

Summer Food Service Program Salary Guidance



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

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Food and Nutrition Division
Summer Meal Programs

PURPOSE

TDA is required to ensure that all Program costs, including salaries, are necessary, reasonable, allocable, and allowable for the administration of the Child Nutrition Programs. To that effect, TDA has established the following guidance for Summer Food Service Program (SFSP) base salaries as well as requested increases each Program year.



AUTHORIZATION

FNS 796-4 Rev. 4 - Establishes standards, principles, and guidelines to assist state agencies and Food and Nutrition Service Regional Offices in the development and maintenance of financial management systems, including accounting information systems which are to be maintained by sponsors, thereby assuring that a) all costs claimed in the program are necessary and reasonable, and b) Program funds are expended efficiently, economically, and in accordance with applicable laws and regulations.



ACRONYMS AND DEFINITIONS

Base Salary

Standard rate of pay excluding benefits, bonuses, or other compensation.

Budget Detail

Budget information submitted in the Texas Unified Nutrition Programs System (TX-UNPS).

CACFP

Child and Adult Day Care Food Program

CACFP Compensation Protocol

TDA-established protocol that documents method for determining reasonable and allowable compensation for base compensation as directed by 2 CFR Part 200 and FNS 796-4 Rev. 4.

Categorical Roles

Field of employment was matched to meet the roles consistent with that appropriate for a non-profit food service program and categorized to fill that role.

CE

Contracting Entity (Sponsor), an organization that has been approved to operate the SFSP and has executed a Permanent Agreement with Texas Department of Agriculture to that effect.

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ACRONYMS AND DEFINITIONS

CFR

Code of Federal Regulations

EMPLOYEE

A person employed for wages or salary by the applying organization or returning CE.

F&N

Food and Nutrition division of the Texas Department of Agriculture

PES

Program Eligibility section of F&N

SFSP

Summer Food Service Program

TDA

Texas Department of Agriculture

TX-UNPS

Texas Unified Nutrition Programs System

SALARY GUIDANCE | PAY RANGES

- Allowable salaries for SFSP staff are approved by TDA based on the reasonableness and necessity of the request.
- Combined base salaries for CEs operating both SFSP and CACFP cannot exceed the maximum allowable base salaries as established in TDA's CACFP Compensation Protocol.





INCREASE REQUESTS

- Salary increases should not exceed the position's range noted in the organization's compensation policy.
- TDA will consider the following salary increases using SFSP federal funding: 5% for routine annual or merit-based increases and 10% for promotional increases. Job description reviews may occur with promotional increases to ensure that the proposed change aligns with additional duties.

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INCREASE REQUESTS *Continued*

- Promotional and annual merit-based increase percentages may not be combined to exceed the thresholds provided by category. Further, promotional increases and raises may not be considered within the same year. CEs may provide increases beyond the TDA allowable ranges but may not use SFSP funds to do so. Any such instances must use non-SFSP funds to cover the increases.
- If an employee's pay for either the categorical roles of Staff and General Office is below the minimum threshold as listed in the CACFP Compensation Protocol, the max allowed pay may be increased to the minimum protocol pay threshold plus 10%.



SALARY REQUESTS FOR CES OPERATING BOTH SFSP & CACFP

Combined base salaries for CEs operating both SFSP and the Child and Adult Care Food Program (CACFP) cannot exceed the maximum allowable base salaries as established in TDA's CACFP Compensation Protocol.

- Input SFSP portion of all employee salaries in SFSP Budget Detail in TX-UNPS and submit for review.
- Complete and submit the SFSP & CACFP Base Salary Worksheet. The salary costs in the Budget Detail cannot be reviewed without the worksheet.

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SALARY REQUESTS FOR CES OPERATING BOTH SFSP & CACFP

Continued

- Template worksheets can be found on www.squaremeals.org. Please note some fields in the worksheet will be pre-populated as an example of required response formats.
- The duration of SFSP operations shall not exceed a total combined time of four months.



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SALARY REVIEWS

Approvable Budget Details will have total Base Salaries that are within the salary range parameters established in the CACFP Compensation Protocol, identify the cumulative total annual time worked in each Food Program, and that the position is documented in the CE's organization chart and compensation policy.



TDA's SALARY REVIEW PROCESS FOR CEs OPERATING SFSP AND CACFP

TDA will review to determine the time allocation per employee per food program as provided by the CE in the respective programs' application packets in TX-UNPS.

Determinations are conducted by:

- Identifying the cumulative annual time worked in each program.
- Identifying the cumulative annual pay for each program.
- Reconciling the pay and time worked in each program and ensuring the totals do not exceed the compensation parameters as noted in the CACFP Compensation Protocol.



**TDA's SALARY
REVIEW
PROCESS FOR
CEs OPERATING
SFSP AND
CACFP** *CONTINUED*

If the Base Salary is not compliant with the TDA review parameters, the application packet will be returned for correction.

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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

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