



CACFP Center Budgets and Cost Claim Details

Tuesday, May 5, 2015



Bureau of Nutrition and Health Services
Robin Holz, MS, RDN



Training Goals

- Understand the purpose of the budget and cost claim details
- Correctly complete the annual CACFP budget and monthly cost claim details

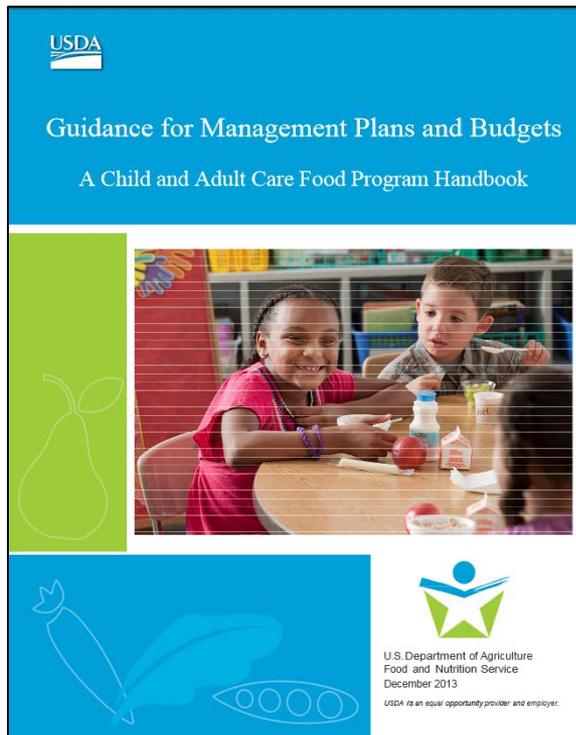


Reimbursement

- Is not based on what you spend or what is in your budget
- Is based on meals claimed
- Budget tells us your CACFP costs
- Cost claim details tell us how you spent your reimbursement.

New USDA Guidance-December 2013

- Guidance for Management Plans and Budgets
- FNS Instruction 796-2 Rev. 4



F Food & N Nutrition S Service	FNS INSTRUCTION	NUMBER
	U.S. DEPARTMENT OF AGRICULTURE 3101 PARK CENTER DRIVE ALEXANDRIA, VA 22302-1500	796-2 Rev. 4

ACTION BY: Regional Directors
Special Nutrition Programs

INFORMATION FOR: Regional Offices
State Agencies

**FINANCIAL MANAGEMENT -
CHILD AND ADULT CARE FOOD PROGRAM**

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New IowaCNP system

<https://cnp.ed.iowa.gov/CNP/>



The screenshot shows the Iowa Child Nutrition Programs (CNP) website. At the top left is the Iowa Department of Education logo. The main header reads "Child Nutrition Programs Iowa CNP" with "CNP" in large, colorful letters (C in green, N in blue, P in red). Below the header, there is a "Returning Users: Log On" section with a "User ID:" field containing "RHolz" and a "Password:" field with masked characters. A "Log On" button is below the fields. To the right, there is a graphic of three spoons with sparkles above the text "Welcome to the New Child Nutrition Program website!". Below this is a link: "Click [here](#) for the Nondiscrimination statement." In the bottom left, there is a "Links" section with three bullet points: "SNP Program Resources", "CACFP Program Resources", and "SFSP Program Resources". At the bottom center is the "CNP Xpress" logo. At the bottom right, there is a copyright notice: "Copyright © 2014 Colyar Consulting Group".

Returning Users: Log On

User ID:

Password:

Log On

Links

- SNP Program Resources
- CACFP Program Resources
- SFSP Program Resources

Direct Certification - Schools

- The August Direct Certification (DC) list is now available on the Iowa Education Portal (EDPortal). To access the DC list you need to have completed an IowaCNP Access Form and have an A&A account. Contact at Ellen.miller@iowa.gov or Patti.harding@iowa.gov for assistance.

CNP Xpress

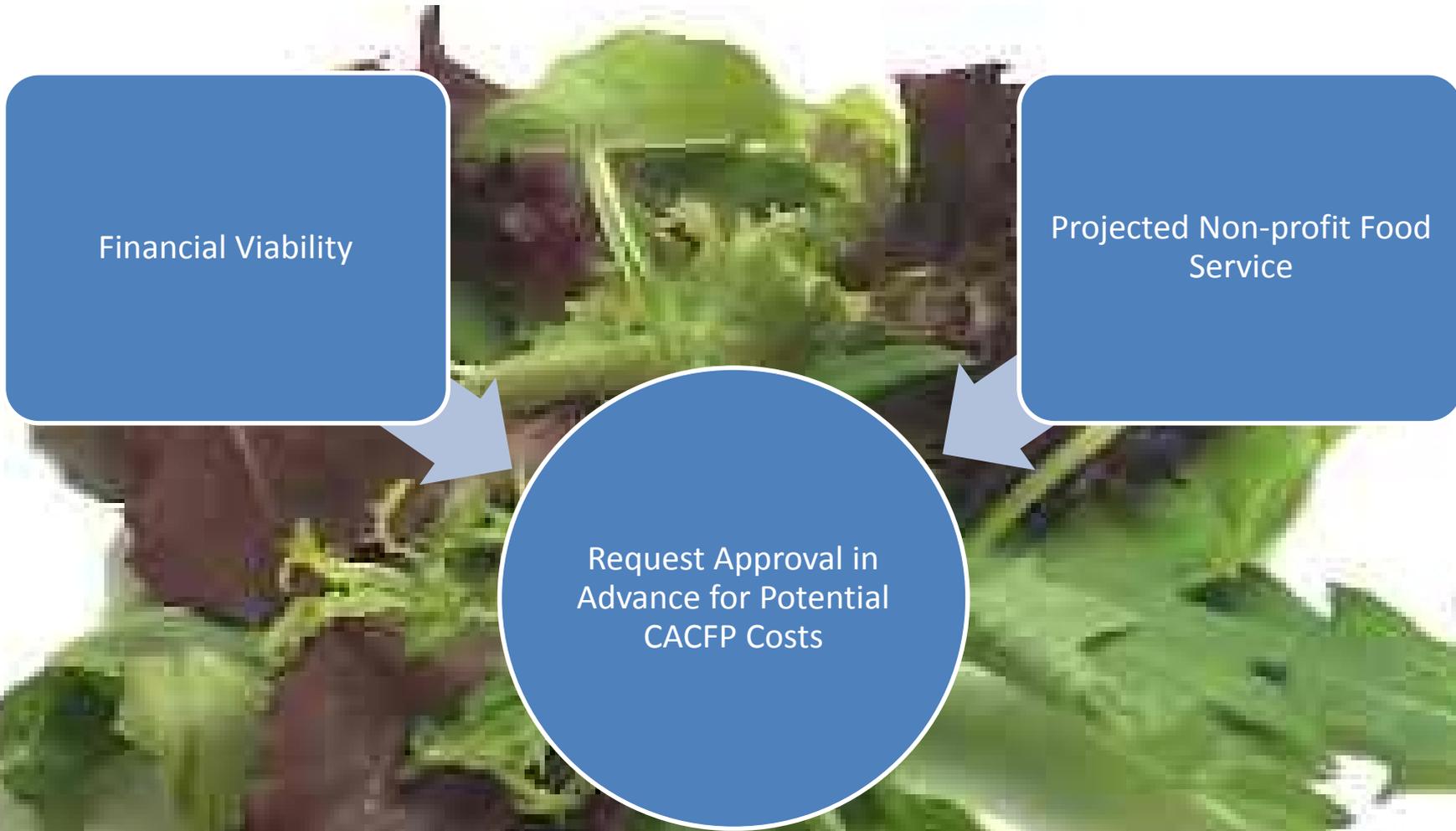
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Purpose of Budget

Financial Viability

Projected Non-profit Food Service

Request Approval in Advance for Potential CACFP Costs



Financial Viability

- New requirement
- Must include all CACFP costs in the annual budget
- Include even if CACFP reimbursement won't pay for the line item

New IowaCNP system

<https://cnp.ed.iowa.gov/CNP/>

Enter your username and password

Child Nutrition Programs Iowa CNP

Returning Users: Log On

User ID:

Password:

Log On

Welcome to the New Child Nutrition Program website!

[Click here](#) for the Nondiscrimination statement.

Direct Certification - Schools

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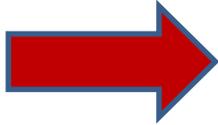
Links

- [SNP Program Resources](#)
- [CACFP Program Resources](#)
- [SFSP Program Resources](#)

CNP Xpress

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Click on “Applications”



Applications | Claims | Reports | Security | Search | Year | Help | Log Out


Welcome to IowaCNP
Child and Adult Care Food Program!
Questions? Try the On-line help button near the Log Out button in the upper right.

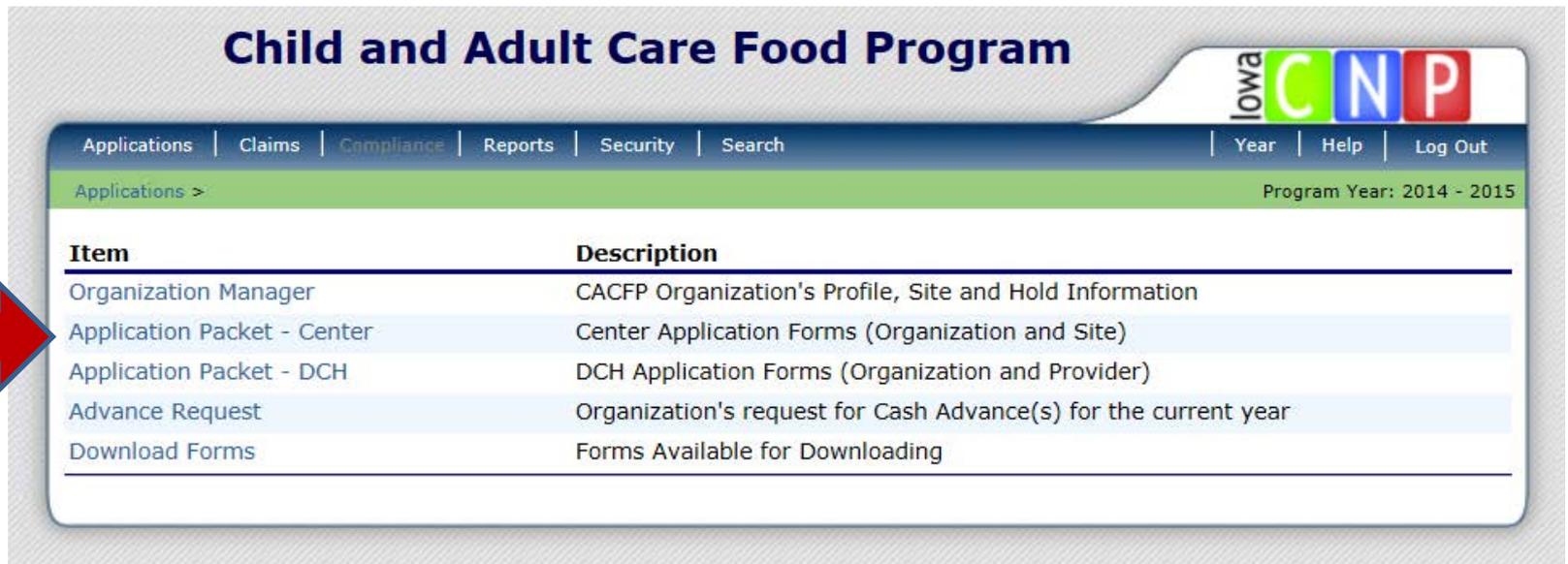
Centers

- **Applications**
Applications are open and are DUE September 19, 2014
- **Center Site Applications**
Licenses, approvals and inspections must be scanned and uploaded to the online site application. Those organizations without scanning capabilities, please contact your assigned consultant.
- **Claims**
For meals and snacks served thru September 30, 2014, claims will be submitted on [CNP2000](#).

Home Sponsors

- **Organization Applications and Management Plans**
For Organizations requesting advances, online application and Part B are due September 9, 2014.
For all other Organizations, online application, Part A and Part B are due September 22, 2014.
- **Provider Applications**
Provider registrations and supporting documents must be scanned and uploaded to the provider application. Those Organizations without scanning capability must contact [Suzanne Secor Parker](#).
- **Claims**
For meals and snacks served thru September 30, 2014, claims will be submitted on [CNP2000](#).

Click Application Packet - Center



Child and Adult Care Food Program

lowa **C N P**

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Program Year: 2014 - 2015

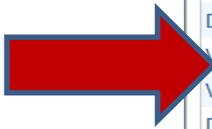
Item	Description
Organization Manager	CACFP Organization's Profile, Site and Hold Information
Application Packet - Center	Center Application Forms (Organization and Site)
Application Packet - DCH	DCH Application Forms (Organization and Provider)
Advance Request	Organization's request for Cash Advance(s) for the current year
Download Forms	Forms Available for Downloading

Organization Budget Detail

318024 Status: Active Packet Submitted Date:
Dyersville Area Found. for the Future Packet Approved Date:
 DBA: Packet Original Approval Date: 11/18/2014
 415 9TH AVE SW Packet Status: Not Submitted
 DYERSVILLE, IA 52040
 Type of Agency: Private Non Profit Organization
 Agreement Type: Independent Center

Packet Assigned To: Donna Matlock

Action	Form Name	Latest Version	Status
View Revise	✔ Organization Application	Original	Approved
Details Admin	➔ Board of Directors	Rev. 1	Error
View Revise	✔ Organization Budget Detail	Original	Approved
View Revise	✔ Sponsor Management Plan	Original	Approved
Details	✔ Checklist (17)		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List (15)		



	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
Site Application(s)	1	0	0	0	0	0	1

[Show Packet History](#)

CACFP Budget

Child and Adult Care Food Program



Applications | Claims | Compliance | Reports | Security | Search
Year | Help | Log Out

Applications > Application Packet - Centers >
Program Year: 2015 - 2016

[VIEW](#) | [MODIFY](#) | [DELETE](#) | [INTERNAL USE ONLY](#)

CACFP Annual Center Organization Budget for 2015 - 2016

008016 Status: Active
Texas Migrant Council/dbaNew America Corp
 DBA:
 5215 McPherson
 Laredo, TX 78041
 Type of Agency: Private Non Profit Organization
 Agreement Type: Independent Center

Budget Version: Original

Instructions:
 Enter all CACFP expenses and income for the new fiscal year. If the projected food cost (line B.1.) is less than the projected CACFP reimbursement (line A.4.), you must attach the applicable CTR-Budget worksheet(s) below. The worksheets are available in 'Download Forms.'

	Org Complete This Column	FOR STATE USE ONLY Approved
A. CACFP Income		
1. Children or adult participants' payments for meals	\$ <input type="text"/>	\$0.00
2. Supervising caregivers payments for meals	\$ <input type="text"/>	\$0.00
3. Other CACFP income (contracted meals sold to other child care organizations)	\$ <input type="text"/>	\$0.00
4. Projected reimbursement	\$ <input type="text"/>	\$0.00
5. Total CACFP Income	\$0.00	\$0.00

Instructions

8/2014

CACFP Center Organization Budget Instructions

Purpose of Budget:

- A. Document Financial Viability
Show your organization has enough resources to operate the CACFP, especially when reimbursement doesn't cover all CACFP expenses.
- B. Show Projected Non-Profit Food Service
Show how you plan to spend all of your CACFP reimbursement and other CACFP income on allowable costs.
- C. Request Approval for Costs
Have all costs included in the budget that you will include on your monthly financial reports and approved by the State agency before the costs are incurred.

Requirement:

Costs included in the budget must be necessary, reasonable, allowable, and appropriately documented. Performance Standard 1: 7CFR Part 226.6 (b)(2)(vii)(A)(3)

References:

FNS Instruction 796-2, Revision 4: <http://www.fns.usda.gov/sites/default/files/796-2%20Rev%204.pdf>
Guidance for Management Plans and Budgets: A Child and Adult Care Food Program Handbook: http://www.fns.usda.gov/sites/default/files/CACFP%20Management_PlansHandbook.pdf

Instructions:

- Enter *all* CACFP expenses and income for the new fiscal year in the budget, even if the organization will not spend CACFP reimbursement to cover the expense.
- Optional worksheets are available in Download Forms to help you determine the amount to include in the budget. The worksheets are named Ctr-Budget-Budget line item.
- The worksheets become *required* budget attachments for line items that must be included in the budget to show the organization will spend all of its CACFP reimbursement.
- Complete the *Ctr-Budget-Budget Questionnaire* if the organization will report expenses besides food (line items B.1 and/or B.2) to show all CACFP reimbursement will be spent.
- Submit any requests for specific prior written approval as identified by your responses to the *Ctr-Budget-Budget Questionnaire*.
- Follow the instructions below for completing each section of the budget:

A. Section A – CACFP Income

Record any food service payments received by the organization:

1. Children or adult participants' payments for meals. *Applies to pricing organizations that charge separately for meals.*
2. Supervising caregivers' payments for meals. *Applies to organizations that charge staff or other non-participating adults for the meals provided by the organization.*
3. Other CACFP income. *This is usually income for contracted meals your organization sells to other organizations. It also includes any other income generated by the food service.*
4. Projected reimbursement. *This figure will be generated by the system based on the amount the organization received last year. If the organization is new, a projected number may be entered in this field.*
5. The system will add 1-4 and list total CACFP income.

Income

	Org Complete This Column	FOR STATE USE ONLY Approved
A. CACFP Income		
1. Children or adult participants' payments for meals	\$ <input type="text"/>	\$0.00
2. Supervising caregivers payments for meals	\$ <input type="text"/>	\$0.00
3. Other CACFP income (contracted meals sold to other child care organizations)	\$ <input type="text"/>	\$0.00
4. Projected reimbursement	\$ <input type="text"/>	\$0.00
5. Total CACFP Income	\$0.00	\$0.00

Operating Expenses

B. CACFP Operating Expenses

1.	Food purchases	\$ <input type="text"/>	\$0.00
	a. Are any foods purchased from the Food Bank?	<input type="radio"/> Yes <input type="radio"/> No	
	b. Are any donated foods received?	<input type="radio"/> Yes <input type="radio"/> No	
	c. How many sites will participate this fiscal year?	<input type="text"/>	
	d. How many participants are enrolled in all sites?	<input type="text"/>	
	e. What meals are you approved to claim?		
	<input type="checkbox"/> Breakfast		
	<input type="checkbox"/> AM Snack		
	<input type="checkbox"/> Lunch		
	<input type="checkbox"/> PM Snack		
	<input type="checkbox"/> Supper		
	<input type="checkbox"/> Later Night Snack		
2.	Vended meals (meals purchased from another organization)	\$ <input type="text"/>	\$0.00
3.	Other CACFP food service costs (less than \$5,000 per item)	\$ <input type="text"/>	\$0.00
4.	Food service labor and benefits (food service personnel)	\$ <input type="text"/>	\$0.00
5.	Mealtime supervision (teachers/caregivers/center staff)	\$ <input type="text"/>	\$0.00
6.	Non-expendable food service equipment costs (more than \$5,000 per item)	\$ <input type="text"/>	\$0.00
7.	Food service space (rental, mortgage)	\$ <input type="text"/>	\$0.00
8.	Utilities for food service space (gas, water, electricity)	\$ <input type="text"/>	\$0.00
9.	Mileage for meal delivery, fuel charges for food delivery, mileage to grocery store	\$ <input type="text"/>	\$0.00
10.	Food service maintenance (repair or upkeep of equipment)	\$ <input type="text"/>	\$0.00
11.	Total Operating Expenses	\$0.00	\$0.00

Use Worksheets

- Obtain needed forms (Download Forms or click name of underlined form)
- Complete (as applicable)
- Must attach a budget worksheet for every line item (except food) that you will spend your reimbursement on
 - ✓ Worksheets can be tools
 - ✓ Approval may be needed (equipment, other, contracted services)

Administrative Expenses

C. CACFP Administrative Expenses

1.	Administrative labor and benefits (CACFP supervision and paperwork)	\$ <input type="text"/>	\$0.00
	a. CACFP monitoring labor and benefits	\$0.00	\$0.00
	b. Mileage for CACFP monitoring	\$0.00	\$0.00
2.	CACFP administrative supplies and equipment (less than \$5,000 per item)	\$ <input type="text"/>	\$0.00
3.	CACFP administrative equipment cost (more than \$5,000 per item)	\$ <input type="text"/>	\$0.00
4.	CACFP Communications & Technology (phones, automatic data processing, fax, internet, postage)	\$ <input type="text"/>	\$0.00
5.	CACFP training (purchased training materials; staff time to plan, prepare, conduct, evaluate, track, and attend required training; travel and registration costs to attend CACFP training)	\$ <input type="text"/>	\$0.00
6.	CACFP printing costs	\$ <input type="text"/>	\$0.00
7.	Other CACFP costs		
	a. Insurance (other than health care), stop payments, advertising	\$ <input type="text"/>	\$0.00
	b. Memberships in civil or community organizations	\$ <input type="text"/>	\$0.00
	c. Membership in buying clubs or warehouses	\$ <input type="text"/>	\$0.00
	d. CACFP account reconciliation and analysis fees	\$ <input type="text"/>	\$0.00
	e. Costs to make goods or services donated to the organization usable for the CACFP	\$ <input type="text"/>	\$0.00
8.	CACFP contracted services (janitorial, garbage, training, maintenance or repairs to office equipment)	\$ <input type="text"/>	\$0.00
9.	Indirect Cost	\$0.00	\$0.00
10.	Total Administrative Expenses	\$0.00	\$0.00

15% Administrative Cap

Center sponsors only

D. 15% Administrative Cap

1.	Estimated CACFP reimbursement		\$0.00	\$0.00
2.	15% of Estimated reimbursement	\$0.00	\$0.00	
3.	If >15% is requested, enter amount requested		\$0.00	\$0.00

Financial Viability

- Compares CACFP income to CACFP expenses
- If insufficient income to cover CACFP costs:
 - ✓ Report funding to cover the costs
 - ✓ Source
 - ✓ Amount



Only need to report enough expenses each month needed to show you have spent all of your reimbursement.

Financial Viability

E. Financial Viability

1. CACFP Expenses	\$0.00	\$0.00
2. Total CACFP income and reimbursement	\$0.00	\$0.00
3. Is total CACFP income and reimbursement (E2) greater than CACFP Expenses (E1)?	EQUAL	EQUAL

If "Yes," additional CACFP expenses must be identified before the budget can be approved to show a projected non-profit food service.

If "No," additional organization revenue must be entered in E4 below to equal or exceed anticipated CACFP expenses and the funding source(s) identified.

4. Additional revenue used to support CACFP (including loans)	\$ <input type="text"/>	\$0.00
---	-------------------------	--------

Source:

Organization's comments to the State Agency:

Budget Attachments

Budget Attachments

Attach completed worksheets corresponding to the budget line items needed to document the Organization will operate a non-profit food service. The worksheets are available in Download Forms.

Actions	Notes	Version	Uploaded By
Add an attachment			

Internal Use Only

Status: Pending Validation

Internal Comments:

Organization Comments

Created By: RHolz on: 4/10/2015 1:36:05 PM Modified By: RHolz on: 4/10/2015 1:36:07 PM

Save

Cancel

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

Budget Attachments

Packet Assigned To: Keerti Patel

Action	Form Name	Latest Version	Status
View Revise	✓ Organization Application	Original	Approved
Revise Details	✓ Board of Directors	Original	Approved
View Revise	✓ Organization Budget Detail	Original	Approved
View Revise	✓ Sponsor Management Plan	Original	Approved
Details 	✓ Checklist (14)		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Attachments/Checklist Items

- Obtain needed forms (Download Forms or click name of underlined form)
- Complete (as applicable)
 - ✓ Worksheets (tools or required)
 - ✓ Budget Questionnaire
 - ✓ Approvals (equipment, other, contracted services)
 - ✓ Center Sponsor Worksheet
 - Indirect cost documentation
 - 15% admin cost waiver
- Upload to packet

Budget Questionnaire

- New requirement
- Must be completed and uploaded if you will spend your CACFP reimbursement other line items besides food
- If you answered yes, complete forms
- Upload

Approval Process

- Looking for:
 - Non-profit food service
 - Reasonable, necessary & allowable costs
 - 15% admin limit
 - Attachments & checklist items
 - Worksheets match amounts
 - Financial viability

Non-Profit Food Service

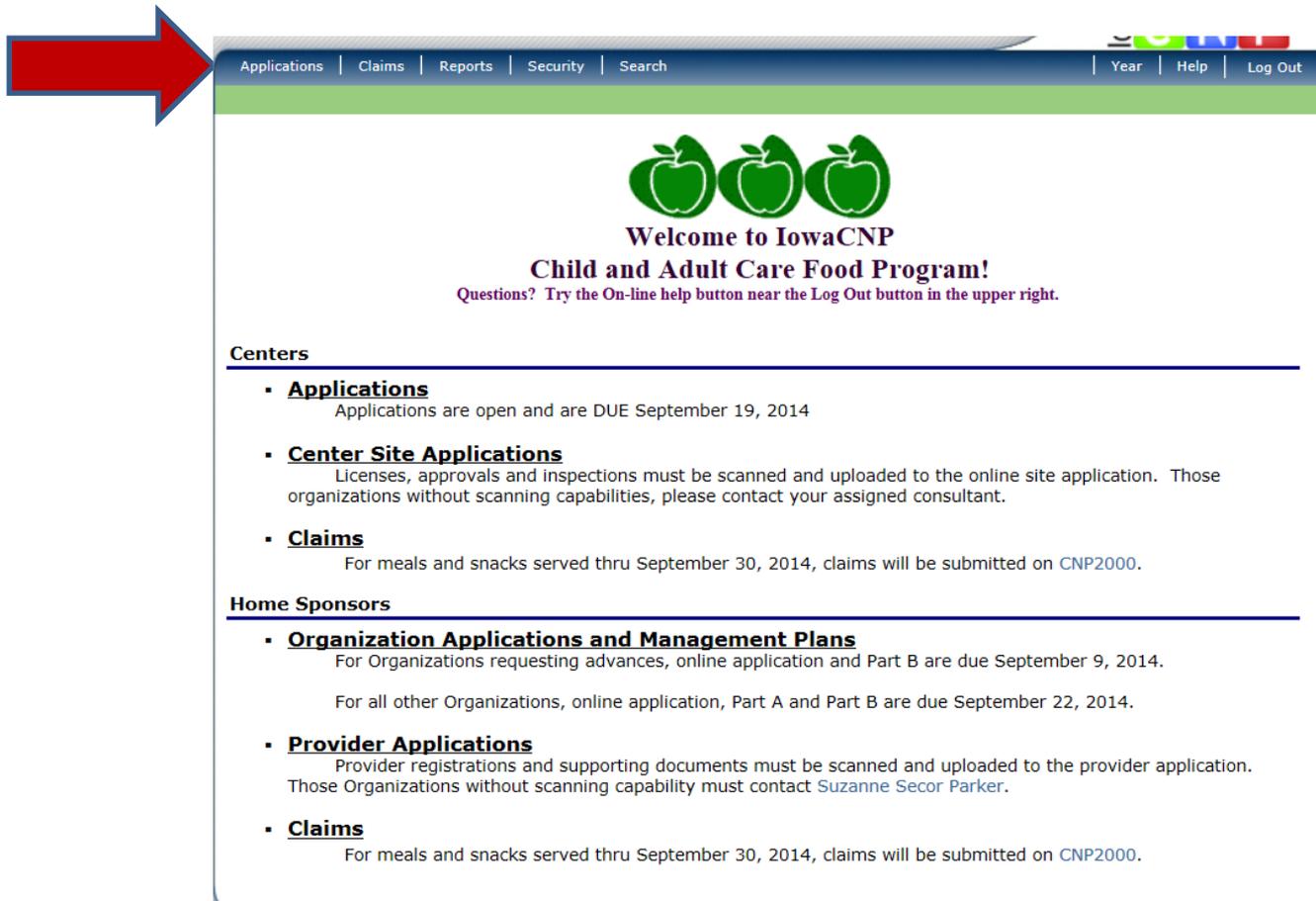
- Include enough expenses to show you will spend all of your CACFP reimbursement
- Costs must be allowable

Request Approval in Advance

- All expenses that will be paid for with CACFP reimbursement must be approval BEFORE the costs is incurred
- No retroactive approvals
- Budgets can be revised for unexpected expenses if approval takes place before item is purchased

Download Forms

– Click on “Applications”



The screenshot shows the IowaCNP website interface. A red arrow points to the 'Applications' link in the top navigation bar. The page features a green header with navigation links: Applications, Claims, Reports, Security, Search, Year, Help, and Log Out. Below the header is a green bar with three green apple icons and the text 'Welcome to IowaCNP Child and Adult Care Food Program!'. A note below the icons reads: 'Questions? Try the On-line help button near the Log Out button in the upper right.' The main content area is divided into two sections: 'Centers' and 'Home Sponsors', each with a blue underline. The 'Centers' section contains three bullet points: 'Applications' (Applications are open and are DUE September 19, 2014), 'Center Site Applications' (Licenses, approvals and inspections must be scanned and uploaded to the online site application. Those organizations without scanning capabilities, please contact your assigned consultant.), and 'Claims' (For meals and snacks served thru September 30, 2014, claims will be submitted on CNP2000.). The 'Home Sponsors' section contains three bullet points: 'Organization Applications and Management Plans' (For Organizations requesting advances, online application and Part B are due September 9, 2014. For all other Organizations, online application, Part A and Part B are due September 22, 2014.), 'Provider Applications' (Provider registrations and supporting documents must be scanned and uploaded to the provider application. Those Organizations without scanning capability must contact Suzanne Secor Parker.), and 'Claims' (For meals and snacks served thru September 30, 2014, claims will be submitted on CNP2000.).

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#) | [Year](#) | [Help](#) | [Log Out](#)


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Centers

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- **Claims**
For meals and snacks served thru September 30, 2014, claims will be submitted on CNP2000.

Download Forms

“Download Forms” is the last item on the page



The screenshot displays the Iowa Child and Adult Care Food Program (CACFP) website interface. At the top, the title "Child and Adult Care Food Program" is centered, with the Iowa CNP logo to the right. Below the title is a navigation bar with links for "Applications", "Claims", "Reports", "Security", and "Search". On the right side of the navigation bar are links for "Year", "Help", and "Log Out". A green banner below the navigation bar indicates "Program Year: 2012 - 2013". The main content area features a table with two columns: "Item" and "Description". The table lists various program-related items, with "Download Forms" at the bottom, highlighted by a red arrow pointing to it from the left.

Item	Description
Organization Manager	CACFP Organization's Profile, Site and Hold Information
Application Packet - Center	Center Application Forms (Organization and Site)
Application Packet - DCH	DCH Application Forms (Organization and Provider)
Advance Request	Organization's request for Cash Advance(s) for the current year
Advance Requests Manager	Manage requested Advance(s) for the current year
ACQR - Center	Center Actual Cost Quarterly Report
ACQR - DCH	DCH Actual Cost Quarterly Report
ACQR Summary - Center	Center Actual Cost Quarterly Report Status Summary
ACQR Summary - DCH	DCH Actual Cost Quarterly Report Status Summary
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Audit Status Summary
Download Forms	Forms Available for Downloading

Download Forms

Sort by Form ID or Description by clicking on the heading

Child and Adult Care Food Program

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

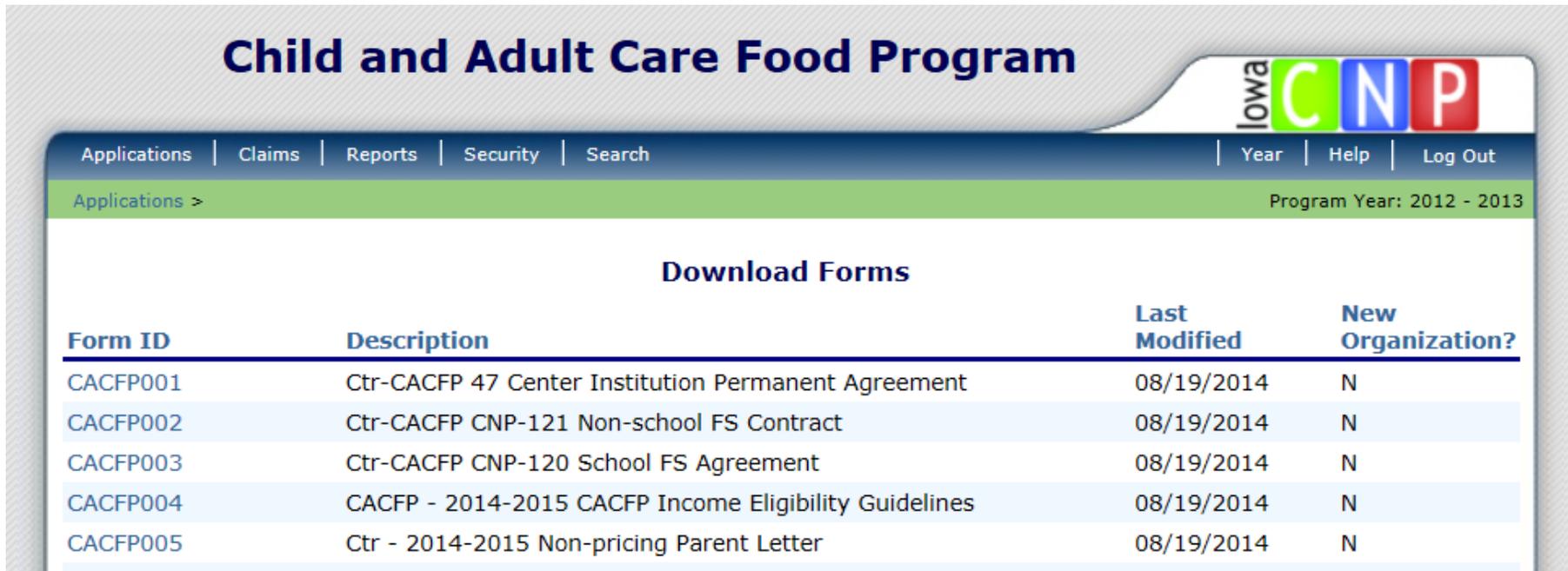
Applications > Program Year: 2012 - 2013

Download Forms

 Form ID	 Description	Last Modified	New Organization?
CACFP001	Ctr-CACFP 47 Center Institution Permanent Agreement	08/19/2014	N
CACFP002	Ctr-CACFP CNP-121 Non-school FS Contract	08/19/2014	N
CACFP003	Ctr-CACFP CNP-120 School FS Agreement	08/19/2014	N
CACFP004	CACFP - 2014-2015 CACFP Income Eligibility Guidelines	08/19/2014	N
CACFP005	Ctr - 2014-2015 Non-pricing Parent Letter	08/19/2014	N
CACFP006	Ctr - 2014-2015 Pricing Parent Letter	08/19/2014	N
CACFP007	CACFP-Iowa Eligibility Application	08/19/2014	N
CACFP008	Ctr - 2014-2015 CACFP Adult Day Care Letter and Income Application	08/19/2014	N
CACFP009	Ctr - Iowa Eligibility Application Approval Instructions	08/19/2014	N
CACFP010	CACFP - Spanish IA Eligibility App	08/19/2014	N
CACFP011	Ctr - Spanish-Center Pricing Parent Letter	08/19/2014	N
CACFP012	Ctr -Spanish-Center Non-Pricing Parent Letter	08/19/2014	N
CACFP013	Ctr - Spanish Adult Care & Household Letter	08/21/2014	N
CACFP015	CACFP - FY15 ICAVES	08/19/2014	N
CACFP016	Ctr - CACFP Enrollment Form	08/19/2014	N
CACFP017	Ctr - Spanish CACFP Enrollment Form	08/19/2014	N
CACFP018	Ctr - Media Release for Non-pricing Centers	08/21/2014	N
CACFP019	Ctr -Media Release for Pricing Centers	08/21/2014	N

Download Forms

Document descriptions for centers start with Ctr or CACFP



The screenshot shows the Iowa Child and Adult Care Food Program (CACFP) website interface. The main heading is "Child and Adult Care Food Program" with the Iowa CNP logo. The navigation menu includes Applications, Claims, Reports, Security, Search, Year, Help, and Log Out. The current page is "Applications >" for the "Program Year: 2012 - 2013". The "Download Forms" section contains a table with the following data:

Form ID	Description	Last Modified	New Organization?
CACFP001	Ctr-CACFP 47 Center Institution Permanent Agreement	08/19/2014	N
CACFP002	Ctr-CACFP CNP-121 Non-school FS Contract	08/19/2014	N
CACFP003	Ctr-CACFP CNP-120 School FS Agreement	08/19/2014	N
CACFP004	CACFP - 2014-2015 CACFP Income Eligibility Guidelines	08/19/2014	N
CACFP005	Ctr - 2014-2015 Non-pricing Parent Letter	08/19/2014	N

Document descriptions that start with CACFP are used by both the center and home program

Cost Claim Details



- Same line items in budget
- Only claim expenses approved in budget
- Report enough expenses to show you have spent all reimbursement by end of fiscal year

Cost Claim Details



Claim Cost Details					
Month/Year Claimed	Adjustment Number	Date Received	Date Accepted	Date Processed	Reason Code
Jan 2015	0				
A. CACFP Income					
1. Participant meal payments					
2. Caregiver meal payments					
3. Other Income					
4. Reimbursement received					
Total CACFP Income					
B. CACFP Operating Expenses					
1. Food purchases					
2. Vended meals					
3. Other non-food Food Service costs					
4. Food Service labor and benefits					
5. Meal supervision labor					
6. Food Service large equipment					
7. Food Service rent or mortgage					
8. Food Service Utilities					
9. Food Service Mileage					
10. Food Service equipment upkeep					
Total Operating Expenses					
C. CACFP Administrative Expenses					
1. Admin labor & benefits					
a. Monitoring labor & benefits					
b. Monitoring mileage					
2. Admin supplies					
3. Admin large equipment					
4. Communications & IT					
5. Training					
6. Printing					
7. Other Costs					
a. Insurance					
b. Memberships - organizations					
c. Memberships - buying clubs					
d. Account reconciliation fees					
e. Donation revamp costs					
8. Contracted services					
9. Indirect Costs					
Total Administrative Expenses					

Cost Claim Details Worksheet



- Use to organize costs
- Columns match line items
- Record reimbursement received in the prior month

Questions?

