



## FRYSC AmeriCorps – Literacy & FRYSC Support Application Instructions

The FRYSC AmeriCorps Literacy & FRYSC Support program is offered through FRYSC AmeriCorps to FRYSCs across 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. **COVID-19 had a heavy impact on student learning and mental health. FRYSC AmeriCorps is committed to helping our partner schools with academic remediation and social emotional support for their students and community.**

FRYSC Corps requires partnership with the Family Resource and Youth Services Center in your school. FRYSC coordinators supervise the service member who supports the FRYSC's components AND literacy tutoring.

The specific academic goal of the FRYSC Corps grant is to provide tutoring to students who need extra support in sound awareness, phonics, sight words, fluency, vocabulary, and comprehension. Coordinators team with principals and teachers to connect the member to Tier 2 students. Host schools must train their service member to support current school reading curriculum; this optimizes the support members provide to students. Members provide high dosage individual and small group literacy tutoring.

FRYSC Corps members are in a unique position to contribute service to Family Resource and Youth Service Center core components because they are stationed in the FRYSC and work with students to improve reading skills. Service schedule must include serving in the FRYSC to support the goal of removing barriers to student learning. The service member must support FRYSC core activities like weekend/holiday food relief 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.

### The FRYSC & School Role:

- Complete the FRYSC Corps Memorandum of Understanding and FRYSC Corps Site Agreement.
- Submit **partner match (currently \$6,500 FT or \$3,250 HT)** to secure an AmeriCorps member's placement. Funding may come from sources outside the FRYSC. Use of federal funds must be declared.
- Ensure the FRYSC coordinator participates in an orientation provided by FRYSC Corps staff.
- Ensure that the FRYSC coordinator acts as a site supervisor for the FRYSC CORPS member. Site Supervisors are responsible for ensuring the AmeriCorps member addresses goals outlined in your accepted application.
- **Ensure that the service member is assigned service tasks supporting student literacy and FRYSC components.**
- Allow the AmeriCorps member to attend meetings as required by the FRYSC Corps, including; AmeriCorps orientation and up to 4 state-wide trainings.
- Make certain that the AmeriCorps member participates in national service initiatives including MLK Day of Service, and AmeriCorps Week.
- Provide supervisor's reports, evaluations of member service and reading scores for served students.

Host sites are monitored by FRYSC Corps for commitment to the AmeriCorps mission of making communities safer, smarter and healthier. Sites must comply with FRYSC Corps requirements and clearly demonstrate the ability to manage an AmeriCorps member and support their specific mission. This is a complex commitment of time, finances, supervision, and training. Careful selection of a service member is critical because the tutoring position requires a strong degree of self-initiative for successful completion.

**Applications Acceptance Dates:** Prospective partners may submit completed applications at any time. FRYSC Corps starts the new service year on August 1. Requests for August 1 start date are reviewed in late April. FRYSC Corps staff meets with the partner applicants to discuss the proposed plan in more detail. A review panel makes decisions about applications within 6-8 weeks of receipt.

Offers for the new program year are made in mid-May. Other offers are made when FRYSC Corps has service positions available.

**Using the Form:** FRYSC Partner Requests for literacy tutors must be completed online. Both new and returning partners [use this link](#). AmeriCorps Literacy Tutors must have one host school and may not split time between schools. Shared FRYSCs should create another application for the second school.

Download a document that has the questions by clicking on the links in the opening section. You can review the questions and make a draft of your answers.

The form will save previous work. You may close the request form and return to it as needed before clicking on submit. Request forms cannot be returned after they are submitted.

**To do:**

\_\_\_ Complete the application at this link: <https://forms.gle/1AjAcqxEN7DgAkCx9>

\_\_\_ Download the signature page

\_\_\_ Completed signature page should be scanned and uploaded before submitting the request form.

If you have questions about the application process or AmeriCorps, please contact Heather Musinski by email or phone, 502-564-4896.

**Application Sections:**

Partner Information

Complete the contact information for your site.

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

Match Requirements: 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 July) or 10-months (through May). Schools determine their need based on the amount of support needed.

Item 2 - Consider your need for summer support. Schools with little to no summer programming struggle to meet the requirement to engage an AmeriCorps member so they can complete their hour commitment in June and July.

Item 3 - Indicate your FRYSC/School resources to meet partner match requirements.

Item 4 – 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.

Items 5 & 6 - 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.

### Partner Assurances

Items 1-2 - AmeriCorps Enrollment Requirements - Read this section and indicate your agreement with the terms.

Items 3-4 - Required Training and Service Events - Indicate your agreement to FRYSC AmeriCorps required training for all service members, site supervisors and principals.

### Program Activity Targets Assurances

Item 1 – Literacy Tutoring - Read the section about literacy targets and indicate your agreement with the terms.

Item 2 – FRYSC Support – Read the section about FRYSC Support and indicate your agreement with the terms.

### Request Type

Indicate the type of request you are making.

Returning partners are currently hosting a FRYSC Corps Literacy Tutor.

New Partners have not hosted a FRYSC Corps Literacy Tutor or more than 1 school year has elapsed since you hosted.

### Returning Partner Narratives

Items 1-4 – Literacy Continuation - Answer these questions with the intended literacy goals for the upcoming school year. Be thoughtful about what went well and how the tutor can support improvement. DO NOT answer with a variation of “the same as last year”.

Items 1-4 – FRYSC Support Continuation - Answer these questions with the intended center activity for the upcoming school year. Be thoughtful about what went well and how the tutor can support improvement. DO NOT answer with a variation of “the same as last year”.

### New Partner Application Narratives

#### Literacy Information

Item 1 – 6 – Use these questions to explain the literacy needs in your school and the role the literacy tutor will take to meet them. It is best to answer the questions as if you were speaking with someone with no experience with school processes.

Item 7 – FRYSC Corps requires summative data reports about student progress. Indicate which assessment will be used at your school. Use the “Other” response and add assessments that do not appear on this list.

Items 8 – Explain the support and resources you will offer to the literacy tutor.

#### FRYSC Support Proposal

Items 1-4 – Explain the needs of the center and provide detailed proposals how the literacy tutor can help increase or improve FRYSC services.

#### Supervision Proposal

Items 1 – 3 – Explain who the literacy tutor will be supervised and supported at your school.

## Signature Page Upload

Click the link to obtain a copy of the application signature page.

Choose “File” in the upper left on the document tools ribbon.

Choose “Download” in the dropdown, then “PDF” as the file type.

The document will be placed in the Downloads folder on your device.

Print the document. It should be signed by the FRYSC coordinator, the building principal and the district contact. *\*Note - Split centers requesting more than one member should complete an application for each school.*

Scan the document or take a photo. You may need to email the document to yourself and save it on your device.

The upload link is in FRYSC Corps Request Form on the last page.

Click the “Add file” button. Find your scan and click on the file.

Click “Submit” to send the request to FRYSC Corps.

*\*Note – FRYSC Corps cannot return submitted forms for editing.*

## FAQs

### **When can we expect our application to be reviewed?**

*FRYSC Corps Partner Applications are accepted year round. We review applications within 6-8 weeks of receipt. We meet with the partner applicant to discuss their proposal as part of our decision process. If your application is approved, we will notify you of next steps within 1-2 weeks.*

**When can my new program start?** *Our program year operates from August 1 to July 31. The majority of our partners recruit tutors who start on August 1. Dependent on availability we often make additional offers for a winter start date, typically December/January.*

### **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 groundwork 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 focus on basic needs and educational support 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 focus on basic needs and educational support 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 workspace 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. Our grant provides member living allowance and health care, background checks, travel reimbursement, pay for AmeriCorps required training and member service gear. Your investment pays personnel and administrative costs.*

**Will the service member receive a 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 IdentiGo or Truescreen and Fieldprint. Checks are initiated online. 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. If requested, we will 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 discuss integrating the member into your instructional team and to create a weekly schedule for your member. You should plan to meet with the member 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 harder to address at this level. You must address literacy and have a clear plan addressing FRYSC Corps goals to be considered. We recommend using the literacy tutor to help students prepare for the ACT reading comprehension and vocabulary.*

**May we partner with another school?**

*No. It is difficult to split a FRYSC Corps member's time and resources. Literacy tutors should focus on one school. Please complete an additional application if you would like a member for another school.*

**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 make good service members.*

*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?**

*Applicants **must** participate in orientation with FRYSC AmeriCorps. There will be an orientation event and online assignments offered. Applicants need to attend orientation and 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 (paycheck) ends at that time. They may continue to serve during the summer until their service hours are complete or July 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. You as the site supervisors will 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 provided to AmeriCorps members who successfully finish their service term. Each service member must create an AmeriCorps account at [My.AmeriCorps.gov](http://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 link.*

*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.*

**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.*

**Please scan and email your completed application to: [heather.musinski@ky.gov](mailto:heather.musinski@ky.gov)**