



ALASKA CHILD AND ADULT CARE
FOOD PROGRAM
(CACFP)

CACFP ANNUAL TRAINING FY17
FOR CHILD, ADULT & OSHC CENTERS – PART 2



CACFP IS A REIMBURSEMENT PROGRAM — NOT A GRANT PROGRAM

- ❑ Agency expends funds to operate the CACFP
- ❑ Agency reports creditable meals served in order to receive reimbursement
- ❑ The reimbursement usually does not cover the entire cost of operating the food program so agency must have other funds
- ❑ Agencies are reimbursed on a meals x rate basis — not on actual costs
- ❑ Head Start receives the Free Rate for all creditable meals served
 - Other programs receives a rate percentage that is calculated on the income eligibility of all enrolled participants

REIMBURSEMENT RATES

USDA updates reimbursement rates yearly

July 1st through June 30th

Categories are the same as the NSLP

Free, Reduced Price, or

Paid (also referred to as Over Income)

BUDGET FOR FOOD PROGRAM

- Report expected income from meal reimbursement
- Report anticipated expenses for meal program
- Balanced Budgets
 - Income and Expenses should match

ESTIMATED REIMBURSEMENT WORKSHEET

Certified Count	Category	Percentage
	Free	#DIV/0!
	Reduced Price	#DIV/0!
	Over Income	#DIV/0!
0	Total	#DIV/0!
Meal Count	Reimbursment	
	Total Breakfast	#DIV/0!
	Total AM Snack	#DIV/0!
	Total Lunch	#DIV/0!
	Total PM Snack	#DIV/0!
	Total Suppers	#DIV/0!
	Total Eve Snack	#DIV/0!
	Total At-Risk Snack	#DIV/0!
	Total A-Risk Supper	#DIV/0!
	Cash-in-Lieu	\$0.00
	Month Total	#DIV/0!
Number of Operating Months		
	Yearly Total	#DIV/0!

CERTIFICATION PROCESS

Certified Count	Category	Percentage
25	Free	36.23%
14	Reduced Price	20.29%
30	Over Income	43.48%
69	Total	100.00%

69 children enrolled during month period

CERTIFICATION PROCESS

Based on 1380 Lunches

Rate %	Category	% times Meals	Meals by Category	Federal Rate	Reimbursement by Rate
36.23	Free	.3623 X 1380 lunches	500	X5.12	2,560.00
20.29	Reduced Price	.2029 X 1380 lunches	280	X4.72	1,321.60
43.48	Paid/Over Income	.4348 x1380 lunches	600	x.49	294.00
				Monthly Total	\$4,175.60



☐ USDA Foods or Cash-in-lieu of USDA Foods

☐ USDA FOODS

- Bulk products based on average daily attendance
- Place order February for upcoming year
- Most delivered beginning in August
- Need space for storage (dry & frozen)
- Pay small fee per case



□ Cash-in-lieu of USDA Foods

- If center opts out of USDA Foods, may receive money for every reimbursable lunch and supper
- Most centers choose this option
- Convey option in CNP database
- Each year the CIL changes
 - July 1, 2016 through June 30, 2017 = .23 for each lunch and supper

Estimated Reimbursement Worksheet

July 1, 2016-June 30, 2017

To estimate reimbursement, enter number of enrolled participants that are categorized as Free, Reduced, or Above Scale (highlighted in yellow) and enter number of meals claimed (expected to be claimed) in a month (highlighted in green).

Worksheet will calculate your expected meal reimbursement for the month & include Cash-in-lieu of Commodities (CIL) for any

For programs receiving Commodities (vs. CIL), please put a zero for the Cash-in-lieu reimbursement amount.

Month of: October

Certified		
Count	Category	Percentage
25	Free	36.23%
14	Reduced Price	20.29%
30	Over Income	43.48%
69	Total	100.00%

Meal Count	Reimbursement	
	Total Breakfast	\$0.00
	Total AM Snack	\$0.00
1380	Total Lunch	\$4,175.60
	Total PM Snack	\$0.00
	Total Suppers	\$0.00
	Total Eve Snack	\$0.00
	Total At-Risk Snack	\$0.00
	Total A-Risk Supper	\$0.00
	Cash-in-Lieu	\$317.40
	Total	\$4,493.00

Operating Months	12	
	Yearly Total	\$53,916.00

EXPENDITURES

- USDA reimbursement may only be used for costs if
- Necessary and Reasonable
 - Recognized as ordinary
 - Required to operate the Program
 - What a sensible or practical person would pay in same situation
 - Prior approval from EED through the budget process

EXPENSE DOCUMENTATION

□ Additional documentation

- Labor – must have timesheets reflect CACFP hours and total hours
- Utilities – must have a cost allocation plan to reflect percentage of costs for CACFP compared to child care program
- Invoices and receipts
- Indirect Rate documentation
 - Agreement
 - What items are included

NON-PROFIT FOOD SERVICE FINANCIAL REPORT (2X YEAR)

- Documents expenditure of USDA reimbursement for semi-annually
 - Non-profit food service
 - Matches agency financial records
- Submit to CNP by November 10th and May 10th
- Late submission will hold payment of claims



FNS INSTRUCTION 796.2, REV. 4

Financial Management – Child and Adult Care Food Program

ALLOWABLE COSTS

From FNS Instruction 796-2, rev. 4

“Generally allowable costs.”

Q. The last sentence in the description of generally allowable costs is confusing (“Approval of the budget results in the approval of the budget line items but is not a guarantee of the allowability of any particular cost or funding of the budget line item”) (Section VIII Standards for Allowable Costs, D). Does the State agency’s approval of a line item in a budget mean that all costs included in the line item total are allowable?

A. A line item that received approval does not necessarily mean that all costs included in the line item total are allowable. For example, training is a generally allowable cost item. An institution enters \$3,500 in the training line item but does not list what cost items are included in the \$3,500. The State agency learns during a review that the \$3,500 included tote bags and coffee mugs with the Agency logo for each participant. Tote bags and coffee mugs with the Agency logo are not allowable expenses.

Another example of a generally allowable cost item is food costs. Food costs are allowable, but the State agency learns the institution is serving a fruit drink instead of 100 percent fruit juice. Fruit drinks are not a creditable food item and would not be an allowable food cost.

BUDGET

- Budgets are submitted yearly for existing program
- Only use CACFP funds for the specific line items approved on budget
- Amended budget may be submitted but it must be approved prior to spending.

BUDGET – ALL AGENCIES REQUIRED TO SUBMIT BUDGET FOR FY2017 - NEW VERSIONS FOR ALL PROGRAMS

- Simple Food Service Budget
 - Only for single sites
 - Only if using CACFP funds for
 - Food
 - Non-food kitchen supplies
 - Operating labor
 - Administrative labor
- Complete Food Service Budget
 - All other agencies

BUDGET - ATTACHMENT A: SIMPLE FOOD SERVICE BUDGET

Child and Adult Care Food Program		
Single Site Centers/At-Risk/Emergency/OSCH/Head Start		
Attachment A: Simple Food Service Budget		
Enter the estimated ANNUAL food service operating and administrative costs. Sponsors that will use CACFP reimbursement for CACFP Labor Costs must complete and submit Attachment B: Labor Worksheet. For Allowable Costs refer to FNS Instruction 796-2, Rev. 4.		
This budget form is used for Single Site Programs (Institutions) that are only using CACFP reimbursement for basic operations: Food, Non-food kitchen supplies, Food Service Labor and Administrative labor. All other programs must use the Complete Budget with Budget Detail form.		
Sponsor Name:	ABC Childcare	
FOOD SERVICE OPERATING EXPENSES		
Line Item	Enter Projected Operating	Keep documentation in your file
Food Expenses	\$40,000.00	Receipts
Non-Food Kitchen Expenses for CACFP	\$3,000.00	Receipts
Food service labor and benefits - Operational (auto-fill from Attach B)	\$24,480.00	Time sheets for actual hours spent on CACFP
Total Food Service Operating Expenses	\$67,480.00	
CACFP ADMINISTRATIVE EXPENSES		
Line Item	Enter Projected Admin Expenses	Keep documentation in your file
Administrative labor and benefits (auto-fill from Attachment B)	\$384.00	Time sheets for actual hours spent on CACFP
Total Administrative Expenses	\$384.00	
TOTAL ANNUAL FOOD SERVICE EXPENSES (Operating plus Administrative Expenses)	\$67,864.00	
ANNUAL FOOD SERVICE INCOME		
Source	Annual Income	Source(s)
Anticipated CACFP Annual reimbursement	53,916	USDA CACFP
Anticipated Other food service income	15196	Tuition
Anticipated Total Food Service Income	\$69,112.00	
** TOTAL COSTS AND TOTAL INCOME SHOULD EQUAL **		
Submitted by		Title
Date:		
FEDERAL USE ONLY		
<input checked="" type="checkbox"/>	Budget Approved (Specialist Sig. & Date: _____)	Coordinator Sig. & Date: _____
<input type="checkbox"/>	Budget Denied (communication sent _____)	
	Reason for denial: _____	

BUDGET – SIMPLE BUDGET ATTACHMENT B – LABOR WORKSHEET

Child and Adult Care Food Program									
Sponsor of Centers/At-Risk/Emergency/OSCH/Head Start									
Attachment B: Labor Worksheet									
Use this form to calculate the cost of labor. The total for Food Service labor and the total for Administrative Labor will be auto-filled to the appropriate line on Attachment A. If you are not using Excel then write in these totals on the appropriate line on Attachment A. Submit both worksheets to EED for approval.									
Sponsor Name:		ABC Childcare							
Food Service Operating Labor Position/Title	Number of personnel in position	Number hours spent/day on CACFP duties	Hourly wage	Hourly benefit	Number Operating days/mo	Total monthly labor	Number of Operating Months	Total annual labor	Specific CACFP job duties
Cook	1	6	12	0	20	1440	12	17280	Cook, plan, prep
Assistant Cook	1	3	10		20	600	12	7200	Prep, dishes
						0		0	
						0		0	
						0		0	
TOTAL Annual Food Service Operating labor						2040		24480	
Administrative Labor Position/Title	Number of personnel in position	Number hours spent/day on CACFP duties	Hourly wage	Hourly benefit	Number Operating days/mo	Total monthly labor	Number of Operating Months	Total annual labor	Specific CACFP job duties
Director	1	1	16		2	32	12	384	claims
						0		0	
						0		0	
TOTAL Annual Administrative Labor						32		384	
If charging Administrative or Operating Labor you must keep track of time spent on CACFP by documenting on daily time sheets. Many programs choose not to charge Administrative time to CACFP due to the increase in paperwork. Please see FNS Instruction 796-2, rev. 4 for detailed information. All FNS instructions can be found on the Alaska Child Nutrition Program website.									

BUDGET — NEW VERSION FOR SPONSORS WITH MORE THAN ONE SITE

- Attachment A: Complete Food Service Budget with Details
- Detail pages for every line item
 - Institution that is using CACFP reimbursement for additional expenses
 - Sponsoring organizations of multiple sites

BUDGET - ATTACHMENT A: COMPLETE FOOD SERVICE BUDGET WITH DETAILS

ALASKA DEPARTMENT OF EDUCATION EARLY DEVELOPMENT		CHILD AND ADULT CARE FOOD PROGRAM	
CHILD NUTRITION PROGRAM		FISCAL YEAR 2016-2017	
Attachment A: Complete Food Program Budget with Details			
FISCAL YEAR 2016-2017			
Summary of Prepared Expenditures			
Sponsor Name:		ABC Childcare	
[Column 1 only complete from page 1-24]			
CACFP Food Service Operating Expenses		Prepared Budget	
1. Food Expenses	\$12,000	Vendor Number	121212
2. Non-Food Kitchen Expenses	\$5,000	CMP ID Number	2222
3a. Operating Labor - WAGES & TAXES	\$31,200		
3b & 3c. Operating Labor - BENEFITS	\$3,600	Anticipated CACFP ANNUAL REIMBURSEMENT	\$53,916.00
4. Operating - Purchased Services	\$200		
5. Operating - Equipment	\$0		
6. Operating - Transportation	\$3,240		
7. Operating - Rental/Lease	\$0		
8. Operating Other - Specify on page 8	\$0		
TOTAL FOOD SERVICE OPERATING EXPENSES	\$55,240		
CACFP Administrative Expenses		Prepared Budget	
9a. Administrative Labor - WAGES & TAXES	1,000.00		
9b & 9c. Administrative Labor - BENEFITS	0.00		
10. Administrative Professional Services	180.00		
11. Administrative Indirect Costs	0.00		
12. Administrative Purchased Services	0.00		
13. Administrative Supplies	0.00		
14. Administrative Transportation/monitoring	0.00		
15. Administrative Rental/Lease	0.00		
16. Administrative Communication	0.00		
17. Administrative Insurance	0.00		
18. Administrative Audit	0.00		
19. Administrative Other- Specify on page 19	0.00		
TOTAL ADMINISTRATIVE EXPENSES	1,180.00		
TOTAL ANNUAL CACFP EXPENSES	56,420.00		
PREPARED BY	TITLE	TELEPHONE NUMBER	DATE
<i>I hereby certify that I have reviewed the proposed budget and that all costs of operation are accounted for through the use of generally accepted accounting principles.</i>			
AUTHORIZED AGENCY REPRESENTATIVE	TITLE	TELEPHONE NUMBER	DATE
* These budget line items require specific prior written approval from EED to increase expenditures. All other line items may be transferred up to 10 percent or \$1,000 (whichever is less) of that approved budget line item from another approved line item without prior approval.			
EED AUTHORIZED REPRESENTATIVE	TITLE	TELEPHONE NUMBER	DATE

BUDGET - DETAIL EXAMPLE

ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT		CHILD AND ADULT CARE FOOD PROGRAM		
CHILD NUTRITION PROGRAMS				
BUDGET DETAIL DOCUMENTS				
		Vendor Number	121212	
		CNP ID Number	2222	
1	Food Expenses for CACCFP meals and snacks			
	Name of store(s)	Average Monthly Food Expense	Numbef of Months of Program Operation	Total Annual CACFP Food Expense
	Fred Meyers	1000	12	\$12,000.00
				\$0.00
				\$0.00
				\$0.00
	TOTAL Food Expenses for CACFP meals and snacks			\$12,000.00
2	Non-Food Kitchen Expenses for CACFP			
	Name of store(s)	Description of Items	Average Monthly Food Expense	Numbef of Months of Program Operation
	Fred Meyers	paper products	500	10
				\$5,000.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
	TOTAL Non-Food Kitchen Expenses for CACFP			\$5,000.00

BUDGET - DETAIL EXAMPLE

ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT						CHILD AND ADULT CARE FOOD PROGRAM				
CHILD NUTRITION PROGRAMS										
						Vendor Number		121212		
						CNP ID Number		2222		
<p>3a. Operating (Food Service)Labor - WAGES & TAXES (FNS Instruction 796-2, Rev. 4, pages 41-55) (round to nearest dollar) Include full-time and part-time employee wages and taxes on this budget line item. You may not exceed the total annually approved budget amount, per position. Required employer taxes include Worker's Compensation, State Disability Insurance, Unemployment Insurance, Social Security, etc. Individual employee position title must correspond to duty statements and Management Plan. Salaries and wages may not be approved retroactively. Sponsors must report ACTUAL APPROVED salaries and wages, not anticipated or averaged salaries and wages. Submit a copy of your agency's written compensation policy.</p>										
1	2	3	4	5	6	7	8	9	10	11
Individual Employee Position Title	Total Gross Wages	Total Agency Hours per Month including CACFP	Total CACFP Hours per Month	Total % CACFP Hours per Month	Average Gross Monthly Wages Charged to CACFP	Total Monthly Required Employer Taxes	Total Monthly Taxes Charged to CACFP	Total Monthly Cost to CACFP (Col. 6+8)	Number of Budget Months	Total Annual Cost to CACFP (Col. 9 x Col.10)
Salaried Employees:										
Susie Smith, Cook	\$ 5,000.00	140.00	70.00	50%	\$ 2,500.00	\$ 200.00	\$ 100.00	\$ 2,600.00	12	31200
		0.00		0%			\$ -	\$ -		0
		0.00		0%			\$ -	\$ -		0
		0.00		0%			\$ -	\$ -		0
		0.00		0%			\$ -	\$ -		0
Hourly Employees:										
		0.00		0%			\$ -	\$ -		0
		0.00		0%			\$ -	\$ -		0
		0.00		0%			\$ -	\$ -		0
								Grand Total (3a)	\$	31,200.00
SUBMIT SPECIFIC WRITTEN REQUEST IF APPLICABLE										

BUDGET - EXPECTED REIMBURSEMENT

The expected reimbursement is the same as the simple budget and the Estimated Reimbursement Worksheet is attached to this budget

If more expenses than expected reimbursement complete the Insufficient Reimbursement page of the budget detail

BUDGET – INSUFFICIENT CACFP REIMBURSEMENT

ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT		CHILD AND ADULT CARE FOOD PROGRAM	
CHILD NUTRITION PROGRAMS			
Complete Budget with Details for Centers/At-Risk/Emergency/OSHC/Head Start			
		Vendor Number	121212
		CNP ID Number	2222
Attachment A - Complete Budget with Details for Centers/At-Risk/Emergency/OSHC/Head Start - Insufficient CACFP Reimbursement			
Source	Annual Income	Source(s)	
Anticipated CACFP Annual reimbursement	\$53,916	CACFP Reimbursement	
Anticipated Other Income	\$2,504.00	Tuition	
Anticipated Other Income			
Anticipated Other Income			
Anticipated Other Income			
Anticipated Total income	\$56,420		
		Income & Expense should equal	
Anticipated Total Expenses	\$56,420.00		

REGULATIONS 7 CFR 226.6

State agency requirements

- Before approving a new program and periodically after approval EED must ensure they are:
- Viable, Capable, & Accountable (VCA)

VIABILITY

- ❑ Financially Stable
- ❑ Documents in GAAP format
- ❑ Business Financial Documents for prior year and present year
 - Statement of Net Assets
 - Balance Sheet
 - Income Statement
 - Profit/Loss – Budget vs. Actual
 - Financial Statement Audit if applicable
 - Business Plan

PRE-RISK ASSESSMENT

- ❑ Uniform Grant Guidance Requirement 7 CFR 200.328-231
- ❑ Assess sponsor risk of noncompliance with CACFP regulations, policy and guidance
- ❑ Determines if pre-award conditions or additional monitoring necessary for program participation
- ❑ 6 scoring areas total, 2 pass/fail
- ❑ May prompt additional review and/or technical assistance, withholding of reimbursement, additional prior approvals, etc.

PRE-RISK ASSESSMENT

Score based on these considerations:

1. Claims, application and other paperwork submission, timely and thorough
2. Staff/administration turnover
3. Attendance at State Agency Training
4. Review findings/compliance and corrective action
5. Sam.Gov registration and
6. 501 (c)(3) status **MUST** be current

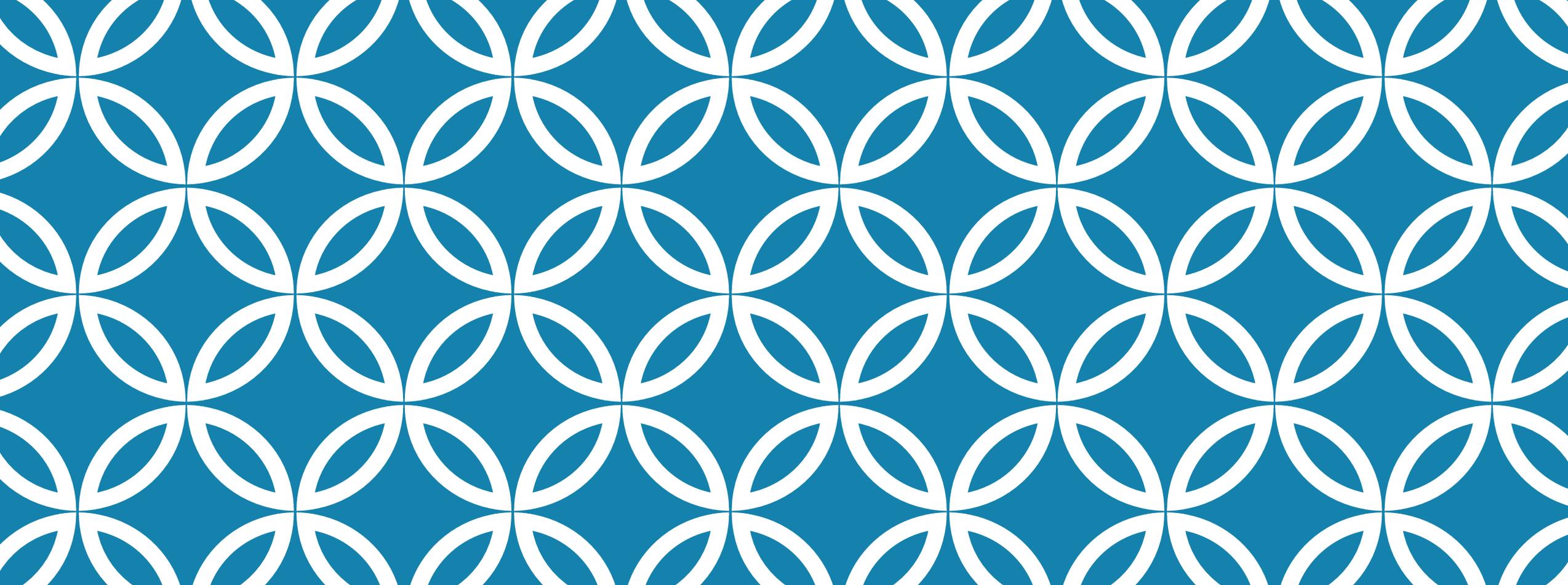
Additionally, sponsors must ensure

- all records and financial statements be made available
- sub-contractors are not suspended or debarred from receiving federal monies



PROCUREMENT PLAN

Every agency must have a procurement plan



ALASKA CHILD AND ADULT CARE
FOOD PROGRAM
(CACFP)
CACFP ANNUAL TRAINING FY17
FOR HEAD START AGENCIES – PART 2

