

Division of Family Resource and Youth Services Centers  
Guidance Document

## FRYSC Non-Allowable Expenditures – Commonly Requested Purchases

### Guiding Questions for Expenditures:

- Is it tied to student learning?
- Is it in the FRYSC work plans? Does it meet the FRYSC Mission, Goals and Service Delivery Model?
- Is it limited by the Contract?
- Is it something the school or district would be purchasing anyway?
- Does it fall under KAR Guidelines for fee waivers for students on free/reduced lunch? (If yes, is it the responsibility of the school/district?)
- If a legislator asked you to justify the purchase as an appropriate FRYSC expenditure, would you be able to do so?

### Expenditures Generally NOT Approved:

<b>Expenditures</b>	<b>Rationale</b>	<b>Exceptions</b>
<i><b>T-Shirts</b></i>	<ul style="list-style-type: none"> <li>• Does not impact learning</li> <li>• Are short-lived consumable</li> <li>• Poor cost/benefit ratio</li> </ul>	<ul style="list-style-type: none"> <li>• Small participant FRYSC programs (club, student of the month, etc.)</li> <li>• Individuals or select groups of students to provide school engagement/ inclusion (freshman as part of transition program but should look for purchasing partner)</li> </ul>
<i><b>Student Agendas</b></i>	<ul style="list-style-type: none"> <li>• Supplanting</li> <li>• Too costly to purchase for large group</li> </ul>	<ul style="list-style-type: none"> <li>• For targeted group</li> <li>• For specific FRYSC program purpose and includes FRYSC information in Student Agendas</li> </ul>
<i><b>Textbooks/ Software for classroom use, school equipment, class supplies not related to FRYSC program plan</b></i>	<ul style="list-style-type: none"> <li>• Supplanting</li> </ul>	N/A
<i><b>Field Trips</b></i>	<ul style="list-style-type: none"> <li>• Supplanting (refer to 702 KAR 3:220- Guidelines for Waiver of School Fees)</li> </ul>	<ul style="list-style-type: none"> <li>• If part of FRYSC’s program plan to meet specific need (i.e., Field trip as part of FRYSC summer program; college/career exploration field trips; field trips as part of FRYSC motivational program, etc.)</li> </ul>

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Continued:

<b>Expenditures</b>	<b>Rationale</b>	<b>Exceptions</b>
<b><i>Center computer hardware or software</i></b>	<ul style="list-style-type: none"> <li>Contractually, the district is to provide</li> </ul>	<ul style="list-style-type: none"> <li>Purchase of center computer components only allowed in certain circumstances (discuss with RPM)</li> </ul>
<b><i>iPads, Chromebooks</i></b>	<ul style="list-style-type: none"> <li>Purchasing for classroom use would be supplanting</li> </ul>	<ul style="list-style-type: none"> <li>FRYSC can purchase for center use if there is a specific purpose (i.e. to use with parents on home visits)</li> </ul>
<b><i>Past due fees for student lunches, library, etc.</i></b>	<ul style="list-style-type: none"> <li>FRYSC cannot pay a debt owed to the district</li> </ul>	N/A
<b><i>Catering or other purchases for School Staff/Adults (i.e. Teacher Appreciation, Holidays)</i></b>	<ul style="list-style-type: none"> <li>Funds should be going towards removing learning barriers for students</li> </ul>	N/A (FRYSC could assist in obtaining donations) <i>Note: Can provide light lunch for Advisory Council meetings if cost is minimal</i>
<b><i>Incentives for attendance</i></b>	<ul style="list-style-type: none"> <li>State funds for regular required daily attendance is <b>not allowed</b> by law</li> </ul>	<ul style="list-style-type: none"> <li>May be used if incentive is part of an overall program targeting an at-risk group i.e. program to encourage behavior, attendance, effort together**</li> </ul>
<b><i>Staff/ Personnel time not related to FRYSC duties</i></b>	<ul style="list-style-type: none"> <li>Supplanting</li> <li>Non-compliant with FRYSC/District Contact</li> </ul>	N/A

**\*\*See Contract 2.02 (3):**

Program funds cannot be expended on: Capital construction/acquisition/renovation projects; Center utility costs; Lease/purchase of vehicles; “Rent to Own” acquisitions; Direct or indirect district level supervisory or administrative salaries; or Fees for a consultant to provide grant writing services.

**Administrators Guidebook adds:** Auditing services; Drug testing

