

# Projected Earnings Worksheet Guidance

## for Homeless Children Nutrition 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 Homeless Children Nutrition Program (HCNP) Application Packet (for prospective contractors) or Annual Renewal (for renewing sponsoring organizations only).

1. Go to [www.flhealth.gov/ccfp](http://www.flhealth.gov/ccfp)
2. To the left, click on **Regulations, Guidance, and Recordkeeping**
3. **For independent sites**, scroll down and click on the **Projected Earnings Worksheet (PEW)** link to open the Excel worksheet. **For sponsors of affiliated or unaffiliated sites**, scroll down and click on the **S/A/H PEW Management Plan Budget** link to open the Excel workbook – the first tab is the PEW.
4. Using the enrollment data from your site(s), enter your total enrollment number in the “Free” category of the **Enrollment** section.
5. Under **Average Attendance per Day**, enter the average number of children that attend the site(s) daily.
6. In the **Days Operating** section, enter the average number of days the site(s) is open each month (usually 30 days), and the number of months the site(s) is open during the 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 (maximum of three meals and/or snacks total).
8. The **Total Number of Meals Served in One Month to Eligible Children** automatically calculates based on the data entered in the other sections. You are not required to input any information in this column, but you may lower the number of meals for any meal type if you know attendance is usually lower than the average daily attendance and would like the projected earnings calculation to be more accurate.
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. 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.