

FRAM Coordinator Tips

Following below are an edited list of suggested best practices by FRAM Coordinators:

What best practices would you share on distribution of the HIF form (distribution points, format, use of FRYSC staff, etc.)?

- ✓ Ensure the correct forms are handed out at school registrations.
- ✓ Involve the FRYSC staff; have a workshop on completing the forms with FRYSC staff
- ✓ Have the forms ready for schools to send home to parents at least two weeks prior to opening day of school.
- ✓ Make the form user friendly so that each school can put have this their own letterhead and make them school specific.
- ✓ Run the Eligibility Report in IC to identify families who have not completed the HIF form
- ✓ Make it known that the forms must be completed and who to turn them in to.
- ✓ Send forms out in registration packets.
- ✓ Send forms when home visits take place.
- ✓ Have forms available for distribution during Open House(s) or in packets for parents at Back-to-School events.
- ✓ Post forms on relevant district webpage.

Please share any best practices on obtaining a high response rate with collecting the HIF form.

- ✓ Distribute HIF forms during registration nights and offer incentives for parents to attend registration.
- ✓ Impressing upon parents the importance of filling out and returning the HIF form is a good way to get a higher response rate.
- ✓ Offer incentives to students.
- ✓ FRYSC gave awards to students when they returned their form.

- ✓ Communicate to those who are enrolling students that the HIF form should be completed as part of the enrollment process.

- ✓ Complete the form while on home visits.

- ✓ Use phone calls as reminders to complete and return the form.

- ✓ Distribute reminders via emails and school newsletters.

- ✓ Consider the return of the form a requirement for participation in other programs.

- ✓ Involve homeroom teacher in pursuing and gathering the forms for their specific group of students.