

Summer Food Service Program

Budget Detail

CACFP and SFSP Compensation

Instructions on how to enter an employee's annual compensation when the employee works in both CACFP and SFSP.

1. Complete the SFSP Budget Detail.

- SFSP pay should not equal more than 30% of total annual pay. (SFSP should not exceed a total aggregate of four months.)
- Additional Costs and/or Benefits (Benefit Calculator) may be 100% allocated under CACFP or can be allocated between CACFP and SFSP. SFSP allocation should not exceed 30% of total.

2. Complete the CACFP Budget Detail.

- CACFP/SFSP Salary Worksheet **no longer required**.

3. Submit both CACFP and SFSP budgets for review at the same time.

- Do not submit any other changes to the CACFP application if possible as additional items submitted for review will lengthen processing times.



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)



Food and Nutrition Division
Summer Meal Programs

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 2/5/2024
www.SquareMeals.org

Budget Detail

SFSP Compensation

SFSP Staff Details: TX-UNPS Expectations

Position	Enter Taxable Income Protocol category for each position.
Based Salary	List the same amount in both SFSP and CACFP budgets.
Nbr. Hours Worked Daily	Full time employees should reflect a minimum of 7 hours.
Nbr. Hours Spent in Food Service Duties	This should reflect the number of hours typically worked in a day operating the SFSP.
Portion Paid from Food Service Account Annually	If employee paid only with program funds, amount listed under both budgets should total to equal Base Salary + Additional Costs and/or Benefits.

Summer Food Service Program

TX-UNPS

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[Applications >](#) [Application Packet >](#)

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2022 - 2023 SFSP Budget Detail Staff Details

04493 Status: Active
BILL & TEDS MOST EXCELLENT SPONSOR
 DBA:
 1212 Egregiously Lane
 Lewisville, TX 75056
 County District Code:
 ESC: 10 TDA Region: 2

A. Projected Operating Labor and Costs

Executive Staff

Position	Employee Name	Base Salary	Additional Costs and/or Benefits	Total Base Salary + Benefits	Nbr. Hours Worked Daily	Nbr. Hours Spent in Food Service Duties	Portion Paid from Food Service Account Annually
Executive - Director	Ted Theodore Logan	50,000.00	0.00	\$50,000.00	8.00	8.00	2,000.00
Executive - Assistant Direct	William S Preston ESQ	40,000.00	0.00	\$40,000.00	8.00	8.00	1,000.00
		0.00	0.00	\$0.00	0.00	0.00	0.00
		0.00	0.00	\$0.00	0.00	0.00	0.00
		0.00	0.00	\$0.00	0.00	0.00	0.00



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Budget Detail

CACFP Compensation

CACFP Staff Details: TX-UNPS Expectations

Position	Enter Taxable Income Protocol category for each position.
Based Salary	List the same amount in both SFSP and CACFP budgets.
Nbr. Hours Worked Daily	Full time employees should reflect a minimum of 7 hours.
Nbr. Hours Spent in Food Service Duties	This should reflect the number of hours typically worked in a day operating the CACFP.
Portion Paid from Food Service Account Annually	If employee paid only with program funds, amount listed under both budgets should total to equal Base Salary + Additional Costs and/or Benefits.

Child and Adult Care Food Program

TX-UNPS

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Applications > Application Packet - Centers > VIEW | MODIFY

Child & Adult Care Food Program Contracting Entity Budget for 2022 - 2023 Staff Details

04493 Status: Active
BILL & TEDS MOST EXCELLENT SPONSOR
 DBA:
 1212 Egregiously Lane
 Lewisville, TX 75056-6761
 County District Code:
 ESC: 10 TDA Region: 2

PROJECTED ANNUAL CACFP EXPENSES A. Projected Operating Costs: Labor

Executive Staff

Position	Employee Name	Base Salary	Additional Costs and/or Benefits	Total Base Salary + Benefits	Nbr. Hours Worked Daily	Nbr. Hours Spent in Food Service Duties	Portion Paid from Food Service Account Annually
Executive - Director	Ted Theodore Logan	50,000.00	0.00	\$50,000.00	8.00	8.00	48,000.00
Executive - Assistant Direct	William S Preston ESQ	40,000.00	0.00	\$40,000.00	8.00	8.00	39,000.00
		0.00	0.00	\$0.00	0.00	0.00	0.00
		0.00	0.00	\$0.00	0.00	0.00	0.00
		0.00	0.00	\$0.00	0.00	0.00	0.00



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Benefit Calculator and Compensation Review

BENEFIT CALCULATOR

- Complete the Benefit Calculator per your organizations compensation policy.
- Additional Costs and/or Benefits may be 100% allocated for CACFP or allocated between both programs. SFSP allocation should not exceed 30% of total amount.

Benefit Calculator	
Position:	Director/Chef
Employee Name:	John Smith
Cost/Benefit	Amount
Disability	0.00
FICA	0.00
Healthcare	0.00
Medicaid/Medicare	0.00
Merit Pay/Bonus Pay	0.00
Paid Time Off	0.00
Retirement	0.00
Sick Time	0.00
Unemployment Insurance	0.00
Vacation/Holiday	0.00
Total: \$0.00	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

COMPENSATION REVIEW

- All compensation will be calculated and based on the amounts listed in the [CACFP Compensation Protocol](#).
- Compensation must be in accordance with the organization's Compensation Policy.
- TDA may request more information to determine all costs are reasonable, necessary and allocable to the food programs.



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