

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. Print and submit a copy of your completed PEW in your Child Care Food Program (CCFP) Application Packet (for prospective sponsors) or Annual Renewal Packet (for renewing sponsors).

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 combined enrollment data from the centers' Enrollment Rosters, enter the numbers of Free, Reduced, and Non-Needy classified children in the **Enrollment** section.
4. Under **Average Attendance per Day**, enter the combined average number of children that attend the centers daily.
5. 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).
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 and the 15% Sponsor Administrative Cap amount).

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