



# Resource Management

Maine Department of Education  
Child Nutrition Programs



# Resource Management

- The management of the nonprofit school foodservice account
  - Procurement
  - Nonprogram (a la carte) food pricing
  - Costs charged to the account
- Efficient management of school nutrition (federal) funds



## 4 Areas of Resource Management

1. Maintenance of the nonprofit school food service account
2. Paid lunch equity
3. Revenue from non-program foods
4. Indirect costs



# Maintenance of the Nonprofit Foodservice Account

- School nutrition funds only used for:
  - Operation, and
  - improvement of the school foodservice program
- Expenses charged must be allowable:
  - Necessary
  - Reasonable
  - Allocable
  - Ex/ food, equipment, labor NOT land, buildings, bus drivers



# Maintenance of the Nonprofit Foodservice Account

- Net cash resources may not exceed 3 months average expenses



# Maintenance of the Nonprofit Foodservice Account

- SN funds must be accounted for through its own account
- Sponsors must have a financial management system
  - Tracks & record all expenses & revenue
  - Separate account only for school foodservice



# Sources of Revenue

- Federal meal reimbursement
- State Revenue
- Meal payments
- A la carte/catering
- Grants: SCA/LFF/LFS
- Local revenue



# Allowable Expenses

- Food for the SNP
- Labor for the SNP
- Other
  - Paper
  - Chemicals
  - Equipment
  - Repairs





# Revenues

- All revenues received by school nutrition is considers Federal funds
  - Can only be used for the benefit of the school nutrition program



# Maintenance of the Nonprofit Foodservice Account

- Required documents:
  - Detailed general ledger
  - Balance sheet
  - Profit & loss statement
  - All invoices, receipts, labor charged to the school food service account
- Help you manage the financial health of the SNP



## Paid Lunch Equity

- Relates only to 'paid' student reimbursable meals
- Ensures the price charged to paid students is inline with the federal free reimbursement
- PLE tool submitted with annual application in CNPweb
- **Does not apply to non-pricing schools or those with a positive/zero balance on June 30,**

**2022**



# Revenue from Nonprogram Foods

- Nonprogram foods = foods/beverages sold in school that were purchased with school foodservice funds
  - Outside the reimbursable meal program



# Revenue from Nonprogram Foods

- Prices charged must cover/exceed the cost to the school foodservice program
  - Second meals
  - Adult meals
  - A la carte, Vending, milk only
  - Catering
- Revenues from the sale of nonprogram foods must accrue to the nonprofit school foodservice account



# Indirect Costs

- A cost that benefits multiple programs
  - Utilities
  - Accounting & Payroll
  - Facilities Management
- Expenses charged must be specifically allocable to the school nutrition account
- Indirect Costs are NOT allowed

# Financial Reporting

- CNPweb: Annual Financial Report
  - Report to the State Agency all program income and expenses by program and type
  - Completed after June 30 once the fiscal year is closed
  - Select the program year for which you are reporting
  - Must be completed prior to filing claim

Sponsor Summary

Airline CSD (1038)

Checklist

Applications

Forms











Activities

Claims

Payments

Users

Penobscot County

Form Name	Revision	Status	Date Approved	Action
FFVP Airline Community School (1039)		FFVP App can not currently be entered for 2023.		
October Survey	0	Approved	11/16/2022	 
Annual Financial Report		Report to be filed after final claims entered for 2023.		  
Verification Summary		Complete	12/2/2022	  
Verification Results		Complete	12/7/2022	 



# Supply Chain Assistance Funds

- Funds sent to SFAs purchase domestic, unprocessed or minimally processed food for the NSLP, SBP and NSLP Afterschool Snack Service
- Must track usage and maintain documentation (invoices)
- Rounds 1-3 distributed last year, Round 4 distribution will be distributed this year – watch the Thursday Update!





# Supply Chain Assistance Funds



## Allowable

- Milk, cheese, yogurt
- Fruit & Vegetables
  - Juice of domestic
- Pasta, rice

## Not Allowable

- Pre-made Pizza
- Breads, muffins, crackers
- Prepared/pre-cooked items – chicken nuggets, pre-packaged sandwiches

# Funding to Support Local Foods

## State Local Foods Fund (LFF)

- Reimburses \$1 for every \$3 spent
- \$5,000 per district each year
  - \$5,500 if attend DOE training
- NSLP, SBP and SFSP
- Local produce, value-added dairy and protein
- Livestock (whole animals)
- Allowable processed items approved by DOE

## Federal Local Foods for Schools (LFS)

- 100% reimbursement
- Allocation based on district enrollment
- NSLP and SBP only
- Minimally processed local produce, dairy and protein
- No livestock (whole animals)
- Focus on small and socially disadvantaged farms



# Questions?

