

Congratulations! You are receiving this e-mail because one or more school(s) in your district has received a Healthier US School Challenge (HUSSC) Award.

We are reaching out to work on getting the award funds transferred to your school district's bank account.

Please provide current and accurate contact and account information on the **HUSSC Monetary Incentive** form (see attachment above). Complete the form and email it to Evelyn Garcia at Evelyn.Garcia@fns.usda.gov and Darrick Butler at Darrick.Butler@fns.usda.gov.

Additionally, the Child Nutrition Director should work closely with financial management staff at the district level to assure that the **System for Award Management** otherwise known as **SAM**, is correct and up to date. Each organization must be registered in the SAM and their records must be active and current. The information can be accessed at <https://www.sam.gov>. It is free to register, but any other website is a commercial entity that will incur you a cost to register with SAM.

Once the process is completed the district Financial Manager should receive an email with an ID number alerting the SFA that it has been sent to the funds officer for payment processing, the SFA should expect a payment within one month after receiving that email. If for any reason you do not get a payment, please feel free to contact USDA with any questions and use the identification number assigned to you within the subject line, so USDA can locate your records and respond back in a timely manner.

USDA/FNS cannot send the incentive directly to schools because they must use a Tax ID# or EIN# - so it has to be sent to the district. The district should then do an internal transfer from the general account to the school's non-profit food service account.

Use of funds, like the HUSSC award monies, are subject to the same allowable cost requirements as funds in the nonprofit school food service account because policy memorandum TA 04-2010 states, "All HUSSC award monies must be deposited into the nonprofit school food service account and used for allowable expenses under that account."