- Department for Juvenile Justice
- Family support agencies (i.e. Food bank, Salvation Army, Goodwill, etc.)
- Hospice
- Hospitals
- Mental health agencies
- Ministerial associations
- Parents
- Private practitioners
- School counselor
- School psychologist
- Seminaries

**Expected Outcomes**

- Students, families and staff will have increased awareness of mental health issues.
- Improved coping skills
- Parents will have access to services for their children who are coping with personal issues that require professional support.
- Students who need mental health services and/or support groups will have access to them in a non-threatening environment.
- Students who receive mental health counseling and other necessary support functions will learn healthy coping skills, have fewer absences, fewer at-risk behaviors and will be less likely to demonstrate violent or aggressive behaviors.
- The community should notice less violence and gang related activity when student issues are dealt with in a preventive manner.

**Needs Assessment Sources**

- CHFS/Dept. for Behavioral Health, Developmental and Intellectual Disabilities
- Developmental Assets Survey
- DCBS
- FRYSC data
- Hospitals
- In-school partners
- Kentucky Department of Education
- Mental Health Agencies
- Students and parents
- Youth Risk Behavior Survey

# PROGRAM OVERVIEW

## Program Accountability

FRYSC Advisory Council, School Based Decision Making Council,  
Local Board of Education, Center Space, Monitoring, Principal, District Contact and Superintendent

**FRYSC Advisory Council** - The Family Resource/Youth Services Center (FRYSC) coordinator will solicit the input and recommendations from the FRYSC Advisory Council regarding the planning, development, oversight and coordination of services, activities and programs for the center. Advisory Councils are required to meet at least 5 times per year (every other month excluding summer months). The coordinator should provide a report regarding the status of action plan implementation and the financial status including budget expenditures and balance to members at least every other month. Frequent communication between the Advisory Council and School Based Decision Making Councils should be promoted to ensure a good understanding of the overall operation of the center. For more detail, please see the [Advisory Council](#) Section.

**SBDM** - If the FRYSC is assigned to serve one School Based Decision Making (SBDM) school, the authority of the SBDM Council, as defined in KRS 160.345, applies to the FRYSC. The SBDM Council has the authority to determine which "school-based student support services" shall be available at the school. A school, which makes application for center funding, must receive a review and approval by the SBDM Council as to the proposal for services, which the school has submitted. The proposal is to include, pursuant to KRS 156.4977 (4) (f) "[a] description of the development, composition, and role of the local advisory council." The SBDM/Principal Agreement that is part of the FRYSC New or Continuation Program Plan verifies the review.

When a center serves more than one school, the center is considered a district-wide program and the center's Advisory Council reports to the Superintendent. SBDM Councils are urged to include the FRYSC Advisory Council as a standing committee of the SBDM Council. Communication between these groups will facilitate a good working relationship. In addition, the FRYSC coordinator is encouraged to serve on the various SBDM Committees and to report to the SBDM Council at least annually regarding FRYSC program activities and outcomes.

**Local Board of Education** - At a minimum, a report should be given annually to the local Board of Education regarding activities, progress and successful outcomes of center initiatives. The coordinator is encouraged to invite Board members to the center to visit and attend special events. To promote ownership and accountability of the FRYSC Program, a Board member may be invited to serve on the FRYSC Advisory Council. As local district school employees, FRYSC Coordinators are to adhere to the Board policies as adopted and within the confines of the Cabinet for Health and Family Services Contract.

**Center Space** – KRS 156.496 (3) located in [Appendix A](#), states "The centers shall be located in or near each school in the Commonwealth in which twenty percent (20%) or more of the student body are eligible for free school meals." The expectation is that schools will provide space for a funded center as reflected in their approved program plan on the center operations form. It is recommended that the center be located in a space that is highly visible to families and students. In the [Facility Programming and Construction Criteria Planning Guide](#) (702 KAR 4:170, p.50) developed by the Kentucky Department of Education, there are specific minimum standards established for each individual instructional space for new school construction and school renovations. The minimum FRYSC area standards are linked in this guide in [Appendix E](#).

The site must have adequate space to maintain an office, files and hold confidential meetings with a family or a student. Shared space with other school staff not directly assigned to the center is not allowed for these reasons. Any change to center space must have prior approval from the FRYSC Regional Program Manager.

**Program Monitoring:** Program Monitoring reviews all aspects of center operations and programming. A monitoring team may consist of Central and Regional Division of FRYSC Staff and Kentucky Department of Education staff. The program monitoring tool is the guide for the monitoring process which includes entrance and exit conferences, as well as interviews with principals, parents/caregivers, school staff and Advisory Council members. At the exit interview, the monitoring team discusses their findings with the FRYSC Coordinator, FRYSC District Contact,

Principal(s), and Advisory Council Chair/Members. If non-compliance issues are found, the district has 30 days to respond in writing with a corrective action plan. Please see [FRYSC Web site](#) under Forms and Downloads.

**Center Assessment for Growth Evaluation (C.A.G.E.):** The C.A.G.E. is a self-assessment tool used by center coordinators to determine center strengths as well as areas that need improvement. The C.A.G.E. is completed by the center coordinator, and results are reviewed together with the regional program manager. This process enables the coordinator to get constructive feedback – affirmations and suggestions - regarding center programs and activities.

The C.A.G.E. may be initiated by either center coordinator or regional program manager. The RPM may initiate the C.A.G.E. for various reasons:

- To help a “new” Coordinator of 1 – 2 years set goals
- To help a Coordinator prepare for future monitoring
- To help a veteran Coordinator fine tune center operations

The results of the C.A.G.E. are used by the coordinator for program enhancement. The awareness and feedback gained are valuable, and most coordinators find the C.A.G.E. process to be well-worth the effort.

**School Administration** - One of the keys to a successful FRYSC program is to establish a supportive and positive relationship between the FRYSC staff and the administration both at the school level and the district level. The FRYSC coordinator will work closely with the administrative staff to identify how the FRYSC program can assist in addressing the strengths and needs of the students and their families. Open and frequent communication between the coordinator, principal(s) and other administrators is a vital part of integrating the FRYSC program as an effective partner in the education process. FRYSC Coordinators are school district employees and should be included in all faculty meetings and other appropriate school committees. This promotes a better understanding of the role of FRYSC in the schools among teachers, counselors and other school staff.

### **The FRYSC District Contact**

The full document concerning the role of the District Contact including the concept, role and best practices can be found in [Appendix H](#). Below is the summary.

The FRYSC district contact is a pivotal role in the successful functioning of the centers within a school district. The district contact must be fully aware of and committed to the following concepts and duties;

- **Concept**
  - The FRYSC initiative has as its mission and purpose—removing nonacademic barriers to learning.
  - It is an “educational” program, but it is not an “instructional” program in that its role is to work with students and their families to ensure that students are better prepared to learn when they enter the classroom. This is done through:
    - Family engagement in student achievement;
    - Service brokerage and/or service provision to meet individual needs;
    - Participate in community development efforts to address gaps and barriers to services.
- **Context**
  - The activities of each FRYSC program will reflect the needs of the local community.
  - This is done in concert with center staff and the center advisory council. It is essential that each center define the needs of its local school community and plan accordingly.
- **Advocacy**
  - This involves advocacy for:
    - Unique programs customized for schools served and dispelling the notion that all centers must implement the same programs and activities;
    - The “whatever it takes” approach to working with students and families.
- **Administrative**
  - The following are the minimum standards for the administrative functions of the district contact:

- Attendance at trainings specifically developed for district contacts;
  - Attendance at regional district contact meetings;
  - Review of continuation program plan, budget amendment request, and request to purchase prior to submission to FRYSC Regional Program Manager;
  - Ensure that all center coordinators within the district receive copies of the Contract and detailed monthly MUNIS reports (unless available on desktop).
- **Best Practices**
    - The following are best practices of the district contact position:
      - Attendance at regional information meetings provided for center staff by their Regional Program Managers;
      - Regular meetings with center staff within the district to share information and discuss issues affecting the program;
      - Regular visits to each program site to visit with staff individually and learning more about each center;
      - Periodic attendance at each center's advisory council meetings to visit with the council membership and observe meetings;
      - Request and review advisory council meeting minutes from each center;
      - Gather all year-end MUNIS reports and annual continuation program plans and submit one district package;
      - Ensure relevant and appropriate professional development activities by all center staff annually;
      - Collaborate with Regional Program Manager to provide in-district professional development such as district administrative staff meetings, principals' meetings, and district wide advisory council trainings;
      - Ensure that the district utilizes an evaluation form for center staff that adequately reflects their unique roles;
      - Coordinate annual presentations to the board of education relating to FRYSC services and activities;
      - Assist in the development of a district salary schedule for FRYSC staff if one does not exist.
      - Ensure that coordinators are reconciling donated funds according to district policy.

See [Appendix H](#) for the full document entitled "The FRYSC District Contact".

## III. FRYSC ADVISORY COUNCIL

The foundation to a successful Family Resource and/or Youth Services Center is the FRYSC advisory council. Initially an appointed advisory council is involved in the planning stage of the new funding allocation application process. Once established, the advisory council is involved in the center; i.e., the needs assessment process, the funding allocation request preparation, staffing recommendations for the center, oversight of program implementation and operations and a review of budget expenditures at each meeting.

The original funding allocation plan contains organizational bylaws for the advisory council. The bylaws will include such items as: the mission and purpose of the advisory council, the composition of the advisory council membership, meeting schedule, voting procedures, advisory council officers and committees, limits for certain expenditures and policy for advisory council operation.

### Advisory Council Role and Level of Authority

The major purpose of the advisory council is to provide the center coordinator with input, guidance and recommendations with regard to the planning, development, implementation and coordination of center services, programs and activities. An effective advisory council is one that is proactive rather than reactive in the discussion of matters pertinent to the center.

The Cabinet for Health and Family Services' contract with local school districts states the advisory councils shall maintain oversight of the center operations through an ongoing review of:

- Budget Amendments
- Needs assessments;
- Budget review at least every other month
- Continuation Program Plan updates and amendments;
- Evaluation of activities for achievement of outcomes and program effectiveness;
- Review implementation of programs
- Implementation of the Standards for Program Quality

The FRYSC advisory council plays a role in the selection of a Family Resource and Youth Services Center Coordinator. FRYSC advisory council bylaws state policies relating to the FRYSC advisory council's involvement in the screening and recommendation for the position of Coordinator. In a single school assignment, the FRYSC advisory council recommends the applicant to the Principal via the approved SBDM policy. In a multiple school assignment, the FRYSC advisory council recommends the applicant to the district designee/superintendent.

It is anticipated that recommendations by the council will be received in an open manner and acted upon by school district administrative and supervisory staff.

### Advisory Council Membership

Advisory council membership is comprised of parents, school and community representatives. Youth Services Centers or combination centers must have at least two student representatives. The representation on the advisory council signifies the collaboration and linkage between school, home and community that is at the core of a successful FRYSC.

The Contract between the Cabinet for Health and Family Services and each local school district that has a center clearly requires that each center have in place an advisory council whose **voting membership** is comprised of:

- **Parents:** At least 1/3 of the membership shall be parents who are not employees of the school district in any capacity.  
  
Parent representatives may include individuals such as grandparents and others who have custody of a child in the school.
- **School Staff:** No more than 1/3 of the membership shall be school staff.

School Staff Representatives may include individuals such as: counselors, teachers, custodians, bus drivers, school librarians, nurses and in-school collaborative partners such as representatives of Title I, Title IV, Migrant, Extended School Services (ESS) and other programs. Such individuals must be employees of the local school district and in some way have a connection with the school(s) served by the center.

- **Community:** The remainder of the advisory council shall include appropriate community representation.

Community representatives may include individuals such as those from the business community, health and human services agencies, private child care providers, the ecumenical community, police officers, civic organizations, etc. There may also be community at large members.

Those serving on the council as community members may not be employed by the school district in any capacity.

- **Students:** Youth Services Centers or combination centers shall have a minimum of two (2) students as voting members of the advisory council.

Students are strongly encouraged to become actively involved in the advisory council process. A number of centers have formed junior advisory councils whose membership is comprised of a larger body of students. Their meetings are facilitated by the center coordinator. The purpose of this group is for the student population to make recommendations to their student representatives on the FRYSC advisory council. The students who serve on the FRYSC advisory council report on recommendations as part of the agenda of the FRYSC advisory council meeting.

Immediate family members of center staff may NOT be advisory council members, as this is a conflict of interest.

### **Membership Diversity**

Consideration should be given in selecting membership that reflects the school population being served by the center.

### **Non-Voting Members**

The center coordinator and other center staff should report at advisory council meetings, but they are not voting members and should not be listed in advisory council membership. Any individual receiving a salary or paid through FRYSC funds should not be considered or recruited for advisory council membership. Principals, Assistant Principals, School Board Members, and district-level staff who serve on the advisory council should be non-voting members. Additionally, KRS 160.180 specifically prohibits board members from participating in the hiring of district staff, other than the superintendent. Principals, district-level staff, and board members, due to their unique roles, should not participate in the hiring of center coordinators *as representatives of the advisory council*.

### **Multiple Schools Served by a Center**

If the center serves more than one school, it is strongly recommended that there be an equal number of members from each school. There is no prescribed total number of members required for an advisory council. Generally, the number of voting advisory council members ranges from 9 to 15.

### **Advisory Council and School Based Decision Making (SBDM) Relationship**

The Advisory Council should maintain a close relationship and communicate regularly with the School Based Decision Making Council of each school. If the FRYSC serves a single school with a SBDM Council, the authority as defined in KRS 160.345 applies to the center. However, if a center serves multiple schools and therefore is not subject to one SBDM Council, the Superintendent or designee would have final authority, working in conjunction with the Advisory Council.

### **Advisory Council Chairperson**

The Advisory Council chairperson is critical to the success of an effective Advisory Council. *To promote parent empowerment it is recommended that a parent serve as the Advisory Council Chairperson.*

The center coordinator shall confer with the Advisory Council Chairperson to prepare the meeting agenda. The Advisory Council Chairperson should facilitate all council meetings using the bylaws as a guide. The Advisory Council Chairperson is responsible for signatures indicating Advisory Council approval on the following documents:

- Continuation Program Plan Advisory Council Assurances
- FRYSC Request Form -- This form is used to request approval for budget or center operations amendments, action component changes, and purchases over \$500.

### **Advisory Council Meetings**

The contract between the Cabinet for Health and Family Services and the local school district stipulates that Advisory Councils shall meet at least 5 times per year (every other month excluding summer months). The meetings shall be open to the public, and public notice of all meetings must be published as required by the Open Meetings KRS 61:800. It is the expectation of the Division of FRYSC that meetings will continue as required even in the absence of a coordinator.

All advisory council meetings are required to maintain the following documents and upload minutes to the center page on FRYSC Counts:

- Agenda – Must reflect discussion of budget activity/status, progress of center program plans, and a review of center application of the standards.
- Minutes
- Sign-in sheet

### **Advisory Council Bylaws**

Each center advisory council shall adopt bylaws by which the council will be governed. These bylaws provide a framework for the ongoing success and continuity of the council. Well worded bylaws allow all members of the council to understand the mission of the center, the role of the advisory council, and the expectations of individual members. They also give structure to the council and enable the officers of the council to provide productive and consistent leadership. Center bylaws shall, at a minimum, include the following:

- the name of the council;
- the purpose of the council;
- membership and decision-making strategy;
- meetings
- officers
- process to amend
- process for removing inactive members
- narratives detailing criteria and limits for expenditures for
  - individual awards, recognition, incentives
  - food for center programs and activities
  - trips and travel for individuals other than center staff
  - basic needs or emergency assistance
- a policy relating to the FRYSC Advisory Council's involvement in the screening and recommendation for the position of Coordinator
- selection process for new members

Councils should be wary of making their bylaws too restrictive and therefore limiting their ability to function. The Division encourages councils to consider their decision-making strategies such as formal voting or consensus. This allows the council the latitude to operate in a flexible manner. Further, it is advisable for bylaws to include the manner in which new members are selected. This ensures that the process can be monitored efficiently by the

council. Other suggested ideas include term limits for members/officers, committee usage and meeting format. These guidelines ensure that all council members are aware of what is expected of them as members. It is also suggested that the bylaws be revisited at least bi-annually to ensure that new members are fully aware of their contents and that any required changes can be addressed.

## IV. PERSONNEL GUIDELINES

Personnel guidelines are defined through local school board policy and procedures. Position classification is defined by the local school board. The Kentucky Department of Education Local District Classification Plan provides sample Family Resource and Youth Services Center Coordinator job descriptions. See [Appendix D](#) for copies of the Local District Classification Plans.

All coordinators are employees of the district. Other center staff positions are district employees unless those positions are subcontracted. Local district policies and procedures in conjunction with the Cabinet for Health and Family Services contract determine practices in:

- Hiring
- Termination
- Salary (Refer to KRS 161.011 in [Appendix A](#), as amended in 2023 for salary adjustment requirements for classified employees.)
- Grievance Procedures
- Employee Job Performance Evaluation
- Job Descriptions (must include supervisory protocol)

Each center must have a full-time center coordinator and the staff necessary to implement the program design. (For purposes of this program plan, full-time is defined by the local school district, but may not be less than 30 hours per week and 240 days per year.) A waiver can be requested and considered for approval by the Director of the Division of FRYSC if the amount of the funding allocation award will not support a full-time coordinator. Districts should discuss the need for a waiver with their Regional Program Manager prior to submitting the request to the Director of the Division of FRYSC for approval.

The FRYSC advisory council must have a shared role in the hiring of a Family Resource and Youth Services Center Coordinator. FRYSC advisory council assurances page and bylaws state policies relating to the FRYSC advisory council's involvement in the screening and interviewing process for the position of coordinator. To reflect the advisory council's participation, the FRYSC Coordinator Hiring form and a current center staff job description must be uploaded to the center page in FRYSC Counts. In a single school assignment, the council recommends an applicant to the SBDM, if one is in place, and the Superintendent. When a center serves more than one school, the center is considered a district-wide program and the FRYSC advisory council recommends the applicant to the Superintendent.

Center coordinators of newly funded FRYSC allocations must be employed no later than Aug. 1 of that year. Districts with a coordinator vacancy in an existing center must fill the position in a timely manner. A new budget must be submitted to the regional program manager if the coordinator is not hired in accordance with the above.

All other center staff whose salaries are partially or fully paid for out of the center funding allocation are to report directly to the center coordinator for those job responsibilities that pertain to center programs, services, or activities. Evaluations of center staff should be performed by the center coordinator in accordance with district policy.

Co-coordinators are not allowed. Additional staff may include but are not limited to: parent educators, assistant coordinators, community liaisons, home-school coordinators, office assistants, child care coordinators, and so forth. The coordinator must maintain a **regular, equitable** presence in each school served by the center, **as documented on the Center Operations page and approved by the Regional Program Manager**. For this purpose, **equitable** means fair and equal relative to each school's size and level of need.

Center staff shall not be assigned duties unrelated to the implementation and/or operation of the center. Funds used to pay FRYSC staff cannot be used to supplant existing services. Any service that the school is legally required to provide should not be the responsibility of a center coordinator.

FRYSC staff need the flexibility in schedule and responsibility to communicate in a variety of ways with families and collaborative partners. This may include the need to coordinate urgent services for students or families, attend

meetings outside of school, or other tasks that require the coordinator to be away from school during regular school hours.

For these reasons, coordinators **shall not** be assigned regular, inflexible duties that may limit their ability to respond to unscheduled needs. Such duties may include, but are not limited to:

- Monitoring lunchroom, bathrooms or school buses,
- Serving as attendance clerks, substitute teachers or truancy officers,
- Being responsible for checking students for head lice,
- Being responsible for distributing medication,
- School data entry or record checks

Center coordinators are eligible to apply for extra service duties. They may not spend any of their FRYSC required time, based on their FRYSC employment contract with the district, performing these duties.

It is necessary for coordinators to regularly plan programs and home visits outside of traditional workday hours in order to reach families not available during the school day. Reaching out to parents and families by involving them in school, center and community activities is a goal central to the FRYSC mission and is embedded throughout required program plans. School districts need to ensure flexibility in work schedules so that the center can "... generate optimal parental and family involvement" and be responsive to student and family needs. See [FRYSC Goals](#).

For information regarding tenure for FRYSC classified employees, refer to KRS 161.011. Please see [Appendix A](#) for a copy.

The coordinator's role in budget and fiscal management is addressed in the section on "[Funding Allocation and Management](#)." FRYSC funds may not be used to pay for local school district level coordination and/or supervision of the centers. District level coordination and/or supervision are considered as an in-kind school district contribution. If a coordinator is on extended leave without pay, FRYSC funds may be utilized to hire a substitute. However, when a coordinator is on extended leave with pay, if a substitute is hired, the district may not utilize FRYSC funds.

## **TRANSPORTATION OF STUDENTS IN PERSONAL VEHICLES**

FRYSC coordinators and center staff shall not transport or be required to transport students in personal, privately insured vehicles. Such a practice subjects the district employee to a great risk of personal liability in the event of an accident. The district may choose to contract and insure a private vehicle, subject to Kentucky Department of Education guidelines, use district-owned vehicles, or contract with a public transportation service.

Please see [Appendix C](#) for a position statement from the Kentucky Department of Education, Pupil Transportation Branch, a link to the KDE Pupil Management Manual and related KRS and KAR language.

## V. COLLABORATION

### Community Collaboration

Family Resource and Youth Services Centers should promote identification and coordination of existing resources in order to remove barriers to educational success for children, students and families. Every center is responsible to address each core component and to develop optional components within the context of the school(s) served and according to the needs assessment. The centers are not to duplicate existing services but should provide referrals through close collaboration with all community resources. If services are not available or not adequate, the center is responsible for determining an appropriate way to provide the service. Formal agreements or contracts between the Board of Education on behalf of a FRYSC and community service agencies can be beneficial in ensuring the delivery of on-site services to students and families. When there is a contract with an external service provider, that provider must show proof of liability coverage and appropriate professional credentials.

The FRYSC should be the school's link to all community service providers including government agencies, private organizations, civic clubs, charitable organizations and individuals. Establishing and maintaining close collaboration with these entities requires time and effort on the part of the FRYSC staff. Staff should be allowed the flexibility in schedule and responsibility to communicate in a variety of ways with all collaborative partners. This may include the need to attend meetings outside of the regular school day that occur after regular working hours or that require the coordinator to be away from school during regular school hours.

Community collaboration is a vital ingredient in making available services readily accessible to students and families. Centers should maintain a resource listing and have good communication with all community partners in order to make appropriate and timely referrals.

For specific information concerning collaboration with community partners, please refer to the section on "[FRYSC Core Components](#)."

### Collaboration with School-Based Resources and Programs

FRYSC programs assist in the removal of barriers to learning by coordinating services through existing programs and providing additional services as necessary. FRYSC must have a close partnership with the school(s) and the various programs that operate within the school/district to fulfill the goal of enhancing the students' abilities to succeed in school. FRYSC programs, activities and services that contribute to the proficiency and college/career readiness goals of the school shall be included in the Comprehensive School Improvement Plan.

Blended funding for programs/services is an excellent way for FRYSCs to collaborate with various other school-based programs such as: preschool, Title I, Migrant, Title IV, ESS, technology, health services, adult and community education, dropout prevention, etc. While the centers are not to duplicate existing services, they should provide referrals and expand services to meet the needs identified in the center needs assessment and funding application. Referral to school-based services, assistance in grant writing and other linkages with school programs is an expected responsibility of the FRYSC Coordinator. As such, the coordinator must become familiar with the programs/personnel that operate within the school(s)/district.

A few examples of FRYSC collaboration with other school based programs are:

- FRYSC and ESS – Funds, staff, and other resources from FRYSC and ESS are blended together to operate a summer academic and enrichment program.
- FRYSC and Title I – Funds, staff, and other resources from FRYSC and Title I are blended together to provide parent involvement programs and programs that enhance reading skills.
- FRYSC and Title IV – Funds, staff, and other resources from FRYSC and Title IV are blended together to provide programs in violence and substance abuse prevention such as Second Steps.

- Community Education – Funds, staff, and other resources from FRYSC and Community Education are blended together to provide joint projects such as service learning and continuing education programs.

### **Collaborative Partnerships with Parents**

With the passage of the Kentucky Education Reform Act in 1990, a new era of parent involvement was ushered into schools across the Commonwealth. Schools began promoting stronger partnerships with parents to increase the academic goals of children and youth. The goal of local control includes parent representatives on Site-based Decision Making Councils to participate in the selection of principals, curricula decisions and the distribution of funds within a school. Often, a key first step in this process is the selection of parents to FRYSC advisory councils, which require that a full one-third of the representatives are parents of students in the school or schools the advisory council represents.

This advisory council experience is often a training ground for expanded participation in decision-making bodies at the school or district level. Many parents move from FRYSC advisory council service to positions on the SBDM councils or other parent involvement groups within the school community. FRYSCs partner with the Commonwealth Leadership Institute of the Prichard Committee to identify and recruit parents who seek additional skills in group leadership and advocacy.

Research documents that as parent involvement in schools increase, student achievement also moves to higher levels. There are, however, different levels of parent involvement, and for many parents of school-age children, involvement is not in the school building but in the home. Parents who had an unsuccessful academic experience are often uncomfortable in the school setting and feel threatened by typical school expectations of parents. Therefore, FRYSCs can bridge the barrier for these parents through home visits, small group meetings in local neighborhoods and "re-entry" into the school setting in the welcoming atmosphere of a FRYSC to assure the parent that his/her participation on any or all levels is key to the student's success.

The FRYSC coordinator can also serve as a liaison between the school and the home by conveying information from the student's teacher/s or school administrators until the parent is comfortable in attending parent meetings, teacher conferences or other school activities. In the meantime, the parent can be encouraged to get the student to school on time; set a goal for perfect attendance; seek medical attention quickly when the student is ill; and provide a time and setting in the home to focus on homework and other academic interests. Some parents need guidance in establishing these kinds of routines, and the FRYSC coordinator can provide information and assistance to the parent in achieving these goals. This initial level of parent involvement is most crucial to the student's academic success and can work toward preventing student dropout by creating a home focus on strong educational values. FRYSC coordinators can also work with faculty and staff to clarify that all parent involvement does not occur in the school setting.

Research on Parent Involvement in a two-year project from the Parent Leadership Training Institute in Hartford, Connecticut has discovered the following:

#### **What factors motivate parents to participate on behalf of their child?**

- Knowing that their participation is part of something successful
- Believing they can make a difference
- Feeling supported, respected and acknowledged
- Receiving hands-on training and guidance
- Being supported with child care, food, and transportation so that meetings are manageable

#### **What keeps parents coming back and staying involved?**

- Inspiring next steps
- Developing realistic goals
- Having a space where they feel safe, comfortable and valued
- Seeing progress
- Feeling a sense of ownership in the change process

Parents respond to increasing their skills, becoming more proficient in the role of parenting and relating to a peer network where personal sharing and listening can occur. The other single most significant factor is providing a network of mentors. FRYSC Regional Program Managers are an excellent resource for additional parent involvement ideas.

## VI. FUNDING ALLOCATION AND MANAGEMENT

### Eligibility to Apply for a Family Resource/Youth Services Center

For a school to be eligible to apply for a FRYSC, at least 20% or more of the enrolled students in a school(s) must be **eligible** to receive free and reduced school meals. The 2000 Kentucky General Assembly passed HB 640 which allowed inclusion of reduced lunch students in the December 1 eligibility count. This provision was enacted to ensure that an existing center would not lose funding as a result of dropping below the required 20% threshold of eligibility. The students eligible for reduced lunch are **not** calculated in the formula to determine a center's funding. Senate Bill 192 passed in 2008 allowing schools served by a center that drop below the 20% free and reduced lunch threshold to continue to be eligible for funding up to five additional years.

### Funding Formula

Funding levels are contingent upon appropriations from the General Assembly. For both new and continuation applications, free school meals data is gathered on students enrolled as of December 1<sup>st</sup> of each year to determine the allocation for the following school year. Students who leave before December 1 or enroll after December 1 are not included in the count. The minimum allocation funding is calculated on an assumed minimum of 180 free school meals eligible students to a maximum number of 450 students.

To be considered in the funding formula, students must be enrolled in preschool through twelfth grade. Due to limited funding, preschool students must be enrolled in a Head Start or Preschool Program operated by the school district.

### Combined Centers

If a consortium of two or more schools applies, *each school within* the consortium must have at least 20% of students eligible for free and reduced school meals.

Combined centers with more than two schools are not encouraged. If a local school district wishes to apply for a new center that will serve more than two schools, a waiver request including justification for the consortium must be included in the application and approved by the Director of the Division of FRYSC.

### Grant Writers

FRYSC funds cannot be used to reimburse a consultant for purposes of writing the program plan. The FRYSC program plan application process is meant to be a collaborative endeavor. The Advisory Council shall be appointed and involved in the writing of a new program plan. In addition, the role for current center coordinators is to serve as advisors to new program plan applicants, not as the primary writer.

### Management of Funds

Successful program plan applicants will be awarded funds through a contract between the Cabinet for Health and Family Services and the local Board of Education. The funds will be maintained under the MUNIS Financial Accountability system and the guidelines of the Uniform Code of Student Accounting (Red Book). As long as the district remains in compliance with the Contract, funding will be distributed quarterly to the district. First quarter payment is sent upon receipt of the Funding Request Form/Invoice, see [FRYSC Web site](#) and the MUNIS report. Funding allocation monies must be spent in accordance with the terms of the approved FRYSC budget, the district Contract with the Cabinet for Health and Family Services, [KRS 156.496](#), [KRS 156.4977](#) and [KRS 161.011](#) and local school board fiscal policy and guidelines.

The local center coordinator, in concert with the center advisory council, is responsible for budgetary planning of center expenditures. Fixed costs, such as personnel, are determined by the salary schedule of the local board of education. All discretionary spending must be determined with consideration to the center's needs assessment results. The local center coordinator is responsible for initiating and approving all center expenditures. Other signatures, according to district policy, may be required.

## **MUNIS Budget Codes**

Each center is required to submit a continuation program plan application, which will include a MUNIS budget plan for expenditure of requested funds. Typical budgets include, but are not limited to, the following Object Segment Elements:

### ***Recommended Codes***

Salaries	(01XX)
Fringe	(02XX)
Purchased Professional & Technical Services	(03XX)
Other Purchased Services	(05XX)
Supplies & Materials	(06XX)
Property	(07XX)
Debt Service and Miscellaneous	(08XX)

As of August, 2010 KTRS (0231) is an allowable code for FRYSC. Auditing Services (0342) and Drug Testing (0341) are invalid codes for FRYSC.

**[Appendix G](#)** – Chart of **Commonly Used MUNIS Codes** for FRYSCs.

### **Student Wages**

Specific allocations for code 0896 (student wages) are acceptable. The recommended best practice is to pay students via a stipend rather than wages.

### **Welfare Spending**

It is strongly recommended by the Division of FRYSC that Welfare Spending (Code 680 for Food, Utilities, Clothing, etc.) be kept to a minimum.

### **Excluded Expenditures**

Specific expenditures that are excluded from coverage by FRYSC (state received) funds include:

- Capital construction or acquisition or projects
- Reimbursement of a consultant for grant writing services
- Employment of school level administrative coordination and/or supervision
- Incentives for compulsory school-day attendance
- Drug Testing
- Auditing Services
- Lease/purchase of vehicles
- "Rent to Own" acquisition
- Supplanting of programs/activities funded by other school district, state, or federal funds
- Staff salaries unrelated to job responsibilities pertaining to the operation of the center

## Expenditures requiring special consideration by the Advisory Council

If a center includes a core or optional component that uses program funds for any of the categories below, a narrative which details spending limits and criteria for each must be adopted by the advisory council and become part of council by-laws. The initial adoption and any changes must be included in advisory council meeting minutes.

- **Basic Needs or Emergency Assistance:**
  - Under what circumstances will program funds be used to provide direct assistance to a family or student? What type of student or family needs would precipitate the use of center funds for assistance?
  - What is the total annual limit that center funds can be used for basic needs or emergency assistance?
  - Note: Any funds used for financial assistance can only be made on *behalf* of the individual student or family and *cannot* be given directly to a student or family.
  
- **Individual awards, Recognition or Incentives:**
  - Under what circumstances, center programs or activities will program funds be used to purchase awards, recognitions or incentives?
  - What is the annual limit?
  - Note: Center funds cannot be used to provide incentives for regular school day attendance.
  
- **Food:**
  - Under what circumstances, center programs or activities will program funds be used to purchase food items?
  - What is the annual limit?
  - Note: This category refers to food purchased as part of program activities, *not* family assistance. Food purchased for family assistance should be included in the narrative for Basic Needs and Emergency Assistance.
  
- **Trips or travel for individuals other than center staff:**
  - Under what circumstances, center programs or activities will program funds be used to pay for travel costs for people other than center staff?
  - What is the annual limit?
  - This provision does not apply to travel for specific DFRYSC training for school staff or Advisory Council members.

## Fiscal Reports

The district is responsible for assuring that timely year-end financial reports are submitted to the Cabinet for Health and Family Services, Division of FRYSC, for each center. Mid-year reports may be requested by the FRYSC Regional Program Manager. The DFRYSC will disseminate guidelines each year as to when these reports are due.

## Budget Amendment

A budget amendment is required when any MUNIS code in the most recently approved budget changes by up to \$500, cumulative within the fiscal year, and/or when opening a new object code. Changes must be discussed and approved by the Coordinator, Advisory Council, Superintendent or District Designee, then submitted to the Regional Program Manager for final approval prior to the submission of the year-end budget report. Final budget revisions must be submitted to the Regional Program Manager no later than 60 calendar days prior to the end of the state fiscal year. All budget expenditures and amendments are initiated by the coordinator.

**Unencumbered Funds**

Any funds not encumbered by June 30 of each year will be deducted from the next year's allocation.

**Encumbered Funds**

Encumbrances should be paid by July 25 following the end of the fiscal year. According to the Kentucky Department of Education financial management calendar, districts have until July 25 to close the year and submit the Annual Financial Report to KDE. After that time encumbrance amounts cannot be entered or modified in the old year.

**Over Expenditures**

Any expenditure that exceeds the funding allocation amount must be paid by the local school district in accordance with existing policies.

**Fiscal Responsibilities of Coordinator and FRYSC Advisory Council**

Each district is responsible for the training of center coordinators on appropriate district policy and procedures for the expenditures for center funds. The center coordinator has significant responsibility for the proper expenditure and maintenance of state allocated funds in accordance with local and state guidelines. The Advisory Council does not need to be involved in the day-to-day spending process of the center but should oversee budget planning and spending. The Advisory Council should receive and review a financial report at each meeting.

To effectively manage center expenditures, the coordinator must receive monthly detailed MUNIS reports. These may be provided to the center either by printout or by direct desktop access at the center site. *If the center has desktop access to MUNIS, the district must provide training.* The coordinator is required to keep a running balance of allocation expenditures for each MUNIS code at the center site. A sample budget balance spreadsheet is available for download on the [FRYSC Website](#).

Any single item purchase of \$500 or more and goods or subcontracts of \$1,000 or more must be approved by the Advisory Council and District Designee then submitted to the Regional Program Manager for final approval. A request form must also be submitted on FRYSC Counts! when a new code is opened, no matter the amount.

Supplies purchased with FRYSC funds having a per unit acquisition cost less than \$5,000 shall follow property standards outlined within each Kentucky school district's policies and procedures.

If a FRYSC is closed, all inventory purchased by the center are to be distributed to other centers in the immediate area. If a center no longer uses goods and material purchased with state funds, they may be transferred to another center.

## FUNDING ALLOCATION AND MANAGEMENT

### External Funding: Non-FRYSC Funds

Funds available to a center over and above the FRYSC funding allocation may be obtained in several ways. Receipt, management, and disbursement of such funds must be within the procedure required by the Advisory Council and local district guidelines and policies. Center staff are responsible for maintaining onsite documentation and fund balances of all non-grant funds received.

A district or SBDM Council may choose to supplement state allocated funds to provide staff or programming in a center. These funds should be accounted for in the appropriate fund of the district MUNIS system separate from the FRYSC funding allocation. Donated or raised funds that are provided to a specific center should be accounted for in the district MUNIS system separately from donation or raised funds provided to other district FRYSC's. A center may also seek other funding sources as described below:

#### **There are five major types of generated funds:**

- Solicitation of in-kind services or materials
- Monetary donations,
- Fund raising activities,
- Program income based on fees charged for services and/or activities, and;
- Supplemental grants.

#### **Solicitation of In-Kind Services/Materials**

Centers may benefit from in-kind contributions from the school district and the community. The coordinator should maintain accounting of in-kind contributions separate from the MUNIS accounting system and in accordance with district policies.

In FRYSC application preparation, centers will project such anticipated in-kind contributions from the school district and community resources. Generally, districts provide space for a center, utilities, equipment, maintenance, custodial care, district level supervision and other such items/services at no cost to the center. Communities may provide significant collaboration and program support in the form of in-kind services, volunteer mentors or tutors, clothing or food banks, etc.

#### **Monetary Donations**

Donated funds are by their very nature *restricted funds*. Individuals and/or entities have chosen to provide funding to centers in an effort to advance the work of the center in general or in particular. Consequently, all funding donated to a center must be considered as restricted in that it was given to a particular center or centers for their work. Given this restriction, it is not allowable for donated funds to be arbitrarily accessed by the district to address other shortfalls in funding unrelated to the center.

The funding donated for a center's usage may take the form of gifts that are general or project related. Examples of general funding may include:

- A cash donation to "help the center".
- A cash donation to "help out where you need it".
- Etc.

Donations that are project related are such that they must be used expressly for the purpose that they were given. Examples of project related may include:

- A civic club provides funding for camp scholarships for a designated number of students.
- A religious organization provides funds to purchase school supplies for a designated class or grade.
- A nonprofit organization provides funding to cover travel expenses for a student or a staff person to a particular event.

In the case of donated funding that is project related, the donor makes the decision as to the extent and purpose of the gift, and center staff are obligated to utilize the funding for the designated purpose. In the event that the funding cannot be used as intended, it is the responsibility of the center to contact the donor to discuss other options or to return the funds to the donor.

Whether the funding is general or project oriented, it is the responsibility of the center to ensure that the funding is handled with discretion and in accordance with district/school policy. Maintaining a balance sheet with regular reconciliation with school or district accounting ensures that all donated funding is able to be audited to ensure that no financial impropriety occurs.

### **Fundraising Activities**

Any fundraising activity must adhere to KDE and individual district policies and should be cleared through the district finance office prior to the activity. Money obtained through non-student fundraising should be maintained in a district account designated specifically for center non-state funds and be subject to a district-wide audit. *Any money generated by students must be maintained in a school activity fund and be spent for the benefit of those students.*

Expenditure of non-student generated monies is completely at the discretion of center, Advisory Council and district policy. Any generated money may be carried over from one budget year to the next.

### **FRYSC Program Income Based on Fees**

Fees charged for program participation may result in center income that is also subject to district-wide audit and KDE MUNIS requirements. Program income based on fees should follow standard bookkeeping practices with the district. *This should be identified as FRYSC generated income and can only be used to expand and enhance the center's program.*

### **Day Care Fees**

If a center provides day care, these funds are also subject to district-wide audit and KDE MUNIS requirements. *Since day care funds would be generated by the FRYSC, any proceeds from day care operations can only be used to support the program of the FRYSC responsible for the day care operation.* Day care should be self-supporting or increasingly moving in that direction.

Accountability for day care funds should not be through a school activity fund. The activity funds were not designed for the complexity of a day care operation. It is permissible for a separate district account to be created for the day care operation at the center level. Districts should set up a separate fund to account for day care funds. The account should be as small as possible for the effective operation of the day care center. The account must be reconciled on a regular basis.

### **Supplemental Grants**

The Division of FRYSC encourages coordinators to seek appropriate supplemental grants that would enhance or expand programming to address core and optional components. In an effort to help centers obtain supplemental grants, the FRYSC Training Project supports various regional training that focus on skill development for better grant writing. These grant funds are also subject to district-wide audit and KDE MUNIS requirements. Any grants obtained should be accounted for under separate MUNIS Fund Two Project Codes and should be duly reported as part of the DFRYSC year-end program report.

## VII. PROFESSIONAL DEVELOPMENT

The Division of FRYSC offers a wide range of professional development opportunities for Center Coordinators through the FRYSC Training Department. Coordinators are offered training on programs that specifically meet the core and optional components. Opportunities to network and share ideas from ongoing FRYSC programs are available. These opportunities enhance the quality of service the centers can provide to students and families.

### Training Opportunities

- All new Coordinators are required to attend New Coordinator Orientation and Returning Coordinator Orientation as stated in the Contract. This training is offered semi-annually at various locations across the state. Coordinators are given the opportunity to learn about the history and evolution of the FRYSC program, the collaboration between the Cabinet for Health and Family Services and the Kentucky Department of Education and programmatic and fiscal operations.
- All Coordinators are required to attend scheduled regional FRYSC coordinators' meetings as stated in the Contract. These meetings are conducted by the Regional Program Manager and offer FRYSC information, training and networking for the coordinators.
- All FRYSC Coordinators are required to complete twenty-four (24) hours of professional development hours each year and are required to attend an annual statewide training conference (sponsored or approved by the DFRYSC) A complete list of all requirement details can be found here:  
<https://chfs.ky.gov/agencies/dfrcvs/dfrysc/Pages/training.aspx>
- A file of certificates awarding continuing education units and other affirmations of professional development obtained by the center coordinator and other FRYSC staff shall be maintained at the center site unless otherwise specified by the district. This file shall be reviewed during any monitoring visit scheduled by the Division and may be reviewed by the Regional Program Manager at any visit to the district to ensure that it reflects an up-to-date status of professional development.
- Region specific trainings, seminars and workshops are scheduled throughout the year by Regional Program Managers with support of the DFRYSC Staff. These trainings focus on topics that address identified needs of center staff. For example, skill development in grant writing, student and family record keeping, fiscal issues and administration as related to center operations.
- Additional statewide training opportunities are offered to address Core and Optional Components as needs are identified.
- The Division of FRYSC encourages attendance at other state and national professional conferences that complement the FRYSC initiative.
- The Regional Program Managers coordinate mentoring opportunities for new coordinators. This allows the new coordinator to shadow a veteran coordinator to experience first-hand an established, successful and integrated center.
- The Regional Program Managers offer meetings for FRYSC District Contacts at least once a year. All District Contacts (or a district designee) are required to attend to receive information, discuss issues, network with other District Contacts and have the opportunity for input into the administration of FRYSC.
- Other staff employed by the center shall attend training events specifically designed for their positions, when required.

## Training Requirements for FRYSC Coordinators

FRYSC Coordinators are required to receive training that is approved by the FRYSC Training Council in each training year. Training years will run from June 1<sup>st</sup> – May 31<sup>st</sup>. All PD completed between those dates will count for that training year. The required number of hours is outlined below:

<b>New - 1<sup>st</sup> Year Coordinators</b> (Defined as up to the first May 31 <sup>st</sup> of their employment)	<b>All Other Coordinators</b> (employed as on June 1 of that training year)
Beginning June 1, same as All Other Coordinators.	<b>Required 24 Approved PD Hours</b>
<p><b>Coordinators must complete:</b></p> <ul style="list-style-type: none"> <li>• New Coordinator Orientation</li> <li>• Returning Coordinator Orientation</li> <li>• Completion of the FRYSC Mentoring Checklist</li> <li>• All Regional FRYSC Trainings*</li> </ul> <p><b>If possible, attend at least one statewide training:</b></p> <ul style="list-style-type: none"> <li>• Victory Over Violence</li> <li>• Fall Institute</li> </ul> <p><b>Coordinators are encouraged to attend:</b></p> <ul style="list-style-type: none"> <li>• Other <u>approved</u> statewide trainings/conferences (up to 12 hours per event)</li> </ul> <p><i>New coordinators are not bound to the 24 hour PD requirement in their first year.</i></p>	<p><b>Coordinators must attend at least one statewide training:</b></p> <ul style="list-style-type: none"> <li>• Victory Over Violence</li> <li>• Fall Institute</li> </ul> <p><b>And:</b></p> <ul style="list-style-type: none"> <li>• All Regional FRYSC Trainings*</li> </ul> <p><b>Coordinators are encouraged to attend:</b></p> <ul style="list-style-type: none"> <li>• Other <u>approved</u> statewide conference/trainings (up to 12 hours per event )</li> </ul> <p><b>Coordinators are encouraged to attend:</b></p> <ul style="list-style-type: none"> <li>• Other <u>approved</u> statewide conference/trainings (up to 12 hours per event )</li> </ul>
<p><b>No more than twelve (12) FRYSC training hours per event will be approved for any approved conferences or events other than VOV and Fall Institute.</b></p> <ul style="list-style-type: none"> <li>• <b>District-sponsored PD**</b></li> <li>• <b>Other FRYSC Approved Conferences</b></li> <li>• <b>Trainings approved for child care hours</b></li> </ul> <p><i>A certificate of completion must be received to track the hours on the Training Tracking Form.</i></p> <p>All hours must fall within the FRYSC Training Domain topics and address the components of the approved FRYSC plan and/or the school or district goals. It is recommended that a variety of domain topics be covered.</p>	

**\*Please note that training hour requirements are separate from Regional Meetings. Regional Meetings are mandated, no matter the number of hours a Coordinator has received. Coordinators are NOT excused from mandated Regional events once their required number of hours is met.**

\*\*Center Coordinators must also complete **all staff trainings required by the school district** such as Confidentiality, Blood Borne Pathogens, etc. This does **NOT** count towards the FRYSC training hours.

### **Non- FRYSC sponsored training:**

If training is not sponsored by the Division of Family Resource & Youth Services Centers, Coordinators may obtain credit for the training by completing the Coordinator Request for Training in FRYSC Counts. The form must be submitted to the Training Specialist **at least 15 days prior to the training.**

**In order to receive training hours for a non-FRYSC sponsored training, it must be related to FRYSC components in their approved program plan. The training should provide strategies for addressing the components or is designed to improve the FRYSC coordinator's or staff's individual professional growth and/or address school and district goals.**

Submit only one Training Registration form per training event. If a group of Coordinators attend, they can submit the form together.

If professional development is offered by a Coordinator's school or school district, including training for EILA credit, it is automatically approved to count towards the required number of FRYSC hours—up to twelve (12) hours. A certificate of attendance must be obtained from the training. Training that is required each year for all school district staff that includes, but is not limited to, Confidentiality, Blood Borne Pathogens, Harassment, Bullying, other modules, etc. **will not count for FRYSC PD hours even if district provides PD credit to staff.** This is considered annual **staff** training.

**The maximum number of hours for any non-FRYSC sponsored single training event is 12 hours of credit, no matter the length of time spent at the training. This includes district or school sponsored professional development.**

### **Kentucky Board of Social Work or Kentucky Division of Child Care:**

Trainings that have been approved by the Kentucky Board of Social Work or the Kentucky Division of Child Care are automatically approved for FRYSC Training Hours.

### **Tracking Procedures for Training Hours:**

All Coordinators are required to complete the FRYSC Coordinator Professional Development Tracking Form which can be found on the training tab in FRYSC Counts!. Beginning July 1, 2020, the forms will be due on June 30<sup>th</sup> each year. The Districts are responsible for ensuring that coordinators receive all required training hours.

### **Training Certificates:**

Certificates for trainings are provided by the DRYSC for all Division-sponsored trainings. Certificates should be kept on file in the Center and in the District office. RPMs must request certificates from the DFRYSC at least 15 business days prior to training event.

Training certificates document the number of hours earned and should match the number entered on the Professional Development Tracking Form in FRYSC Counts. They should be kept for 3 years for monitoring purposes. Recommended best practice is to upload certificates to the Center page in FRYSC Counts! in order to maintain an electronic record.

### **New Coordinators:**

Must attend New and Returning Coordinator Orientation and start recording all professional development hours on the PD Tracking Form in FRYSC Counts! If possible, new coordinators are strongly encouraged to attend a statewide conference during their first year.

**The new year for obtaining 24 hours begins the next June 1 after their hire date.**

Coordinator- Years 1-3	Coordinator - Years 4 and beyond
Coordinator will have 1 year to repeat the required amount of training hours	The Center will be on probation until one full year of training is complete

**Failure to meet Training Hours:**

If a Coordinator does not meet their required number of hours or fails to attend a state- wide conference, a corrective action plan will need to be submitted to the Division.

**Training Costs:**

If a Center’s operating budget does not provide ample funds for all cost associated with a Coordinator’s training, the District, SBDM or other available funds must absorb these costs (see 202.2 of [FRYSC and District Contract](#)).

*Revised 12/18/2019*

**Training Council Make-Up**

The council shall consist of:

1. FRYSC Training Director
2. 2 FRYSC RPMs, to be appointed by the FRYSC Director.
3. 1 District Contact
4. 2 Veteran Coordinators (served 5 years or more as a coordinator)
5. 2 New Coordinators (Served fewer than 5 years as a coordinator)
6. FRYSCy Coalition President or designee
7. KDE Representative

- The council members will serve staggered terms to ensure the entire board does not leave in one year.
- The FRYSC Training Director is the only member that will remain on the board at all times and will not rotate off.
- Coordinator Representatives will be chosen from different regions.
- The Council will meet on an as-needed basis.

**Role of the Council**

A. Approve all trainers for FRYSC sponsored events. Criteria will include:

1. Completed Trainer Credential Application
2. Resume
3. Years of Experience

B. Once a trainer is approved, they will be approved for 3 years, after which they will need to submit updated paperwork.

\*The Training Director can approve trainers if a Training Council meeting is not scheduled prior to the training event. This approval is good for one time only, and the Council will need to approve the trainer at the next meeting.

C. Approve all non-FRYSC Sponsored Trainings.

1. A list of pre-approved trainings will be created and listed on the training tab of FRYSC Counts!

Coordinators will create a PD Tracking Form in FRYSC Counts! for each training year. This form should be updated throughout the year as the coordinator attends training events and must be completed by June 30. Once the PD Tracking Form is created for a training year, the professional development hours are added per the instructions below.

Region	Region 3	District	Jefferson County
Center	Liberty YSC	Coordinator	- Select Coordinator -
Hire Date	03/14/2016	School Year	2018 - 2019
Years as a FRYSC Coordinator	0	Year NCO attended	

Required Statewide Trainings						
Type Of Training	Training Date	Training Name	Domain	Credit Hours	Approval Code	Action
Victory over Violence	7/17/2018	Victory over Violence	Social & Emotional Needs		0081819	Search
Fall Institute	10/29/2018	Fall Institute	Center Operations		0821819	Search

If Credit Hours are not displayed, you will hand-enter the number of hours you received for the training. Some trainings have varying numbers of hours depending on attendance.

Regional & Other Trainings						
Type Of Training	Training Date	Training Name	Domain	Credit Hours	Approval Code	Action
- Select -	08/30/2018	Preparing for Pubert	Child/Youth Health and Developm	1	0901819	Search
- Select -	08/31/2018	The History and Futu	Family Development		0991819	Search
- Select -	08/30/2018	KY Assoc of School	Social & Emotional Needs	6	0931819	Search

**Step 1:**  
Enter Approval Code

**Step 2:**  
Click "Search" - Fields will populate

## VIII. ACCOUNTABILITY, PROGRAM REPORTS AND RECORD KEEPING

### **Infinite Campus**

Effective July 1, 2010, all centers began collecting data in the Infinite Campus (IC) system. The center staff must, as custodian of the FRYSC records, have sufficient access to areas of IC necessary for both effective record keeping and successful interventions with students and their families. Local school district staff shall ensure that center staff members receive training in IC to enhance their proficiency in the maintenance of required records. District technology staff shall ensure the confidentiality of FRYSC-specific screens by limiting access protocols within IC to those staff with an educational right to know the contents of the records. The Division of FRYSC has adopted permissions on the following pages as the minimum level access for FRYSC coordinators.

### **Infinite Campus Year-End Report**

At the end of each school year, the Division of FRYSC collects center data entered into Infinite Campus. It provides information concerning the most common ways centers address their core and optional components. The report yields quantitative feedback regarding individual interventions and group programs that are provided to students through direct center services or through collaboration with other school or community resources. These reports are generated by the Division of FRYSC on August 15.

### **Implementation Fields and Impact Reports**

Centers will complete the *implementation fields* contained within the FRYSC action components annually in FRYSC Counts. The implementation fields are designed to document whether programs and activities were implemented and if they had the intended impact. This documentation will aid the coordinator and advisory council in deciding whether to continue with center activities or make modifications.

The *Impact Report* is a survey designed to capture center-level evaluation data in a format that is easily compiled and easily reported. Center coordinators are expected to evaluate significant activities that have the potential to show demonstrable positive impact. The Impact Report will capture those results. Coordinators may submit multiple reports, but each center must submit at least one.

**Recommended Infinite Campus access rights for FRYSC Coordinators:**

Note: Not included in this table are the

- FRYSC Individual Intervention Roster Report (Read, Write, Add, Delete)
- Persistence to Graduation Tool (Read)
- Early Warning Tool (Read)

All are recommended additions for coordinator rights as well.

READ	WRITE	ADD	DELETE	
X				<b>Accounts</b>
X				<b>Student Information</b>
X				<b>Allow unfiltered search</b>
X	X	X		<b>General</b>
X				<b>State Reporting</b>
X				Homeless Living Status Meal Status
X				Migrant Ward of State
X				<b>Gradebook</b>
X				<b>Programs</b>
X				<b>Contact Flags</b>
X				<b>Curriculum Programs</b>
X				<b>Medical Flags</b>
X				<b>State Reporting</b>
X				<b>Grades</b>
X				<b>Gradebook</b>
X				<b>Transcript</b>
X				<b>Behavior</b>
X				<b>Records Transfer</b>
X				<b>Gifted &amp; Talented</b>
X	X	X	X	<b>FRYSC</b>
X	X	X		<b>School Info Attendance Group</b>
X				
<b>READ</b>	<b>WRITE</b>	<b>ADD</b>	<b>DELETE</b>	





## FRYSC Recordkeeping

For accountability, program management, and reporting purposes, documentation should be maintained on students and families served by the center. Documentation must also be maintained on all programs, services, and activities addressed within each Core and Optional Component. Records may be kept in different ways, depending on the frequency and intensity of the service/referral, as outlined below.

At a minimum, the following must be kept:

- Daily contact log (for those items that cannot be entered into Infinite Campus)
- FRYSC-specific Infinite Campus records
- Procedures pertaining to parental/caretaker consent and confidentiality
- An updated balance of allocation expenditures
- Approved program plans, amendments, requests and approvals
- Advisory Council meeting agendas, minutes, bylaws and sign-in sheets
- Needs Assessment tools and results
- An inventory of non-expendable goods purchased with allocation funds (i.e., equipment, furniture, videos, curricula, etc.)
- Documentation of money, goods, donations or program income.
- Original FRYSC grant application
- Previous monitoring reports
- Monthly MUNIS reports (or desktop access)
- A copy of the FRYSC contract
- Required training documentation
- Service Appeal information to be prominently posted in the center

Participant and family records should be kept for students and families requiring a service that is not incidental or temporary in nature and that the family, school, or other agency is not currently providing. When determining whether to open a file, consider the following:

- **Is the service temporary or incidental in nature?**

If so, more than likely, a file will not need to be opened; the activity can be noted on a Daily Contact Log. If it requires follow-up of some kind, a participant file may need to be opened, depending on the level of intensity.

- **What is the level of intensity of the initial visit?**

If the initial visit is for something intensive such as a referral from a teacher about severe behavior problems, suspected drug abuse, excessive absenteeism, etc., then the coordinator will more than likely need to make referrals and provide follow-up, which would require a file to be opened.

- **Will FRYSC funds be expended?**

Documentation must be maintained on all FRYSC funds expended if the funds are spent on basic needs. An optional component should be included in the action plan. The Advisory Council must have written criteria to reflect the circumstances in which FRYSC funds may be utilized for basic needs. The Coordinator should exhaust all resources prior to using FRYSC funds for basic needs. Expending FRYSC funds will not automatically indicate that a participant file needs to be opened, but it is an indicator to consider.

- **How frequently has the student/family member been assisted by the Center?**

The level of frequency may "raise a red flag" that indicates the need for further services and a participant file should be opened.

**Other questions to consider:**

- Is the referral for prevention or crisis intervention?
- Does the referral/activity require parental permission/consent for student participation?
- Does it require parental release for sharing of information among collaborative agencies?
- What is the expected outcome of the referral made or the assistance provided?

There is no clear-cut formula for determining if a file should be opened; however, most coordinators are able to draw a conclusion after considering the questions above. If, however, you are still unsure, remember this: **If in doubt, create a file.** It doesn't take much time and it certainly can't hurt.

**Elements to Include in a Participant File**

- Referral forms (recommended). Whether or not a form is used, document the source of the referral (self, teacher, parent, etc).
- Communication with referring source and dates
- Parental Permission for student participation if appropriate (such as, after school activities, transportation of a student, support groups, etc.). Parental permission should be obtained for participation in FRYSC-related programs. An exception would be if the child is in danger from the parent or guardian.
- Release of Information (if sharing confidential information with other agencies)

In an effort to create awareness about Center activities, to blend services among other providers with similar goals, and to prevent duplication of services, non-confidential information gathered by the FRYSC should be shared throughout the school year with the FRYSC Advisory Council, Principal, Board of Education, teachers, other in-school program staff, community agencies, parents, legislators, and other stakeholders (i.e. "Did you Know" reports, compilations of activities or services provided for newsletters, SBDM reports using aggregate/non-identifying data, Advisory Council reports using aggregate/non-identifying data, data compilation for stakeholders, legislators or school boards).

**ACCESS TO FRYSC RECORDS**

FRYSC records are educational records. As such, records may be shared with school officials with a "legitimate educational interest." FRYSC coordinators are to be made aware of individuals given permission to view the records on the FRYSC tab in Infinite Campus.

The Family Educational Rights and Privacy Act (FERPA) codified as 20 U.S.C. § 1232g, the KyFERPA codified as KRS 160.700 – 730 and the promulgated Federal Regulations. Specifically, 20 U.S.C. § 1232g(a)(4)(A) defines Education Records:

*...those records, files, documents and other materials, which (i) contain information directly related to a student, and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution.*

As for the dissemination of the Education Records, it is covered in 34 CFR § 99.31 (a)(1)(i):

*An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by § 99.30 if the disclosure meets one or more of the following conditions: The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.*

KRS 160.720 has nearly identical wording, but the Kentucky Law goes a step further by defining "School Officials" in KRS 160.700: *personnel employed in instructive and administrative positions with a school board or educational institution.*

## FRYSC Counts!

The Cabinet for Health and Family Services uses FRYSC Counts!, which is accessible through the Kentucky Online Gateway (KOG) to house our electronically-submitted forms and center data. All data in the system is backed up regularly on the Cabinet servers.

Because this is a Cabinet system, each person who is not a Cabinet employee (all center coordinators and district staff with a need to access the system) must register for a KOG account (<https://kog.chfs.ky.gov/home/>), then request access to FRYSC Counts!. After the account is approved at the Cabinet level, permissions must be set by the Division of FRYSC before you will be able to use the system.

### **What paperwork is submitted through FRYSC Counts!?**

All center documents that are submitted for approval are to be either directly entered or uploaded to the appropriate Center Information page. This includes professional development tracking, inventory tracking, all continuation program plan documents, best practices, budgets, budget amendments, purchase requests, unenrolled service tracking, community cash and in-kind contributions (located on the center page-other information section) and other form updates.

All waiver requests and other district documents are uploaded by the district contact to the appropriate district information page.

**Each center will need access to a scanner.** The FRYSC Request Form (or any other documents *requiring signatures*) will STILL need signatures and will have to be scanned after signatures are acquired to be uploaded to the system

## IX. DIVISION OF FRYSC

The Division of FRYSC is located in Frankfort, Kentucky in the Cabinet for Health and Family Services, Human Resources Building. The mailing address is

Division of FRYSC  
Cabinet for Health and Family Services  
275 East Main Street, 3-C-G  
Frankfort, KY 40621  
Phone: (502) 564-4986  
<https://chfs.ky.gov/agencies/dfrcv/dfryc/Pages/default.aspx>

The FRYSC Staff is composed of central office and thirteen Regional Program Managers.

### **Division of FRYSC Central Office Staff**

Melissa Goins, Director, [melissa.goins@ky.gov](mailto:melissa.goins@ky.gov)  
Mary Ann Jennings, Assistant Director, [mary.jennings@ky.gov](mailto:mary.jennings@ky.gov)  
Mysti White, Administrative Assistant, [mysti.white@ky.gov](mailto:mysti.white@ky.gov)  
Melissa Newton, Project and Training Manager, [melissa.newton@ky.gov](mailto:melissa.newton@ky.gov)  
Quentin Floyd, Training Specialist, [quentin.floyd@ky.gov](mailto:quentin.floyd@ky.gov)  
Beth Martin, Program Planner, [beth.martin@ky.gov](mailto:beth.martin@ky.gov)  
Chris Cross, Budget Specialist II, [chris.cross@ky.gov](mailto:chris.cross@ky.gov)  
Heather Musinski, FRYSC AmeriCorps Grant Manager, [heather.musinski@ky.gov](mailto:heather.musinski@ky.gov)  
April Hess, FRYSC AmeriCorps Program Manager, [april.hess@ky.gov](mailto:april.hess@ky.gov)  
Katie Morris, FRYSC Full-Service Community Schools Grants Manager, [katie.morris@ky.gov](mailto:katie.morris@ky.gov)

### **FRYSC Regional Program Managers**

William Owen, Region 1, [william.owen@ky.gov](mailto:william.owen@ky.gov)  
Heather McCarty, Region 2, [heather.mccarty@ky.gov](mailto:heather.mccarty@ky.gov)  
Naela Imanyara, Region 3A, [naela.imanyara@ky.gov](mailto:naela.imanyara@ky.gov)  
Melanie Madison, Region 3B, [melanie.madison@ky.gov](mailto:melanie.madison@ky.gov)  
Betty Pennington, Region 4, [betty.pennington@ky.gov](mailto:betty.pennington@ky.gov)  
Tiffany Runyon, Region 5, [tiffany.runyon@ky.gov](mailto:tiffany.runyon@ky.gov)  
Margaret Myers, Region 6, [Maggie.myers@ky.gov](mailto:Maggie.myers@ky.gov)  
Vacant, Region 7  
Teresa Combs, Region 8, [teresa.combs@ky.gov](mailto:teresa.combs@ky.gov)  
Russell Jones, Region 9, [russell.jones@ky.gov](mailto:russell.jones@ky.gov)  
Lisa McKenzie, Region 10, [lisa.mckenzie@ky.gov](mailto:lisa.mckenzie@ky.gov)  
Tiffanie Cooper, Region 11, [tiffanie.cooper@ky.gov](mailto:tiffanie.cooper@ky.gov)  
Lacey Phillips, Region 12, [lacey.phillips@ky.gov](mailto:lacey.phillips@ky.gov)

## X. APPENDICES

- A – Legislation Relating to FRYSC [p. 74](#)
- B – Action Component Elements [p. 79](#)
- C – KDE Statement and Documents pertaining to student transportation [p. 81](#)
- D – Local District Classification Plans [p. 82](#)
- E – Facility Programming and Construction Criteria Planning Guide [p. 95](#)
- F – Records Retention Schedule [p. 96](#)
- G – Commonly Used MUNIS Codes [p. 98](#)
- H – The District Contact [p. 101](#)
- I – FRYSC Strategic Targeted Assistance Team Protocol [p. 108](#)
- J – Family Literacy Description [p. 110](#)
- K – Components of Coordinated School Health [p. 111](#)
- L – Safe Home Visit Considerations [p. 113](#)
- M – Service Appeal Request [p. 114](#)

## Appendix A      Legislation Relating to FRYSC

### KRS 156.496

#### **156.496 Family resource and youth services centers -- Design -- Core components -- Location -- Grant program -- Prohibition on abortion counseling and referrals -- Monetary donations.**

- (1) Family resource and youth services centers shall be designed to meet the needs of children and their families by providing services to enhance a student's ability to succeed in school. If resources are limited, students and families who are the most economically disadvantaged shall receive priority status for receiving services.
- (2) Family resource centers shall be located in or near each elementary school in the Commonwealth in which twenty percent (20%) or more of the student body are eligible for free or reduced-price school meals. Family resource centers shall promote identification and coordination of existing resources and shall include but not be limited to the following core components for each site:
  - (a) Full-time preschool child care for children two (2) and three (3) years of age;
  - (b) After-school child care for children ages four (4) through twelve (12), with the child care being full-time during the summer and on other days when school is not in session;
  - (c) Families in training, which shall consist of an integrated approach to home visits, group meetings, and monitoring child development for new and expectant parents;
  - (d) Family literacy services as described in KRS 158.360 or a similar program designed to provide opportunities for parents and children to learn together and promote lifelong learning; and
  - (e) Health services or referrals to health services, or both.
- (3) Youth services centers shall be located in or near each school in the Commonwealth, except elementary schools, in which twenty percent (20%) or more of the student body are eligible for free or reduced-price school meals. Youth services centers shall promote identification and coordination of existing resources and shall include but not be limited to the following core components for each site:
  - (a) Referrals to health and social services;
  - (b) Career exploration and development;
  - (c) Summer and part-time job development for high school students;
  - (d) Substance abuse education and counseling; and
  - (e) Family crisis and mental health counseling.
- (4) A grant program is hereby established to provide financial assistance to eligible school districts to establish or maintain family resource or youth services centers. The Cabinet for Health and Family Services shall award grants pursuant to KRS 156.4977. Funding provided to the Cabinet for Health and Family Services for the grant program and agency administrative costs shall include an increase that is equal to or greater than the general fund growth factor provided in agency budget instructions.
- (5) A family resource or youth services center that receives funding for one (1) year or more shall not be considered ineligible for funding based solely on the percent of the student body eligible for free or reduced-price school meals unless the percent of the student body eligible for free or reduced-price school meals is below twenty percent (20%) for five (5) consecutive years.
- (6) A school district shall not operate a family resource center or a youth services center that provides abortion counseling or makes referrals to a health care facility for the purpose of seeking an abortion.
- (7) A school district may accept monetary donations for the operation and maintenance of family resource and youth services centers. Any donations given to the school district for the operation and maintenance of family resource and youth services centers shall be used only for the operation and maintenance of family resource and youth services centers, and for no other purpose.

**Effective: June 27, 2019**

**History: Amended 2019 Ky. Acts ch. 76, sec. 1, effective June 27, 2019. -- Created 2008 Ky. Acts ch. 120, sec. 2, effective July 15, 2008.**

**KRS 156.4977****156.4977 Grants to local school districts for family resource and youth services centers -- Supplemental grant program to provide health services.**

- (1) Grants shall be awarded to eligible local school districts to implement family resource and youth services centers as defined in KRS 156.496.
- (2) Grant proposal instructions shall be developed by the Cabinet for Health and Family Services. The instructions shall be contained in a grant application package and distributed to each local public school district in which there are qualifying schools.
- (3) A proposal review team comprised of at least three (3) members shall review proposals and score each application in accordance with training provided and scoring procedures established by the Cabinet for Health and Family Services. Proposal reviewers shall be selected by the secretary of the Cabinet for Health and Family Services. The reviewers shall submit the scored proposals to the secretary of the Cabinet for Health and Family Services. Written notification of the secretary's final decision on proposals shall be provided by the secretary to each applicant school district.
- (4) The application from each qualifying school or school consortium shall contain the following:
  - (a) A statement of need;
  - (b) Proposed goals and outcomes;
  - (c) A description of the actual services and activities to be provided at the center and how they shall be provided;
  - (d) A description of how the children and families with the most urgent needs will be served first;
  - (e) Written agreements with other service providers;
  - (f) A description of the development, composition, and role of the local advisory council;
  - (g) The strategies to disseminate information;
  - (h) A training plan;
  - (i) A description of procedures to be followed to obtain parental permission for services and for sharing confidential information with other service providers. Procedures shall be developed pursuant to federal law and the Kentucky Revised Statutes including, but not limited to, KRS 210.410, 214.185, 222.441, 645.030, and Chapters 620 and 635 and shall require that no family resource center or youth services center offer contraceptives to minor students prior to receiving the express consent of the student's parent or legal guardian;
  - (j) A plan to minimize stigma;
  - (k) A work plan for each of the core components and optional components;
  - (l) Job descriptions for staff;
  - (m) A description of the center location and school accessibility;
  - (n) A description of the hours of operation of the center;
  - (o) A financial strategy and budget;
  - (p) A program evaluation plan; and
  - (q) Letters of endorsement and commitment to the center from community agencies and organizations.
- (5) Grant proposal instruction and scoring procedures shall be made available to all qualifying schools.
- (6) As funding becomes available, a supplemental grant program may fund the employment of a physician licensed under KRS Chapter 311 or nurse licensed under KRS Chapter 314 to provide health services as defined in KRS 156.4975 in a family resource or youth services center.
  - (a) The supplemental grant program shall be managed by the Cabinet for Health and Family Services, and schools that have a family resource or youth services center may apply for grant funds under the guidelines and criteria established by promulgation of administrative regulations pursuant to KRS Chapter 13A.
  - (b) The supplemental grant program may receive state appropriations, federal funds, gifts, or other contributions for the purposes specified under this subsection.
  - (c) A supplemental grant shall not exceed fifty percent (50%) of a grant awarded under subsection (1) of this section, and a supplemental grant shall not reduce the amount of a grant awarded to a local school district under subsection (1) of this section.

**Effective: July 15, 2008****History: Amended 2008 Ky. Acts ch. 120, sec. 3, effective July 15, 2008; and ch. 179, sec. 2, effective July 15, 2008. -- Amended 2005 Ky. Acts ch. 99, sec. 128, effective June 20, 2005. -- Amended 1998 Ky. Acts ch. 174, sec. 1, effective March 27, 1998. -- Amended 1994 Ky. Acts ch. 194, sec. 2, effective July**

**15, 1994; and ch. 334, sec. 18, effective July 15, 1994.— Created 1992 Ky. Acts ch. 291, sec. 2, effective April 15, 1992.**

**Legislative Research Commission Note (7/15/2008). This section was amended by 2008 Ky. Acts chs. 120 and 179, which do not appear to be in conflict and have been codified together.**

**KRS 161.011****161.011 Definitions of "classified employee" and "seniority" -- Job classifications and minimum qualifications -- Requirement of written contracts and written personnel policies -- Reduction in force - - Registry of vacant classified employee positions and training -- Review of local board policies by Department of Education.**

(1) (a) "Classified employee" means an employee of a local district who is not required to have certification for his or her position as provided in KRS 161.020.

(b) "Seniority" means total continuous months of service in the local school district, including all approved paid and unpaid leave.

(2) The commissioner of education shall establish by January 1992, job classifications and minimum qualifications for local district classified employment positions which shall be effective July 1, 1992. After June 30, 1992, no person shall be eligible to be a classified employee or receive salary for services rendered in that position unless he or she holds the qualifications for the position as established by the commissioner of education.

(3) No person who is initially hired after July 13, 1990, shall be eligible to hold the position of a classified employee or receive salary for services rendered in such position, unless he or she holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or is provided an opportunity by the school district upon employment to obtain a High School Equivalency Diploma at no cost to the employee. Licenses or credentials issued by a government entity that require specialized skill or training may also substitute for this requirement.

(4) Local school districts shall encourage classified employees who were initially hired before July 13, 1990, and who do not have a high school diploma or a High School Equivalency Diploma to enroll in a program to obtain a High School Equivalency Diploma.

(5) Local districts shall enter into written contracts with classified employees. Contracts with classified employees shall be renewed annually except contracts with the following employees:

(a) An employee who has not completed four (4) years of continuous active service, upon written notice which is provided or mailed to the employee by the superintendent, no later than May 15, that the contract will not be renewed for the subsequent school year. Upon written request by the employee, within ten (10) days of the receipt of the notice of nonrenewal, the superintendent shall provide, in a timely manner, written reasons for the nonrenewal.

(b) An employee who has completed four (4) years of continuous active service, upon written notice which is provided or mailed to the employee by the superintendent, no later than May 15, that the contract is not being renewed due to one (1) or more of the reasons described in subsection (7) of this section. Upon written request within ten (10) days of the receipt of the notice of nonrenewal, the employee shall be provided with a specific and complete written statement of the grounds upon which the nonrenewal is based. The employee shall have ten (10) days to respond in writing to the grounds for nonrenewal.

(6) Local districts shall provide in contracts with classified employees of family resource and youth services centers the same rate of salary adjustment as provided for other local board of education employees in the same classification.

(7) Nothing in this section shall prevent a superintendent from terminating a classified employee for incompetency, neglect of duty, insubordination, inefficiency, misconduct, immorality, or other reasonable grounds which are specifically contained in board policy.

(8) The superintendent shall have full authority to make a reduction in force due to reductions in funding, enrollment, or changes in the district or school boundaries, or other compelling reasons as determined by the superintendent.

(a) When a reduction of force is necessary, the superintendent shall, within each job classification affected, reduce classified employees on the basis of seniority and qualifications with those employees who have less than four (4) years of continuous active service being reduced first.

(b) If it becomes necessary to reduce employees who have more than four (4) years of continuous active service, the superintendent shall make reductions based upon seniority and qualifications within each job classification affected.

(c) Employees with more than four (4) years of continuous active service shall have the right of recall positions if positions become available for which they are qualified. Recall shall be done according to seniority with restoration of primary benefits, including all accumulated sick leave and appropriate rank and step on the current salary schedule based on the total number of years of service in the district.

(9) Local school boards shall develop and provide to all classified employees written policies which shall include but not be limited to:

(a) Terms and conditions of employment;

(b) Identification and documentation of fringe benefits, employee rights, and procedures for the reduction or laying off of employees; and

(c) Discipline guidelines and procedures that satisfy due process requirements.

(10) Local school boards shall maintain a registry of all vacant classified employee positions that is available for public inspection in a location determined by the superintendent and make copies available at cost to interested parties. If financially feasible, local school boards may provide training opportunities for classified employees focusing on topics to include but not be limited to suicide prevention, abuse recognition, and cardiopulmonary resuscitation (CPR). If suicide prevention training is offered it may be accomplished through self-study review of suicide prevention materials.

(11) The evaluation of the local board policies required for classified personnel as set out in this section shall be subject to review by the Department of Education while it is conducting district management audits pursuant to KRS 158.785.

**Effective:** March 22, 2023

**History:** Amended 2023 Ky. Acts ch. 68, sec. 1, effective March 22, 2023. -- Amended 2022 Ky. Acts ch. 236, sec. 77, effective July 1, 2022. -- Amended 2019 Ky. Acts ch. 146, sec. 30, effective June 27, 2019. -- Amended 2017 Ky. Acts ch. 63, sec. 18, effective June 29, 2017. -- Amended 2010 Ky. Acts ch. 136, sec. 2, effective July 15, 2010. -- Amended 2008 Ky. Acts ch. 113, sec. 6, effective April 14, 2008. -- Amended 2006 Ky. Acts ch. 211, sec. 90, effective July 12, 2006. -- Amended 2003 Ky. Acts ch. 29, sec. 21, effective June 24, 2003. -- Amended 2002 Ky. Acts ch. 5, sec. 1, effective July 15, 2002. -- Amended 2000 Ky. Acts ch. 271, sec. 2, effective March 31, 2000. -- Amended 1998 Ky. Acts ch. 590, sec. 1, effective April 14, 1998. -- Amended 1994 Ky. Acts ch. 25, sec. 1, effective July 15, 1994. -- Amended 1990 Ky. Acts ch. 476, Pt. II, sec. 54, effective July 13, 1990. -- Created 1988 Ky. Acts ch. 388, sec. 1, effective July 15, 1988.

**Legislative Research Commission Note (7/15/2010).** The amendments made to this section by 2010 Ky. Acts ch. 136 shall be known as the "Make a Difference for Kids Act of 2010."

**Legislative Research Commission Note. (7/5/2001)** Previous references to "subsection (6) of this section" in subsection (5)(b) of this statute were not changed to "subsection (7)" when the subsections were renumbered in 2000 Ky. Acts ch. 271, sec. 2. It is clear from the context that this should have been done but was inadvertently overlooked. This omission has been corrected by the reviser of statutes under KRS 7.136(1)(e) and (h).

## Appendix B

# FRYSC Action Component Elements

### Goal Statement:

- Goal Statements are provided for each of the FRYSC mandated components.
- Goal Statements will have to be created for all optional components.
- A Goal Statement is a broad-based statement of the ultimate result of the change being undertaken.
- A Goal Statement will include an action that indicates expected change when all objectives are met.

### Strengthening Families Protective Factors:

- Strengthening Families/Youth Thrive Protective Factors are provided for each component, core and optional.
- Protective Factors include: Resilience, Social Connections, Knowledge of Child/Adolescent Development, Concrete Support in Times of Need, Social and Emotional Competence and Nurturing and Attachment.

### Assessed Need, Desired Outcome, and Measurement

- The first element is a *brief* need statement based on your needs assessment. This need statement will determine your desired outcome for the intended population.
- The desired outcome describes the expected changes (in knowledge, skill, behavior or attitude) that will occur as a result of center interventions (activities). They should be specific, measurable, achievable, and realistic.
- Outcomes should include the following elements: **Who** (the targeted population), **What will they do** (the expected change), and **Method of Measurement** (how the change will be measured).
- Outcomes should be written for the two year grant cycle.
- The outcome needs to show a clear connection to the local supporting data; meaning that it and the related activities are addressing the need shown in local supporting data.

### Activities with Timelines:

- Activities must address the desired outcome. They will be the tools used to reach the expected outcome set in the component.
- Activities must include a timeline to be used as a planning tool over the two year application period. The timeframe needs to include the month and year of the activity. If the activity occurs in both school years of the application there must be two dates with the activity.
- The words on-going or continuous may not be used for the activity timeline.

### Collaborative Partners (with Fund Source & Cost):

- Collaborative partners include the funding source any other agency or school partner that will be involved in the activity.
- If the activity is the sole responsibility of the FRC please put N/A in the column.
- The funding source can be partner FRYSCs or the many community and school partners working with the center.
- There can be more than one funding source for an activity, but each source should include an estimated amount of contributions.
- In estimating the cost of the activity, exclude FRYSC staff time.

## **Elements of Action Components for the Implementation Report:**

### **I, NI, PI and Comments:**

- I – Implemented/Use if the activity has been implemented
- PI – Partially Implemented /Use if the activity is in process or you were not able to complete
- NI – Not Implemented/Use if the activity was not implemented at all
- Evaluated? – Yes/No – Please indicate if the activity was evaluated.
- If an activity was not implemented, please provide a brief explanation.
- Please indicate if the activity had the intended impact.

## Appendix C      KDE Statement and Documents Pertaining to Student Transportation

**KENTUCKY DEPARTMENT OF EDUCATION**  
**PUPIL TRANSPORTATION BRANCH**  
POSITION STATEMENT  
TRANSPORTING STUDENTS IN PRIVATE VEHICLES

It has been brought to the attention of the Pupil Transportation Branch that some districts are allowing students to be transported in privately owned vehicles by school district employees.

Pupil Transportation must take the stand that this is an unsafe practice and for the protection of the physical welfare and safety of public school children, public school children must be transported in a school bus as defined in **KRS 156.153 - School bus standards -- "School bus" defined -- Use of clean transportation fuels or a "vehicle" as defined in 702 KAR 5:130 Vehicles designed to carry nine (9) passengers or less, standards for.**

All applicable regulations pertaining to the vehicle must be followed, including liability or indemnity insurance. A safety inspection shall be made on the vehicle by an approved school bus inspector to certify the vehicle is in safe operating condition, a vehicle shall be inspected at least once each month that the vehicle is used to transport pupils, utilizing the same criteria for inspection as for school buses and a vehicle shall display a sign in clear view in the rear of the vehicle stating: "This vehicle is being used to transport school children."

---

Related Kentucky Revised Statutes and Administrative Regulations, as well as the Pupil Transportation Management Manual can be found on the Kentucky Department of Education website at this link:  
<http://education.ky.gov/districts/trans/Pages/Laws-and-Regulations.aspx>.

## Appendix D Local District Classification Plans

For more information, the employee classification codes can be found on the KDE website.

Code KDE	Title	Education "Any combination equivalent to..."
7493	Coordinator I	HS and/or Associates
7492	Coordinator II	BA + 4 yrs experience
7491	Coordinator III	BA + some graduate hours
7490	Coordinator IV	MA + 3 yrs
7489	Coordinator V	MA + 4 yrs
7488	Coordinator VI	MA + 5 yrs

## Local District Classification Plans Coordinator I

**Class Code: 7493**

### **LOCAL DISTRICT CLASSIFICATION PLAN**

#### **CLASS TITLE: FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR I**

#### **BASIC FUNCTION:**

Plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS Chapter 156.496. Family Resource Centers shall include programming to meet the following mandated core components:

- Full-time child care for children two and three years of age;
- After school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session;
- Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- Family Literacy
- Health services, or referral to health services, or both.

Youth Services Center shall include programming to meet the following mandated core components:

- Referrals to health and social services;
- Employment counseling, training, and placement;
- Summer and part-time job development;
- Drug and alcohol abuse counseling, and
- Family crisis and mental health counseling.

#### **DISTINGUISHING CHARACTERISTICS:**

The coordinator series applies to professional-level supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction and/or administrative). The levels of coordinator are distinguished by their education level and work experience. There are five levels of the series according to this criteria.

#### **REPRESENTATIVE DUTIES:**

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Subject matter in area of assignment;
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

##### **Ability to:**

- Provide leadership to an activity having overall impact on the school/district requiring a variety of standard practices and procedures, and including outside contacts which require routine supervision.
- Provide technical assistance to school and district personnel in area of proper specialty.
- Oversee the work of advisory council committees.
- Communicate effectively.
- Prepare and deliver presentations.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Meet schedules and time lines.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

High school and/or associates supplemented by three years of related work experience.  
Additional education will substitute for the required experience on a year-for-year basis.

## Coordinator II

**Class Code: 7492**

### **LOCAL DISTRICT CLASSIFICATION PLAN**

### **CLASS TITLE: FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR II**

#### **BASIC FUNCTION:**

Plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS Chapter 156.496. Family Resource Centers shall include programming to meet the following mandated core components:

- Full-time child care for children two and three years of age;
- After school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session;
- Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- Family Literacy;
- Health services, or referral to health services, or both.

Youth Services Center shall include programming to meet the following mandated core components:

- Referrals to health and social services;
- Employment counseling, training, and placement;
- Summer and part-time job development;
- Drug and alcohol abuse counseling, and
- Family crisis and mental health counseling.

#### **DISTINGUISHING CHARACTERISTICS:**

The coordinator series applies to professional-level supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction and/or administrative). The levels of coordinator are distinguished by their education level and work experience. There are five levels of the series according to this criteria.

#### **REPRESENTATIVE DUTIES:**

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

### **Family Resource/Youth Services Center Coordinator II – continued Page 2**

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Subject matter in area of assignment;
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.

- Technical aspects of field of specialty.

**Ability to:**

- Provide leadership to an activity having overall impact on the school/district requiring a variety of standard practices and procedures, and including outside contacts which require routine supervision.
- Provide technical assistance to school and district personnel in area of proper specialty.
- Oversee the work of advisory council committees.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

B.A. in related field supplemented by four years of related work experience.

Additional education will substitute for the required experience on a year-for-year basis. Work experience will substitute for the required education on a year-for-year basis

## Coordinator III

### **Class Code: 7491**

### **LOCAL DISTRICT CLASSIFICATION PLAN**

### **CLASS TITLE: FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR III**

#### **BASIC FUNCTION:**

Plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS Chapter 156.496. Family Resource Centers shall include programming to meet the following mandated core components:

- Full-time child care for children two and three years of age;
- After school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session;
- Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- Family Literacy
- Health services, or referral to health services, or both.

Youth Services Center shall include programming to meet the following mandated core components:

- Referrals to health and social services;
- Employment counseling, training, and placement;
- Summer and part-time job development;
- Drug and alcohol abuse counseling, and
- Family crisis and mental health counseling.

#### **DISTINGUISHING CHARACTERISTICS:**

The coordinator series applies to professional-level supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction and/or administrative). The levels of coordinator are distinguished by their education level and work experience. There are five levels of the series according to this criteria.

#### **REPRESENTATIVE DUTIES:**

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

### **Family Resource/Youth Services Center Coordinator III- continued Page 2**

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Subject matter in area of assignment;
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.

- Principles of training and providing work direction.
- Technical aspects of field of specialty.

**Ability to:**

- Provide leadership to an activity having overall impact on the school/district requiring a variety of standard practices and procedures, and including outside contacts which require routine supervision.
- Provide technical assistance to school and district personnel in area of proper specialty.
- Oversee the work of advisory council committees.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree plus some graduate hours in related field supplemented by three years of related work experience. Additional education will substitute for the required experience on a year-for-year basis. Work experience will substitute for the required education on a year-for-year basis.

## Coordinator IV

### **Class Code: 7490**

### **LOCAL DISTRICT CLASSIFICATION PLAN**

### **CLASS TITLE: FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR IV**

#### **BASIC FUNCTION:**

Plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS Chapter 156.496. Family Resource Centers shall include programming to meet the following mandated core components:

- Full-time child care for children two and three years of age;
- After school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session;
- Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- Family Literacy;
- Health services, or referral to health services, or both.

Youth Services Center shall include programming to meet the following mandated core components:

- Referrals to health and social services;
- Employment counseling, training, and placement;
- Summer and part-time job development;
- Drug and alcohol abuse counseling, and
- Family crisis and mental health counseling.

#### **DISTINGUISHING CHARACTERISTICS:**

The coordinator series applies to professional-level supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction and/or administrative). The levels of coordinator are distinguished by their education level and work experience. There are five levels of the series according to this criteria.

#### **REPRESENTATIVE DUTIES:**

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

### **Family Resource/Youth Services Center Coordinator IV – continued Page 2**

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Subject matter in area of assignment;
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.

- Principles of training and providing work direction.
- Technical aspects of field of specialty.

**Ability to:**

- Provide leadership to an activity having overall impact on the school/district requiring a variety of standard practices and procedures, and including outside contacts which require routine supervision.
- Provide technical assistance to school and district personnel in area of proper specialty.
- Oversee the work of advisory council committees.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Masters Degree in related field supplemented by three years of related work experience. Additional education will substitute for the required experience on a year-for-year basis. Work experience will substitute for the required education on a year-for-year basis.

## Coordinator V

### **Class Code: 7489**

### **LOCAL DISTRICT CLASSIFICATION PLAN**

### **CLASS TITLE: FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR V**

#### **BASIC FUNCTION:**

Plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS Chapter 156.496. Family Resource Centers shall include programming to meet the following mandated core components:

- Full-time child care for children two and three years of age;
- After school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session;
- Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- Family Literacy;
- Health services, or referral to health services, or both.

Youth Services Center shall include programming to meet the following mandated core components:

- Referrals to health and social services;
- Employment counseling, training, and placement;
- Summer and part-time job development;
- Drug and alcohol abuse counseling, and
- Family crisis and mental health counseling.

#### **DISTINGUISHING CHARACTERISTICS:**

The coordinator series applies to professional-level supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction and/or administrative). The levels of coordinator are distinguished by their education level and work experience. There are five levels of the series according to this criteria.

#### **REPRESENTATIVE DUTIES:**

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

#### **Knowledge of:**

- Subject matter in area of assignment;
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

#### **Ability to:**

- Provide leadership to an activity having overall impact on the school/district requiring a variety of standard practices and procedures, and including outside contacts which require routine supervision.
- Provide technical assistance to school and district personnel in area of proper specialty.
- Oversee the work of advisory council committees.
- Communicate effectively.
- Prepare and deliver presentations.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Meet schedules and time lines.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Masters Degree supplemented by four years of related work experience. Additional education will substitute for the required experience on a year-for-year basis. Work experience will substitute for the required education on a year-for-year basis.

## Coordinator VI

### **Class Code: 7488**

### **LOCAL DISTRICT CLASSIFICATION PLAN**

### **CLASS TITLE: FAMILY RESOURCE/YOUTH SERVICES CENTER COORDINATOR V**

#### **BASIC FUNCTION:**

Plan, organize, implement and coordinate a Family Resource/Youth Services Center as outlined in KRS Chapter 156.496. Family Resource Centers shall include programming to meet the following mandated core components:

- Full-time child care for children two and three years of age;
- After school child care for children ages four through twelve, with care being full-time during the summer and on other days when school is not in session;
- Families in training, which shall consist of an integrated approach to home visits, group meetings and monitoring child development for new and expectant parents;
- Family Literacy;
- Health services, or referral to health services, or both.

Youth Services Center shall include programming to meet the following mandated core components:

- Referrals to health and social services;
- Employment counseling, training, and placement;
- Summer and part-time job development;
- Drug and alcohol abuse counseling, and
- Family crisis and mental health counseling.

#### **DISTINGUISHING CHARACTERISTICS:**

The coordinator series applies to professional-level supervisory positions which have responsibility for an on-going activity or function in any area of specialty (instruction and/or administrative). The levels of coordinator are distinguished by their education level and work experience. There are five levels of the series according to this criteria.

#### **REPRESENTATIVE DUTIES:**

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having overall impact on school/district.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, state and district policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

#### **Knowledge of:**

- Subject matter in area of assignment;
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

#### **Ability to:**

- Provide leadership to an activity having overall impact on the school/district requiring a variety of standard practices and procedures, and including outside contacts which require routine supervision.
- Provide technical assistance to school and district personnel in area of proper specialty.
- Oversee the work of advisory council committees.
- Communicate effectively.
- Prepare and deliver presentations.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Meet schedules and time lines.
- Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Masters Degree supplemented by five years of related work experience. Additional education will substitute for the required experience on a year-for-year basis. Work experience will substitute for the required education on a year-for-year basis.

## **Appendix E      Facility Programming and Construction Criteria Planning Guide**

The Facility Programming and Construction Criteria Planning Guide can be found on the Kentucky Department of Education Web site at the following link:

<https://portal.ksba.org/public/Meeting/Attachments/DisplayAttachment.aspx?AttachmentID=460652>

Information specific to Family Resource/Youth Services Center space guidelines is located on pages 50-51 of the above-linked document.

## Appendix F      Records Retention Schedule

The records retention schedule is maintained by the KY Department for Libraries & Archives. Although a quick reference records retention schedule is provided, KDLA may update information quarterly. The most current version of the public school district records retention schedule is online and the link is located below. (See page 53-55). **Please consult for any updates.**

<https://kdl.a.ky.gov/records/RetentionSchedules/Documents/Local%20Records%20Schedules/PublicSchoolDistrictRecordsRetentionSchedule.pdf>

RECORDS RETENTION SCHEDULE  
Family Resource and Youth Services Centers  
(FRYSC)  
June, 2021 Update

Series No. (KY Records Branch)	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
	<b><u>FRYSC Funding Request/Notification of Change Form</u></b> (Used to document center/district information to make sure that it is up to date.)	2 years	Destroy
L4445	<b><u>FRYSC MUNIS Reports</u></b> (This series documents expenditures of funds and tracks expenses of FRYSCs within the school district.)	3 years	Destroy after audit
L4446	<b><u>FRYSC Request Form for Purchases and Amendments (and accompanying documentation)</u></b> (This document is the coversheet for all amendments to the approved continuation program plan-excluding Advisory Council amendments- and purchase requests for single items more than \$500, subcontracts or goods over \$1000. Such requests must be approved and signed by the FRYSC Regional Program Manager.)	3 years	Destroy after audit
L4447	<b><u>FRYSC Confidentiality Statement</u></b> (This series is used to obtain authorization from the parent/guardian for the evaluation and treatment of minors/dependents and to delineate the limits of confidentiality for a client. It is used to show district compliance with state and federal requirements and protect them from legal action.)	Indefinite	Retain until minor reaches age of majority
L4448	<b><u>FRYSC Parental Consent Forms</u></b> (This series documents parent/guardian consent for students to participate in a FRYSC activity. It is used to facilitate services to students in the school district and protect the district from potential legal actions undertaken by a parent or guardian plus informing parent/guardian of FRYSC activity).	2 years	Destroy
L4449	<b><u>FRYSC Needs Surveys and Results</u></b> (This is used to determine the needs of the school, parents, students, and/or community in order for the center to design services to meet those needs. The series can provide statistical as well as narrative information about health, education, and social service needs.)	5 years	Destroy
L4451	<b><u>FRYSC Program Monitoring Report</u></b> (This series is used to document contractual compliance and provide technical assistance to the local FRYSCs. The report captures at a glance the strengths, concerns, and corrective action needed.)	Permanent	Retain

L4452	<b>FRYSC Interagency Agreements</b> (This series permits the local FRYSC to enter into an agreement with other localities and agencies on a basis of mutual advantage to provide services and facilities that accord best with geographic, economic, population and other factors influencing the needs and development of local communities. It is used as a legally enforceable document to indicate what participating parties will be doing under the agreement.)	Permanent	Retain
L4453	<b>FRYSC Community Resource Directory</b> (This series is used to provide information on resources in the community that may be used to help students and families served by a FRYSC. It provides a convenient and ready reference to services and reduces confusion as to services provided and the person to contact.)	Indefinite	Destroy when superseded, obsolete or outdated
L4457	<b>FRYSC Individual Student Case File</b> (This series consolidates and documents in one file information relating to the services provided by the FRYSC. They form one of two categories of non-education records maintained at a FRYSC operated by a school district. These records are considered school records and are used to plan services for the individual student). (C) KRS 61.878	Indefinite	Destroy one year after graduation or after student reaches age 22
L4458	<b>FRYSC Family Case File</b> (This series is used to coordinate the resources of communities to address the individualized needs of families eligible for services provided by a school FRYSC. KERA established the FRYSC program in an effort to promote the flow of resources and support to families in ways that strengthen the functioning and enhance the growth and development of the individual members and the family unit. It is used to indicate what services have been provided to a family under the program.) (C) KRS 61.878	Indefinite	Destroy one year after family member graduation or student reaches age 22
L6198	<b>New FRYSC Program Plan</b> (This document contains all information required by the legislation establishing the funding opportunity for FRYSCs. If the program plan is approved and funded, this becomes the foundational document for the Family Resource/Youth Services Center.)	Permanent	Retain
L6199	<b>Continuation Program Plan</b> (The continuation program plan is submitted annually by each FRYSC. Information included in the full document includes the continuation coversheet/eligibility for free and reduced school meals, budget/narrative information, core and optional action components, center information, Advisory Council Assurances, SBDM Assurances, and School District Assurances. This document, once approved, is incorporated into the contract with the school district as if attached.)	5 years	Destroy
L6200	<b>FRYSC Advisory Council Amendments and Minutes</b> (This documents a change to the approved FRYSC Advisory Council. As members rotate off the council, an updated advisory council listing must be submitted to the FRYSC Regional Program Manager. Minutes document advisory council approval for all center operations documentation, budget approvals and purchase requests.)	3 years	Destroy

## Appendix G KDE MUNIS Chart of Accounts – Expenditure Object Codes

(Updated: 04/14/2021)

### Commonly Used MUNIS Codes

**\*This is not an exhaustive list. Always ask your district finance department for the MUNIS codes they prefer for a specific item or service.**

<b>Salaries/Personnel</b>		
0110	Certified Salary	For coordinator salary only if this code is the one required by your district
0111	Extended Days (Contract)	If needed
0113	Other Certified	Hiring certified teachers for FRYSC activities (i.e. summer program, tutoring)
0120	Certified Substitute	Hiring certified substitute teachers for FRYSC activities
0130	Classified Pay	Hiring center staff
0131	Other Classified Pay	Hiring classified staff for activities outside of their regular work day (i.e. FRYSC after school program)
0140	Overtime	*Not for center coordinators – for center support staff or school staff performing FRYSC tasks, if necessary (i.e. FRYSC child care staff, school cafeteria staff providing services for FRYSC activities, etc.)
0150	Classified Substitute	Hiring classified substitute staff for FRYSC activities
0170	Para-Professional	(Only if required by your district for certain personnel)
<b>Employee Benefits</b> <b>**Make sure you get the correct, current employee benefit rates (%) each year when creating your new fiscal year budget. Some rates change from year to year.</b>		
0211	Life Insurance	
0221	FICA	Social Security benefit for center staff not paying into KTRS
0222	Medicare	
0231	KTRS	A 3% supplement required for center staff in the Teachers Retirement System
0232	CERS	For center staff not in Teachers Retirement
0253	Unemployment Insurance	
0260	Worker's Compensation Insurance	
<b>Purchased Professional Services</b>		
0322	Educational Consultant	Contract services to enhance instruction (i.e. Mobile Science Lab, Musical Performers, Speakers etc.)
0338	Registration Fees	Registration costs for center staff PD training
0349	Other Professional Services	Professional services i.e. additional mental health individual or group services, contract with taxi service for parent transportation

<b>Purchased Property Services</b>		
0426	Laundry Services	If necessary for clothing closet laundering
0441	Land or Building Rental	For building rental needed for FRYSC activity
0449	Other Rental	For equipment rental needed for FRYSC activity
<b>Other Purchased Services</b>		
0513	Bus Tokens – Public Conveyance	**Ask your district finance department
0519	Other Student Transportation	Reimburse students or parents for extraordinary FRYSC-related transportation (i.e. Legislative Page Day)
0531	Postage	Mailing materials or information to families
0534	Cell Phone Services	Self-explanatory
0542	Newspaper Advertising	Self-explanatory
0552	Posters	Printing posters
0559	Other Printing	Printing and binding
0580	Travel – General	*Your district may require the other Travel codes instead
0581	Travel - Mileage	In-district and out-of-district mileage for FRYSC business
0585	Travel – Meals	Per diem for meals during overnight FRYSC PD events
0586	Travel - Hotels	Lodging costs for FRYSC PD events
0589	Travel – Other	Extra costs associated with travel for PD events i.e. parking garage
<b>Supplies</b>		
0610	General Supplies	Office supplies, school supplies or FRYSC program supplies
0616	Food – Non-Instructional	Food used for refreshments or meals for events included in center action components (i.e. Family Nights, classroom reward pizza party)
0617	Food – Instructional	Food used for a FRYSC teaching activity (i.e. nutrition lesson, cooking club)
0627	Diesel Fuel	*Some districts require this code in addition to the Field Trip code for FRYSC-sponsored trips
0642	Periodicals and Newspapers	Ex: A YSC subscription to a newspaper for job advertisements
0643	Supplemental Books, Study Guides and Curriculum	Books or study guides for children and youth as part of an FRC or YSC activity; curriculum for parenting class or child/youth FRYSC activity
0645	Audiovisual Materials	DVDs or other audiovisual aids for the FRYSC lending library or FRYSC activity
0650	Supplies - Technology Related	Printer ink, flash or jump drives
0651/0652	Supplies – Technology Devices	*Ask your district for the appropriate code for purchasing a technology device
0653	Software – Technology Related	Software purchased for FRYSC educational activities for students or families

<b>Student Activities</b>		
0673	Fees and Registration (Students only)	Fees or registration costs for STUDENTS only, i.e. FRYSC 'scholarship' for 4-H Camp
0674	Awards	Award items as part of a FRYSC activity
0679	Other Student Activities	Only use when other codes are not appropriate
0680	Welfare Spending	As dictated in your advisory council by-laws: Expenditures to assist students and families with emergency and/or basic need items
0692	Health Supplies and Materials	PPE items for the FRYSC office (not school-wide)
0695	Furniture and Fixtures/Supplies and Materials	*Ask your district if this code or 0733 should be used for your intended purchase
<b>Property</b>		
0733	Furniture and Fixtures	Items for the center i.e. desk, chair, cabinets *See 0695 above
0734	Technology Related Hardware	*Ask your district if this code, 0650, 0651 or 0652 should be used for your intended purchase.
<b>Miscellaneous</b>		
0810	Dues and Fees	Dues/fees for center staff, i.e. FRYSCy Coalition membership; Fees for student to participate in an outside event , i.e. entry fee for art contest
0891	Diploma and Graduation Expenditures	Only for optional graduation items
0893	Uniforms	For students only. *Discuss with RPM prior to opening this code.
0894	Field Trips – Instructional	*Ask your district if you should use 0894 or 0898 for your FRYSC-sponsored field trip (the purpose of your field trip will determine the correct code).
0896	Student Wages	Paying students as written in center action components, for FRYSC work experience (work in the center, work with the FRC summer camp, etc.)
0898	Field Trips – Non-instructional	*Ask your district if you should use 0898 or 0894 for your FRYSC-sponsored field trip (the purpose of your field trip will determine the correct code).

**INVALID CODES – Do Not Use****0291 – Sick Leave Payment****0341 – Drug Testing****0342 – Auditing****0899 – Miscellaneous**

## Appendix H      The District Contact

### *The FRYSC District Contact*

"Everything rises and falls on leadership" according to Dr. John C. Maxwell, author of *The 21 Irrefutable Laws of Leadership*. This statement is true regardless of the organization or its structure. In every program there must be someone who champions the cause and provides cohesive and consistent leadership. If this does not occur, the program runs the risk of being not only less than effective but also outmoded in its thinking and creativity. Someone must cast the vision and inspire.

Within the context of the FRYSC program, one may assume these attributes are descriptive of each center coordinator. To a large degree, this is true. However, it cannot end there. There must be others who provide leadership to enhance the work of the centers. One of these is the FRYSC District Contact.

Most of the FRYSC District Contacts have other duties—which are their primary duties. The FRYSC responsibility is one that was added to an already lengthy list of job duties—duties that require much work and attention to detail. As a result it may seem that this is another administrative duty that requires nothing more than an occasional meeting or signature. But "everything rises and falls on leadership".

The responsibilities of an FRYSC District Contact are beyond meetings and signatures. They reach to the very core of providing a free and appropriate public education for all children and youth. They go to the heart of the concept that "all children can learn, most at high levels". They bespeak a passion for a holistic education of every child. As such, the responsibilities may be viewed in four overlapping areas: conceptual, contextual, advocacy and managerial.

### **Conceptual Framework**

The FRYSC District Contact must grasp the conceptual framework upon which the FRYSC program is predicated. An understanding of the mission, vision, purpose and role of the FRYSC program within the local school community is critical for the district contact to effectively interact with both local centers and the state office. This mission, vision, purpose and role are clearly seen in an examination of its conceptual framework.

The FRYSC initiative is an educational program but it is not an instructional program. The difference is quite evident when contrasting such programs as Title 1 and Food Service. But it may become blurred when examining the FRYSC model. In essence, the FRYSC program was based on experimental models that were available for review in 1989 as KERA was being developed. These models provided a framework for programs that would address one fundamental issue that was largely ignored in traditional educational circles—nonacademic barriers to learning. These barriers come in all shapes and sizes, so to speak, but hinge on one thing—impeding a student's ability to learn. The three concepts upon which the FRYSC program was based intended to mediate these issues so that students would be more ready and able to learn when they entered the classroom. These concepts—parental engagement in their

children's education, service brokerage, and community development—form the basis of the work of the FRYSC. All else is superfluous to the work of centers. A review of each of these elements follows.

Parental engagement in a child's education is hard to define and harder to measure. Most available literature indicates that students achieve greater levels of academic achievement when their parents are "involved" in their education. However before parent can become "involved", they must become "engaged" in the process. FRYSCs work to build positive affirming relationships with parents and caregivers. They make home visits and provide programs that advance not only the value and benefit of education, but also those factors that provide an atmosphere that values learning and achievement.

FRYSCs also collaborate with local, regional and statewide service providers in an effort to serve as a resource to parents and students who are in need. Many factors outside the classroom may impede a student's ability to succeed academically. The role of the FRYSC is to collaborate with existing resources in an effort to "wrap" services around both the student and their family so that there may be some resolution to these nonacademic issues. These may include the provision of basic needs, addressing substance abuse issues, dealing with mental health needs, physical and dental health concerns, and a wide array of other concerns.

Further the FRYSCs are to focus on community development issues. As local needs assessments are done, the FRYSC is to examine gaps and barriers to services. An understanding of gaps and barriers to services allows the FRYSC to become a catalyst in the local community for positive change. Many FRYSCs have collaborated with other entities to create health clinics, food pantries, after school programs, child care centers, and a host of others. These programs are not necessarily operated by the FRYSC but owe their existence to the FRYSC and its work in gaining interested partners together to discuss and pursue a course of action.

These three elements—parental engagement, service brokerage, and community development—provide the basic concept for the FRYSC initiative. An understanding of, and commitment to, this basic conceptual framework prevents FRYSCs from suffering from mission drift and becoming a program that no longer effectively interacts with students and their families.

The effective district contact grasps the mission and vision of FRYSCs as an initiative and will appreciate their work in its broadest prospective. Yet understanding the conceptual framework of the FRYSC initiative is not enough. The centers must be viewed in how this concept is "fleshed out" in its local environment.

## **Contextual Framework**

The effective district contact must further understand and appreciate the contextual framework of local FRYSCs. It is not nearly enough to grasp the mission and role—one must see how they are personalized in the local school community. The district contact must understand that each center has its own unique personality because of the needs of the local community. One size does not fit all.

Clearly, the FRYSC does not exist in a vacuum—it lives in a very dynamic, ever changing school community. The needs confronting students and families in large urban areas and sparsely populated rural areas may be radically different. As a result, building on the same conceptual framework, each center must be viewed in its own unique context. Each center within a district will be different because it is, again, in a very dynamic, ever changing school community.

As such, programs must be offered on the basis of need. Not all programs need to be offered by every center. The uniqueness of the school community should drive the program selection by virtue of a comprehensive needs assessment by the center. This is in addition to the Comprehensive School Improvement Plan activities because the CSIP is largely instructional in nature and may not adequately review the nonacademic factors that can negatively impact students both at and away from school.

The district contact should recognize the relationship between the center staff and the center advisory council in the assessment of need. The advisory council should be an integral part of the assessment process and the district contact must encourage this role. It is critical that all stakeholders review the needs assessment data and offer thoughts, opinions and insights into what it means for program development. Center staff and advisory council members will benefit much from the encouragement of the district contact to dig deeper into the data to address causal factors for issues identified in the process. By so doing the district contact is focusing the center on its contextual framework—what gives this school community its unique identity. This leadership inspires a deeper sense of advocacy.

## **Advocacy Issues**

Understanding the mission of the initiative and how that mission is played out locally places the effective district contact in the position of advocating for centers to maintain their unique identities. It is a necessity for the district contact to intervene on behalf of centers when various administrators might seek to add to or detract from the mission and purpose.

It is also vital that the district contact understand that their advocacy may sometimes occur on behalf of new and untried programs. The FRYSC initiative has long been known for its ingenuity and creativity in programming. Back to school events, parenting programs, early childhood activities—in all of these and many more centers have

found new and different ways of addressing problems and building sustainable relationships with community partners to mediate issues for families. This compels FRYSCs to be advocates for some with little or no voices of their own.

Centers must utilize "whatever it takes" to build bridges connecting families, school and community. This level of advocacy enables the center to speak for every family and every student. However, this commitment to family and student may not always be shared. Hence there is a profound need for the role of the district contact to include advocacy for the center and its programs.

It becomes clear that FRYSCs may sometimes need an advocate at the district office that understands the basic premise of the FRYSC initiative and that this will "flesh out" differently in each school. Further this advocate must, at times, see their role in supporting the centers in new and innovative programming when others may not see the efficacy of programs borne out of strategies based on a full assessment of need. It is sometimes easier to be critical of different approaches than to risk the potential embarrassment of one that was tried, yet did not work.

The district contact must, of necessity, be an advocate for centers and, in so doing, is willing to go against the conventional in search of new solutions. The willingness to give the centers the benefit of the doubt as well as support their program decisions is affirming advocacy. But affirming advocacy does not mean carte blanche approval of all activities and programs but rather an approach to approval of wisdom guided by experience. Yet even the creativity of advocacy gives way to the mundane of the managerial.

### **Administrative Issues**

Thus far, the three areas of support that the district contact focuses on the theory and implementation of the FRYSC initiative. It is both a mindset and an approach to the mission and vision of the center. The administrative aspects are not nearly as intensive but rather serve to compliment the other parts of the role. The following provides a substantive listing of administrative duties that are incumbent upon this position:

- Attendance at trainings specifically developed for district contacts;
- Attendance at regional district contact meetings;
- Review of continuation program plan, budget amendment request, and request to purchase prior to submission to FRYSC Regional Program Manager;
- Ensure that all center coordinators within the district receive copies of the Contract, detailed MUNIS reports (unless available on desktop).
- Ensure the center advisory council has a shared role in the hiring of all new coordinators; upload the Hiring Form and a **current center staff job description** to the center page once a selection has been made

This listing provides the minimum level of administrative duties incumbent the FRYSC District Contact. These duties will ensure reasonably successful programs within the district. However, after many years of practical

experience, the Division of FRYSC has developed an additional listing of duties that demonstrate of greater degree of involvement which results in more cohesive and effective programming.

### **Standards of Best Practice**

The following best practice information is the result of interaction and observation within local districts by a number of DFRYSC staff. These standards serve to raise the level of expectation within the district and communicate a climate of excellence in collaboration and coordination.

The standards of best practice include:

- Attendance at regional information meetings provided for center staff by their Regional Program Managers;
- Regular meetings with center staff within the district to share information and discuss issues affecting the program;
- Regular visits to each program site to visit with staff individually and learning more about each center;
- Periodic attendance at each center's advisory council meetings to visit with the council membership and observe meetings;
- Request and review advisory council meeting minutes from each center;
- Gather all semi-annual MUNIS reports and annual continuation program plans and submit one district package;
- Ensure relevant and appropriate professional development activities by all center staff annually;
- Collaborate with Regional Program Manager to provide in-district professional development such as district administrative staff, principals' meetings, and district wide advisory council trainings;
- Ensure that the district utilizes an evaluation form for center staff that adequately reflects their unique roles;
- Coordinate annual presentations to the board of education relating to FRYSC services and activities;
- Assist in the development of a district salary schedule for FRYSC staff, if one does not exist.

These activities raise the level of excellence within the work of the centers in each local district. This level of involvement does not require an inordinate amount of time but does demand a high threshold of commitment to the program and its staff. As a result of mastering the conceptual, contextual, advocacy and administrative duties and striving to implement the standards of practice, the district contact role will establish a benchmark of excellence in the district's FRYSC program. "Everything rises or falls on leadership."

***The FRYSC District Contact***  
***A Summary of the Role***

The FRYSC district contact is a pivotal role in the successful functioning of the centers within a school district. The district contact must be fully aware of and committed to the following concepts and duties;

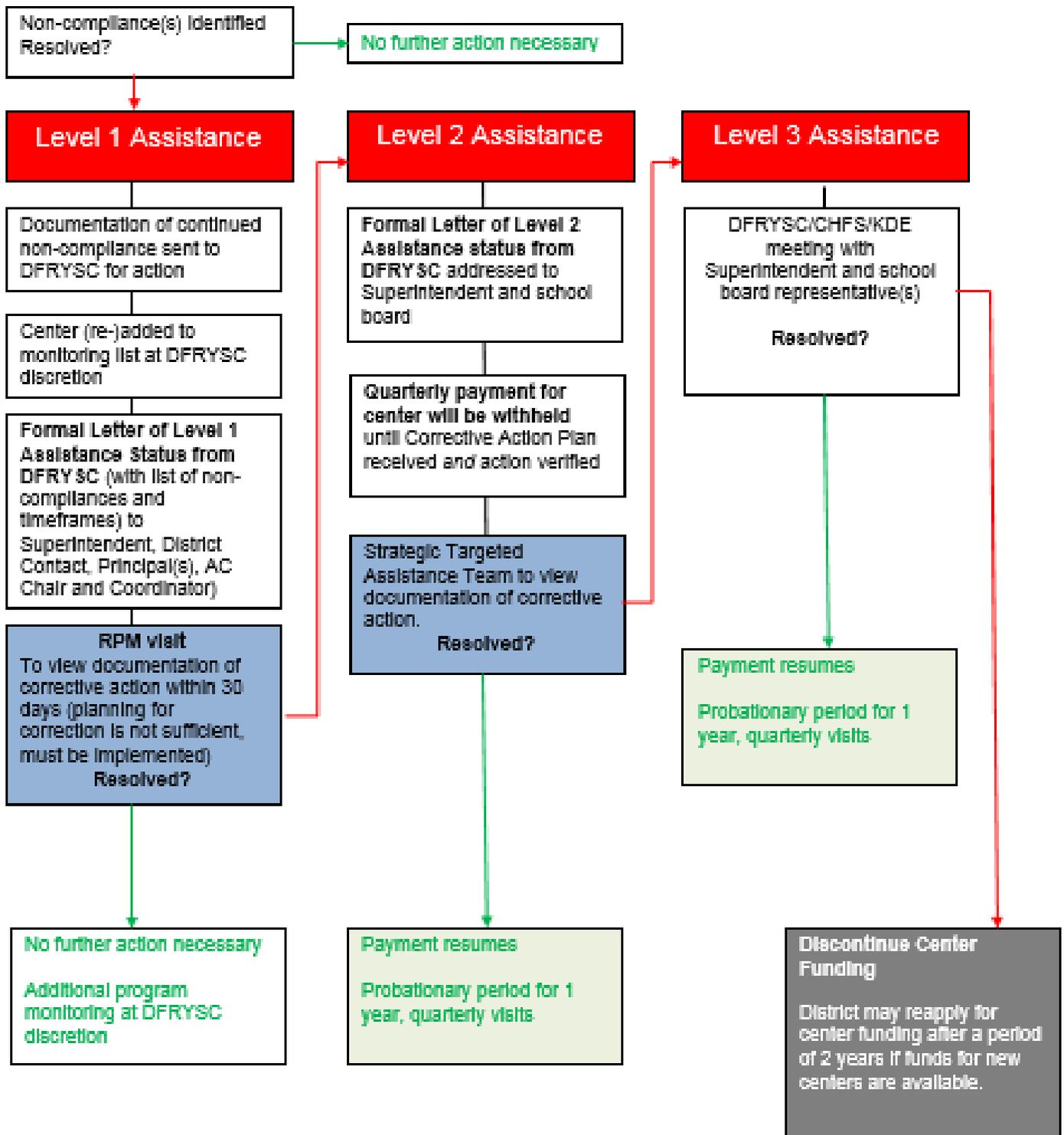
- **Concept**
  - The FRYSC initiative has as its mission and purpose—removing nonacademic barriers to learning.
  - It is an “educational” program but it is not an “instructional” program in that its role is to work with students and their families to ensure that students are more ready to learn when they enter the classroom. This is done through:
    - Parental engagement in student achievement;
    - Service brokerage to meet individual needs;
    - Community development to address gaps and barriers to services.
- **Context**
  - The mission of the FRYSC initiative must “flesh out” locally according to a needs assessment process.
  - This is done in concert with center staff and the center advisory council.
    - It is essential that each center define the needs of its local school community and plan accordingly.
    - Programs are developed in response to these identified needs.
- **Advocacy**
  - This involves advocacy for:
    - Unique programs customized for schools served and repelling the notion that all centers must implement the same programs;
    - The “whatever it takes” approach to working with students and families.
- **Administrative**
  - The following are the minimum standards for the administrative functions of the district contact:
    - Attendance at trainings specifically developed for district contacts
    - Attendance at regional district contact meetings
    - Review of continuation program plan, budget amendment request, and request to purchase prior to submission to FRYSC Regional Program Manager
    - Ensure the center advisory council has a shared role in the hiring of all new coordinators; upload the Hiring Form and a current center staff job description to the center page once a selection has been made
    - Ensure that all center coordinators within the district receive copies of the Master Agreement, detailed MUNIS reports (unless available on desktop).
- **Best Practices**

- The following are best practices of the district contact position:
  - Attendance at regional information meetings provided for center staff by their Regional Program Managers;
  - Regular meetings with center staff within the district to share information and discuss issues affecting the program;
  - Regular visits to each program site to visit with staff individually and learning more about each center;
  - Periodic attendance at each center's advisory council meetings to visit with the council membership and observe meetings;
  - Request and review advisory council meeting minutes from each center;
  - Gather all semi-annual MUNIS reports and annual continuation program plans and submit one district package;
  - Ensure relevant and appropriate professional development activities by all center staff annually;
  - Collaborate with Regional Program Manager to provide in-district professional development such as district administrative staff meetings, principals' meetings, and district wide advisory council trainings;
  - Ensure that the district utilizes an evaluation form for center staff that adequately reflects their unique roles;
  - Coordinate annual presentations to the board of education relating to FRYSC services and activities;
  - Assist in the development of a district salary schedule for FRYSC staff, if one does not exist.

## Appendix I FRYSC Strategic Targeted Assistance Team Protocol

### FRYSC Strategic Targeted Assistance Team (STAT) Protocol

What this is NOT: STAT Protocol is only applied in areas of severe, unresolved contractual non-compliance. It does not apply to non-compliance issues experienced during monitoring visits or other site visits, so long as they are corrected within the required time period. The issue pertains to a continuous non-compliance and blatant disregard for the Contract with the Cabinet.



## Strategic Targeted Assistance Team (STAT) Protocol, Page 2

STAT Protocol is only applied in areas of severe, unresolved contractual non-compliance. It does not apply to non-compliance issues experienced during monitoring visits or other site visits, so long as they are corrected within the required time period. The issue pertains to a continuous non-compliance and blatant disregard for the Contract with the Cabinet.

### STAT PROCESS

Problems can be discovered by site visits, monitoring visits, CAGE visits, and/or reported by District or Coordinator(s). The Regional Program Manager initiates the process by providing a request and documentation justifying intervention.

#### DOCUMENTATION MUST INCLUDE:

- (1) the center has been notified of the area(s) of non-compliance AND
- (2) has been given an appropriate amount of time to correct the non-compliance(s) AND
- (3) the necessary corrective action has not taken place.

Based on the documentation provided, the Division Director makes the decision whether or not to proceed.

The STAT team may be comprised of DFRYSC staff, RPM (outside the targeted region), KDE representative, representatives from the Office of the Inspector General, and/or Cabinet for Health and Family Services representatives.

## Appendix J      Family Literacy Description

### **158.360 Family literacy services.**

- (1) The Office of Adult Education shall provide technical assistance to providers to develop family literacy services. The technical assistance shall be evaluated on a regular basis by contracted evaluators outside the program.
- (2) The services shall:
  - (a) Provide parents with instruction in basic academic skills, life skills which include parenting skills, and employability skills;
  - (b) Provide the children with developmentally appropriate educational activities;
  - (c) Provide planned high-quality educational experiences requiring interaction between parents and their children;
  - (d) Be of sufficient intensity and duration to help move families to self-sufficiency and break the cycle of under education and poverty; and
  - (e) Be designed to reduce duplication with other educational providers to ensure high quality and efficient services.

**Effective: June 27, 2019**

**History: Amended 2019 Ky. Acts ch. 146, sec. 28, effective June 27, 2019. -- Amended 2006 Ky. Acts ch. 211, sec. 87, effective July 12, 2006. -- Amended 2000 Ky. Acts ch. 526, secs. 11 and 26, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 127, sec. 1, effective July 15, 1998. -- Amended 1996 Ky. Acts ch. 145, sec. 4, effective July 15, 1996. -- Amended 1994 Ky. Acts ch. 405, sec. 27, effective July 15, 1994. -- Amended 1992 Ky. Acts ch. 456, sec. 1, effective July 14, 1992. -- Amended 1990 Ky. Acts ch. 470, sec. 25, effective July 1, 1990; and ch. 476, Pt. V, sec. 406, effective July 13, 1990. -- Amended 1988 Ky. Acts ch. 158, sec. 1, effective July 15, 1988. -- Created 1986 Ky. Acts ch. 378, sec. 1, effective July 15, 1986. Legislative Research Commission Note (7/13/90). The Act amending this section prevails over the repeal and reenactment in House Bill 940, Acts ch. 476, pursuant to Section 653(1) of Acts ch. 476.**

## Appendix K      Components of Coordinated School Health

### Components of the Whole School, Whole Community, Whole Child model

The following are working descriptions of the ten components of the WSCC model for child health.\*

**1 Health Education:** Formal, structured health education consists of any combination of planned learning experiences that provide the opportunity to acquire the information and skills students need to make quality health decisions. Health education curricula and instruction should address the National Health Education Standards (NHES), incorporate the characteristics of an effective health education curriculum, and be taught by qualified, trained teachers.

**2 Physical Education and Physical Activity:** A comprehensive school physical activity program (CSPAP) is the national framework for physical education and youth physical activity. It reflects strong coordination across five components: physical education, physical activity during school, physical activity before and after school, staff involvement, and family and community engagement. Physical education is the foundation of CSPAP, and is an academic subject for grades K-12. Curriculum should be based on the national standards for physical education, and classes should be taught by certified or licensed teachers endorsed by the state to teach physical education.

**3 Nutrition Environment and Services:** The school nutrition environment provides students with opportunities to learn about and practice healthy eating through nutrition education, messages about food in the cafeteria and throughout the school campus, and available food and beverages, including in vending machines, "grab and go" kiosks, school stores, concession stands, food carts, classroom rewards and parties, school celebrations, and fundraisers. School nutrition services provide meals and snacks that meet federal nutrition standards. All individuals in the school community can support a healthy school nutrition environment.

**4 Health Services:** School health services intervene with actual and potential health problems, including providing first aid, emergency care and assessment and planning for the management of chronic conditions (such as asthma, food allergies or diabetes). Health services also facilitates access to and/or referrals to providers, collaborates with community support services, and works with families to promote the health care of students and a healthy and safe school environment.

**5 Counseling, Psychological, and Social Services:** These prevention and intervention services support the mental, behavioral, and social-emotional health of students, and promote success in the learning process. Services include psychological, psychoeducational, and psychosocial assessments; direct and indirect interventions to address psychological, academic, and social barriers to learning, such as individual or group counseling and consultation; and referrals to school and community support services as needed.

**6 Social and Emotional Climate:** This refers to the psychosocial aspects of students' educational experience that influence their social and emotional development. The social and emotional climate of a school can impact student engagement in school activities; relationships with other students, staff, family and community; and academic performance.

**7 Physical Environment:** A healthy and safe physical school environment promotes learning by ensuring the health and safety of students and staff. A healthy school environment will address a school's physical condition during normal operation as well as during renovation, protecting occupants from physical threats, biological and chemical agents in the air, water, or soil, as well as those purposefully brought into the school.

**8 Employee Wellness:** Fostering school employees' physical and mental health protects school staff, and by doing so, helps support students' health and academic success. A comprehensive school employee wellness approach is a coordinated set of programs, policies, benefits, and environmental supports designed to address multiple risk factors (e.g., lack of physical activity, tobacco use) and health conditions (e.g., diabetes, depression) to meet the health and safety needs of all employees.

**9 Family Engagement:** Families and school staff work together to support and improve the learning, development, and health of students. School staff are committed to making families feel welcomed, engaging families in a variety of meaningful ways, and sustaining family engagement. Families are committed to actively supporting their child's learning and development.

**10 Community Involvement:** Community groups, organizations, local businesses, social service agencies, faith-based organizations, health clinics, and colleges and universities create partnerships with schools, share resources, and volunteer to support student learning, development, and health-related activities.

Additional details of the components can be found at <https://www.cdc.gov/healthyschools/wsc/components.htm>

## Appendix L      Safe Home Visit Considerations

Information provided by James Stephens, Kentucky State Police, for FRYSC New Coordinator Orientation

### Pre-visit:

- Minimum of two people per visit (safety in numbers)
- Complete a pre-visit operations plan
- Ensure school staff is aware of home location (documentation) and time of expected return
- Map (Google Earth, etc.) is available with exact address and known names of persons in residence (documentation)
- Have ID with photo for presentation
- Professional dress attire (not provocative)
- Proper footwear
- No excessive jewelry
- Ensure vehicle has sufficient supply of gas
- If necessary, contact local law enforcement to assist

### Arrival:

- Drive by the area
  - Pay attention to environment
    - Dead end road?
    - Cars
    - Dogs
    - Type of structure and perimeter structures
    - Visible exits on residence
    - People/neighbors visible
    - Trash
- If something doesn't look right, move on.
- Notify office of arrival
- Try to park on side of street and avoid pulling in driveway if possible. Backing into parking area provides quick exit.
- Begin developing an escape route/plan.
- Do not get distracted by gathering items (have minimum ready for quick retrieval prior to parking).

### Arrival continued

- Remember your cell phone (if service is available)
- Do not exit immediate (check your surroundings again)
- Continue scanning area as you approach the residence
- Continue your mental escape plan

### First contact:

- Clearly identify yourself and state your reason for visit
- Leave yourself an out
- Position yourself between client and the door
- Sit near exit toward hallway
- Be a gatherer of intelligence, not a provider
- Visible weapons, drugs, alcohol?

### Post-contact:

- Do not let your guard down (continue assessing/developing escape plan)
- Once visit is complete, leave. Do not engage in continued chatter.
- Be vigilant on return to vehicle, keys ready and aware of surroundings (behind you)
- Walk to vehicle and observe perimeter
- Leave residence
- Notify office
- Watch for vehicles following from residence
- If going to your home following the visit, stop before doing so and observe for anyone following
- Complete debriefing report

**Appendix M      Service Appeal Request**

**SERVICE APPEAL CONTACT**

Name of Local FRYSC

**Customer Service Complaints**

For resolution of a matter not subject to review through the local Board of Education policies, please contact the Cabinet for Health and Family Services, Division of Family Resource/Youth Services Centers Regional Program Manager:

Name of FRYSC RPM

at

Office number

no later than 30 days from the date of the action to which you object.

Cabinet for Health and Family Services  
Division of Family Resource and Youth Services Centers (FRYSC)  
275 East Main Street, 3 C-G  
Frankfort, KY 40621  
(502) 564-4986  
<https://chfs.ky.gov/agencies/dfrcv/dfryc/Pages/default.aspx>