

Projected Earnings Worksheet Guidance

for Prospective Independent Child Care Centers

Instructions: After you have collected and classified the Free and Reduced-Price Meal Applications and created your Enrollment Roster, follow the steps below to complete the online Projected Earnings Worksheet (PEW). 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 Child Care Food Program (CCFP) Part 2 Application Packet.

1. Go to www.flhealth.gov/ccfp
2. To the left, click on **Regulations, Guidance, and Recordkeeping**
3. Scroll down and click on **Projected Earnings Worksheet (PEW)** to open the Excel spreadsheet.
4. Using the enrollment data from the center's Enrollment Roster, enter the numbers of Free, Reduced, and Non-Needy classified children in the **Enrollment** section.
5. Under **Average Attendance per Day**, enter the average number of children that attend the center daily. This number should be less than the total number of enrolled children, unless every child attends every day.
6. In the **Days Operating** section, enter the average number of days the center is open each month (usually 21 days), and the number of months the center is open during a year (usually 12 months).
7. Under **Put a "Y" in each category that applies**, type a Y for each meal type you plan to claim (no more than two meals and one snack or two snacks and one meal).
8. The **Total Number of Meals Served in One Month to Eligible Children** automatically calculates based on the data entered in the other sections. To make the projected earnings calculation more accurate, you should lower the number of meals for a meal type if attendance for that meal is typically lower than the average daily attendance.
9. **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.

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