

FRYSC District Contact Handbook

This handbook shall serve as a quick reference handbook for District Contacts. All school administrators are encouraged to consult the full context of the FRYSC Administrators' Guidebook. A copy of the FRYSC Administrators' Guidebook is available at <https://chfs.ky.gov/agencies/dfreys/dfrysc/Pages/forms.aspx>

FRYSC 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

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

FRYSC 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 Allocation and Management

- The FRYSC Center's budget is determined by the December 1 free lunch count with a minimum of 180 students and maximum of 450 students.
- 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 students eligible for reduced lunch are **not** calculated in the formula to determine a center's funding. Centers that drop below the 20% free and reduced lunch threshold continue to be eligible for funding up to five additional years.
- 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.
- Funding levels are contingent upon appropriations from the General Assembly.
- 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.
- Each center must submit a program plan to the Division of FRYSC consisting of an annual FRYSC operating budget and budget narrative and action components addressing legislated Core Components.
- Centers may initiate minor object code budget changes up to 10% or \$100, whichever is greater, of object codes within an approved budget, cumulative within the fiscal year,

without prior approval of the DFRYSC. A budget amendment must be approved by completing the FRYSC Request Form and submitting it to the Regional Program Manager.

- The Advisory Council and Superintendent or District Contact must approve the budget amendment before submitting it to the Regional Program Manager for approval.
- Sub-contracts and expenditures of \$1,000 or more or \$500 for a single item purchase must have written approval from the DFRYSC Regional Program Manager utilizing the FRYSC Request Form.
- 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.
- 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. 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.

For more in-depth funding information, please visit page 56-59 of the FRYSC the Administrators' Guidebook

Expenditures:

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 in light of the center's needs assessment process. The local center coordinator is responsible for initiating and approving all center expenditures. Other signatures, according to district policy, may be required.

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

District Contact Administrative Issues

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;
- The contract between the Division of FRYSC and each school district includes the expectation that all school principals will take the FRYSC and School Leaders- Partnerships at Its Best module hosted by KET. The District Contact should ensure all principals are in compliance. Information on how to access this module can be found [HERE](#).
- Ensure school principals are in compliance with coordinator evaluation standard which states “Evaluate all center staff according to local district policy but at a minimum biennially utilizing position-specific protocols.”
- Responsible for uploading the Hiring Form to the District Page of FRYSC Counts when a new coordinator is hired.

- Responsible for ensuring FRYSCs have sufficient access to areas of Infinite Campus necessary for both effective record keeping and successful interventions with students and their families.
- Ensure that center staff members receive training in Infinite Campus 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 Infinite Campus to those staff with an educational right to know the contents of the records.
- Inform coordinators of date their district rolls over Infinite Campus data
- A list of permissions needed for center coordinators can be found on pages 69-71 of the FRYSC Administrator's Guidebook.

Center Operations

- At a minimum, each FRYSC must have a staff of one full-time coordinator meaning they work at a minimum of 30 hours per week and 240 days per school year.
- If a center serves two schools, the coordinator must have a physical presence at each site as outlined in the approved Center Operations in FRYSC Counts.
- According to the Contract, a coordinator for a newly established center or a replacement coordinator must be hired with advisory council involvement within sixty days of establishing the center or declaring a vacancy. The center's Advisory Council bylaws must outline the involvement of the council in the hiring process.
- Center coordinators and center staff must spend 100% of their time paid with funds provided under the approved FRYSC Program Plan in job duties and functions directly related to the operation of the center and center programs, services and activities.
- All center staff must work under the supervision of the coordinator and be evaluated by the coordinator.
- The FRYSC must be located in or near the participating school(s) it serves. Any change in site location requires prior approval from the Regional Program Manager on behalf of the Cabinet through the DFRYSC.
- It is essential that the coordinator have year-round access to the school building, as FRYSCs are year-round programs (240 days).
- Fiscal Reports:

- o 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.
 - o Mid-year reports may be requested by the FRYSC Regional Program Manager.
 - o The DFRYSC will disseminate guidelines each year as to when these reports are due.
- 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 according to the Kentucky Department of Education financial management calendar, typically July 25 following the end of the fiscal year. Typically 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 review and discuss budget planning and spending. The Advisory Council should receive and review a financial report at each meeting.

In order 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 Web site (<https://chfs.ky.gov/agencies/dfrcvs/dfrysc/Pages/forms.aspx>).

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.

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.

Personnel Guidelines

FRYSC Coordinators

- FRYSC Coordinators and staff are employees of the local school districts. As such, they operate within the school district guidelines like other employees of the district.

FRYSC Coordinator Job Duties

- Coordinators and center staff should not be assigned duties unrelated to the implementation or operation of the center such as being regularly assigned to monitor the lunchroom or school buses, serve as attendance clerks, substitute teachers, truancy officers, school data entry or be required to check for head lice or distribute medication.
- FRYSC coordinators are considered administrators in that they write and oversee an annual program plan, manage the center budget, supervise staff paid with FRYSC funds and facilitate advisory council meetings.
- Center coordinators and staff are eligible to apply for extra duties. However, they may not spend any of their required FRYSC time performing these duties nor can the FRYSC program funds be charged for that time. Additional information about FRYSC coordinator traits is available in the "FRYSC Coordinator Job Analysis" document on the Forms and Downloads section of the FRYSC webpage: Direct link to Forms and Downloads page: <https://chfs.ky.gov/agencies/dfrcvs/dfrysc/Pages/forms.aspx>
- District contacts should notify their Regional Program Manager (RPM) as soon as a center coordinator vacates their position.
- As stated in the School Based Decision Making Council Assurances, the Advisory Council has a shared role in the hiring of the center coordinator in accordance with the

Center's by-laws. This includes the completion of the New Coordinator Hiring Form and submission of the form required by the DFRYSC.

- The Advisory Council recommends the applicant to the Superintendent either directly or through the School Based Decision Making Council.
- Center funds cannot be spent while a center coordinator position is vacant.

FRYSC Coordinator Training Requirements

All FRYSC coordinators are required to receive twenty-four (24) hours of approved professional learning annually. This includes attendance at one DFRYSC sponsored annual conferences such as Victory over Violence and Fall Institute. In addition, all coordinators are required to attend their regional meetings and required regional training offered by their Regional Program Managers. More information regarding the FRYSC training requirements is available on the DFRYSC training webpage: Direct link to Training Page:

<https://chfs.ky.gov/agencies/dfrcvs/dfrysc/Pages/training.aspx>

Coordinators must maintain the PD Tracking on FRYSC Counts. District Contacts are responsible for ensuring there is a training plan in place to receive required hours.

Getting to Proficiency with FRYSCs

FRYSCs were created to address non-cognitive barriers affecting student's education. The FRYSC core components are designed to have a targeted impact on issues affecting students' well-being and to provide the skills necessary to be ready to learn when they enter the classroom.

FRYSC Core Components (KRS 156.496)

Family Resource Centers serve children under school age and in elementary school and coordinate:

- preschool child care;
- after-school child day care;
- families in training;
- family literacy services; and,
- health services and referrals.

Youth Services Centers serve students in middle and high school and coordinate:

- referrals to health and social services;
- career exploration and development;
- summer and part-time job development (high school only);
- substance abuse education and counseling; and
- family crisis and mental health counseling.

Additionally, some centers have optional components, based on their needs assessment results that address educational support. Many FRYSC activities include programs that help students become college and career ready and support kindergarten readiness.

Advisory Councils

The Advisory Council is involved in the center in many different aspects. Not only do they have a role in the funding application process, their major purpose is to provide the center coordinator with input, oversight, and recommendations. This is all concerning planning, development, implementation and coordination of center services, programs and activities.

The Advisory Council provides input into how the center addresses the action component programs and activities and how the center achieves the identified goals and measurable objectives. The Advisory Council provides input and planning for new and innovative services, activities and programs for the center—based upon needs assessment data.

Membership & Meeting Frequency:

Each center is required to have an Advisory Council whose voting membership is comprised of at least 1/3 parent representation, no more than 1/3 school representatives and the remainder, community representatives. In addition, FRYSCs and YSCs are required to have a minimum of two (2) student representatives.

Principals are encouraged to attend and serve on the Advisory Council in a nonvoting capacity. DFRYSC recommends parents or community representatives take the role of Chairperson to encourage family/ community leadership and/or engagement.

The FRYSC Advisory Council must meet, at a minimum, 5 times per year (every other month excluding summer months). All Advisory Council meetings and special called meetings must be advertised and conducted in accordance with KRS 061.805-850.

Community Collaboration

It is important to know that the FRYSC staff have many obligations outside the school building. Not only will center staff be away from the school building on home visits, but they are also required to seek out community resources and collaborate with local agencies to avoid duplication of services. This may include attendance at interagency councils, DCBS Family Team meetings, United Way and other local service agency meetings.

FRYSCs often represent their school(s) in community organizations. These community collaborations often result in volunteers in the school and organizations who provide assistance with programming – such as speakers for Career Days or job shadowing opportunities with local agencies/businesses. Many community partnerships result in services and donations coming to the school. Community partners often donate money, books, and/or services because of the community collaborations with the FRYSC.

Recordkeeping Required for Center Coordinators

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/guardian 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
- Documented, continued representation on the Comprehensive School Improvement Planning team(s) for each school served by the center. Plans are required by KDE to be posted on each school's website.

For more in-depth record keeping information, please visit pages 73-74 of the FRYSC the Administrations Guidebook

FRYSC Counts

The District Page

All district contacts and those with district level access are able to navigate to the district page, make changes to the contact information and upload documents to the district page. Center pages are to be updated by center coordinators; however, district contacts should also monitor center pages within their district to ensure contact information is up to date.

Standards

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 Services 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 5 sections:

1. Family Centeredness

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

2. Family Strengthening

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

3. Diversity, Equity, and Inclusion

Valuing, respecting, and embracing families' diversity, and advancing equity and inclusion.

4. 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.

5. 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.

Protective Factors

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.

District Contact Best Practices

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.

- 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 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.
- Attend periodic programs that center is providing
- Use CAGE tool or monitoring tool to evaluate center effectiveness
- Check on safety and well-being of coordinators

For more in-depth information, please visit Appendix H of the FRYSC the Administrators' Guidebook

Frequently Asked FRYSC Questions

1. Can FRYSCs accept gift cards (such as Wal-Mart gift cards) as donations and use them for purchases?

Yes, if the district policy allows it. The Center and District must maintain appropriate accounting and documentation for audit purposes.

2. How would you make a salary change in the FRYSC Budget?

*The Division of FRYSC does not set salary, but any changes to the original approved budget (salary or other expenses) must be requested through the approval process outlined in the Contract. This section states, "Any budget realignment of 10% or \$100. Whichever is greater, or more requires **prior** approval of the DFRYSC."*

3. Can the MUNIS codes in a budget be changed without the knowledge of the FRYSC coordinator?

No. Once the budget has been submitted & approved by FRYSC, it is the current Center Operating Budget. Any revisions must be voted upon/approved by the FRYSC Advisory Council, approved by the District (Superintendent/designee), and submitted to the FRYSC Regional

Program Manager for approval. The new “Revised Budget” cannot be used until the FRYSC approval is received. It is important for each center coordinator to balance their center budget records to the District’s MUNIS records monthly.

4. How much can Districts charge FRYSC budgets for the annual audit?

Auditing Services (MUNIS Code 0342) is not an allowable expense.

5. Does the coordinator have the ability to choose where to buy perishables since they are not on the bid list?

All FRYSC purchase decisions should be in accordance with local district policy.

6. Who makes the decision about coordinator travel reimbursement? Does it have to be a trip of over a certain amount of miles?

Local school boards set travel reimbursement policies for all school district employees (which includes FRYSC coordinators).

7. Who is the coordinator’s immediate supervisor?

For FRYSCs that serve one school, the principal of that school is typically the immediate supervisor. Some districts, however, have chosen to have the FRYSC district contact to supervise all coordinators within the district. FRYSCs that serve more than one school are considered district programs and the FRYSC-designated district contact serves as the supervisor.

8. How do FRYSCs dispose of items purchased with FRYSC funds? If auctioned who gets the proceeds from the sale?

*According to our contract, if a center closes, inventory goes back to district **unless** other centers exist in the district-then inventory goes to those other centers first. FRYSCs must follow the district surplus policy.*

9. Who makes the decision as to where the FRYSC space shall be located?

The SBDM has authority to decide where FRYSC space is located when a FRYSC serves one school. The district makes this decision when the center serves more than one school. - The Contract states, “Each center shall be located in or near the participating school(s). Any change in site location requires prior approval by the Division of FRYSC, and, if appropriate, a revision to the approved plan on the form specified by the Cabinet.” FRYSC’s need adequate space to carry out programming and have confidential and storage space for their materials.

10. Can FRYSC core components be changed based on principal or district preference?

No, the Core Components are in statute. However, activities can be added or subtracted to the Components with Advisory Council approval, and, if the needs assessments reflect the need.