

**PROGRAM WORKSHEET FOR CAMP SPONSORS**

Complete a separated Attachment 17 for each monthly claim

Claim Month ____ June ____ July ____ Aug ____ Sept	Session 1	Session 2	Session 3	Session 4
Beginning Date				
Ending Date				
Total # Days Food Served/Session				

Session Number	NUMBER OF CHILDREN ENROLLED		NUMBER OF ADULTS RECEIVING MEALS	
	(A) Total Children	(B) Needy Children	(C) Program Adults	(D) Non-Program Adults
1.				
2.				
3.				
4.				
Total				

Session Number	CALCULATION TO DETERMINE MEAL ALLOCATION FACTOR					CALCULATION TO DETERMINE COST ALLOCATION FACTOR			
	(E) % Needy Children (Round to 4 Decimals) (B ÷ A)	(F) Total Meals Served to All Children for Each Session	(G) Total Meals Served to All Adults for Each Session	(H) Total Meals Served to All Children and Adults (F + G)	(I) Total Children's Meals Eligible for Each Session (E x F)	(J) Needy Children and Program Adults (B + C)	(K) All Children and Adults (A+C+D)	(L) (J ÷ K) (Round to 4 Decimal Places)	(M) (L x H) (Round to Nearest Whole Number)
1.									
2.									
3.									
4.									
Total									

$$\frac{\text{Total in (I)}}{\text{Total in (F)}} = \text{(N) Meal Allocation Factor (Round to 4 Decimals)}$$

$$\frac{\text{Total in (M)}}{\text{Total in (H)}} = \text{(O) Cost Allocation Factor (Round to 4 Decimals)}$$

CALCULATION OF MEALS SERVED					CALCULATION OF PROGRAM COSTS				
Meal Type	(P) Total Meals Served to All Children		Meal Allocation Factor (From N Above)	(Q) Reimbursable Meals Served (Round to Nearest Whole Number)	Cost Item	(R) Actual Costs		Cost Allocation Factor (From O Above)	(S) Reimbursable Program Costs (Round to Nearest Whole Number)
Break-fast		x	=		Food		x	=	
Lunch		x	=		Labor		x	=	
Supper		x	=		Other		x	=	
Snack		x	=		Subtotal Operating Cost		x	=	
Total		x	=		Total		x	=	

Signature of Sponsor Representative

Date

**WORKSHEET FOR CAMP SPONSORS  
INSTRUCTIONS AND EXAMPLE**

- A. List total children including eligible and non-eligible children for each session.
- B. List Needy Children, which include only eligible children -- those that meet the income poverty guidelines and must have an approved eligibility, form on file for each session.
- C. List Program Adults, which are those adults who work for SFSP under the Sponsor according to SFSP regulations and are involved in the preparation, serving and/or supervision of food service for each session.
- D. List Non-program Adults, which include those adults who are not involved in the preparation, serving or supervision of food service or are parents, visitors, etc. for each session.
- E. Divide Needy Children (B) by Total Children (A)  
 $35 \div 68 = .5147058$  (Round to four decimal places) = .5147
- F. List total meals served to both eligible and non-eligible children in each session.
- G. List total meals served for program adults and non-program adults.
- H. Add Total Meals Served to All Children for Each Session (F), PLUS, the Total Meals Served to All Adults for Each Session (G).  
 $5,695 + 656 = 6,351$
- I. In order to calculate the total number of eligible meals for each session, multiply % of Needy Children (E) by Total Meals Served to all Children (F).  
 $.5147 \times 5,695 = 2,931$
- J. Add Needy Children (B) -- those who have an approved eligibility form on file, PLUS, Program Adults (C) -- those who have been trained by the Sponsor on SFSP regulations.  
 $35 + 8 = 43$
- K. Add Total Children and all Program and Non-program Adults for each session (A+C+D = all children and adults).  
 $68 + 8 + 0 = 76$
- L. Divide Needy Children & Program Adults (J) by All Children & Adults (K).  
 $43 \div 76 = .5657894$  (round to the fourth digit) = .5658
- M. Multiply (L) by (H) Total Meals Served to All Children and Adults.  
 $.5658 \times 6,351 = 3,593$
- N. Divide (I) Total Children's Meals Eligible by (F) Total Meals Served to All Children to equal (N) Meal Allocation Factor.  
 $2,931 \div 5,695 = .514661984$  (round to four decimals) = .5147

- O. Divide (M) by (H) Total Meals Served to All Children & Adults to equal (O) Cost Allocation Factor.  
 $3,593 \div 6,351 = .565737679$  (round to four decimals) = .5657
- P. Record total allowable meals served to all children (eligible and non-eligible) according to MEAL TYPE:
- |           |       |
|-----------|-------|
| Breakfast | 1,428 |
| Lunch     | 1,434 |
| Supper    | 1,429 |
| Snack     | 1,404 |
| Total     | 5,695 |
- Q. Multiply (P) Total Allowable Meals Served to All Children by (N) Meal Allocation Factor, which equals (Q) Reimbursable Meals Served.
- |       |                            |
|-------|----------------------------|
|       | $1,428 \times .5147 = 735$ |
|       | $1,434 \times .5147 = 738$ |
|       | $1,404 \times .5147 = 723$ |
|       | $1,429 \times .5147 = 736$ |
| Total | 5,695            2,932     |
- R. Record actual costs for each cost item.
- |  |            |
|--|------------|
| Food Cost (Actual –see receipts)                         | \$32,784   |
| Labor Costs (Actual – see time cards or time documented) | \$2,520    |
| Other (none)   |            |
| Subtotal Actual Operating Cost                           | – \$35,304 |
- S. Multiply (R) Actual Costs for each Item by (O) Cost Allocation Factor, which equals (S) Reimbursable Operating Costs.
- |                                      |  |   |
|--------------------------------------|--|---|
| Food                                 | $\$32,784 \times .5657$ (allocation factor from O) | = \$18,546                                  |
| Labor                                | $\$2,520 \times .5657$ (allocation factor from O)  | = \$ 1,426                                  |
| Subtotal Reimbursable Operating Cost |  | = \$19,972 (S) Reimbursable Operating Costs |
|                                      |  | To be submitted on final claim.             |
- T. Administrative Cost – Allocation factor is not applicable to administrative cost.  
 Administrative Cost \$5,000 to be submitted on final claim.

**WORKSHEET FOR CAMP SPONSORS EXAMPLE**

	Session 1	Session 2	Session 3	Session 4
Beginning Date	5/5/97			
Ending Date	5/26/97			
Total # Days Food Served/Session	22			

Session Number	Number of Children Enrolled		Number of Adults Receiving Meals	
	(A) Total Children	(B) Needy Children	(C) Program Adults	(D) Non-Program Adults
1.	68	35	8	0
2.				
3.				
4.				
Total	68	35	8	0

Calculation to Determine Meal Allocation Factor						Calculation to Determine Cost Allocation Factor			
Session Number	(E) % Needy Children (Round to 4 Decimals) (B ÷ A)	(F) Total Meals Served to All Children for Each Session	(G) Total Meals Served to All Adults for Each Session	(H) Total Meals Served to All Children and Adults (F + G)	(I) Total Children's Meals Eligible for Each Session (E x F)	(J) Needy Children and Program Adults (B + C)	(K) All Children and Adults (A+C+D)	(L) (J ÷ K) (Round to 4 Decimal Places)	(M) (L x H) (Round to Nearest Whole Number)
1.	.5147	5,695	656	6,351	2,931	43	76	.5658	3,593
2.									
3.									
4.									
Total	.5147	5,695	656	6,351	2,931	43	76	.5658	3,593

$$\frac{2,931}{5,695} = .5147$$

$$\frac{3,593}{6,351} = .5657$$

Total in (I)    Total in (F)    (N) Meal Allocation Factor (Round to 4 Decimals)                     
 Total in (M)    Total in (H)    (O) Cost Allocation Factor (Round to 4 Decimals)

Calculation of Meals Served					Calculation of Program Costs						
Meal Type	(P) Total Meals Served to All Children	x	Meal Allocation Factor (From N Above)	=	(Q) Reimbursable Meals Served (Round to Nearest Whole Number)	Cost Item	(R) Actual Costs	x	Cost Allocation Factor (From O Above)	=	(S) Reimbursable Program Costs (Round to Nearest Whole Number)
Breakfast	1,428	x	.5147	=	735	Food	32,784	x	.5657	=	18,546
Lunch	1,434	x	.5147	=	738	Labor	2,520	x	.5657	=	1,426
Supper	1,404	x	.5147	=	723	Other		x		=	
Snack	1,429	x	.5147	=	736	Subtotal Operating Cost	35,304	x		=	19,972
Total	5,695	x		=	2,932	Admin Cost	5,000	x	N/A	=	5,000

Signature of Sponsor Representative

Date

