

## Summer Food Service Program (SFSP)

### Allowable and Unallowable Costs

IMPORTANT: All program related cost records must be maintained and available for audit or review. Cost documentation must support your claim for reimbursement. **Allowable costs must be pro-rated between all programs.**

#### Allowable Costs

**Costs** are expenses incurred when preparing, delivering, and serving meals for the SFSP, planning, managing, and organizing the program. These costs include, but are not limited to:

- Food - purchasing, obtaining, and storing.
- Non-food supplies - involved in preparation, serving and clean-up only.
- Labor - preparing meals, preparing menus, purchasing, ordering, delivering, and serving food, taking on-site meal counts, cleaning-up, completing the meal production records, supervising children during the meal service, administrative, clerical, monitoring, and bookkeeping.
- Facilities - rental of food service facilities and equipment, utilities, repairs of kitchen equipment **only during the period of SFSP operation**, rental of office space, and vehicles.
- Trash disposal
- Transportation of food
- Transportation of children - rural only
- Establishing the eligibility of children meeting the SFSP free meal family size and income guidelines
- Use allowance - for office equipment.
- Office supplies
- Vehicle allowance - mileage, parking expense
- Communications - telephone, postage, advertising
- Insurance and indemnification
- Audits - organization must receive more than \$300,000 in Federal funds for this expense to be allowable.

See [Administrative Guidance](#) for Sponsors for additional guidance and examples of allowable costs.

**Camp sponsors** must remember that they can only allocate a portion of their operating costs to the SFSP. Only the cost of meals served to children eligible for free or reduced-price meals and Program adults are allowable; the cost of meals served to others is considered unallowable. For

each reporting period, camp sponsors need to allocate their operating costs based on eligibility. This does NOT apply to Program administrative costs.

Costs can include the cost of producing meals served to program adults who are performing meal service labor. If the sponsor chooses to serve meals to adults, the following rules must be observed:

- If the number of meals is limited, all children must be fed first.
- Meals served to children, program adults, and non-program adults must be counted and recorded separately on the daily meal count form.
- A decision to serve meals to adults may require additional site staff to maintain program safety and integrity. You should be allocating only the portion of the administrative costs incurred to the SFSP. If equipment or services were purchased for the sole use of the SFSP, then 100% of that cost would be allocated to the SFSP. Prorate any administrative costs that are not 100% for the SFSP. For example, you might have an activities program or camp program and spend \$500 on office utilities. However, only 20% of the time spent on administrative work is related to the SFSP. The other 80% is spent on administrative work related to the activity or camp program. Therefore, only 20% of the utility bill (\$100) would be an SFSP expense.

## Unallowable Costs

Examples of Unallowable costs include, but are not limited to:

- Cost to purchase food (including coffee, etc.) for use outside the SFSP.
- Cost of meals served to administrative adult personnel, or any other non-program adults.
- More than one meal per meal service provided to a Program adult.
- Meals served in violation of Program regulations - meals served outside approved serving times, meals or components consumed off-site (unless approved by the State Agency to provide non-congregate meal service) or the cost of meals disallowed based on a USDA review.
- Interest on loans, bond discounts, costs of financing and refinancing operations, including legal and professional fees in connection there with
- Entertainment - costs of amusements, social activities, and incidental related costs such as costs incurred on field trips for meals, beverages, lodging, rentals, transportation, gratuities, etc.
- Donated labor - the value of volunteer labor or labor funded through other Federal, State, or local government programs.
- Costs of spoiled or damaged meals
- Repayment of overclaims and other Federal debts

- Contributions to a contingency reserve or any similar provision for unforeseen events
- Fines or penalties resulting from violations of, or failure to comply with Federal, State, or local laws or regulations.
- Bad debts which are losses arising from uncollectible accounts and other claims and related costs
- Capital expenditures including nonexpendable equipment.
- Fund raising expenses - financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.
- Rental or leasing costs for buildings, facilities, or equipment if the rental agreement includes option-to-purchase, or for periods beyond the close-out date for Program operations.
- Costs of purchasing land, acquiring, or constructing buildings, or making alterations to existing buildings, or any charges for the use of land or buildings.
- Repairs which materially increase the value or useful life of capital assets (rebuilding of equipment worth \$500 or more). Improvements to facilities when those improvements are of a permanent nature or when the benefits derived from those improvements exceed the duration of Program operations.
- Depreciation or use allowance for publicly owned buildings and improvements.
- Rental or leasing costs may not be charged to the Program for buildings, food service equipment, or vehicles owned by the sponsor.
- Rental or leasing fees may not be charged to the Program if fees exceed those normally charged in the sponsor's locality for comparable buildings, food service equipment, and vehicles.

For vended sponsors:

- The cost of meals delivered by an FSMC to a non-approved site. \* meals served in excess of the approved CAP
- Spoiled or unwholesome meals or meals which do not meet meal requirements or quality standards.

### Allowable SFSP Costs and Required Documentation

COST	DOCUMENTATION
<b>Food</b> <ul style="list-style-type: none"> <li>• Purchases</li> <li>• Costs associated with getting food</li> <li>• Storing charges</li> </ul>	<b>Food</b> <ul style="list-style-type: none"> <li>• Invoices</li> <li>• Delivery and grocery receipts</li> <li>• Canceled checks</li> <li>• Receiving reports</li> <li>• Refunds and discounts</li> <li>• Starting and ending inventories</li> </ul>
<b>Labor</b>	<b>Labor</b>

<ul style="list-style-type: none"> <li>• Preparing menus</li> <li>• Purchasing/ordering food</li> <li>• Delivering food</li> <li>• Completing meal production records</li> <li>• Taking meal counts during meal service</li> <li>• Supervising/assisting children during meal service</li> <li>• Clean up after meal service</li> <li>• Supervising food service operations at the site or kitchen level, including the direct supervision of food service staff</li> <li>• Processing, transporting, storing and handling food and supplies and transporting equipment, food and supplies</li> <li>• Completing the MEGS+ application</li> <li>• Attending sponsor training</li> <li>• Conducting your own training for site and sponsor personnel</li> <li>• Conducting pre-operational visits, first week visits and monitor site reviews</li> <li>• Reviewing free meals applications (enrolled sites and camps)</li> <li>• Consolidating meal counts</li> <li>• Paying food program bills</li> <li>• Payroll activity of summer food staff</li> <li>• Clerical activity</li> <li>• Completing claims for reimbursement</li> <li>• Your time working with MDE when a review is conducted, and time spent responding to the review</li> </ul>	<ul style="list-style-type: none"> <li>• Time and attendance documents</li> <li>• Payroll records including benefits</li> <li>• Time sheets showing name, activity, and amount of time spent</li> </ul>
<p><b>Office Costs</b></p> <ul style="list-style-type: none"> <li>• Telephone</li> <li>• Postage</li> <li>• Printing</li> <li>• Rent (if special Summer Office needed and special space is rented)</li> <li>• Utilities used for administrative staff</li> </ul>	<p><b>Office Costs</b></p> <ul style="list-style-type: none"> <li>• Bills</li> <li>• Receipts</li> <li>• Canceled checks</li> <li>• Documented method of proration if cost needs to be shared with other programs</li> <li>• Rental agreement</li> </ul>
<p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>• Travelling to training</li> <li>• Monitoring sites</li> </ul>	<p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>• Mileage records</li> <li>• Gas receipts</li> <li>• Basis for mileage charges</li> </ul>
<p><b>Other Costs</b></p> <ul style="list-style-type: none"> <li>• Non-food items (napkins, kitchen cleaning supplies, etc.)</li> </ul>	<p><b>Other Costs</b></p> <ul style="list-style-type: none"> <li>• Invoices</li> <li>• Grocery tapes</li> </ul>

<ul style="list-style-type: none"> <li>• Utilities for food service</li> <li>• Rental of facilities, equipment, vehicles</li> <li>• Transporting children (rural sites only)</li> <li>• Transporting food</li> <li>• Repairs of kitchen equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery receipts</li> <li>• Canceled checks</li> <li>• Documented method of proration if cost needs to be shared with other programs</li> <li>• Mileage records</li> <li>• Gas receipts</li> <li>• Basis for mileage charges</li> </ul>
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More information about allowable and unallowable costs can be found at: [Assessing Cost in the Summer Food Service Program](#)

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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