

Advances and Budget

Summer Food Service Program

Charles Crawford

Division Director II

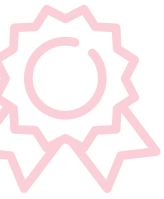
mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

March 23, 2021





1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

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

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated "C" or Higher

6



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



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)

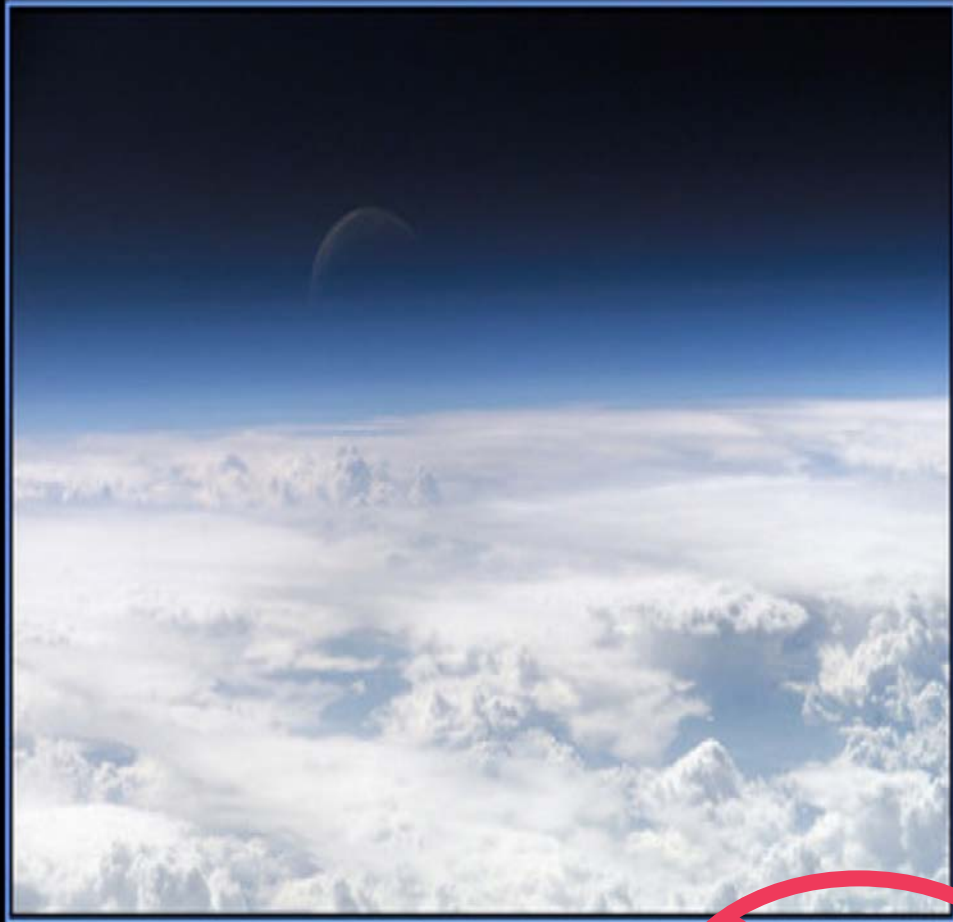
- **Vended Sponsor:** 50% of the amount determined by the State agency to be needed that month for meals
- **Self-Prep:** 65% of the amount determined by the State agency to be needed that month for meals



Advance Payment Calculation

8

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



THE SKY'S THE ~~LIMIT~~

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.



Advance Payments-Operating Costs

10

7 CFR 225.9 (c)(1)

- Request 30 days before payment dates (June 1, 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

Locate the “Advance Request” link on the Application dashboard in MARS.

Summer Food Service Program

Applications

Claims

Compliance

Reports

My Account

Search

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Programs | Year | Help | Log Out

Applications > Program Year: 2020 - 2021

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.

Summer Food Service Program

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Advance Summary > Program Year: 2020 - 2021

Summer Food Service Program Advance Requests for 2020 - 2021

Action	Advance Month	Advance Type	Advance Amount	Outstanding Balance	Status	Date Processed
Add	Oct 2020				n/a	
Add	Nov 2020				n/a	
Add	Dec 2020				n/a	
Add	Jan 2021				n/a	
Add	Feb 2021				n/a	
Add	Mar 2021				n/a	
Add	Apr 2021				n/a	
Add	May 2021				n/a	
Add	Jun 2021				n/a	
Add	Jul 2021				n/a	
Add	Aug 2021				n/a	
Add	Sep 2021				n/a	
Totals			\$ 0.00	\$ 0.00		

< Back

Advance Request Procedures

13

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.

The screenshot displays the 'Summer Food Service Program' web application interface. At the top, there is a navigation bar with links for Applications, Claims, Compliance, Reports, My Account, and Search. A secondary bar includes Programs, Year, Help, and Log Out. The main content area is titled 'Advance Request Detail for 2020 - 2021' and includes a large empty box for the request details. Below this, the 'Advance Date' is set to 'Jun 2021'. Under the 'First Advance Request' section, there are two radio button options: 'Operating' and 'Administrative'. A third radio button, located below these, is circled in blue and is associated with a certification statement: 'I understand that any advance payment received will be deducted from future reimbursement payments. Further, I understand that the sponsor will be responsible for repayment of any part of the advance that exceeds the amount reimbursed to the sponsor for the number and types of meals actually served during the operation of the Summer Food Service Program.' At the bottom of the form, the text 'Created By: Ccrawford on: 12/8/2020 8:47:36 AM' is visible. Two buttons, 'Save' (highlighted with a red box) and 'Cancel', are located at the bottom right.

Summer Food Service Program

MISSISSIPPI DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | My Account | Search | Programs | Year | Help | Log Out

Applications > Advance Summary > Program Year: 2020 - 2021

VIEW | MODIFY | DELETE

Advance Request Detail for 2020 - 2021

Advance Date: Jun 2021

First Advance Request

☐ Operating

☐ Administrative

☐ I understand that any advance payment received will be deducted from future reimbursement payments. Further, I understand that the sponsor will be responsible for repayment of any part of the advance that exceeds the amount reimbursed to the sponsor for the number and types of meals actually served during the operation of the Summer Food Service Program.

Created By: Ccrawford on: 12/8/2020 8:47:36 AM

Save Cancel



Don't Forget!

- 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

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.



Summer Food Service Program

Applications | Claims | Compliance | Reports | My Account | Search

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Programs | Year | Help | Log Out

Applications > Application Packet >

Program Year: 2020 - 2021

2020 - 2021 Application Packet

Annual Audit form has not been submitted for this Organization's prior fiscal year.

?

Packet Assigned To: Marianna Chauvin

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Error
Add	Budget Detail		
Details	Management Plan		
Details	Food Production Facility List		
Details	Checklist Summary		
Details	Site Field Trip List		
Details	Application Packet Notes		
View	Application Packet Notes for Organization		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Summer Food Service Program	0	0	0	0	0	0	0

< Back

Submit for Approval

Recommend Approval

Return

Deny

Withdraw Packet

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

B1. Meal Serving Dates (non-camp only): Start: 10/01/2020 End: 05/21/2021

B2. Enter the number of days the meal will be served each month:

OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021
21	16	16	14	20	18	21	15	0	0	0	0

B3. Days served: ☐ Mon-Fri ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat

B4. Meal Times: Start: 7:20 AM End: 8:00 AM

B5. Meal Service Method: Self-Prep - Prepares on site

B6. Menu Planning Option: SFSP Menu Pattern

B7. Will this meal utilize offer vs. serve? ☐ Yes ☒ No

B8. Average Daily Participation (non-camp only): 214

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.

Operating Reimbursement

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

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 Labor Costs (Salaries, Wages, Taxes and Benefits)		\$	844,113.84
Total Food Expenses		\$	728,200.00
Facilities and Space (Educational Facilities only)		\$	0.00
Supplies		\$	33,675.00
Rental Equipment		\$	0.00
Purchased Services		\$	3,250.00
Media Costs		\$	135.00
Contracting Organization Cost		\$	0.00
Other	travel,Dues,Utilities,Repairs, postage and equipme	\$	74,626.16
Indirect Cost	0.00 %	\$	25,000.00
Total Operating Costs			\$1,709,000.00

Projected Administrative Costs

Total Labor Costs (Salaries, Wages, Taxes and Benefits)		\$	0.00
Facilities and Space		\$	0.00
Supplies		\$	0.00
Rental Equipment		\$	0.00
Purchased Services		\$	0.00
Financial Costs		\$	0.00
Media Costs		\$	0.00
Contracting Organization Cost		\$	0.00
Other		\$	0.00
Indirect Cost	0.00 %	\$	0.00
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.

Cost Reimbursement Summary

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

Misc.

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 listed above?

☐

Yes

☒

No

Certification

☒

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.



SFSP Budget Detail

22

- Analyze the budget line by line
- Ensure allowable and shared costs have been reported accurately
- Upload supporting documents



- 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

Summer Food Service Program



[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [My Account](#) | [Search](#)

 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Claims](#) >

Claim Rates for SFSP

Rate Year: January 1, 2021 to December 31, 2021

Federal Reimbursement Rates

Operating Rates

	Maximum Rate Per Meal
Breakfast	2.2400
Lunch/Supper	3.9100
Supplements	0.9100

Administrative Rates

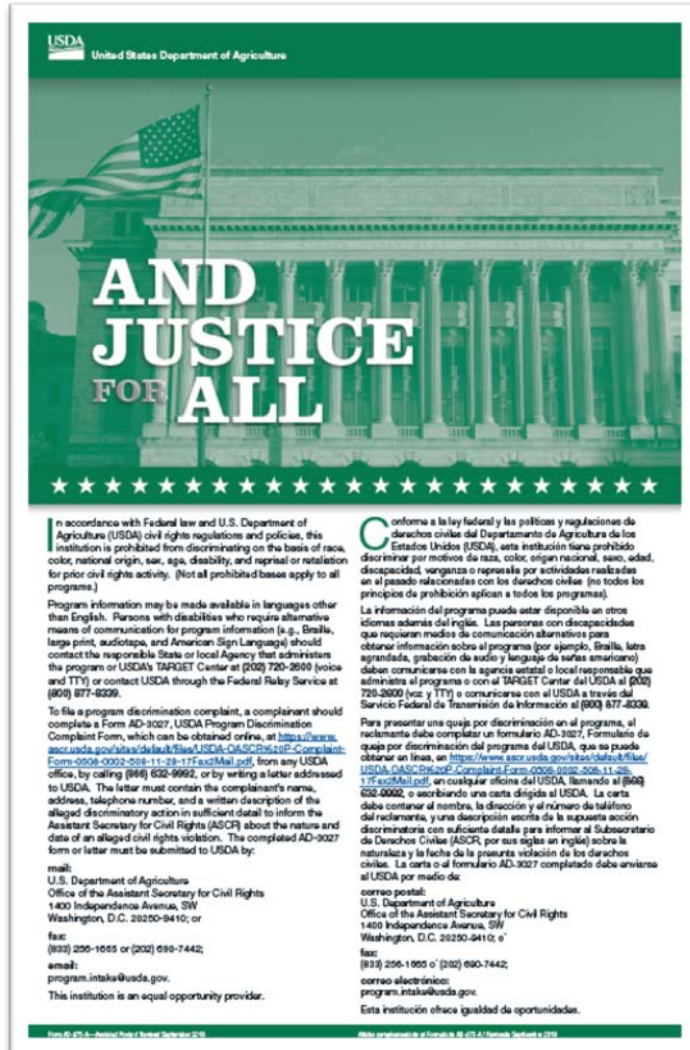
	Rural and All Self- Preparations Sites Maximum Rate Per Meal	Vended Urban Sites Maximum Rate Per Meal
Breakfast	0.2225	0.1750
Lunch/Supper	0.4075	0.3400
Supplements	0.1100	0.0875

Non-Discrimination Statement 25

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

<https://mdek12.org/sites/default/files/documents/ocn/usda-nondiscrimination-statement-2016.pdf>





Charles Crawford

Division Director II

ccrawford@mdek12.org

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

