



February 12, 2025

To: Endia Harvey - endia.harvey@garrard.kyschools.us
Cc: Michael Anderson - Michael.Anderson@garrard.kyschools.us
Kalem Grasham - Kalem.grasham@garrard.kyschools.us

Re: FRYSC AmeriCorps Youth Program Partner Request

Hello Endia Harvey,

Thank you very much for your request to host FRYSC AmeriCorps Youth program at Garrard County High School. FRYSC AmeriCorps reviewed your request, and we are happy to offer Garrard YSC 1 student position(s) for the upcoming 2025 - 2026 school year.

FRYSC AmeriCorps will be working with you soon to get the foundations for your program in place. Here are your next steps.

1. Please contact Maya Owens by email with your acceptance by February 21. *If you do not confirm your acceptance, we will reallocate your request to another partner.* Contact Maya at maya.owens@ky.gov.
2. We will meet with all supervisors to discuss recruiting students. The meeting will be recorded, but we strongly recommend you attend. February 27 at 9/10 am (CT/ET)
3. Additional supervisor training will take place in July 2025.
4. The site agreement attached to this letter must be reviewed and signed by you and your principal. Send a scan of the signed site agreement to Maya Owens.

Note: Student enrollment in our program must be completed and the signed site agreement must be returned before a student can begin service.

Your students will bring exciting energy and great ideas for serving your school and community. With your guidance they will grow as leaders and fulfill the mission of all AmeriCorps, they will get things done! We are looking forward to our upcoming work together.

Sincerely,

A handwritten signature in blue ink that reads 'Heather Musinski'.

Heather Musinski
FRYSC AmeriCorps Grant Manager
Division of Family Resource and Youth Services Centers

Attachments: FRYSC Site Agreement Youth Program



AmeriCorps

An AmeriCorps project serving through
Family Resource and Youth Services
Centers

Division of Family Resource and
Youth Services Centers
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2025-2026 FRYSC AmeriCorps Youth Program
Partner Site Agreement

Site Name: Garrard YSC at Garrard County High School

School District: Garrard County

Site Supervisor: Endia Harvey

Principal: Michael Anderson

AmeriCorps Staff: Heather Musinski, grant manager and Maya Owens, youth program manager

I. PURPOSE

The purpose of this Partner Site Agreement (PSA) is to delineate the terms, conditions, and rules of partnership between FRYSC AmeriCorps (hereafter referred to as the “Program” and your host site (hereafter referred to as the “Site”). For additional information see the Division of FRYSC Board of Education Multi Provider Contract Section 2.01 – Deliverables 7 (a – l).

The site understands that in partnering with the Program, **the youth service member does not become an employee of the partner site or district.** Any benefits received by the Member or allowances paid to the Member are paid and provided only by and to the extent of the terms of a grant provided through AmeriCorps to the Program.

II. National Service Affiliation and AmeriCorps Identity

The resource provided to the site, the member, should be referred to as an **AmeriCorps member** and when referencing the FRYSC AmeriCorps, must explicitly state that it is an AmeriCorps program. The AmeriCorps person you host should be referred to as a member not an employee or worker. They serve, they do not work. As an AmeriCorps partner, please display the AmeriCorps logo to identify your affiliation.

III. MEMBER POSITION DESCRIPTION - FRYSC AmeriCorps Youth Service Member (300 hours)

This is a short-term AmeriCorps position which provides an education award upon satisfactory completion of service to the FRYSC AmeriCorps and host site. The FRYSC AmeriCorps is a program that exists to provide opportunities for AmeriCorps participants to increase the effective services Kentucky Family Resource and Youth Services Centers. Youth members focus on addressing food insecurity in their school and community. FRYSCs strive to remove non-academic barriers to learning for students allowing them to be more prepared to participate in school and community.

Job Title: FRYSC Youth Service Corps Member, AmeriCorps

Job Location: Family Resource or Youth Services Center or After School Program within the partner school district. Off-site service is allowable under FRYSC AmeriCorps policy.

Reports to: FRYSC coordinator or appointed site supervisor and the staff of FRYSC AmeriCorps

Length of Service: August to May is recommended. Limited summer service is available upon request.

Time Commitment: 300 hours total, 8 to 10 hours a week until commitment is complete. Schedule is typically during posted service site hours but may include service before or after site hours or when site is not in session (weekends, holidays, school breaks, and weather days).

Qualifications: You must be a United States citizen, United States national or lawful permanent resident of the United States and at least 17 years of age during the service term. You must be on track to complete a high school diploma. You must agree to a National Service Criminal History check and sexual predator check if aged 18 before or on the first date of service. Results must be cleared by FRYSC AmeriCorps before you may begin service.

Key Responsibilities:

1. Work with the site supervisor and/or center partners to understand the needs of the school local community.
2. Support and maintain local food insecurity program. For example, Backpack Snacks or YSC food pantry.
3. Take direction from the site supervisor to support programs, events or services that meet school and community needs.
4. Seek opportunities to lead or assist with site, school, and FRYSC programs in support of education and strengthening students and families within their communities.
5. Seek opportunities build strong relationships with site and FRYSC community partners who support the FRYSC goal of removing nonacademic barriers to learning.
6. Complete service goals which may include:
 - Plan and complete a fundraising drive to help meet basic needs of students (ex. food, clothing or toiletries).
 - Help plan and promote a FAFSA workshop at your school.
 - Help plan and present YSC sponsored programming at your school.
 - Help with a program at a local FRC.
 - Volunteer with a YSC community partner.
 - Recruit and lead volunteers for projects.
 - Present about AmeriCorps service at your school.
 - Attend a YSC advisory council meeting.
 - Attend a local city/county government open meeting.
7. Complete weekly time report and send to FRYSC AmeriCorps.
8. Complete a reflection presentation about your service activity and an exit interview.
9. Complete FRYSC AmeriCorps required training.
10. Adheres to partner site and FRYSC AmeriCorps guidelines for maintaining a safe environment for students, families and colleagues.

Prohibited Activities: While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in activities that violate 45 CFR § 2520.65:

Physical Demands: The physical demands described here are representative of those that must be met by an AmeriCorps State member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential duties of this position, the service member is regularly required to interact with school-age children on a one-on-one basis as well as in group settings. The member must have the physical and mental stamina to perform their service duties throughout the school day and during site-planned programming.

While performing the duties of this position, the service member will primarily be in a school setting with recurring access to vulnerable populations. Occasional off-site activities are required that may present access barriers during such visits.

Environment: The service environment characteristics described here are representative of those an AmeriCorps State member encounters while performing these essentials functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Training: Time spent on training applies toward completing the AmeriCorps service hour commitment. Total training hours may not exceed 20% of total hours. Participation in training is mandatory for service members.

| Training Type | Description | Offered By |
|------------------------------|--|---|
| Orientation | AmeriCorps 101, Allowable Service, Prohibited Activities, Time Sheets, Confidentiality | FRYSC AmeriCorps staff |
| Service Challenge Series 1-6 | Identifying Community Need, Food Insecurity, SMART Goals, Technical | FRYSC AmeriCorps Staff and contractors |

| | | |
|---------------------------|---|------------------------|
| | Support, Reporting About Service, Interviewing and Prep | |
| Exit Interview | Exit interview, life after AmeriCorps and Education Award | FRYSC AmeriCorps Staff |
| Online Training Resources | Curated online training for human services professionals | Various contractors |

Support Provided: Program orientation and Food Insecurity training, project planning, interview skills, educational award use support.

Benefits Available: Education award, based on the amount set by AmeriCorps for the relevant service year. Disbursed after completion of 300 service hours.

IV. **DURATION AND FINANCIAL COMMITMENT** – The partnership does not have a monetary cost. FRYSC AmeriCorps begins service no earlier than August 1, 2025. Members may not begin service until FRYSC AmeriCorps determines the need for a National Service Criminal History check (for students aged 18+) and the results of the check have been adjudicated and the member is cleared for service. The program year ends on May 31, 2026. Qualified members may continue to serve past the end date under consideration from FRYSC AmeriCorps.

V. **SITE DUTIES AND RESPONSIBILITIES:**

- a. **Criminal History Check:** The site supervisor must have a completed background check, as required by Kentucky law, through the partner district. The adjudicated results of the background check must clear the employee to work in the district.
- b. **Supervisor Training:** The FRYSC coordinator is required to complete orientation with FRYSC AmeriCorps staff. Orientation is presented online. When a new person assumes the role of supervisor after the regular orientation then FRYSC AmeriCorps staff will provide a separate orientation. Orientation topics include program targets, program guidance and member management.

Returning supervisors must complete Prohibited Activities training online as requested by FRYSC AmeriCorps. They must also attend a start of year meeting scheduled by FRYSC AmeriCorps. Special training topics may be delivered via Google Classroom or webinar. Participation in out of sequence orientation will be documented using a sign in sheet. Participation in a Google Classroom assignment or online webinar will be documented with completion of a reflection document. FRYSC PD credit is awarded for completed work.

- c. **Supervisor Role:** The FRYSC coordinator is the intended supervisor for the youth member in KY schools. If a FRYSC coordinator is unable to act as supervisor, the role can be delegated to an alternate employee at the site. Changes to supervision must be submitted in writing to FRYSC AmeriCorps. The alternate must participate in orientation arranged by FRYSC AmeriCorps staff. If the change is permanent (the previous supervisor leaves) then the new supervisor must have a cleared background check with the district.
- d. **Member Selection:** Student applicants should be solicited and screened by the site. The interview and selection process may be decided by the site. FRYSC AmeriCorps may choose to reject the site's choice if the applicant is found to be unsuitable for national service.
- e. **Member Criminal History Check:** Before enrolling in the program, applicants aged 18+ must have a National Service Criminal History Check. The results must be adjudicated before the member may begin service. FRYSC AmeriCorps is responsible for the cost of the check. A clearance letter will be provided to the district upon request. Original results cannot be shared.

- f. **Member Role:** Service members' role at the partner site is limited to the scope of the member position description and FRYSC AmeriCorps operating grant.
- g. **Member Attendance:** Site will provide a sign in and out procedure for the AmeriCorps member each day. The site supervisor must verify the AmeriCorps member's attendance and service activity. Records should match the member's reported and approved time sheet.
- h. **Time Sheets:** Member time sheets are completed weekly by the member and reviewed by the site supervisor. FRYSC AmeriCorps requires use of the America Learns time sheet system.
- i. **Member Orientation:** The site supervisor will act as a mentor to the AmeriCorps member. They are responsible for orienting the student member to the FRYSC.
- j. **Food Support:** The member must make significant contribution to the FRYSC's food support programming. If FRYSC food programming is not available, contact FRYSC AmeriCorps youth program staff with proposed alternatives.
- k. **FRYSC Support:** Member service schedule must include FRYSC mission of removing non-cognitive barriers to learning. They must regularly support programming as planned by the FRYSC coordinator.
- l. **Youth Service Challenge:** Student members will participate in the FRYSC AmeriCorps youth program youth service challenge. They will identify a need in your community and plan a project to address the need. The final project is shared with FRYSC AmeriCorps youth program during an interview with the student member. Coordinators provide support to the student identifying a community need and mentor the student to develop resources and skills to complete the project.
- m. **Program Targets:** FRYSC AmeriCorps requests from each partner data about food support at your FRYSC. Share the number of individuals and number of meals provided through your center for 2 periods – from September 1 to December 31 and January 1 to May 31. Additional information is collected about coordinator assessment of increased food security for beneficiaries. Data will be used to detail Youth Service Corps progress reporting.
- n. **Service Time:** The member's target is to serve 8-10 hours each week. The site is responsible for providing a weekly schedule of allowable service activities. If service opportunities are not available at the host center you may identify alternate service within the school district. If school is not in session for prolonged weather days, holidays/vacations, the site should work with the member to identify local **allowable** service opportunities that align with the FRYSC mission of strengthening children and families for a **teleservice plan**. That plan must be submitted to FRYSC AmeriCorps for approval. The member must discuss any off-site service opportunities and get approval from their site supervisor PRIOR to completing and claiming that service on a time sheet.
- o. **Evaluation:** Site supervisor will complete a final performance review of the student before end of the member's service term.
- p. **Corrective Action:** The site supervisor is the first line for addressing behavior issues with a member. Have written documentation of member behavior problems. Contact FRYSC AmeriCorps for persistent problems or severe problems.
- q. **Termination of Member Service:** Continued violation of FRYSC AmeriCorps expectations can lead to dismissal from the program following these steps:
The **first offense**, an appropriate program representative (site supervisor or program staff) will issue a verbal warning to the member;
The **second offense**, an appropriate program representative and member will complete a corrective action plan. The plan must be approved by the FRYSC AmeriCorps program staff.
The **third offense**, may release the student from the program depending on the circumstances of the offense.

Service sites may not dismiss a member from the program without consulting FRYSC AmeriCorps program staff. FRYSC AmeriCorps reserves the right to make decisions regarding dismissal or relocation of members or to bypass any of the above steps. Depending upon the facts and severity of the offense, the program staff may give a member a written or final warning as the first warning. FRYSC staff can dismiss a member without prior warning when the misconduct is of a very serious nature.

- r. **Meetings and Trainings:** The FRYSC AmeriCorps requires that members attend or complete required preservice training, the youth service challenge meetings and end of year training.
- s. **Community or National Service Projects:** Approve member participation in, as well as, assist members in engaging district students in National Service Days: 9/11 Day, Veteran's Day, Martin Luther King Jr. Day of Service, National Service Recognition Day, AmeriCorps Week.
- t. **Noncompliance:** Noncompliance regarding the terms of this site agreement will be addressed by FRYSC AmeriCorps in a timely manner. Findings will be shared with the site. The site has 15 days to respond to the findings. A follow up contact will take place within 45 days of the site response. Depending on the severity if a site does not address noncompliant findings then they can lose their service site. If the site relationship is broken due to noncompliance then the site may take part in the new application process after one full year.

VI. PROHIBITED ACTIVITIES

- A. **45CFR § 2520.65:** While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation for National Community Service (CNCS), staff and members may not engage in the following activities (see 45 CFR § 2520.65):
 - 1. Attempting to influence legislation;
 - 2. Organizing or engaging in protests, petitions, boycotts, or strikes;
 - 3. Assisting, promoting, or deterring union organizing;
 - 4. Impairing existing contracts for services or collective bargaining agreements;
 - 5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - 6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
 - 7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
 - 8. Providing a direct benefit to—
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;

9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

All locations where members serve should post a list of the prohibited activities.

VII. NONDUPLICATION AND NONDISPLACEMENT

45CFR § 2540.100(e)-(f):

(e) Nonduplication.

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

(f) Nondisplacement.

- 1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- 2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- 3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- 4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- 5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
 - i. Will supplant the hiring of employed workers; or
 - ii. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- 6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - i. Presently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - v. Employee who is on strike or who is being locked out.

VIII. FUNDRAISING BY MEMBERS

45CFR § 2520.40: AmeriCorps members may raise resources directly in support of your site's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

- 1) Seeking donations of books from companies and individuals for a program in which volunteers teach

- children to read;
- 2) Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- 3) Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- 4) Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
- 5) Seeking donations from alumni of the program for specific service projects being performed by current members.

AmeriCorps members may not:

- 1) Raise funds for living allowances or for your site's general (as opposed to project) operating expenses or endowment;
- 2) Write a grant application to the CNCS or to any other Federal agency.

45CFR § 2520.45: An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40.

XVII. VOTING, ARMED FORCES RESERVES, JURY DUTY - FRYSC AmeriCorps encourages members to vote. Members may NOT count hours to vote as part of their service.


If the member has a choice of when to fulfill their annual two-week active duty requirement, they should do so when it will not disrupt their AmeriCorps service. In instances where the dates of active duty are inflexible and conflict with granted AmeriCorps service, members should be granted a leave of absence for the two-week period of active duty service in the Reserves. Members may not receive time-off for additional Reserves-related service beyond the two-week active duty service. No AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves.

Members will receive credit for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps service. The member will receive credit for the number of hours he or she would have served during that period had there been no interruption.

Members are encouraged to serve jury duty. During the time members serve as jurors, they will continue to accrue their normal service hours. They may also keep reimbursements for incidental expenses received from the court.

IX. AUTHORIZATION

The Site and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

| | |
|---|-----------|
| Site FRYSC Coordinator or Member Supervisor | Date |
| Site Principal | Date |
|  | 2/12/2025 |
| Program Staff Representative | Date |