

Child Care Food Program Budget Module for Sponsors of Day Care Homes and Unaffiliated Centers

Script

Introduction

- Welcome to the Department of Health Child Care Food Program Budget Module for Sponsors of Day Care Homes and Unaffiliated Centers.
- In order to make your viewing experience as easy as possible during the course of this presentation we are providing these navigation instructions.
- This presentation is formatted for continuous play. If you need to stop the presentation, click on the pause button on the bottom left of the screen. When you are ready to continue your viewing click on the play button on the bottom left of the screen. Please keep these instructions in mind as you proceed with this presentation.
- The purpose of this module is to provide instruction regarding the Sponsor Administrative Budget for Day Care Homes sponsors (also known as D sponsors) and Sponsors of Unaffiliated Centers (known as U sponsors). During the course of this presentation you will be guided on how to complete the Administrative Budget schedules, follow the budget cost principles to help you determine what costs to charge to the food program, and provide the documentation and cost methodology information required to support the costs included in your budget.
- Please be sure to view the entire budget module.
- You will find the most current version of the Automated Administrative Budget for Sponsors of Day Care Homes and Unaffiliated Centers on the CCFP website.
 - Go to the CCFP website which is www.floridahealth.gov/ccfp
 - Click on “Regulations, Guidance, and Record Keeping” in the navigation box on the right side of the page.
 - Scroll down the page until you get to the D/U Budget Worksheet and Guidance section.
 - Then select the “Automated Budget for Sponsors of Day Care Homes and Unaffiliated Centers”.
 - A file download window should open on your screen. Click “open” to download the budget workbook.
 - Once the budget workbook has opened in Excel, expand the Excel window so that you can see as much of the page as possible.
 - This is the D/U Sponsor administrative budget worksheet. Please be sure to save a copy of this document to your computer before beginning to work on your budget.
- Before completing your Administrative Budget, please remember that all costs charged to CCFP must be allowable, and administrative.
- An allowable cost is a cost that is permissible for CCFP reimbursement according to the laws, regulations and instructions that govern the Child and Adult Care Food Program.
- Additionally, the costs charged to the CCFP should be **reasonable** –not exceeding the costs that a prudent person would incur for the expense. They should be **necessary** – and generally recognized as a cost that is needed for sponsor administration. Costs should be **current** – which is especially important if you will be charging recurring costs to CCFP. Our program follows the federal fiscal year beginning in October and ending in September. Please make sure that the cost listed in your budget will be incurred during the current fiscal year. Your costs must also be properly **allocated** so that only the allowable portion of the expense is charged to the program, and supported by **documentation** that adequately demonstrates the cost.
- We will look more closely at how to allocate and document costs later in the presentation.
- Administrative costs are costs incurred for the administration of the CCFP that are allowable under CCFP regulation to be included in the sponsor’s budget. Examples of allowable administrative costs include but are

not limited to: salary and wages, fringe benefits, equipment, office supplies, printing, postage, rental costs, utilities, insurance, contracted and professional services, maintenance services, and travel.

- The Administrative Budget had several spreadsheets, called schedules, for reporting your projected administrative costs for the fiscal year. Let's look back at the Budget Summary.

Budget Summary

- The Budget Summary provides an overview of your entire budget per expense category.
- Complete the information requested at the top of this form, providing the fiscal year, amendment number if applicable, your authorization number, projected carry over amount (which you can determine with the carryover worksheet) , and the Projected Administrative Earnings (which you can determine with the Projected Administrative Earnings worksheet).
- The amounts in the Budget Summary table will automatically populate from the information you provide on Schedules 1a through 20.
- Be sure to return to this tab to review your overall budget once you have completed all of the schedules. Print, sign and date the Budget Summary worksheet, and provide the signed copy to the DOH CCFP Financial Specialist reviewing your budget for approval.

Important Notes:

- There are a few important notes to cover before we go into the details of the schedules.
- You will notice that most schedules have one or more yellow columns, and a green "Other Funding Source" column. These are auto-calculating columns and do not require input. They automatically calculate from the information you provide on the schedules.
- Please pay special attention to the amounts you list in the "% Allocated to CCFP" and "Amounts Charged to CCFP" columns. These are the amounts that you are requesting to claim for each particular expense to be reimbursed by the CCFP. Please ensure that you are only charging the portion of the total cost that is CCFP allowable.
- You are required to provide additional information to explain and justify certain costs charged to CCFP. Use the "List Other Non-CCFP Funding Sources" section to identify the funding sources you will use to cover CCFP allowable costs that are not being charged to CCFP.
- Some of the costs being charged to the program, such as office space rental, insurance premiums and contracted services, will require documentation to support the amount being charged to the program. List the supporting documentation that you provide for each schedule in the "List Supporting Documentation" section. Please be sure to label each document with the corresponding schedule number so that the items and costs documented can be easily matched to the information in your budget.
- Additionally, you are required to provide a cost methodology to explain how you determined the amount charged to CCFP for each expense. Provide this information in the "comments" section. You may also use the "comments" section to provide any information that would help justify or explain the costs listed on the schedule.

Schedule 1a

- Now, let's look at Schedule 1a. Use this schedule to report the salary and tax information for each salaried employee working on the CCFP.
- Enter the information requested in each column for each salaried employee working on the CCFP.
- Enter monitoring staff in the section of the schedule designated for monitoring, and staff with non-monitoring responsibilities below the monitoring section. Please be sure to classify each employee's primary function in column 1 as 1 for administrative, 2 for accounting or 4 for other. Employees who only serve as monitors should be classified as 3 in column 1 and should only be listed in the monitoring section; however employees with both monitoring and non-monitoring duties should be listed twice on this schedule. Enter the employee's monitoring hours in the monitoring section, and then list the remaining portion of their CCFP hours in the non-monitoring section.

Schedule 1b

- Use schedule 1b to report the salary and tax information for each hourly employee working on the CCFP.
- This schedule is to be completed the same way schedule 1a is completed, by entering the information requested in each column for each hourly employee working on the CCFP, according to monitoring and non-monitoring responsibilities.

Schedule 1c

- Schedule 1c is a report of your monitoring hours and duties. Day care homes sponsors should enter the number of homes sponsored for the budgeted fiscal year in the designated box at the top of this schedule. Likewise, sponsors of unaffiliated centers should enter the number of centers sponsored for the budgeted fiscal year in the designated box at the top of this schedule. Sponsors of both homes and centers do not need to enter both numbers on this schedule. Instead, please only provide the number of homes sponsored on schedule 1c of your D budget, and report the number of centers sponsored in your U budget.
- The Primary Function, Employee Name, and Total Hours Performing Monitoring Activities Per Month information will auto populate from Schedules 1a and 1b. Use the "Total Hours Worked for CCFP Per Month" column to report the total hours each employee works each month on the CCFP. Then, the Percentage of Time each employ works on the program will automatically calculate in the Percentage of Time Spent Monitoring column. Lastly, provide a description of the specific monitoring duties for each employee.
- Pay close attention to the "Equivalent Full Time Position" box at the bottom of this schedule. This number will auto calculate based on the information you provide. You are required to have the equivalent of 1 full-time staff person for each 50-150 day care homes sponsored, and the equivalent of 1 full-time staff person for each 25 - 150 centers sponsored. Please compare the number of required equivalent full time monitoring positions at the top of this schedule to the "Equivalent full time position" number at the bottom of the schedule to ensure that you have the number of monitoring FTEs required for the number of homes or centers you sponsor for the CCFP.

Schedules 2a-2e

- Schedules 2a, 2b, 2c, 2d, and 2e cover benefits costs. Use these schedules to capture the Health, Dental, Life, Retirement and Other benefits paid for each employee working on the CCFP.
- List employees in the same order on each schedule for consistency. Also, be sure to double check that you have included all employees who will be receiving each benefit identified, and note any employees who will NOT be receiving that benefit in the "comments" section at the bottom of this form.

Schedule 3

- Schedules 3 and 4 are for reporting equipment cost.
- Use schedule 3 to list any equipment over \$5,000 that you plan to purchase with CCFP funds during the fiscal year.
- Please note that all items with a cost of \$5,000 or more per unit require prior written approval from DOH staff. Be sure to contact your assigned DOH CCFP Financial Specialist for prior approval before purchasing and claiming these items for reimbursement.
- Any entries on this page require completion of the Supplemental Budget for Special Cost Items and copies of the contracts.
- Also, complete the Continuous Property Record (CPR) for equipment over \$5,000 to include the items that have been approved and purchased for CCFP.

Schedule 4

- List all equipment projected to be purchased for this fiscal year costing under \$5,000 per unit on Schedule 4. Some examples of common items listed on this schedule are desks, chairs, file cabinets, fax machines, computers, and copiers.
- Please be sure to provide all of the information requested on this schedule including the purchase date of each item.
- Equipment items under \$5,000 do not require prior written approval from DOH to purchase, however some items, such as laptops valued over \$1,000, may require additional information such as quotes and justification of the amount being charged to CCFP.

- Fill out the Continuous Property Record (CPR) for expensed items \$1000 to less than \$5000 to include the items that have been approved and purchased for CCFP.

Schedule 5

- Schedule 5 is for office and education supplies. Any expendable item with a life expectancy of two years or less is considered a supply. Some examples of common items listed on this schedule are paper, desk supplies, ink cartridges, folders, and the cost of making copies.
- Nutrition education materials are an example of educational supplies.
- Please remember that your budget is to include administrative costs only. Supplies and education materials that will be disseminated to providers to support provider operations (such as supplies for cooking and serving meals) are not allowable.

Schedule 6

- Use schedule 6 to list the costs of printing and postage services.
- Printing costs are services paid for printing: forms, brochures, instruction booklets, handbooks, and monitoring forms for the upcoming fiscal year. Provide specifics regarding the titles and quantities of the documents that will be printed.
- Examples of postage charges are stamps, bulk mail, certified mail charges and monthly postage meter costs. Please note that while the cost of metered postage should be listed on this schedule, the cost for the postage meter lease should be listed on schedule 11 for equipment rental and lease.

Schedules 7 and 7a

- Complete schedule 7 to report office space lease information or schedule 7a to report partially or fully owned office space information.
- On schedule 7, provide all of the information requested in sections A and B before moving to section C.
- You do not need to complete both schedules, only the one that is pertinent to your agency, however for either schedule, you must provide supporting documents, such as the rental or ownership agreement, to support the information provided on these schedules.

Allocating and Documenting Budgeted Costs

- Before we continue with the budget schedules, let's go over some information about allocating and documenting your budget costs.
- All budgeted costs must be properly allocated so that only the allowable share of the cost is assigned to the program.
- For example, if a program monitor works 60% of her time on CCFP and 40% of her time on Head Start then CCFP can at most be charged 60% of her salary and costs. Anything above 60% is not allocated to CCFP because it is Head Start's portion of the cost.
- Please note that sponsors of both day care homes and unaffiliated centers would use the same method to determine how much salary or cost to charge to either the D or U administrative budget. How you split shared costs should always be accurate according to how the cost was actually incurred.
- Please remember that no costs incurred for the administration of day care homes should be budgeted or claimed under an unaffiliated centers sponsor budget. Likewise, no costs incurred for the administration of unaffiliated centers should be budgeted or claimed under a day care homes sponsor budget.
- Here's another example. Let's say the program monitor works 100% of her time on CCFP, but only 75% of her salary will be charged to CCFP due to budget limitations. This means that while 100% of her salary is allowable only 75% of her salary will actually be charged to the program. The other 25% of her salary must be covered by a non-CCFP funding source.
- Use the "List Other Non-CCFP Funding Source(s)" section of the relevant schedule to note which other non-CCFP funding source(s) will be used to cover allowable CCFP costs that will not be charged to the program.
- A cost methodology is a method used to determine the amount allocated to CCFP for a particular cost. It should be a clear, specific and accurate mathematical calculation that can be easily duplicated by anyone trying to

verify how you determined the costs and allocations included in your budget. Below (on the slide) are just a few examples of cost methodology calculations provided to support administrative costs.

- Provide the cost methodology calculations in the “Comments” section of the relevant schedule. Please note that a cost methodology needs to be provided for most of the costs in your administrative budget. You may provide this information on additional pages if there is not enough space to adequately detail your costs in the comments section.
- Lastly, documentation must be provided to support the costs being budgeted. Refer to each schedule, and the administrative automated budget instructions, to determine which costs require you to send supporting documentation.
- Examples of support documents include but are not limited to office space leases, insurance policies, and contracts and invoices for professional services.
- Budget documentation should be sent in an orderly and professional manner. Please follow these tips to save both you and your assigned DOH CCFP Financial Specialist a lot of time. Send all of your supporting documents with your budget. Label each document according to the cost and the budget schedule it supports. Provide complete, readable and legible copies, and highlight or circle any pertinent information (such as amounts and dates) that will help your Financial Specialist verify your costs with the documents you have provided. Be sure to list each document in the “List Supporting Documentation” section of each relevant schedule.
- For help determining if a cost is allowable, or providing cost methodologies and supporting documentation: contact your assigned DOH CCFP Financial Specialist and review the Guidance Material available on the CCFP website. Let’s return to the budget workbook.

Schedule 8 and Schedule 9

- Use schedule 8 for the utilities you’d like to charge to CCFP such as electricity, gas, and water.
- Use schedule 9 for insurance premiums. Please make sure that the insurance type, name of the insurance company, policy number, and monthly cost of the insurance listed on this schedule match what is listed on the supporting documents.
- You must provide a complete copy of each policy listed on schedule 9. If the policy from the previous year is remaining the same and just being renewed for the new fiscal year, then you only have to provide a copy of the first couple of pages to document the renewed policy.

Schedule 10

- Schedule 10 is for contracted and professional services. List all services you plan to secure a contract or agreement for, for the current fiscal year. Make sure you list the type of service as well as the name of the company to provide each service in section 1 of this schedule.
- Sponsors must directly manage the CCFP. Subcontracting management of the program to another entity is not allowed. Critical management functions that must not be subcontracted include preparation of application and renewal materials, eligibility determinations, preparation and maintenance of enrollment rosters, monitoring, corrective action, financial management, and submission of claims for reimbursement. Persons responsible for these functions must be employees of the sponsor organization contracted with DOH to provide CCFP services.
- Specific tasks such as legal consultant services, accounting services, data processing, and services provided by a nutritionist may be subcontracted with prior written approval from DOH. CCFP sponsors must submit these contracts for DOH approval using the Supplemental Budget for Special Cost Items.
- Provide copies of all contracts against which CCFP costs will be charged, and a description of the methodology used to determine % of CCFP cost. Please remember to send supporting documentation in an orderly manner with each document labeled according to the service or cost it supports.

Schedule 11

- List all rented or leased equipment on schedule 11. Provide copies of all equipment leases and a description of the methodology used to determine % of CCFP cost.

Schedule 12

- Use schedule 12 to list the communications costs that will be charged to CCFP, such as telephone, cell phone, and internet costs.

Schedule 13

- Schedule 13 is for listing advertising and public information services costs. Advertising media include newspapers, magazines, radio and television, direct mail, and similar goods. Please note that these costs must be directly related to CCFP.

Schedule 14

- Use schedule 14 for listing any dues, memberships, and subscription related to CCFP.
- Entries on this schedule require completion of the Supplemental Budget for Special Cost Items.

Schedule 15

- List any other administrative services you plan to charge to CCFP on schedule 15. Examples of other administrative services are background checks, bank charges, and banking expenses like a supply of checks.
- Entries on this schedule require completion of the Supplemental Budget for Special Cost Items.

Schedule 16

- Expenses incurred for program monitoring, site training, and any other program related activities should be reported on schedule 16. The rate per mile used for this schedule cannot exceed the greater of the applicable State of Florida or federal government mileage allowances.

Schedule 17

- Use schedule 17 to list the costs you plan to incur for in-state-travel for CCFP workshops and related staff training. Similar to schedule 16, the rate per mile used for this schedule cannot exceed the greater of the applicable State of Florida or federal government mileage allowances.

Schedule 18

- Complete schedule 18 for out-of-state travel for CCFP related conferences.
- If a conference has more than one scope or an agenda that is not totally CCFP focused, attach information indicating the funding source, amount to be contributed, and agenda. Your DOH CCFP Financial Special will review the material you provide to verify that the travel is allowable and properly allocated.

Schedule 19

- Schedule 19 is for staff and site training costs. Staff costs include rental of facilities or equipment and other costs to be incurred for staff training. Please be sure to factor in registration fees for workshops. Specify the number of training sessions planned, the training locations, and the frequency of each training. Site costs include rental of facilities or equipment.
- Any related travel costs, such as mileage, meals, and lodging should be reported on Schedule 17 for in-state-travel for CCFP workshops and related staff training.
- Provide a copy of the training plan or agenda, and a description of the methodology used to determine the % of CCFP cost.

Schedule 20

- On Schedule 20, complete the "Total Allowable Costs" and "Total Amount Charged to CCFP" based on the indirect costs you are including in your budget.
- Indirect Costs are costs that have been incurred for common objectives, but cannot be readily identified or assigned to the food service, CCFP, or other sponsor activities. A sponsor cannot use an indirect cost rate to assign costs to the program unless the rate has been developed through a cost allocation plan approved by the sponsor's cognizant federal or state agency. Provide a copy of the current approved Indirect Cost Plan with your administrative budget.
- If no other Non-CCFP funding sources have been identified to pay for CCFP costs, please list other funding sources available to pay for disallowed and potential overpayments in the "Other Required Funding

Information” section of schedule 20. You may also use this space to provide additional information about how you calculated the indirect costs charged to the program.

Final Steps

- Return to the Budget Summary worksheet once you have completed the administrative budget schedule. Double check that all of the costs you plan to charge to the CCFP appear in the “Total Amount to be Charge to CCFP” column and that any amounts that appear in the “Allowable CCFP Costs Covered by Other Non-CCFP Funding Sources” column are correct.
- Please note that the total amount to be charged to CCFP in column b of the budget summary worksheet should match the total projected administrative earnings you list at the top of the worksheet. You will receive an error message at the bottom of the budget summary if the amounts do not match. If you receive this message, double check that you have entered the same amount from your projected administrative earnings worksheet into the projected administrative earnings box at the top of the budget summary. Then adjust the amounts you are charging to CCFP on the budget schedules to ensure that your budgeted costs do not fall short of or exceed your projected administrative earnings amount.
- Print, sign and date the Budget Summary worksheet, and provide the signed copy to the DOH CCFP Financial Specialist reviewing your budget for approval.
- You can mail your administrative budget and support documents to the Department of Health Child Care Food Program 4052 Bald Cypress Way, Bin #A-17 Tallahassee FL 32399-1727. Existing sponsors who have completed the renewal documents may email them to ccfp.renewalbudget@flhealth.gov. It is always best practice to double check that your documents were received by your assigned DOH CCFP Financial Specialist. Also, please let us know if you have any questions about your budget or submitting a budget amendment during the year.
- This concludes the Department of Health Child Care Food Program Budget Module for Sponsors of Day Care Homes and Unaffiliated Centers. Thank you for your time.