

Projected Earnings Worksheet Guidance

for Afterschool Meals Programs

Instructions: Follow the steps below to complete the online Projected Earnings Worksheet (PEW). If you are a sponsor of multiple sites, you will need to combine the information for all of your sites before using the worksheet. When completing the PEW, you will enter information into the green-shaded fields only, and the worksheet will do the calculations for you. Print and submit a copy of your completed PEW in your Afterschool Meals Program (AMP) Application Packet (for prospective contractors) or Annual Renewal Packet (for renewing contractors).

1. Go to <http://www.FloridasHealth.com/healthy-people-and-families/child-care-food-program/guidance/index.html>.
2. Click on **Projected Earnings Worksheet** to open the Excel spreadsheet.
3. Using the enrollment data from your site(s), enter your total enrollment number in the "Free" category of the **Enrollment** section.
4. Under **Average Attendance per Day**, enter the average number of children that attend the site(s) daily.
5. In the **Days Operating** section, enter the average number of days the site(s) is open each month (usually 21 days), and the number of months the site(s) is open during the school year (usually 9 months).
6. Under **Put a "Y" in each category that applies**, type a Y over the N for the meal types you plan to claim (afternoon snack and/or supper).
7. **Print** a copy of the completed PEW, which will be two pages. The second page shows the amount of Projected Earnings Rounded for use in the Budget, which is the amount of CCFP Funds that you will include on your program Budget. Page 2 also shows the 15% Sponsor Administrative Cap amount, which is the maximum amount that a sponsor of multiple sites can allot towards administrative costs.

NOTE: Before submitting any materials to the CCFP, make copies of all documents for your records.