

2024-2025 Revenue From Nonprogram Foods

Complete required information with supporting documentation for prior fiscal year, 2023-2024.

Contracting Entity (CE) ID#: _____	Completed by Name: _____
CE Name: _____	Title : _____
Fund Type: _____	Telephone # : _____
	Email: _____

Nonprogram Revenues and Costs

1. What categories of nonprogram foods and/or beverages does the SFA sell through its nonprofit school food service?

Adult Meals (e.g.: meals for teachers, parents, etc.)

Catering (e.g.: food provided for Teacher Appreciation Day, meals for a sports banquet, food items provided for outside organizations)

Meals/food and beverages supplied to another school district (meals are not being claimed for reimbursement by the school supplying the food) or program (e.g. Head Start)

Food and/or beverages via vending machines (e.g.: water, snacks)

A-la-carte (e.g.: milk for kids who bring a lunch from home, 2nd entrees, Smart Snacks including beverages)

Fundraisers (e.g.: SFA supplies products for school-based fundraisers)

School stores (e.g.: Smart Snack compliant chips, coffee)

2. For each of the categories selected, what process(es) did the SFA use to ensure that all funds received from the sale of nonprogram foods were deposited into the SFA's nonprofit school food service account?

Describe SFA process in comment box:

Comments:

Catering/School Events (if applicable)

If the SFA used funds from the nonprofit school food service to cater food or beverages such as:

- Providing food and/or beverages for internal school departments, officials, events, meetings, school stores, etc.; and/or
- Providing food and/or beverages to external organizations for fundraisers, other events, etc.

Provide an invoice(s) from at least one event or meeting the SFA provided within the school and an invoice(s) for food/beverages the SFA provided to external organizations. Submit supporting documentation from the SFA's detailed general ledger that reflects the invoice(s) for food and labor was paid in full to the nonprofit school service account.

Document the date and amount of the catered meals/food items billed and collected by the SFA.

Comments:

3. Did all revenue from catering and/or vending activities accrue to the SFA's nonprofit school food service account?

Response to be completed by State Agency

Adult Meals

? 4. Were breakfasts and lunches sold to teachers, administrators, custodians and other adults priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as State or local fringe benefit or payroll funds, or funding from voluntary agencies) was sufficient to cover the overall cost of the adult meal?

Yes No N/A

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Comments:

5. If the SFA served adult meals at nonpricing sites and/or served adult meals free of charge to adults not directly involved in the meal service, determine how the nonprofit school food service was reimbursed in full for the cost of all adult meals served. Was the SFA's process for recovering the full cost of adult meals served sufficient?

**Response to be completed
by State Agency**

Assessing Compliance with the Nonprogram Foods Revenue/Cost Ratio

Regulations at 7 CFR 210.14(f) require SFAs to ensure the revenue ratio is greater than or equal to the food cost ratio, as follows:

$$\frac{\text{Nonprogram food revenue}}{\text{Total program and nonprogram revenue}} \geq \frac{\text{Total nonprogram food costs}}{\text{Total program and nonprogram food costs}}$$

6. Did the SFA assess its compliance with the Revenue from Nonprogram Foods requirements?

**Response to be completed
by State Agency**

7. Please provide what process the SFA used to calculate its compliance with the revenue from nonprogram food requirements in 7 CFR 210.14(f)?

USDA Nonprogram Food Revenue Tool

5-Day Reference Period-reference in FNS Policy Memo SP-20-2016

Other

None of the above

Comments:

8. Did the SFA:

a. Include in its food cost ratio or five-day reference period calculation the cost of any nonprogram foods it provides for free to students or adults?	Yes	No	N/A
b. Include all of its nonprogram revenues and costs in its calculation?	Yes	No	N/A
c. Use a sufficient reference period as described in FNS Policy Memo SP20-2016.	Yes	No	N/A

9. Did the SFA correctly calculate its nonprogram food ratio and its food cost ratio?

**Response to be completed
by State Agency**

10. If the SFA found that its revenue ratio was less than its food cost ratio, did the SFA take additional steps to sufficiently increase its nonprogram food prices, add sufficient funds to its nonprofit food service account, and/or take other actions to adequately resolve the problem?

**Response to be completed
by State Agency**

11. After assessing its compliance with the nonprogram foods revenue/cost ratio, an SFA that sells a limited number of nonprogram foods with an identifiable per-serving cost (i.e. milk) may find that it must still add funds to its nonprofit school food service account despite selling its nonprogram foods at prices that cover its full costs. State agencies may review these SFAs to determine if the compliance assessment does not fully represent the SFA's pricing practices for nonprogram foods and if it does not, the SA may instead base compliance on whether or not the SFA is recovering more than the per-serving food cost of these nonprogram food items (See Q&A #3 in FNS Policy Memo 20-2016).

**Response to be completed
by State Agency**

Was the SFA out of compliance with the Revenue from Nonprogram Foods requirements despite fully covering its costs for the small number of nonprogram foods it sold?

**Response to be completed
by State Agency**

Proportion of Program / Non-program Revenue and Food Cost

Each year, CEs must have a mechanism to separate, account, and assess their revenue from program food (reimbursable meals) and non-program food (non-reimbursable foods) to ensure that non-program food revenue generates at least the same proportion/ratio of revenue as it contributes toward total food costs.

Calculations – Ratio of Program Foods vs Non-program Foods	
Please provide the information below concerning Program and Non-program foods:	
(Step 1) Total non-program food revenue:	\$ _____
(Step 2) Total non-program food cost:	\$ _____
(Step 3) Total program revenue:	\$ _____
(Step 4) Total program food cost:	\$ _____
A. Revenue Ratio = Non-program food revenue ÷ (Total Program revenue + Non-program revenue) <div style="text-align: center; margin: 5px 0;">>=</div> (greater or equal to)	A. _____ B. _____
B. Food Cost Ratio = Non-program food costs ÷ (Total Program foods + Non-program food costs)	

Calculating Food Costs: In calculating costs for program/non-program proportion, the CE will use only the cost of the actual food. The CE will not include labor or other costs in this calculation.

[Note: If the menu item is made from scratch, the CE would need to determine the price of all ingredients to calculate the food costs.]