**FRYSC Forms and Reports (Rev. 4/2021)**

| **REQUIRED****Form, Report or Action** | **Due Date** | **District Contact Responsibilities** | **Coordinator Responsibilities** | **Other Personnel Responsibilities**  | **How to Submit:** **\*Notify RPM when upload is made** |
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| Funding Request /Invoice Letter (submitted to request funding/initiate payment for the upcoming fiscal year) | May 29 | 1) District Contact Prepares Invoice for superintendent signature |  | **Superintendent**: Signs  | **District Contact: email to DFRYSC Budget and Contracts Administrator**  |
| End of Year MUNIS reports(for previous fiscal year**\***)**\***Funds must be encumbered by June 30 and spent by July 25 | August 15 | Ensure completion  |  | **Finance Officer**: Prepares and submits electronically  | Finance Officer: Follow submission instructions from Division office |
| Other Information Fields | June 30 |  | Update on FRYSC Counts! Center page |  | Update on FRYSC Counts! center page and SAVE at the bottom of the screen |
| Coordinator PD Tracking Form | June 30 | The 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!  |
| End of Year Program Reports1. Implementation Report
2. Impact Report (via FRYSC Counts!)
 | Sept. 30 |  | 1.Prepares Report and presents to advisory council; (no signature page)2.Completes and submits Impact survey | Advisory Council reviews and is noted in meeting Minutes | Impact Reports will be located directly on FRYSC Counts!  |
| **Free Lunch, Enrollment and Center Information**  | **Pulled from KDE** | **1.) Follow instructions from DFRYSC concerning verification of data pull, review process, and reporting of preschool numbers/Special circumstances** | **1)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.** |
| Mid-Year MUNIS Report  | Upon Request only | Ensure completion  |  | **Finance Officer**: Prepares and submits electronically  | Finance Officer: Follow submission instructions from RPM |
| Continuation Program Plan *(even numbered years only)* | March 1 | 1) Review and maintain copy for files | Prepares new budget and program plan; presents to advisory council and SBDM  | **Advisory Council:** Reviews and approves next year’s budget and program plan  | Coordinator uploads items required |
| Budget and Narrative | Yearly, following announcement of allocation amounts |
| Evaluation of Coordinator | Per district policy, but every 2 years at minimum | 1) Complete with principal 2) Ensure completion | 1) Keep evaluation on file 2) Evaluate support staff, if applicable | **If serves 1 school: Principal**: Complete with District Contact input. **If serves > 1 school**: District Contact completes with principal input | n/a |
| District/Center Changes \*Required when:-New coordinator is hired-New Supt. is hired-Change in District Contact or Finance Officer -Center has new name, phone, or address-Coordinator has new name-Coordinator has new email address-New AC Chair | Per change | District Contact maintains “District Information page” on FRYSC Counts! -Superintendent info-District Contact info-Finance Officer info |  Coordinator maintains “Center Information” on FRYSC Counts!-Center info-Coordinator info-Staff info-AC Chair info  |  |  \*Must be kept up to date in order to receive timely communication from the Division  |
| Request form \*Required to accompany:-**Revisions:** Budget, center operations, action components -**Purchases:** Single item ≥ $500; Goods ≥$1,000; Subcontracts ≥ $1,000. | As needed | Signs after AC approval (if is Designee) | Prepares; signs, presents to advisory council for approval  | **Advisory Council Chair**: Signs Superintendent: Signs (unless has Designee) | Coordinator: Scan signature page and upload to FRYSC Counts! with any accompanying document  |
| Advisory Council Listing Revision *Note: Request form* ***not*** *needed* | As needed |  | Prepares upon change in membership |  | Coordinator uploads within 2 weeks of change |
| Advisory Council New Coordinator Hiring Confirmation | As needed | Signs after hiring new coordinator |  | **Hiring committee Chair:** Signs**Superintendent:** Signs | District Contact: Scan with signatures and upload to Center page within 1 week of hiring  |
| Reconfiguration Request Letter  | Dec. 21 | 1) Consult with RPM first 2) Write request letter  |  | **Advisory Council**: Recommends **Superintendent:** Signs | **District Contact: Submits the request to the RPM via e-mail**  |
| Waiver Request form \*of full-time coordinator | Contact RPM | 1) Consult with RPM 2) Prepare3) Request for renewal required  |  | **Superintendent**: Signs request letter on district letter head | **District Contact: Submits the request to the RPM via e-mail**. |
| Alternative Distribution Funding Request with spreadsheet (new **or annual renewal -**  | Contact RPM - | 1)Consult with RPMfirst2) Prepare Request letter and spreadsheet |  | **Superintendent:** 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)** |