

Holz, Robin [IDOE]

From: Holz, Robin [IDOE]
Sent: Thursday, July 31, 2014 7:59 AM
Subject: CACFP Center FY 2015 Application Renewal Update - Budget 2
Attachments: Ctr-Budget-C.4.-CACFP Communications & Technology Worksheet.doc; Ctr-Budget-C.6.-CACFP Printing Cost Worksheet.doc; Ctr-Budget-C.7.-Other CACFP Cost Approval Request.doc; Ctr-Budget-C.8.-CACFP Contracted Services Approval Request.doc; Ctr-Budget-D.3.-Request for 15% Waiver.doc; Ctr-Budget-C.1.-CACFP Admin Labor Worksheet (Independent Centers).doc; Ctr-Budget-C.3.-CACFP Administrative Equipment Purchase Request.doc; Ctr-Budget-B.9.-CACFP Food Service Mileage Worksheet.doc; Ctr-Budget-B.8.-CACFP Food Service Utilities Worksheet & approval request.doc; Ctr-Budget-B.7.-CACFP Food Service Space Worksheet & approval request.doc; Ctr-Budget-B.6 & C.2.-Depreciation Schedule.doc; Ctr-Budget-B.6.-Large Food Service Equipment purchase request.doc; Ctr-Budget-B.5.-Mealtime Supervision Labor Worksheet.doc

Importance: High

Dear CACFP Participant:

This email includes budget worksheets. Most of the worksheets are optional but may be used to help you determine the amounts to include in the budget. The worksheets are required and must be uploaded to the system as budget attachments if CACFP reimbursement will be used to pay for the line item. All worksheets are available in Word and may be printed and completed on paper. Some are available in Excel (will be sent in a separate email).

If you complete on paper, scan the document and save it to your computer. To name the document, start with your agreement number followed by the existing name of the document, and always save to a location where you can find it easily on your computer. I would suggest creating a file for CACFP FY 2015 Budget Documents and save the worksheets in that file. When the system goes live you can upload the budget worksheets in either PDF or Excel.

Feel free to contact me if you have questions.

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NOTICE TO RECIPIENT: THIS MESSAGE AND ANY RESPONSE TO IT MAY CONSTITUTE A PUBLIC RECORD, AND THEREFORE, MAY BE AVAILABLE UPON REQUEST IN ACCORDANCE WITH IOWA PUBLIC RECORDS LAW, IOWA CODE CHAPTER 22.

