

FRYSC Forms and Reports Timeline

Required Forms, Reports or Actions	Due Date	District Contact Responsibilities	Coordinator Responsibilities	Other Personnel Responsibilities	How to Submit: Note: Notify RPM when uploaded
Funding Request/Invoice Letter <i>Note: submitted to request funding/initiate payment for the upcoming fiscal year</i>	Due within 14 business days of the funding award letter	Prepares Invoice for Superintendent signature		Superintendent: Signs	District Contact: Follow instructions provided by the Division
End of Year MUNIS Reports (for previous fiscal year) Note: 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 instructions provided by the Division
Other Information Fields	June 30		Update on FRYSC Counts Center Page		Update on FRYSC Counts Center Page and SAVE it at the bottom of the screen
Coordinator PD Tracking Form	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 of FRYSC Counts by coordinator

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Impact Reports	June 30		Completes and submits Impact Report		Impact reports are entered into FRYSC Counts
Free Lunch, Enrollment and Center information	DFRYSC pulls from KDE on Dec. 1 Pre-School data is due by Dec. 15	Follow instructions from DFRYSC concerning verification of data pull, review process, and reporting of preschool numbers/special circumstances	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
Mid-Year MUNIS Report	Upon request only	Ensure completion		Finance Officer: Prepares and submits electronically if requested	Finance Officer: Follow submission instructions from RPM
Continuation Program Plan	March 1st Note: Even number years only	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 required documents to FRYSC Counts upon completion

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Budget and Narrative	Yearly: following the announcement of allocation amounts	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 required documents to FRYSC Counts upon completion
Inventory Tracking	March 1st with CPP Note: Even number years only	Ensure completion	Complete and update		Coordinator: uploads to FRYSC Counts Center Page
By-Laws	At least one every three years during RPM site visits	Review and maintain copy for files	Prepare and discuss with Advisory Council	Advisory Council: Reviews and approves	Coordinator: uploads to FRYSC Counts Advisory Council Listing Page
Evaluation of Coordinator	Per district policy, but every 2 years at minimum	<ol style="list-style-type: none"> 1. Complete with principal(s) 2. Ensure completion 	<ol style="list-style-type: none"> 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	

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District/ Center Changes Are required when: <ul style="list-style-type: none"> • New coordinator has been hired • New superintendent is hired • Change in District Contact or Finance Officer • Center has new name • Coordinator has a new email address • New AC chair is selected 	Per change	Maintains FRYSC Counts District Information page Note: Superintendent info, District Contact info, and Finance Officer info	Maintains FRYSC Counts Center Information page Note: Center info, Coordinator info, staff info, and AC chair info		District Contact and Coordinator: must be kept up to date to receive timely communication from the Division
Request Form(s) Are required when: <ul style="list-style-type: none"> • Revisions needed to: budget, center operations, and action components • Purchase for: SINGLE item \geq \$500; GOODS and SUBCONTRACTS \geq \$1,000 	As needed	Signs after Advisory Council approval (if designee)	Prepares, signs and presents to advisory council for approval	Advisory Council Chair: Signs Superintendent or designee: Signs	Coordinator: Scan signature page, and accompanying document(s) and uploads them to FRYSC Counts

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Advisory Council Listing	As needed		Prepares upon change in membership		Coordinator: Uploads FRYSC Counts within 2 weeks of change
Advisory Council: New Coordinator Hiring Confirmation	As needed	Signs after hiring new coordinator		AC Hiring Committee Chair: signs Superintendent: signs	District Contact: Scan with signatures and upload along with current job description to Center Documents page on FRYSC Counts within 1 week of hiring
Advisory Council Minutes	After each scheduled meeting		Prepare minutes for review at Advisory Council meetings	Advisory Council: approves minutes at scheduled meetings	Coordinator: uploads all AC minutes to the Center Page on FRYSC Counts after scheduled meeting

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Waiver Request Form Are required to adjust coordinator contracted days	Contact RPM	<ol style="list-style-type: none"> 1. Consult with RPM 2. Prepare 3. Request for renewal required 		Superintendent: Signs request letter on district letterhead	District Contact: Submits the request to the RPM via email
Alternative Funding Distribution (AFD) Request with Divisions official spreadsheet Note: new or annual renewal	Contact RPM	<ol style="list-style-type: none"> 1. Consult with RPM 2. Prepare request letter and spreadsheet 		Superintendent: Signs request letter on district letter head	District Contact: Submits request letter and spreadsheet to the RPM via email

Revised: February 2026 for ADA Compliance

