

OSPI CNS Summer Food Service Program Reference Sheet

Budget

The Summer Food Service Program (SFSP) requires institutions to demonstrate Financial Viability, Capability, and Accountability (VCA) assessment prior to program approval. Part of the assessment will include submitting a budget in WINS. The budget includes projected revenue, reimbursement, and food service expenses. For requirements and additional information, please review the [VCA Reference Sheet](#).

Requirements

- ✓ Use the SFSP Calculation Budget Worksheet to **project reimbursement** earnings.
 - The reimbursement is based on estimated average daily participation (ADP) multiplied by both the number of operating days and the sum of administrative and operating rates.
 - Administrative rates are dependent on whether meals are vended or self-prepared or and whether sites are in an urban or rural area. Current rates are located on the [CNS Claims, Fiscal Information and Resources webpage](#).
- ✓ All **projected revenue** should be accounted for in the budget.
 - If all revenue cannot be accounted for, the sponsor must be able to demonstrate how the remaining revenue will be used to support the SFSP.
 - If a significant deficit is reflected in the budget, the sponsor must be able to attest to how the remaining costs will be covered.
- ✓ The budget should demonstrate how the projected revenue will be spent on allowable expenses. **Projected expenses** include both operating costs and administrative costs.
 - **Operating Costs**
Costs incurred by the sponsor for preparing and serving meals to eligible children. Examples of operating costs include:
 - Food (purchasing/storing)
 - Non-food items (items used in food preparation, service and clean up)
 - Labor (to prepare, deliver, and serve meals/clean up)
 - Facilities (rental of food service facilities and equipment, utilities, and repairs involved in food preparation, service, and clean-up)
 - Mileage for transporting meals (delivery/mobile meals)
 - **Administrative Costs**
Costs incurred by the sponsor for activities related to planning, organizing, and administering the program. Examples of administrative costs include:
 - Labor (administrative, monitoring, clerical, bookkeeping)



- Each sponsor should have at least one Program Administrator and one Monitor reported in the budget, regardless of whether they are paid staff or not.
 - Facilities (rental of office space, equipment, and vehicles)
 - Travel to and from sites
 - Communications (telephone, postage, advertising)
 - Office supplies
 - Utilities
 - Insurance and indemnification
- ✓ The **net budget** is calculated by deducting projected expenses from the projected revenue.
- All projected revenue should be accounted for in the budget.
 - If all revenue cannot be accounted for, the sponsor must be able to demonstrate how the remaining revenue will be used to support the SFSP.
 - If a significant deficit is reflected in the budget, the sponsor must be able to attest to how the remaining costs will be covered.

Best Practices

- ✓ Analyze former costs and use realistic projections for costs.
- ✓ Create policies and procedures for maintaining records and financial management.
- ✓ Maintain accurate records which justify all costs and meals claimed.

References

- [7 CFR 225.14](#)
- [FNS Allowable Cost Handout](#)

Resources

- [SFSP Calculating Budget Worksheet](#)
- [USDA Summer Meals Toolkit: Budgets](#)
- [USDA Summer Food Service Program: Administrative Guidance Handbook](#)
- [SFSP VCA Reference Sheet](#)

Acronym Reference

- ADP- Average Daily Participation
- CFR- Code of Federal Regulations
- CNS- Child Nutrition Services
- FNS- Food and Nutrition Services
- OSPI- Office of Superintendent of Public Instruction
- SFSP- Summer Food Service Program
- USDA- United States Department of Agriculture
- VCA- Financial Viability, Capability, and Accountability
- WINS- Washington Integrated Nutrition System