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GUIDANCE DOCUMENT

Family Resource and Youth Services Center Space Allocation

KRS 156.496 (3) 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.

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, part 2b.20. and part 4**) 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. (Section concerning FRYSC included on the back of this document. Minimum of 300 square feet, not including storage.)

Public access should adhere to **P.L.101-336** (Americans with Disabilities Act of 1990). Plans for reasonable accommodation should be included.

Proper identification of center and posted hours of operation should be located at the entrance to the school/building. The site must have adequate space to maintain an office, files and hold confidential meetings with a family or a student. Convenient access to an outside entrance is preferred. Shared space with other school staff not directly assigned to the center is not allowed. The center should be within traffic flow but allow for family and student confidentiality (visual and auditory).

The center should be furnished at the minimum with basic office equipment (phone, computer with internet access, desk, etc.) and in such a way as to be inviting and comfortable to the target audience.

***Once center space has been approved by the FRYSC Regional Program Manager, it becomes part of the contract executed between the school district and the Division of Family Resource and Youth Services Centers. Any change to center space must have prior approval from the FRYSC Regional Program Manager and be updated in FRYSC Counts Center Operations.

702 KAR 4:170, part 2b.20. and part 4

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b.20. The FAMILY RESOURCE AREA whether provided at a school site or at a remote location, shall be designed to conform to the following standards and shall have a minimum total area based on the following table:

FAMILY RESOURCE AREA UNITS

Grade Level	Minimum Unit Area (Square Feet)	Unit/Student Ratio
All	300 Provide additional area to as required suit the services to be provided	N.A.

b.20.1) Location: Locate outside of the administrative suite with access directly from the exterior and with consideration given to operation during non-school hours. In elementary schools, consider a location accessible to pre-school classrooms.

b.20.2) Support Spaces: The Minimum Family Resource Area Unit shall be internally subdivided to provide the support spaces required by the services to be offered.