**Attachment 16**

**MONTHLY PROGRAM WORKSHEET FOR RESIDENTIAL OR DAY CAMP SPONSORS
(FOR SPONSOR USE ONLY)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Session 1 | Session 2 | Session 3 | Session 4 |
| Beginning Date |  |  |  |  |
| Ending Date |  |  |  |  |
| Total # Days Food Served/Session |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Session Number | **Number of Children Enrolled** | **Number of Adults Receiving Meals** |
|  | (A)Total Children | (B)Income Eligible Children | (C)Program Adults | (D)Non-Program Adults |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| Total |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Calculation to Determine Meal Allocation Factor** | **Calculation to Determine Cost Allocation Factor** |
| SessionNumber | (E)% Elig. Children (Round to 4 Decimals)(B ÷ A) | (F)Total Meals Served to All Children for Each Session | (G)Total Meals Served to All Adults for Each Session | (H)Total Meals Served to All Children and Adults (F + G) | (I)Total Children's Meals Eligible for Each Session(E x F) | (J)Eligible Children and Program Adults(B + C) | (K)All Children and Adults(A+C+D) | (L)(J ÷ K) (Round to 4 Decimal Places) | (M)(L x H) (Round to 4 Decimal Places) |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_ ÷ \_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ ÷ \_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total in (I) Total in (F) (N) Meal Allocation Factor Total in (M) Total in (H) (O) Cost Allocation Factor

 (Round to 4 Decimals) (Round to 4 Decimals)

|  |  |
| --- | --- |
| **Calculation of Meals Served** | **Calculation of Program Costs** |
| MealType | (P)Total Meals Served to All Children | x | Meal Allocation Factor (From N Above) | = | (Q)Reimbursable Meals Served (Round to Nearest Whole Number) | Cost Item | (R)Actual Costs | x | Cost Allocation Factor (From O Above) | = | (S)Reimbursable Program Costs (Round to Nearest Whole Number) |
| Breakfast |  | x |  | = |  | Food |  | x |  | = |  |
| Lunch |  | x |  | = |  | Labor |  | x |  | = |  |
| Snack |  | x |  | = |  | Other |  | x |  | = |  |
| Supper |  | x |  | = |  | Other |  | x |  | = |  |
| Total |  | x |  | = |  | Total |  | x |  | = |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Site Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Sponsor Representative Date

**WORKSHEET FOR CAMP SPONSORS**

**INSTRUCTIONS AND EXAMPLE**

A. List total children, including eligible and non-eligible children for each session.

B. List Eligible Children, which includes only eligible children: those who meet the income poverty guidelines. Each Eligible Child must have an approved eligibility form on file for each session.

C. List Program Adults, who are those adults working for SFSP under the Sponsor according to SFSP regulations, and are involved in the preparation, serving and/or supervision of food service for each session.

D. List Non-program Adults, which includes those adults who are not involved in the preparation, serving or supervision of food service, or are parents, visitors, etc. for each session.

E. Divide Eligible Children (B) by Total Children (A)

 48 ÷ 73 = .6575342 (Round to four decimal places) = .6575

F. List total meals served to both eligible and non-eligible children in each session.

G. List total meals served for program adults and non-program adults.

1. Add Total Meals Served to All Children for Each Session (F), PLUS, the Total Meals Served to All Adults for Each Session (G).

5,400 + 750 = 6,150

I. In order to calculate the total number of eligible meals for each session, multiply % of Eligible Children (E) by Total Meals Served to all Children (F).

 .6575 x 5,400 = 3,551

J. Add Eligible Children (B): those who have an approved eligibility form on file, PLUS, Program Adults (C): those who have been trained by the Sponsor on SFSP regulations.

48 + 10 = 58

K. Add Total Children and all Program and Non-program Adults for each session (A+C+D = all children and adults).

 73 + 10 + 0 = 83

L. Divide Eligible Children & Program Adults (J) by All Children & Adults (K).

 58 ÷ 83 = .6988617 (round to the fourth digit) = .6989

**Attachment 16, Continued**

M. Multiply (L) by (H) Total Meals Served to All Children and Adults.

 .6989 x 6,150 = 4,298

N. Divide (I) Total Children’s Meals Eligible by (F) Total Meals Served to All Children to equal (N) Meal Allocation Factor.

 3,551 ÷ 5,400 = .6575925 (round to four decimals) = .6576

O. Divide (M) by (H) Total Meals Served to All Children & Adults to equal (O) Cost Allocation Factor.

 4,298 ÷ 6,150 = .6988617 (round to four decimals) = .6989

P. Record total allowable meals served to all children (eligible and non-eligible) according to MEAL TYPE:

 Breakfast 1,800

 Lunch 1,825

 Snack 1,775

 Supper

 Total 5,400

Q. Multiply (P) Total Allowable Meals Served to All Children by (N) Meal Allocation Factor, which equals (Q) Reimbursable Meals Served.

 1,800 x .5147 = 1,184

 1,825 x .5147 = 1,200

 1,775 x .5147 = 1,167

 Total 5,400 (P) 3,551(Q)

R. Record actual costs for each cost item.

Food Cost (Actual – see receipts) $32,784

 Labor Costs (Actual – see time cards or time documented) $2,520

Other (none)

S. Multiply (R) Actual Costs for each Item by (O) Cost Allocation Factor, which equals (S) Reimbursable Program Costs.

Food $32,784 x .6989 (allocation factor from O) = $22,913

Labor $ 2,520 x .6989 (allocation factor from O) = $1,761

Total $35,304 (R) = Actual Costs = $24,674 (S) Total Reimbursable Program Costs

**Attachment 16, Continued**

**WORKSHEET FOR CAMP SPONSORS – EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Session 1 | Session 2 | Session 3 | Session 4 |
| Beginning Date | 5/29/17 |  |  |  |
| Ending Date | 6/30/17 |  |  |  |
| Total # Days Food Served/Session | 25 |  |  |  |
| Session Number | **Number of Children Enrolled** | **Number of Adults Receiving Meals** |
|  | (A)Total Children | (B)Eligible Children | (C)Program Adults | (D)Non-Program Adults |
| 1. | 73 | 48 | 10 | 0 |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| Total | 73 | 48 | 10 | 0 |
|  | **Calculation to Determine Meal Allocation Factor** | **Calculation to Determine Cost Allocation Factor** |
| SessionNumber | (E)% EligibleChildren(Round to 4 Decimals)(B ÷ A) | (F)Total Meals Served to All Children for Each Session | (G)Total Meals Served to All Adults for Each Session | (H)Total Meals Served to All Children and Adults (F + G) | (I)Total Children's Meals Eligible for Each Session(E x F) | (J)Eligible Children and Program Adults(B + C) | (K)All Children and Adults(A+C+D) | (L)(J ÷ K)(Round to 4 Decimal Places) | (M)(L x H)(Round to 4 Decimal Places) |
| 1. | .6575 | 5,400 | 750 | 6,150 | 3,551 | 58 | 83 | .6989 | 4,298 |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |
| Total | .6575 | 5,400 | 750 | 6,150 | 3,551 | 58 | 83 | .6989 | 4,298 |

 3,551 ÷ 5,400 = .6576 4,298 ÷ 6,150 = .6989

Total in (I) Total in (F) (N) Meal Allocation Factor Total in (M) Total in (H) (O) Cost Allocation Factor

 (Round to 4 Decimals) (Round to 4 Decimals)

|  |  |
| --- | --- |
| **Calculation of Meals Served** | **Calculation of Program Costs** |
| Meal Type | (P)Total Meals Served to All Children | x | Meal Allocation Factor(From N Above) | = | (Q)Reimbursable Meals Served (Round to Nearest Whole Number) | Cost Item | (R)Actual Costs | x | Cost Allocation Factor (From O Above) | = | (S)Reimbursable Program Costs (Round to Nearest Whole Number) |
| Breakfast | 1,800 | x | .6576 | = |  1,184 | Food | 32,784 | x | .6989 | = | 22,913 |
| Lunch | 1,825 | x | .6576 | = |  1,200 | Labor |  2,520 | x | .6989 | = |  1,761 |
| Snack | 1,775 | x | .6576 | = |  1,167 | Other |  | x |  | = |  |
| Supper |  | x |  | = |   | Other |  | x |  | = |  |
| Total | 5,400 |  |  |  |  3,551 | Total | 35,304 |  |   |  | 24,674 |

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 Signature of Sponsor Representative Date