

Projected Earnings Worksheet Guidance

for Sponsors of Child Care Centers

Instructions: After you have collected and classified the Free and Reduced-Price Meal Applications and created Enrollment Rosters for all of your centers, 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.

1. Go to www.flhealth.gov/ccfp
2. To the left, click on **Regulations, Guidance, and Recordkeeping**
3. **For sponsors of unaffiliated sites**, click on the **Projected Earnings Worksheet (PEW)** link to open the Excel worksheet. **For sponsors of affiliated sites**, click on the **Prospective S/A/H Sponsors – PEW Management Plan Budget** link to open the Excel workbook – the first tab is the PEW.
4. Using the combined enrollment data from the centers' Enrollment Rosters, enter the numbers of Free, Reduced, and Non-Needy classified children in the **Enrollment** section.
5. Under **Average Attendance per Day**, enter the combined average number of children that attend the centers 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 centers are open each month (usually 21 days), and the number of months the centers are 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. **Save the Excel document to your computer and 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 you can allot towards administrative costs.

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