

**FRYSC AmeriCorps – Literacy & FRYSC Support**

**Continuation Instructions**

**Due April 3, 2020**

The FRYSC AmeriCorps Literacy & FRYSC Support program is offered through FRYSC AmeriCorps to FRYSCs across Central & Eastern Kentucky. This is a national service grant that provides a living allowance, health benefits and training for service minded individuals. These individuals become reading tutors and remove other nonacademic barriers to learning at host FRYSCs throughout districts in targeted Kentucky counties.

FRYSC Corps members commit to a year of AmeriCorps service with an opportunity to serve two years. FRYSC coordinators provide direct supervision in cooperation with principals and teachers to provide individual and small group reading tutoring. Students at risk for academic failure due to lagging reading mechanics are assigned to FRYSC Corps tutors. Host schools must train their service member to support current school reading curriculum; this optimizes the support members provide to students. *The specific academic goal of the FRYSC Corps grant is to help those students who need extra support in sound awareness, phonics, sight words, fluency, and comprehension.*

FRYSC Corps members are in a unique position to contribute service to Family Resource and Youth Service Center core components because they are physically located in centers and work directly, one-on-one with students to improve reading skills as the grant requires. Part of their service hours must include serving in the FRYSC to support the goal of removing barriers to student learning. The service member should support FRYSC core activities like weekend/holiday food relief, mobile dental care, and summer programming.

Furthermore, members must recruit or manage at least 10 volunteers to support FRYSC/school activities. The member should actively share about their AmeriCorps experience and encourage others to give time and skills to your school and neighborhoods.

**Using the Form:** The continuation request is a Word document. Click on check boxes to create an “X” in that box. Short text and long text answers require you click on the italicized prompt and enter your text.

**To apply as a FRYSC AmeriCorps partner site, submit an INTENT TO APPLY at this link:** [**https://forms.gle/K2yJjX8q9JHwZwbr8**](https://forms.gle/K2yJjX8q9JHwZwbr8)

**Continuation Requests are available at** [**www.FRYSCCORPS.com**](http://www.FRYSCCORPS.com)

**Then complete the application and email to:** [Heather.Musinski@ky.gov](mailto:Heather.Musinski@ky.gov)

**Signature page should be scanned, faxed or mailed to:**

FRYSC CORPS, Attn: Heather Musinski, 275 E. Main St., 3C-G, Frankfort, KY 40621 502-564-6108 (fax)

If you have questions about the application process or AmeriCorps, please contact Heather Musinski by email or phone, 502-564-4986 x3831.

**Application Section – Basic Information about your FRYSC**

Please complete the contact information for your site.

The FRYSC coordinator is the default intended site supervisor. If another school staff member must act as site supervisor, please provide their contact information. The site supervisor MUST ATTEND the site supervisor training at Victory Over Violence.

School Accountability: Please provide information about the most recent complete KDE accountability numbers and F/r percentage available for your school.

Match Requirements: Indicate your FRYSC/School resources to meet partner in kind and match requirements. AmeriCorps allows use of federal funds for partner match (e.g. Title 1), you must disclose the intended source agency and provide a CFDA number (Catalog of Federal Domestic Assistance number). Ask your principal or district finance officer for assistance. Use N/A for any section that is not relevant to your application.

If you intend to use other funding resources for partner match, such as a local grant or PTA funds, please describe. Use N/A if this is not relevant to your application.

Name any additional resources of training or materials you can provide a service member. Use N/A if this is not relevant to your application.

Your AmeriCorps Request:

Item 1 - FRYSC AmeriCorps Full Time members serve 40 hours a week. Half time members serve 27.5 hours a week. Service terms are either 12-months (through August) or 9-months (through May). Schools determine their need based on the amount of support needed during the school year. Consider your need for summer support. Schools with little to no summer programming can struggle to keep an AmeriCorps member busy in June and July.

Item 2 - If you hosted or still host other AmeriCorps at your school, let us know which program.

Item 3 - Indicate how the AmeriCorps logo can be used at your school.

Item 4 - Indicate whether your FRYSC/school can be mentioned in media about FRYSC Corps (e.g FRYSC Corps web page, FRYSC Impact reports, news coverage.)

Item 5 - Indicate your understanding that FRYSC AmeriCorps members are contracted to serve in your district. Supervision is shared with FRYSC AmeriCorps. Employment contracts are with the Ohio Valley Educational Co-op. AmeriCorps members are not intended to replace employees in your district. They may not replace existing volunteers.

**Application Section – Member Enrollment Requirements**

Item 1 & 2 – FRYSC Corps is responsible for initiating and adjudicating a 4 part check including a check of the national sex offender registry, a state of residence and service repository check, a fingerprint check through KSP/FBI and a KY CAN Check.

Indicate your agreement to background check and citizenship requirements.

**Application Section – Training and Required Service Events**

Item 1-5 – Indicate your agreement to FRYSC AmeriCorps required training for all service members and/or site supervisors.

**Application Section – Training and Required Service Events**

Item 1-6 – Indicate your agreement to FRYSC AmeriCorps required training and service related events for all service members.

**Application Section – Supervision**

Item 1-3 – Indicate your agreement to FRYSC AmeriCorps required background check for the member’s direct supervisor. Note there are 2 narrative questions in this section.

**Application Section – Reporting**

Item 1-4 – Indicate your agreement to FRYSC AmeriCorps required reporting, including the limited use of some student data.

**Application Section – Signatures**

Required signatures include the FRYSC Coordinator or intended site supervisor, the school principal and the superintendent or their designee.

If a member will be split between multiple schools, please include signatures from each additional principal below the superintendent line. Please indicate the title of that person.

**FAQs**

* **Can we host more than one FRYSC AmeriCorps tutor?**
* *We limit new service sites to one service member during their first year of partnership. Establishing a new service site is a complicated process. In our experience, multiple service members at a new site makes it extraordinarily difficult to establish ground work for success.*
* **How will the member serve 1,700 (1,200 or 900) hours?**
* *We project a minimum number of weekly service hours for each type of service member. Full time members should be addressing student literacy growth and FRYSC support for a minimum of 8 hours each day during their service. FRYSC support includes student enrichment and community support. Activities in your school designed to provide varied social, emotional, and healthy learning opportunities to students are service. Nonprofit and government supported programs in your community are also potential resources for member service. Plan to get your member involved in regular tasks in your center, supporting school events, and involved with clubs, teams or with FRYSC community partners. Service must support basic needs and benefit the education of children and families. Service away from the school must be verified by the site supervisor.*
* **May they volunteer away from school?**
* *Yes, members may volunteer with community partner nonprofits or government agencies (examples are 4-H, parks & rec, district afterschool child care programs) with site supervisor approval. Service should support basic needs and benefit the education of children and families. Some activities are prohibited per federal law. Similar to a school, service cannot support political candidates or legislation, promote or teach religion or support a for-profit business.*
* **What will the program cost me?**

*There is a cash cost to host a FRYSC AmeriCorps tutor. The annual partnership contribution is $6,500 for a full time and $3,250 for a half time member. Other costs include in kind supervision and work space and training for the tutor. Supervision includes developing a work schedule, reviewing time records, teaching or reinforcing work skills and tutoring skills, connecting members with school and community and holding them responsible for their work product.*

* **How is our cash contribution used?**
* *The cash you provide to FRYSC AmeriCorps is used for a combination of member costs and administrative costs. We provide background checks, travel reimbursement, pay for AmeriCorps required training and member service gear. Your investment pays staff personnel costs.*
* **Will the service member receive a district compliant background check?**
* *Yes, all AmeriCorps members who serve a vulnerable population must have a CNCS compliant background check, even if they are currently have a complete check in the district they are serving. The check must be completed before they start earning AmeriCorps service hours. FRYSC AmeriCorps initiates the check with Truescreen and Fieldprint. Checks are initiated on line. They also complete the KY CAN check. Your applicant will receive emails with information to complete. Results are adjudicated by FRYSC AmeriCorps staff. We are not able to share results of our adjudication. We DO provide you with a clearance letter detailing the sources used to complete the check and clear eligibility to serve with an AmeriCorps program and a KY school district.*
* **How much time and what do I do to supervise my service member?**

*We expect you to work with your admin team to create a weekly schedule for your member. You should plan to meet each week to discuss upcoming projects and work tasks and to offer guidance and feedback. They must report to you each day they are scheduled. You will review and approve the member’s online timesheet. Direct supervision should take about 1-2 hours a week on average.*

* **I have an YSC. May I host this program?**

*Yes, YSCs serving middle and/or high schools can be partner sites. The literacy component is much harder to address at this level. You must address literacy and have a clear plan for the service member in order to be considered.*

* **May we partner with another school?**
* *Maybe. It is difficult to split a FRYSC Corps member’s time and resources. Schools often have different curriculum and it is difficult to establish the relationships with students are multiple schools. If you are granted a partner site, this will be an area we consider when reviewing the success of the partnership and a possible grant continuation.*
* **Who will make a good member?**
* *Look for someone who completes commitments and has a good work ethic. A desire to give back to their community and eagerness to help are key qualities. Look for someone who could use a chance to shine. Schools often have luck recruiting student teachers or teaching applicants who want or need more experience. Adults who already volunteer in your district, parents who want to return to work, retirees who want to keep giving back are also possibilities.*

*The education award is a big motivator for most applicants if they want to return to school or have student loans to repay.*

* **My applicant cannot attend the orientation. Can they still participate?**

*No. Applicants* ***must*** *participate in an orientation with FRYSC AmeriCorps. There will be one orientation event and an alternative online assignments offered. Applicants need to attend orientation OR complete the orientation work in our Google Classroom.*

* **When do they need to finish their service?**
* *FRYSC AmeriCorps recommends that members complete their service by the end of their agreed upon service term. Their living allowance (pay check ends at that time). However, they have until August 31 to complete their commitment. They may continue to serve during the summer until their service hours are complete or August 31.*
* **How do we keep track of the member’s service time?**

*The member will use our online time sheet system to report service. However, they should follow the school’s policy for signing in and signing out. Site supervisors review and approve time. The account has a dashboard with a summary of service. FRYSC AmeriCorps emails a detailed time summary each month. We share that with the member and the supervisor and encourage you to review it together to plan service.*

* **How does the education money work?**
* *The Segal Education Award is earned to AmeriCorps members who finish their service term. Each service member must create an AmeriCorps account at My.AmeriCorps.gov. The member completes their base service hours and document them in our America Learns time sheet system and FRYSC AmeriCorps approves the exit information. The member controls their education money in their AmeriCorps account. The education money is paid directly to the Title IV institution of the student’s choice. They have up to 7 years from their exit to use the funds.*
* **When can I choose applicants?**

*Once you know you can host a member you can begin recruiting immediately. You may look for your applicants before the end of the current school year. You will share their name and email address with us and we will send them an application.*

*Criminal history checks and citizenship verification are mandatory for participation and enrollment this program than many others you have encountered. Completing paperwork early is an advantage. No member can start service until September 1, 2020.*

* **How old must the member be to serve?**
* *Your student must be at least 18 years before they begin to serve. We prefer some college work, but a high school diploma/GED is required.*
* **Where can I find applicants?**
* *Use all of your networks! Talk to counselors, teachers and administrators about student teachers and other applicants. Ask if you can post on your district’s job posting web page. Announce the vacancy in your community meetings and at church. Post on community boards in the county library and businesses.*
* **My child or relative would be perfect! Can they serve with me?**
* *No.*

**Due April 3, 2020**

**Please fax or scan your completed application to:**

**FRYSC AmeriCorps Att: Heather at 502-564-6108 or heather.musinski@ky.gov**