

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 <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 the center's Enrollment Roster, enter the numbers of Free, Reduced, and Non-Needy classified children in the **Enrollment** section.
4. Under **Average Attendance per Day**, enter the average number of children that attend the center daily.
5. 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).
6. Under **Put a "Y" in each category that applies**, type a Y over the N for the meal types you plan to claim (no more than two meals and one snack or two snacks and one meal).
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).

NOTE: Before submitting your application packet, make copies of all documents for your records.