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March 1, 2011

MEMORANDUM

SFSP-2011-06

TO: Summer Food Service Program (SFSP) Sponsors

FROM: Karen L. Vogel, RD, SNS
Nutrition Programs Consultant

A handwritten signature in blue ink that reads "Karen L. Vogel".

SUBJECT: Budgets

All SFSP sponsors must submit a budget as part of the application process. Budgets should contain realistic estimates for both operating and administrative costs. If estimated expenses exceed anticipated income, sponsors must provide a written explanation as to where the additional funds will be obtained to meet the anticipated expenses (donations, agency general funds, etc.) The written explanation must be submitted with the required hard copy application documents.

All expense items listed in the budget must be allowable under USDA regulation. Please refer to the Summer Food Service Program, 2011 Administrative Guidance for Sponsors, Chapter 4 – Program Payments for a list of unallowable costs.

Budgets which show an excess of income after expenses must provide a written statement as to how the excess funds will be used to improve or enhance the sponsor's SFSP (e.g. improve food quality, start up funds for next year, etc.)

SFSP Administrative Reviews will include verifying that SFSP reimbursement funds were used only for allowable costs as defined in 7 CFR 225.2 and FNS Instruction 796-4, Rev. 4.

SFSP claims will continue to be paid on meal rates times the number of meals served. Reimbursement funds may be used to pay either allowable operating or administrative costs.

If you have any questions, please contact Karen Vogel, Nutrition Programs Consultant at 702-486-7902.

KV/tk