Advances and Budget Summer Food Service Program

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Division Director II

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2

ALL Students Proficient and Showing Growth in All Assessed Areas

EVERY School Has Effective Teachers and Leaders



EVERY Student Graduates from High School and is Ready for College and Career **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes



★ 3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School and District is Rated "C" or Higher





VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



SFSP Advance Payments



Advance Payments (7CFR 225.9(c))



Operating costs

Examples:

- Trays
- Paper bags
- Food
- Kitchen supplies

Administrative costs

Examples:

- Payroll for accounting staff wages and benefits
- Office supplies
- Building rent

Both Operating and Administrative costs



Previous Year Sponsors:

- Estimated total number of meal sites compared to prior year
- Estimated total number of meals for current year compared to prior year

• Available prior year SFSP excess reimbursement



7 CFR 225.9(c)(ii)

- Vended Sponsor: 50% of the amount determined be the State agency to be needed that month for meals
- **Self-Prep**: 65% of the amount determined by the State agency to be needed that month for meals





Advance Payment Calculation

- Outstanding debt to the State agency
- ✓ Payment Plan
- Denied request offered opportunity to appeal





7 CFR 225.9 (c) (4) Limit.

 The sum of the advance operating and administrative costs payments to a sponsor for any one month shall not exceed \$40,000 unless the State agency determines that a larger payment is necessary for the effective operation of the Program and the sponsor demonstrates sufficient administrative and managerial capability to justify a larger payment.





7 CFR 225.9 (c)(1)

- Request 30 days before payment dates (June1, July 15, August 15)
- Certification of staff training on program requirements for sponsor and site personnel for a **second advance**.
- Operating at least 10 days for the month of the advance



Advance Request Procedures

Locate the "Advance Request" link on the Application dashboard in MARS.

Applications Claims Compliance	Reports My Account Search
Applications >	Program Year: 2020 - 20:
Item	Description
Organization Manager	SFSP Organization's Profile, Site and Hold Information
Potential Sponsor	Potential Sponsor
Application Packet	SFSP Applications Forms (Organization and Site)
Advance Requests	Request Organization's SFSP Advance(s) for the current year
Advance Requests Manager	Manage requested Organization's SFSP Advance(s) for the current year
Annual Audit	Annual Audit
Annual Audit Status Summary	Annual Single Audit Status Summary
Download Forms	Forms Available for Downloading



Click on the Advance Request link, then click "Add" next to the requested advance month.

Applications	Claims Complian	nce Reports	My Account Se	arch	Program	s Year H	elp Log Out
Applications > Ad	vance Summary >					Program	Year: 2020 - 202
	Sı	ımmer Food	Service Prog for 2020 -	gram Advance	Requests		
			TOF 2020 -	2021			
Action	Advance Month	Advance Type		ance Outsta ount Ba		atus	Date Processed
Add	Oct 2020				,	n/a	
Add	Nov 2020				,	n/a	
Add	Dec 2020				7	n/a	
	Jan 2021				,	n/a	
Add					,	n/a	
	Feb 2021				6	n/a	
Add	Feb 2021 Mar 2021						
Add Add						n/a	
Add Add Add	Mar 2021					n/a n/a	
Add Add Add Add	Mar 2021 Apr 2021					entrologies (
Add Add Add Add Add Add Add	Mar 2021 Apr 2021 May 2021					n/a	
Add Add Add Add Add Add	Mar 2021 Apr 2021 May 2021 Jun 2021					n/a n/a	
Add Add Add Add Add	Mar 2021 Apr 2021 May 2021 Jun 2021 Jul 2021					n/a n/a n/a	





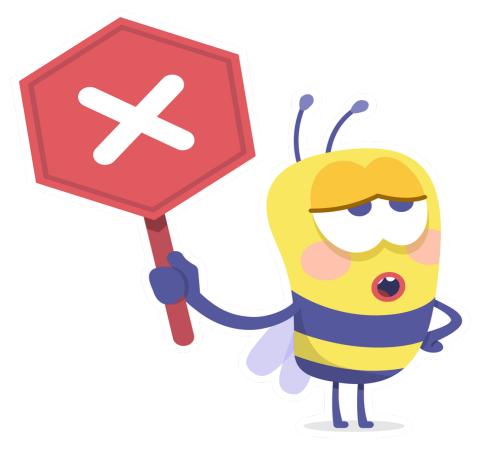
Advance Request Procedures

Check the type of advance, Operating and/or Administrative and enter the requested amount of each type.

Ensure the certification statement box is selected and click "Save" to submit the request.

		1						Contraction of the	CATIO
Applications	Claims		Reports	My Account	Search	Programs	Year	Help	Log O
Applications >	Advance Su	unmary >					Prog	ram year	: 2020 -
							VIEW	MODI	FY DEL
					Request Detail 20 - 2021				
Advance D	ate: Jun 2	2021							
First Adva	nce Req	uest							
-		Operating							
		Administrative	e						
		Administrative	9						
Lunde]			t received will	be deducted from f	uture reimbursement	payments	Furth	er
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amour Summ	erstand tha erstand tha nt reimbur her Food S	at any advanc at the sponsor sed to the spo ervice Program	e paymen r will be re onsor for t m.	sponsible for i	repayment of any pa d types of meals ac	art of the advance tha	t exceeds	the	





Don't Forget!

Advances

- Advance payments requests will be considered upon the approval of the annual SFSP application.
- Recovery of all or part of an advance will be made through an adjustment from SFSP claims for reimbursement.
- If advance funds are still owed after the final claim, the state agency will initiate collection efforts to recover the remaining balance



Completing the Budget

Summer Feeding Program Regulations



Budgetary Cost

Necessary

Reasonable

Properly Allocated

Approved and Documented



Before we can begin the Budget Detail, the Site Application must be completed.

Our OCD kicks in and we try to enter the budget before the Revenue is derived.

Applications Claims Co	ompliance Repor	ts My Accou	nt Search		Programs	Year H	Help Log Out
Applications > Application Pack	et >					Program	m Year: 2020 - 20
	2	020 - 202	1 Application	n Packet			
Annual Audit form has i	not been submi	tted for this	Organization's	s prior fiscal	year.		
3					Packet Assi	gned To: Ma	arianna Chauv
Action	Form Name	•		Latest Versio	:		
/iew Modify Admin	Organizatior	Application		Origina	l Error		
Add	Budget Deta	il					
Details	Managemen	t Plan					
	Food Produc	tion Facility L	ist				
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Details Details Details Details View Details	Site Field Tri Application I	p List Packet Notes Packet Notes	for Organization				
Details Details Details View	Site Field Tri Application I Application I	p List Packet Notes Packet Notes	for Organization Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications



The reason we have to put the site info in first is that the revenue is populated from the number of days and the average daily participation for each site.

Breakfast Meal Serving Dates (non-camp only): Start: 10/01/2020 End: 05/21/2021 B1. Enter the number of days the meal will be served each month: B2. OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP 2020 2020 2020 2021 2021 2021 2021 2021 2021 2021 2021 2021 15 18 21 16 16 14 21 0 0 20 0 0 Days served: Mon-Fri Sun Sat B3. Wed Fri Mon Tue Thu Meal Times: Start: 8:00 AM 7:20 AM End: B4. B5. Meal Service Method: Self-Prep - Prepares on site Menu Planning Option: SFSP Menu Pattern B6. Will this meal utilize offer vs. serve? B7. No Yes 214 Average Daily Participation (non-camp only): B8.



You do not have the ability to enter your own numbers here! It is pulled from B2, L2, L8, and B8 on your site applications.

Meal	Sites	Total Meals	Total
Breakfast	7	126,259	\$272,719.44
Lunch	7	235,158	\$884,194.08
Snack	0	0	\$0.00
Supper	0	0	\$0.00
		Sub Total	\$1,156,913.52

Operating Reimbursement



Unlike the revenue, the expenditures are entered by you (the sponsor). These need to be based on the approved budget set by you and your board. You should also take in to account any additional cost that may occur as it could lead to an unallowable expense. **Technically, the budget** shouldn't be exceeded without proper approval.

Projected Operating Costs

		Total Operati	ng Costs	\$1,709,000.00
Indirect Cost		0.00 %	\$	25,000.00
Other	travel,Dues,Utilities,Repairs, postage and equipme		\$	74,626.16
Contracting Org	anization Cost		\$	0.00
Media Costs			\$	135.00
Purchased Serv	ices		\$	3,250.00
Rental Equipme	nt		\$	0.00
Supplies			\$	33,675.00
Facilities and Sp	pace (Educational Facilities only)		\$	0.00
Total Food Expe	inses		\$	728,200.00
Total Labor Cost	ts (Salaries, Wages, Taxes and Benefits)		\$	844,113.84

Projected Administrative Costs

\$	0.00
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\$	0.00
\$	0.00
\$	0.00
\$	0.00
\$	0.00
\$	0.00
\$	0.00
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	\$ \$ \$ \$ \$

Total Administrative Costs

\$0.00



The cost summary shows you if you will be producing revenue or losing money based on entered data, If you are losing money, you need to tell where the funds will be paid from. Need to identify what you will do with the excess funds.

Total SFSP Costs			\$1,709,000.00
Total SFSP Reimbursement			\$1,276,358.73
Excess SFSP revenue amount participation in SFSP	from the prior program year or previous	\$	335,005.39
Amount from other funding re	sources (e.g. grant, donations)	\$	<mark>97,635.88</mark>
Other funding resources	NSLP/District Maintenance		
		Balance	\$0.00

Identify how excess funds will be used:

Used to improve the meal service or other aspects of the SFSP

Kept for next year's SFSP operations

Pay for allowable costs of the other child nutrition programs

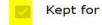
Is there a rental agreement, lease, or contract associated for any of the non-food costs Yes No listed above?

Certification

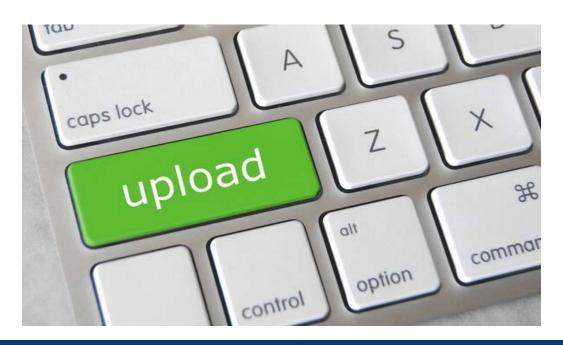
Misc.

I certify that the information on this form, and supporting documents, is true and correct and that I will immediately report to the Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The Department of Education may verify information; and the deliberate misrepresentation or withholding of information may result in prosecution under applicable state and federal statutes.









Analyze the budget line by line

• Ensure allowable and shared costs have been reported accurately

• Upload supporting documents



Budget Code (Recommendations)

- Use them all.....2110, 2130, 2131, and back to 2110
- Use Fund 2121 for all revenue and expenses for SY 2020-2021
 - Use for the entire SY 2020-2021
 - Make group transfers from all programs to/from 2121
 - Don't recode payroll by employee
 - Avoid problems with expenses & revenues crossing programs



Reimbursement Rates

	Summe	er Food Ser	vice Progra	MISSISSIP DEPARTMENT EDUCATIO
Applications Clain	ns Compliance Reports	My Account Search	Prog	Theodatito
Claims >				
Federal Reimbu		Claim Rates for anuary 1, 2021 to l	SFSP December 31, 2021	
ederal Keimbu	isement Rates			
	ating Rates		Administrative Rat	tes
			Administrative Rat Rural and All Self- Preparations Sites Maximum Rate Per Meal	tes Vended Urban Sites Maximum Rate Per Meal
Oper	ating Rates Maximum Rate Per Meal	Breakfast	Rural and All Self- Preparations Sites Maximum Rate	Vended Urban Sites Maximum Rate
Oper Breakfast	ating Rates Maximum Rate Per Meal 2.2400	Breakfast Lunch/Supper	Rural and All Self- Preparations Sites Maximum Rate Per Meal	Vended Urban Sites Maximum Rate Per Meal





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To file approgram discrimination complain, a complainent thould complain a Form AD-1027, USDA Program Discrimination Complaint Form, which can be obtained orine, at <u>https://www. anc.unds.gov/discrimination/SISDA-0ASCPR/SISPE-Complaint-Eom-0000-0002-000-11-38-17F.ascMail.goff.form any USDA office.by calling (BM) 620-9002, or by writing a latter addressed to USDA. The latter muut contain the complainant's name, address, tube/prome number, and a writism description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCP) about the nature and date of an alleged civil rights violation. The complained AD-9027 form or latter must be submitted to USDA by: mail:</u>

Mari U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Indepandence Avenue, SW Washington, D.C. 20250-9410; or

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Full Non-Discrimination Statement link:

https://mdek12.org/sites/default/files/docum ents/ocn/usda-nondiscrimination-statement-2016.pdf



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